Administration for Community Living

Center for Innovation and Partnership

Senior Medicare Patrol (SMP) Resource Center
HHS-2025-ACL-CIP-MPRC-0031
07/30/2025

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ACL Center:
Center for Innovation and Partnership
Funding Opportunity Title:
Senior Medicare Patrol (SMP) Resource Center
Funding Opportunity Number:
HHS-2025-ACL-CIP-MPRC-0031
Primary CFDA Number:
93.048
Due Date for Letter of Intent:
07/10/2025
Due Date for Applications:
07/30/2025
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

Mission of Senior Medicare Patrol

The mission of the Senior Medicare Patrol (SMP) program is to empower and assist Medicare beneficiaries (hereafter known as enrollees), their families, and caregivers. The SMP program empowers enrollees to prevent, detect, and report health care fraud, errors, and abuse through outreach, counseling, and education. The increased awareness and understanding lowers the risk of economic and health-related consequences associated with Medicare fraud, errors, and abuse. There are 54 SMP grant projects, including all 50 states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, and Guam. With this funding opportunity, the Administration for Community Living (ACL) seeks a single cooperative agreement to operate the SMP Resource Center (SMPRC). SMPRC will provide training, technical assistance, and other activities to support the 54 state projects and the SMP program nationally.

ACL anticipates awarding one (1) 3-year cooperative agreement at the federal funding level of $1,500,000 during the first year and $1,000,000 in each remaining year, pending availability of federal funds.

I. Funding Opportunity Description

Overview of the SMP Program

The Department of Health and Human Services (HHS) Office of Inspector General (OIG) estimates that Medicare loses billions of dollars each year due to fraud, errors, and abuse. This drains the Medicare trust funds and threatens the health and financial wellbeing of Medicare enrollees. Identifying and preventing Medicare fraud, errors, and abuse is vitally important to the financial security of Medicare enrollees and the Medicare program.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established a national Health Care Fraud and Abuse Control (HCFAC) Program designed to coordinate federal, state, and local law enforcement activities with respect to health care fraud and abuse. This successful program continues to protect enrollees by identifying and prosecuting the most egregious instances of health care fraud and preventing future fraud and abuse. As a partner in these fraud control initiatives, ACL receives HCFAC funding for the Senior Medicare Patrol (SMP) program.

The SMP Program includes 54 project grantees in all US states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, and Guam. SMP staff and volunteers empower and assist Medicare enrollees, their families, and caregivers to prevent, detect, and report health care fraud, errors, and abuse through outreach, counseling, and education.

The Role of the SMPRC

The ever-evolving nature of the Medicare program and the broader health insurance landscape has reinforced the need to protect Medicare enrollees through intensive fraud prevention services provided by the SMPs, partners, and team members. The goal of the SMPRC is to maximize the effectiveness of the SMP Medicare fraud prevention outreach and education efforts by serving as a central source of information, expertise, and technical assistance. In addition, the SMPRC increases national SMP visibility by ensuring a fully consolidated, national approach to reaching Medicare enrollees with SMP messages.

SMPRC Functional Themes

Applicants for this funding opportunity should focus their program narrative on describing how they will provide support and technical assistance to SMP project grantees' work toward achieving the programmatic strategic themes outlined in the FY2023 SMP Base Grant Funding Opportunity Announcement. These themes are further developed for SMPRC focus below:

1. Team Member and Enrollee Education: The SMPRC will support the SMP network's efforts to provide group education and one-on-one assistance to Medicare enrollees on a statewide basis.
2. Workforce Development: The SMPRC will support the SMP network's efforts to recruit, train, and retain a sufficient and effective workforce ready to provide high quality education and inquiry resolution.
3. Operational Excellence: The SMPRC will support the SMP network's efforts to monitor and assess SMP results on operational and quality measures.
4. Innovation and Partnership: The SMPRC will support SMP network's efforts to position SMP to respond to changes in the programmatic landscape.

Applicants should provide plans to monitor the impact of their technical assistance to ensure they have achieved their goals.

