



Administration for Community Living

Center for Innovation and Partnership

National Transportation Accessibility Center

HHS-2022-ACL-CIP-DNTC-0085

06/28/2022

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ACL Center:

Center for Innovation and Partnership

Funding Opportunity Title:

National Transportation Accessibility Center

Funding Opportunity Number:

HHS-2022-ACL-CIP-DNTC-0085

Primary CFDA Number:

93.631

Due Date for Letter of Intent:

05/23/2022

Due Date for Applications:

06/28/2022

Date for Informational Conference Call:

05/19/2022

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

The Administration for Community Living (ACL) is making this funding opportunity available to establish a National Transportation Accessibility Center (NTAC) that serves as the national technical assistance center that advances greater awareness, adoption and use of assistive technology and other accessibility strategies that make transportation systems, services, vehicles, program enrollment locations and websites, and apps accessible and responsive to the needs of people with disabilities, older adults and family caregivers and others in their support network. The NTAC will identify and provide materials for a NTAC website housed on acl.gov; create and support a National Accessible Transportation Accelerator Network (NATAN); identify, disseminate, and support replication of accessibility strategies, inclusive planning, and mobility on demand transportation systems; and facilitate a community of practice to increase access to and use of accessible transportation in historically marginalized and underserved communities.

The work builds upon work previously done to strengthen coordinated and inclusive transportation planning and systems for persons with disabilities and older adults. The successful applicant will leverage and use the [Transit Planning 4 All](#) website materials, technical assistance resources and national peer-to-peer network to promote and expand the availability and use of accessible transportation systems and services. The successful applicant will collaborate and coordinate the activities with the Federal Transit Agency (FTA) funded Technical Assistance Resource Centers and ACL funded transportation related Technical Assistance Resource Centers.

ACL will award one grant to a domestic public or private non-profit entity, which includes 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, for no more than \$500,000 per year for a five-year project, with one-year budget periods, subject to the availability of funds. The award will be made in the form of a cooperative agreement because ACL will be substantially involved.

Applicants must have demonstrated experience and a proven track record in supporting states and communities to develop and implement inclusive planning that involves people with disabilities of any age and older adults in the development of transportation systems and services; promoting coordinated transportation systems that respond to the needs of people with disabilities and older adults; experience supporting communities in implementing mobility on demand transportation systems; and demonstrated experience in partnering with national stakeholder groups that are involved in the provision of transportation services and information to these target populations. Only one application per agency/organization will be accepted.

The Administration for Community Living's (ACL) mission is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, their families, and their support networks. The Administration for Community Living was created around the fundamental principle that older adults and people with disabilities of all ages should be able to live where they choose, with the people they choose, and with the ability to

participate fully in their communities. By funding services and supports provided by networks of community-based organizations and with investments in research, education, and innovation, ACL helps make this principle a reality for millions of Americans.

I. Funding Opportunity Description

A. PURPOSE/STATEMENT OF NEED

People with disabilities and older adults use transportation to engage in many aspects of daily life, including accessing healthy food, getting to school, attending doctor appointments, seeing friends and family, and going to work. Yet with an estimated 25.5 million Americans reportedly experiencing travel-limiting disabilities, many individuals with disabilities and older adults confront a variety of barriers in accessing transportation.^[1] These barriers are persistent and exacerbated for individuals living in rural areas, especially in under-resourced rural areas, and those living in poverty.

The availability of accessible transportation options that are convenient, affordable, and safe remains a top concern of people with disabilities, older adults, family caregivers and others in their support network and the communities where they live. A recent study describes the challenges people aging with mobility disabilities confront and the importance of integrating the user input in transportation policy development and implementation to identify opportunities for improvement.^[2] “These challenges include utilizing public and private modes of transportation, related to availability; accessibility; safety; advanced planning; as well as societal attitudes. The study found that barriers to the availability, delivery, and coordination of access and mobility services are linked directly or indirectly to people’s reports of experiencing a shortage of accessible transportation options.”^[3] The study lists accessibility issues, which include transferring to and from vehicles; steps and stairs; limited access to accessible vehicles; wheelchair access and storage; and lack of accessible parking spaces.