SMP Strategic Program Theme 1: Team Member and Enrollee Education

Objectives:

A. **Consistently and confidentially provide accurate, objective, and comprehensive information and technical assistance to support the SMP network with prevention, detection, and reporting of Medicare fraud, errors, and abuse.**
B. **Promote awareness, knowledge, and visibility of the SMP program.**

The SMPRC will support this objective by gathering, preparing, and providing relevant materials to empower and assist Medicare enrollees, their families, and caregivers. They will do so through training and technical assistance to SMP project grantees in support of their efforts to provide enrollee counseling that is consistent, confidential, accurate, objective, and comprehensive. The SMPRC will, in coordination with ACL, produce and disseminate materials that will promote awareness, knowledge, and visibility of the program nationally.

<u>Enhance Health Care Fraud-Related Content Knowledge of the SMP Network</u>

The development and dissemination of SMP subject matter expertise (SME), training, and materials is a core function of the SMPRC. The SMPRC must provide standardized, expert information and access to resources that assist SMP team members in obtaining and maintaining competency in a variety of areas included below. Applicants should provide a plan to:

- Ensure SMPRC remains abreast of current developments in Medicare, health care fraud trends, and related enrollee issues.
- Provide subject matter expertise (SME) to assist with a wide range of Medicare enrollee needs including understanding of complicated health care fraud, error, and abuse cases and trends.

- Facilitate peer-to-peer learning and SMP network sharing of effective materials, resources, and practices.
- Develop and disseminate training materials and curriculum regarding Medicare and related benefits; healthcare fraud, errors, and abuse; and processes for handling Medicare fraud complaint resolution. These may include online training courses, web-based tools, social media materials, fact sheets, etc.
- Solicit input from ACL and the SMP network on SME needs and requirements and propose solutions to the challenges identified.

<u>Develop and Adhere to an Integrated Communications Strategy</u>

Clear and informative communication with and between the SMPs, ACL, and the public is central to the success of the SMP program. The SMPRC should act as the main information and resource clearinghouse for the network to facilitate communication by proactively work with ACL to further the SMP message nationally. Communication strategies should include:

- Provision of timely information based on input from the SMP network to be used in planning technical assistance, training, and other support activities to ACL.
- Promotion of national partnerships as well as the development and dissemination of outreach and education materials to assist the SMPs in their efforts to ensure high-quality and person-centered service delivery. The information shared should leverage knowledge and resources that were developed by fellow ACL Resource Centers.
- Development and dissemination of information, strategies, materials, and approaches that will enable more effective reach to Medicare enrollees, their families, and caregivers within the community.
- Development and maintenance of a comprehensive and user-friendly SMPRC website that:
    - Provides public facing information to improve knowledge of SMP projects and activities, including access to an online SMP locator tool to provide users quick and easy access to their state SMP projects.
    - Serves as a secure SMP resource library and tool clearinghouse where SMPs and their team members can access materials, tools, resources, and information developed by the SMPRC, other SMPs, and partners.
- Maintenance of a national toll-free phone number to connect callers to their local SMP.
- Creation and distribution of a regular newsletter for the SMP network to provide up-to-date information to SMP staff and team members on fraud trends, updates from ACL, CMS, and other federal partners, and/or best practices from SMPs across the country.
- Creation and promotion of media and outreach templates, including social media, for use by SMP projects to use in their marketing campaigns, including brochures and other materials.
- Increase national exposure of SMP program through participation in webinars, publications, presentations, and partnerships. Venues for this may include National Health Care Anti-Fraud Association Annual Training Conference, American Association of Service Coordinators Conference, US Aging Annual Conference, and other related national and regional gatherings.

- Demonstrate the ability to develop and disseminate materials that can be easily understood, including those with limited literacy and those for whom English is a second language.

Testing New Technologies to Improve SMP Fraud Prevention Messaging

In FY 2025 ACL received one-time funding to explore technologies to improve SMP fraud prevention messaging to Medicare enrollees, their families, caregivers, and the public. This includes:

- Conducting research on innovative communication strategies to increase Medicare enrollee understanding and retention of fraud prevention messaging.
- Identifying and leveraging new technologies available to push messaging to Medicare enrollees, their families, and caregivers.
- Pilot testing the identified communication strategies and technology with a sub-set of the SMP state project grantees.

With this funding opportunity ACL is making an additional $500,000 available to the SMPRC awardee to conduct this work and testing only available for the first year of the grant. Applicants should detail plans to research communication strategies, identify technology options, and plan a pilot with a subset of the SMP project grantees.

Note: The SMPs in the pilot testing do not need to be identified at the time of this application. ACL will work with the SMPRC awardee to identify SMP participants.

SMP Strategic Program Theme 2: Workforce Development

Objective: Support SMP project grantees to recruit, train, and retain a sufficient and effective workforce ready to provide high quality education and inquiry resolution.

The SMPRC will support this objective by collecting, preparing, and leveraging learning materials, best practices, and SME to recruit, train, and retain a healthy and capable SMP workforce. Applicants should include plans to:

Support Team Member Recruitment

The SMPRC will support SMP efforts to increase the number paid and volunteer counselors. SMPRC support should include:

- Developing partnerships with national and state associations with large membership and/or volunteer bases to recruit SMP team members.
- Developing a special recognition for SMP recruitment and training of new team members.
- Developing a media campaign for SMP that includes avenues for team members recruitment.

Support Team Member Training

The development of training materials and curricula are a central focus of the SMPRC. Specifically, applicants should provide detailed plans to support SMP team members nationally including:

- Developing new materials to enhance team member training support. This may include soliciting input from SMPs, gathering, synthesizing, and finalizing new and updated materials, disseminating materials, and conducting webinars and self-paced trainings.
- Providing support for new and experienced SMP directors and team members through training, technical assistance, and mentoring.
- Providing role-specific manuals, kits, job aids, self-paced trainings, and online assessments to support new and existing team member training.
- Providing in-depth training and support for team members who process complex individualized assistance to fully understand the SMP casework process.
- Demonstrating strong SME in Medicare and healthcare fraud, errors, and abuse.

Support Professional Wellbeing of the SMP Network

The SMP network may at times experience interpersonal challenges in their work serving the public good. The SMPRC should support the SMP network with resources that encourage professional and emotional wellness. This could include materials or training on professional boundaries; burn out; managing interactions with high needs individuals; recognizing enrollees in greatest economic and/or social need; self-care; recognizing when a colleague is in emotional distress; and knowing where to go for help when faced with these challenging situations. Applicants should describe plans to find, collect, and disseminate valid and reliable information of this type to be used by the SMP project grantees and the broader SMP network. In addition, applicants should provide a plan to utilize subject matter SME to develop materials and ongoing learning opportunities.

SMP Strategic Program Theme 3: Operational Excellence

Objective: Develop and strengthen the program structure and organization, including processes and procedures, to enable effective and efficient operations.

The SMPRC will support this objective by helping SMPs develop and strengthen their program structures and organization, including overarching processes and procedures. Applicants should outline efforts to assist grantees in accessing data in the SMP data system and utilizing the SMP performance measures data to inform program decisions. Plans should ensure timely, responsive, integrated support of the SMP program that promotes and enhances the efficiency of program operations and the quality of SMP results.

Support Management of Team Members

The ACL Volunteer Risk and Program Management (VRPM) framework provides a standard set of expectations and tools to mitigate programmatic risk and improve team member recruitment and management practices. SMPs are required to incorporate VRPM into their programs. Though this set of materials was designed to decrease and manage risks specifically related to volunteers, most VRPM sections apply to all program team members regardless of paid status.

Applicants should provide plans to encourage and assist SMP grantees with VRPM through training, technical assistance, and resource development. Applicants should provide a plan to:

- Assist with the analysis of current VRPM expectations to determine necessary updates or development of additional elements based on SMP network needs.