ACL facilitated a [Transportation Listening Session](#) with 56 individuals from 31 organizations. The participants underscored that the need still exists to increase the availability of accessible transportation systems, services, vehicles, program enrollment locations, websites, and apps. The *Transit Planning 4 All* project has identified the need to make public transit more accessible, including installing assistive technology communication devices in buses so bus drivers can communicate with people who do not communicate verbally and/or use alternative methods of communication; working with Transportation Network Companies to increase the availability of accessible vehicles; installing way-finding in public transit systems for people with low or no-vision; improving sidewalk access and installing wheelchair charging stations; bike safety and biking paths; and the need to increase access to transportation systems and services, program enrollment locations, websites, vehicles, and transportation related apps.

The transportation industry is transforming and rapidly developing. There are unprecedented investments and advancements in electric and autonomous vehicle (AV), and autonomous transportation system (ATS) technologies. [The Infrastructure Investment and Jobs Act \(Public Law 117-58\)](#) is a historical investment that will rebuild America's roads, bridges, and rails. With this critical activity, innovation, and investment in the nation's transportation infrastructure, the time is now to assure that it is designed, built, and rebuilt with accessibility for all populations integrated into the process. Doing so will help to mitigate transportation-related barriers for people with disabilities and older adults. It would enable new employment opportunities for approximately two million people with disabilities and save \$19 billion annually in healthcare expenditures from missed medical appointments alone.

ACL seeks to address the persistent barriers people with disabilities and older adults face in accessing transportation by building on prior ACL investments, including the *Transit Planning 4 All* project, by funding a National Transportation Accessibility Center (NTAC). The goal of the Center will be to create greater access to transportation for people with disabilities and older adults by increasing awareness and adoption of transportation accessibility strategies, inclusive planning, and mobility on demand transportation systems. To achieve this, NTAC will serve as a national resource and technical assistance center that:

- utilizes a variety of strategies to advance greater awareness, adoption and use of assistive technology and other strategies that make transportation systems, services, and apps accessible and responsive to the needs of people with disabilities, older adults, family caregivers and others in their support network.
- promotes inclusive planning and invests in work to promote greater access to transportation systems, services and supports that are accessible
- integrates inclusive planning and accessibility strategies into broader work in transportation.

Key activities of the NTAC will be:

- initial work on identifying and disseminating successful accessibility strategies.
- identifying and providing materials for the NTAC website housed on [acl.gov](#).
- establishing and developing the National Accessible Transportation Accelerator Network (NATAN).
- working with five communities to increase accessible transportation options for historically marginalized and underserved communities.
- coordinating activities with the FTA funded transportation and ACL transportation related resource centers to leverage resources, including dissemination channels.

ACL will fund one cooperative agreement to a lead organization that works in partnership with national organizations, states, communities, tribal organizations, and the disability, aging and transportation sector partners to form a National Transportation Accessibility Center (NTAC). ACL expects that no single organization will be able to completely fulfill the priority areas addressed in this project. Therefore, applicants should describe how they plan to partner with other organizations, including organizations that advocate for, serve and support people with disabilities of any age, older adults, family caregivers and others in their support network, traditionally unserved and underserved populations, including those from racially and ethnically

diverse populations, with intersectional identities and the transportation sector (providers, planners, system designers). While the applicant organization must be the fiscal and programmatic lead, applicants should clearly define their key partners' roles throughout the application materials (e.g., work plan, budget, project narrative). Applicants should include letters of commitment from initial partners in this application. This organization can be a domestic public or private non-profit entity (which includes 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. Applicant(s) must include a Memorandum of Understanding (MOU) from one of the following: Minority entities and Indian tribes to carry out activities under the programs authorized under titles II, III, VI, and VII of the Rehabilitation Act of 1973 as amended, minority entities and Indian tribes to conduct research, training, technical assistance, or a related activity, to improve services provided under the Rehabilitation Act of 1973 as amended, especially services provided to individuals from minority backgrounds.

NTAC will work in collaboration with the US Federal Transit Administration funded Transportation Technical Assistance Centers and the ACL funded transportation related Technical Assistance Resource Centers.

The Center will be guided by principles of equity, community living, and self-determination and will promote community living, stressing the importance of empowering individuals with disabilities to exercise full choice and control over their lives and to live independently in their communities with the appropriate services and supports. It is expected that the successful applicant(s) will demonstrate how these aims will be advanced particularly through active, meaningful collaborations with a diverse array of stakeholders vested in community living, self-advocacy, and self-determination. Successful applicant(s) will provide evidence that individuals with disabilities and older adults, including those from culturally, linguistically diverse backgrounds, and non-traditional groups will be actively and meaningfully engaged throughout all funded activities, including staffing, administration, and governance.