- Encourage and assist SMP grantees with continued implementation of the VRPM requirements.
- Provide specific SMP approaches, roles, and activities to improve and enhance the quality of team member program management.
- Gather SMP input, disseminate tools or written products, and host webinar trainings for the SMP network.
- Facilitate communication with state SMP staff to ensure trusted working relationships, up-to-date national contact information, and improved SMPRC understanding of state VRPM successes and challenges.

Utilization of the SMP Data System

ACL contracts with IT specialists responsible for the development, maintenance, and implementation of the data system also known as the SMP Information and Reporting System (SIRS). The SMPRC should provide ongoing feedback, data validation activities, and quality assurance testing on all aspects of the data system, including software features and system training materials. The SMPRC should support the SMP network by providing SIRS training materials and webinars in conjunction with ACL and the IT specialists involved in the project. Applicants should describe how they will partner with ACL in the development of a training plan based on the needs of the end users of the system. Applicants should provide a plan to:

- Provide continued and targeted quality assurance testing on SMP data system including providing comprehensive feedback on system changes and enhancements to ACL and its contractor(s).
- Development of training tools and products to be used by the SMP and continuous online training for all levels of users including proposing methods for enhancing their working knowledge of the data system.
- Provide high-quality support, one-on-one technical assistance, and training for SMP projects and team members on use of the SIRS data system to resolve inquiries and track SMP OIG Report data.
- Assist ACL with identifying efficiencies, disseminating best practices, and streamlining processes related to data entry and casework processing.

Technical Assistance in Support of SMP Performance Measures

In conjunction with ACL, the SMPRC should offer regular trainings about SMP Performance Measures including how the measures, along with data validation and quality assurance efforts, can be used to improve program management. As with other aspects of this funding opportunity, the SMPRC should be prepared to collect, develop, and disseminate best practices and other technical assistance materials to assist SMPs with the implementation and management of the SMP Performance Measures. Applicants should provide a plan to:

- Provide support, technical assistance, and training for SMP grantees about performance measures including demonstrating use of the performance measures for program monitoring and improvement.
- Conduct data validation and quality assurance efforts as part of the OIG Report data review and throughout the year

- Collect, develop, and disseminate best practices and other technical assistance materials to assist SMPs with the management of the SMP Performance Measures and complex cases.

Facilitate Ongoing Grantee Needs

The SMPRC will offer ongoing and annual opportunities for grantees to provide feedback on their needs and overall experience. Results of these quality assurances will be synthesized, and recommendations utilized, as appropriate. Applicants should provide a plan to:

- Develop and implement a plan to determine SMP grantee need and a plan to address these needs.
- Offer feedback and evaluation opportunities related to specific resources and educational offerings.
- Monitor impact of technical assistance provided with quantitative and qualitative data to better understand progress toward goals.
- Obtain grantee feedback on SMPRC quality, accessibility, and satisfaction with SHIP TAC offerings including materials and services.

SMP Strategic Program Theme 4: Innovation and Partnership
Objective: Promote adaptable and sustainable processes and activities to position the SMP for changes in the programmatic landscape.

The SMPRC should support project grantees as they position themselves for changes in the following areas:

- Gathering, compiling, and disseminating examples of unique, innovative, and effective counseling, training, outreach, or program strategies used by SMPs in an effort to support prevention, detection, and reporting.
- Establishing partnerships with related network agencies, and national anti-fraud associations and organizations.
- Serving as access points for beneficiary education and information.
- Providing online education and counseling.
- Leveraging resources to increase reach.
- Monitoring data reporting and quality assurance.
- Identifying and supporting grantee short- and long-term sustainability strategies through workforce changes (or program leadership changes) to ensure continuation of the project’s goals and efforts to achieve desired outcomes.
- Propose innovative approaches to enhance consistent, effective processing of beneficiary complaints (complex interactions) received by SMP projects, to include well-managed and documented referrals to HHS-OIG, the Centers for Medicare & Medicaid Services (CMS), and other appropriate entity.

Collaborate with ACL Resource Centers

ACL funds several resource and technical assistance centers focused on a variety of specialized topics and programs. Examples include the State Health Insurance Assistance Program Technical Assistance Center, the National Center for Benefits Outreach and Enrollment, No Wrong Door (NWD) System Initiative, National Center on Law and Elder Rights (NCLER), and the National Center on Elder Abuse. While each center has its own mission, focus, and/or special target population it is important for each to work together on collaborative efforts that are mutually beneficial to support the work being done by all. This allows each to benefit from the specialist SMEs found within each group throughout the network. Applicants to this funding opportunity should provide a plan to work collaboratively with the other ACL resource centers to help enhance the capacity of all.

Statutory Authority

HIPAA of 1996 (PL 104-191)

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$1,500,000

Expected Number of Awards:
1

Award Ceiling:
$1,500,000
Per Budget Period

Award Floor:
$0
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'

The terms and conditions for this cooperative agreement are as follows and will be incorporated by reference in the Notice of Award (NOA). ACL anticipates awarding one (1) 3-year cooperative agreement at the federal funding level of $1,500,000 during the first year and $1,000,000 in each remaining year, pending availability of federal funds.

COOPERATIVE AGREEMENT

This award will be a new cooperative agreement. ACL will be substantially involved in SMPRC activities. The terms and conditions of the agreement will be included in the Notice of Award (NOA), which is subject to modification by either party as listed below.

The terms and conditions for this cooperative agreement are as follows:

ACL will carry out the following activities for the cooperative agreement as listed below:

1. Perform the day-to-day federal responsibilities of managing a grant initiative and work with the grantee to ensure that the necessary requirements for the grant are met.
2. Assist the grantee project leadership in understanding the direction and priorities of ACL by conducting periodic briefings and by carrying out ongoing consultations.

3. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project. If issues are identified, work with the grantee to revise the project work plan, detailing expectations for major activities and products during the 60-month grant.
4. Provide guidance to the grantee, as necessary, in making sub-awards (i.e., sub-grants/contracts) as permitted in this funding opportunity announcement.
5. Review and provide technical advice to the grantee on all work products and other project deliverables and processes.
6. Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program and activities.
7. Work with the grantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured, and continuous improvement occurs.
8. Attend and participate in major project events as appropriate.

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

1. Collaborate with ACL for any in-scope modifications and execution of the work plan, initially within 45 days of the award.
2. Participate in ACL education and communication activities, including required teleconferences, webinars, and monthly meetings to discuss grant-related activities and programmatic budgetary concerns.
3. Coordinate and consult with the ACL project officer frequently on meetings, events, and projects impacting the administration and/or service delivery of project activities.
4. Participate in training opportunities. A portion of this grant award shall be designated for travel expenses to these events:
    - Attend the OHIC National Conference and New Director Training – The grantee is required to send an adequate number of staff to both events annually. Attendees may be the Center Director and any other staff that would be deemed necessary for full participation in the event. The grantee should expect to help with planning and presenting as well.
    - Send appropriate staff to other pertinent trainings provided by ACL, CMS, or other federal or state partners to ensure a comprehensive understanding of the grant expectations and knowledge needed to appropriately manage the grant.
    - Apply to, present at, and send representation to national conferences such as National Healthcare Antifraud Association Annual Training Conference, American Association of Service Coordinators Conference, USAging Annual Conference, and other related national gatherings.
5. Share information with ACL, SMP grantees, national, state, and local partner organizations, and other entities as appropriate.
6. Work with the ACL project officer to evaluate performance results reported semiannually and jointly develop strategies to address areas requiring improvement.
7. Use the following language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL supported publications and forums describing projects or programs funded in whole or in part with ACL funding:

- 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 100 percent funding by ACL/HHS. 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.
- 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.