[1][UTC Spotlight Newsletter - January 2022 \(transportation.gov\)](#)

[2] [“Transportation challenges for persons aging with mobility disability: Qualitative insights and policy implications”](#) by Elena T. Remillard, MS, Margaret L. Campbell, PhD, Lyndsie M. Koon, PhD, Wendy A. Rogers, PhD. Published in the January 2022 Disability and Health Journal

[3] [“Transportation challenges for persons aging with mobility disability: Qualitative insights and policy implications”](#) by Elena T. Remillard, MS, Margaret L. Campbell, PhD, Lyndsie M. Koon, PhD, Wendy A. Rogers, PhD. Published in the January 2022 Disability and Health Journal.

B. PROGRAM HISTORY/BACKGROUND

In 2012, ACL in partnership with the Federal Transit Administration (FTA) launched a "Research and Demonstration Program to Improve Coordinated Transportation Systems for People with Disabilities and Older Adults." The purpose of this program was to identify proven models and approaches that can be used by states and communities across the country to empower people with disabilities and older adults to be actively involved in the design and

implementation of coordinated transportation systems that successfully make those systems responsive to the needs of these populations. A second 5-year grant was issued in 2017 titled: “Strengthening Coordinated Transportation Systems for People with Disabilities and Older Adults.” This grant yielded many results, including:

- 42 communities engaged in inclusive planning to improve their transportation systems and services,
- A [Transit Planning 4 All website](#),
- Technical assistance resources that advance inclusive planning, such as, *An Inclusive Planning Guide*, descriptions of successful models, toolkits for replication, and a method to measure the degree to which inclusive planning is occurring,
- A Peer-to-Peer mentoring group, and
- Three communities that are using inclusive planning to implement Mobility on Demand transportation systems in collaboration with people with disabilities of any age, and family caregivers and others in the support network.

This funding will extend the work of these prior investments to continue to promote inclusive planning.

The Center will leverage collective federal investments in work intended to promote greater access to transportation systems, services and supports that are accessible, as well as integrating inclusive planning and accessibility strategies into broader work in transportation. To this end, the project will launch as states and local communities begin implementing [The Infrastructure Investment and Jobs Act \(Public Law 117-58\)](#) that will rebuild America’s roads, bridges, and rails. It is expected that this project will engage in activities to assure the transportation infrastructure is rebuilt with accessibility for all populations integrated into the process.

This project will also be part of the FTA and ACL partnership to coordinate the transportation technical assistance activities provided through these technical assistance resource centers. Today, FTA funds the National Center for Mobility Management (NCMM), the National Aging and Disability Transportation Resource Center (NADTC), the National Rural Transit Assistance Program (RTAP), the National Center for Applied Transit Technology (NCATT), and the Shared-Use Mobility Center (SUMC). It is expected that this Center will collaborate and coordinate with these FTA funded efforts. In addition to the FTA funded transportation technical assistance resource centers, ACL funds transportation related resource centers that provide data and information that can be used to inform decision makers regarding the need for accessible transportation systems and services, provide quality of life grants to adopt more accessible transportation systems and services, and increase awareness of assistive technology that makes aspects of transportation systems and services, program enrollment locations, websites and transportation related apps more accessible. These resource centers include: ADA Participatory Action Research Consortium (PARC), the Paralysis Resource Center (PRC), the AT3 (the state Assistive Technology Training, Technical Assistance and Internet Site), and the Transit Planning 4 All. The NTAC will be a critical part of these initiatives.

The grantee will promote community living and stress the importance of empowering individuals with disabilities and older adults to exercise full choice and control over their lives and to live independently in their communities with the appropriate services and supports. It is expected that the successful applicant(s) will demonstrate how these aims will be advanced particularly

through active, meaningful collaborations with a diverse array of stakeholders vested in community living, self-advocacy, health, and wellness. Successful applicants also will provide evidence that individuals with disabilities and older adults, including those from culturally and linguistically diverse backgrounds, will be actively and meaningfully engaged throughout all funded activities, including staffing, administration, and governance.