8. Submit resumes of potential key staff hired as detailed under HHS grants prior approval requirements.
9. Ensure all products and deliverables are accessible and 508-compliant before public release.
10. Create and distribute a regular newsletter for program team members. The newsletter should include information to ensure comprehensive understanding of grant administration and expectations, updates from ACL, CMS, and other federal partners; and/or learn best practices from peers across the country.

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
No

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that do not meet the following responsiveness criteria will be administratively eliminated and will not be reviewed. The successful applicant will be an organization that meets the following criteria:

1. Demonstrated knowledge of the SMP program and expertise in Medicare policy and health care fraud issues.
2. Demonstrated experience in working with state aging agencies, state health and public health agencies, community-level aging service provider organizations, and community health provider organizations.
3. Demonstrated expertise in team member management, including risk assessment and recruitment, training, and retention.
4. Demonstrated expertise in providing technical training and support to professionals.
5. Demonstrated organizational capacity to provide support to 54 SMP project grantees.

Application Screening Criteria

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

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

1. *Applications must be submitted electronically via https://www.grants.gov by 11:59 p.m., Eastern Time, by the* ***due date listed in section IV.3 Submission Dates and Times****.*
2. *The Project Narrative section of the Application must be* ***double-spaced****, on 8.5" x 11" plain white paper with* ***1" margins*** *on both sides, and a* ***standard font size of no less than 11 point, preferably Times New Roman or Arial****.*
3. *The Project Narrative must not exceed 20 pages.* ***Project Narratives that exceed 20 pages*** *will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration.* ***NOTE****: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit.*

Unsuccessful submissions will require authenticated verification from https://www.grants.gov indicating system problems existed at the time of your submission. For example, you will be required to provide an https://www.grants.gov submission error notification and/or tracking number 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 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: SAM.GOV Quick Start Guide for Financial Assistance Registrations.

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

Rebecca Kinney

Center for Innovation and Partnership

Office of Healthcare Information and Counseling

Phone Number: (202) 795-7375

E-mail: rebecca.kinney@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Number of Days from Publication 10

07/10/2025

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:

Department of Health and Human Services, Administration for Community Living

Rebecca Kinney

Center for Innovation and Partnership

Office of Healthcare Information and Counseling

Phone Number: (202) 795-7375

Email: rebecca.kinney@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 to 20 pages; 20 pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit. A new requirement for all Project Narratives is a section that explains the experience of the project team.

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

Summary/Abstract
Problem Statement
Goal(s) and Objective(s)
Proposed Intervention
Special Target Populations and Organizations
Outcomes
Project Management
Evaluation
Dissemination
Organizational Capability
Experience of Project Team

Summary/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. Detailed instructions for completing the summary/abstract are included in the “Instructions for Completing the Project Summary/Abstract".

Problem Statement

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

Goals and Objectives

This section should consist of a description of the project’s goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal. The proposed project goal(s) and objectives should be reflective of the priority activities discussed in SMP Strategic Program Objectives.

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the "Problem Statement" and as described in the "SMPRC Functional Themes" area above. This includes addressing the items guided by the four Strategic Themes: (1) Team Member and Enrollee Education, (2) Workforce Development, (3) Operational Excellence, and (4) Innovation and Partnership. You should also describe the rationale for using the intervention, including factors such as: "lessons learned" for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the "right conditions" for the intervention (e.g., existing social or economic factors that you'll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

Special Target Populations and Organizations

This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project. This section should also describe whether, and if so, how the proposed intervention will target hard-to-reach populations, such as those in greatest economic and social need.

Outcomes

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

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

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

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

Project Management

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

Evaluation

This section should describe the method(s), techniques, and tools that will be used to: 1) determine whether the proposed intervention achieved its anticipated outcome(s), and 2) document the "lessons learned" – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

Dissemination

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

Organizational Capability

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

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitae nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

Budget Narrative/Justification

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

Work Plan

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

Letters of Commitment from Key Participating Organizations and Agencies

Include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via http://www.grants.gov, signed letters of commitment should be scanned and included as attachments. Applicants unable to scan the signed letters of commitment may fax them to the ACL Office of Grants Management to fax number 202-205-0399 by the application submission deadline. In your fax, please be sure to include the funding opportunity number and your agency name.