C. PROGRAM GOALS

ACL seeks to fund one (1) five-year cooperative agreement to establish and maintain the National Transportation Accessibility Center (NTAC) to create greater access to transportation for people with disabilities and older adults by increasing awareness and adoption of transportation accessibility strategies, inclusive planning, and mobility on demand transportation systems. NTAC will serve as a national resource and technical assistance center that advances greater awareness, adoption and use of assistive technology and other strategies that make transportation systems, services, program enrollment locations, websites, and apps accessible and responsive to the needs of people with disabilities, older adults and family caregivers and others in their support network. By targeting efforts in each of these areas, ACL aims to improve transportation systems and services that will support people with disabilities and older adults to live well in the community.

Outcomes:

ACL anticipates the center achieving intermediate and long-term outcomes.

Intermediate Outcomes:

By the end of the 5 years ACL anticipates

NTAC website on acl.gov includes descriptions and resources needed to replicate and disseminate transportation accessibility strategies, inclusive planning strategies and mobility on demand transportation systems. Key consumer facing resources that will be used by the NATAN will be available in multiple languages.

Transportation systems and service providers, website designers, vehicle manufactures, program developers, and transportation app developers have more knowledge about accessibility strategies and be incorporating them into transportation infrastructure projects.

Members of the National Accessible Transportation Accelerator Network (NATAN) successfully adopt accessibility strategies in communities throughout the country and identify strategies to increase by 10 percent the adoption of accessibility strategies in the remaining communities throughout the country.

The 5 historically underserved communities that participate in the Community of Practice have improved access to transportation services aligned with the goals they develop in their community of practice.

Transportation systems and services are more responsive to the needs of the people that use transportation to engage in daily activities, social events, recreation, faith-based activities, education, work, and healthcare because people with disabilities and older adults are included in transportation system development, planning, and operations.

Long-term Outcomes:

Ultimately, as a result of this project, ACL envisions that:

- People with disabilities, older adults, family caregivers and others in their support networks can access and use public transportation systems and services, enroll in

transportation programs in person or through websites, and use transportation related apps without experiencing accessibility challenges.

- Vehicles are designed to accommodate mobility devices including wheelchairs.
- As the transportation infrastructure is updated, transit systems, vehicles, wayfinding signage, technology apps, sidewalks and first mile/last mile infrastructure includes accessibility features enabling all people to use the transportation.

These outcomes will be achieved by partnering with FTA and ACL funded transportation resources centers, leveraging and replicating the work of disability and aging network agencies and transportation partners that have implemented accessible transportation strategies, and building upon proven models and approaches that can be used by states and communities to involve people with disabilities of any age, older adults, family caregivers and others in their support network in the design and implementation of coordinated transportation systems that successfully make those systems more accessible and responsive to the needs of these populations.

D. MAJOR ACTIVITIES

Applicants should respond to this funding announcement by submitting a proposal that describe a well-designed, strategic approach they will take, if funded, to create, maintain, and sustain the National Transportation Accessibility Center (NTAC) that works on advancing greater accessible transportation systems and services. In doing so, applicants should thoroughly describe the current status of inclusive transportation planning in the U.S. as it relates to the availability of accessible transportation systems and services, program enrollment locations and websites, transportation apps, and vehicles; and clearly articulate how proposed approaches will further advance such activities. Applicant(s) should explain how they plan to implement the major activities outlined in this subsection below along with any other activities they deem necessary to achieve the outcomes listed in Subsection C above.

1. **Ensuring the project is driven by individuals with lived experience.** Applicants should describe how they will develop a steering committee comprised entirely of people with disabilities and older adults to guide the development and dissemination of the Center, including the resources and other activities of the Center. Applicants should describe their plan for developing this steering committee and ensuring the group is inclusive of people with disabilities and older adults from historically underserved groups, such as those who are: Deaf and hard of hearing, blind and low vision, Deaf-blind, LGBTQ+, people of color, immigrants, incarcerated/formerly incarcerated people, indigenous people, and/or belong to different types of faiths. Applicants should ensure they budget appropriately for every individual to fully participate in the steering committee, including the cost of reasonable accommodations, virtual meeting platforms, and potentially stipends for the individuals' time. Applicants should describe how they will recruit, support, and engage with this steering committee.
2. **Increasing awareness and adoption of transportation accessibility strategies, inclusive planning, and mobility on demand transportation systems throughout the nation and across diverse populations.** Applicants should describe how they will identify transportation accessibility strategies, inclusive planning approaches, and mobility on demand transportation systems ready for replication. Applicants should include a replication and dissemination plan that describe techniques they plan to use to