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

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

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

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

Number Of Days from Publication 30

07/30/2025

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*

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

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

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

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

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

7. Other Submission Requirements

Letters of intent should be emailed to Rebecca Kinney at rebecca.kinney@acl.hhs.gov.

V. Application Review Information

1. Criteria

Criteria

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

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

a. Project Relevance & Current Need
b. Approach
c. Budget
d. Project Impact
e. Organizational Capacity

Project Relevance and Current NeedMaximum Points: 10

1. Does the proposed project clearly and adequately identify the relevance of the priority areas, as described in this funding opportunity announcement, in relation to current SMP program needs? (5 points).
2. Does the application adequately and appropriately describe and document the key areas to be addressed in providing standardized expert information and access to resources that assist SMPs in obtaining and/or maintaining competency in Medicare fraud, errors, and abuse prevention, detection, and reporting? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? (5 points)

Approach, Work Plan, and DisseminationMaximum Points: 45

1. Does the applicant provide a clear plan to provide technical assistance, training, and information to enhance SMP efficiency and effectiveness in identifying and reporting Medicare fraud, errors, and abuse? Does plan facilitate communication and peer-to-peer learning between the SMP project grantees? Is there a plan to provide grantees with access to easily replicable and proven effective methods of conducting outreach and education to beneficiaries and their caregivers? (10 points)
2. Does the applicant demonstrate the ability to develop a user-friendly website which includes a public-facing side for beneficiaries and the public, as well as a password protected Resource Library with materials, tools, and other resources? Does the applicant provide a clear plan to provide an online counselor training and certification tool minimizing any gap in implementation between the current system and the applicant’s system (if needed)? (10 points)
3. Does the applicant provide a clear plan for providing grantees with team member management support, training, and technical assistance to maintain and enhance efforts to manage and mitigate inherent program risks and management challenges such as team member recruitment and retention? Along with that, does the applicant provide a clear and reasonable plan to support continued implementation activities related to Volunteer Risk and Program Management (VRPM)? (5 points)

4. Does the applicant include a clear and comprehensive project work plan? Does it include sensible and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific objectives and tasks that are linked to measurable outcomes? (5 points)
5. Does the applicant include plans for innovation and partnership? Are the proposed activities sensible with feasible timeframes for the accomplishment of tasks presented? Does the plan include serving those in greatest economic and social need? Does it include a plan to work with other ACL Resource Centers? (5 points)
6. Does the applicant include a plan to provide materials and training on professional wellbeing? Does the applicant include a plan to provide materials, information, technical support, and training to the network related to SMP Performance Measures and SIRS? (10 points)

BudgetMaximum Points: 10

1. Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management, and timely completion of the project? (5 points)
2. Are budget line items clearly delineated and consistent with work plan objectives? For example, has a multiyear budget covering the entire proposed project period been included as well as a budget covering each individual year? (5 points)

Project Impact and EvaluationMaximum Points: 15

1. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the project? Does the project include a clear plan for dissemination of information to the SMP grantees and the public? (5 points)
2. Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the SMP project grantees and the populations that they serve? Are the proposed outcomes quantifiable and measurable, consistent with the definition of project outcomes contained in the project work plan? (5 points)
3. 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)? (5 points)

Organizational CapacityMaximum Points: 20

1. Does the applicant organization clearly identify their capacity for carrying out the proposed project? Have they clearly identified a plan to ensure they have the capacity to provide substantial subject matter expertise to the SMPs? (5 points)
2. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles? (5 points)
3. 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? (5 points)

4. Are letters 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? (5 points)

2. Review and Selection Process

For any Federal award under a notice of funding opportunity, if the HHS awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see § 75.2 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the HHS awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the HHS awarding agency previously entered and is currently in the designated integrity and Page 22 of 41 performance system accessible through SAM;

iii. That the HHS awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in § 75.205.

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: 09/01/2025

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.

As of October 1, 2024, 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards updated to a new version. The eCFR is currently updating its site with the newly adopted content. Until that time, the links below to 2 CFR 200 will not include the changes. If you need to see specific changes while they complete that work, see 78 FR 78608.

Also as of October 1, 2024, HHS adopted several provisions in the new 2 CFR 200 that affect your application. These new provisions supersede those previously used in 45 CFR 75. The changes include:

Indirect costs

De minimis rate

If you use the de minimis rate to calculate indirect costs:

- When you calculate this rate, you will now use 15% of modified total direct costs (MTDC) rather than 10%. See 2 CFR 200.414(f).
- Additionally, when you calculate MTDC, you can now use up to $50,000 of subawards and subcontracts rather than $25,000. See 2 CFR 200.1.

Training awards

If your application is for a training award, your indirect cost rate remains capped at 8% of MTDC. However, when calculating MTDC , you can now use up to $50,000 of subawards and subcontracts rather than $25,000. See 2 CFR 200.1.

Budget

When planning your budget, HHS now uses the definitions for equipment and supplies in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or $10,000 and the threshold for supplies to below that amount.

All changes

HHS adopted all the following superseding provisions on October 1, 2024:

- 2 CFR 200.1, Definitions, Modified Total Direct Cost.
- 2 CFR 200.1, Definitions, Equipment.
- 2 CFR 200.1, Definitions, Supplies.
- 2 CFR 200.313(e), Equipment, Disposition.
- 2 CFR 200.314(a), Supplies.
- 2 CFR 200.320, Methods of procurement to be followed.
- 2 CFR 200.333, Fixed amount subawards.
- 2 CFR 200.344, Closeout.
- 2 CFR 200.414(f), Indirect (F&A) costs.
- 2 CFR 200.501, Audit requirements.

3. Reporting

The following reports are required for this grant:

Financial Status Report (SF-425): ACL requires the submission of the SF-425 (Federal Financial Report) semi-annually. The reporting cycle will be reflected in the Notice of Award. The annual 425 is due 30-days after the end of each budget period. The final SF-425 report is due 90 days after the end of the project period. Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully completed SF-425 will be required as denoted in the Notice of Award terms and conditions.

Semi-Annual Narrative Progress Reports: Progress reports are due twice a year to ACL. The reports include a description of the progress made toward meeting goals outlined in this funding opportunity announcement and as described in the SMP grant application. As part of the narrative progress reports, the grantee must provide details of how the SMP expects to meet the goals described in their grant application submission. The narrative progress reports must be uploaded through www.grantsolutions.gov. The narrative progress reports cover the following periods and due dates annually:

- September 1st through February 28th - Due March 31st
- March 1st through August 31st - Due September 30th

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:

Rebecca

Last Name:

Kinney

Phone:

202-795-7375

Office:

Office of Healthcare Information and Counseling

Grants Management Specialist

First Name:

Rasheed

Last Name:

Williams

Phone:

(202) 401-5481

Office:

Center for Management & Budget

VIII. Other Information

Application Elements

- SF 424, required – Application for Federal Assistance (See "Instructions for Completing Required Forms" for assistance).
- SF 424A, required – Budget Information. (See Appendix for instructions).
- Separate Budget Narrative/Justification, required (See "Budget Narrative/Justification - Sample Format" for examples and "Budget Narrative/Justification – Sample Template.") NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi- year detailed Budget Narrative/Justification.
- SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
- Lobbying Certification, required.

- Proof of non-profit status, if applicable
- Copy of the applicant's most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
- Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).
- Vitae for Key Project Personnel.
- Letters of Commitment from Key Partners, if applicable.

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. 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-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/.
- 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/your-protections-against-discrimination-based-on-conscience-and-religion/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 $10,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., 5% x $200,000 = $10,000 – 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 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600

					In-Kind **Volunteers** 15 volunteers @ $8/hr for 49 hours = $5,880
Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

4.														
5.														
6.														

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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

1. Project Director.

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

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