promote awareness and adoption of transportation accessibility; inclusive planning; and mobility on demand transportation systems throughout the nation. Applicants should include how resources will be available in multiple languages and media to support replication. The dissemination plan should include how the applicant will integrate and use FTA funded technical assistance resource centers and ACL funded transportation related technical assistance resource centers and the NATAN to increase adoption of accessibility strategies more broadly. To that end, applicants should clearly describe their plans for outreach and marketing of project findings and lessons learned to intended audiences and/or consumers, especially key stakeholder organizations at the national, state, regional and local levels, so that the information can be used by others to successfully involve greater segments of the population in the planning, design and implementation of accessible transportation systems and services, program enrollment locations and websites, transportation apps, and vehicles.

3. **Identifying and providing materials for a National Transportation Accessibility Center (NTAC) Website housed on acl.gov.** A NTAC website will be the central structure for curating and disseminating information on accessibility strategies, inclusive planning strategies and resources, and mobility on demand transportation systems throughout the country. ACL will develop and make available the necessary pages on the ACL.gov website for all materials, products, and other information related to the project. In this regard, a new dedicated page on the ACL website will be the primary web presence for this project. ACL requires that information and materials provided by the grantee and partners for dissemination, regardless of method, will be fully accessible (i.e., 508-compliant, Website Content Accessibility Guidelines (WCAG) 2.0), and meet the cultural and linguistic needs of the intended audience. With the ACL.gov web page as the primary vehicle for presenting and organizing public-facing information, ACL anticipates that the successful grantee will develop and employ a robust and far-reaching dissemination strategy designed to ensure that project information, existing federal resources, best practices, and other information are available and shared broadly. Applicants should describe how NTAC will use the successful Transit Planning 4 All website content and content from FTA transportation technical assistance resource centers and the ACL funded transportation related resource centers to identify and/or provide content to include on the website. Applicants should also describe their dissemination plans and articulate the methods (e.g., electronic/web-based, in-person, print, etc.) by which such activities will occur.
4. **Developing, supporting, and maintaining a National Accessible Transportation Accelerator Network (NATAN).** The applicant should describe how they will create and support a NATAN composed of individuals, disability, aging, assistive technology, transportation agencies, community and state leaders, local, state, and national associations dedicated to advocating for, implementing, and adopting transportation accessibility strategies. The NATAN will increase awareness and adoption of transportation accessibility strategies so that transportation systems and services, program enrollment locations and websites, vehicles and apps throughout the country are accessible. The network should include a diverse group of people representative of people throughout the country, that are committed to the goal of the NATAN. At a minimum this network should include aging and disability community-based organizations to help with the establishment and embedding of accelerator networks with

the goal of ensuring viability and sustainability over the long term; and facilitate the uptake, replication, and translation of model and promising practices as part of the project's dissemination activities. With implementation of the [Infrastructure Investment and Jobs Act \(Public Law 117-58\)](#), the NATAN will work to get accessibility features built into the transportation infrastructure by empowering and creating a more knowledgeable cohort of people throughout the country who can drive change at state and local levels. As part of year one activities the NTAC will develop a technology needs plan that will identify and describe the technology needed to support the functionality of the NATAN (e.g. application process, platform for peer-to-peer sharing).

5. **Facilitating a community of practice (COP) with 5 communities of historically underserved populations.** The applicant should describe how they will establish and support COPs with 5 geographically defined communities of historically underserved populations. The CoP should include transportation providers, people with disabilities and older adults, their caregivers and others in their support network and organizations that serve them and publicly assisted housing providers/operators. The focus of the COP will be to increase transportation access and utilization in the historically underserved communities. Some of the funding should be used to make sub-grants to the communities engaged in the COP to support their activities conducted through the COP including public engagement, using ASL interpreters and developing resources in multiple languages. At least 2 of the 5 communities should be rural communities.
6. **Coordinating and collaborating with FTA funded technical assistance Transportation Centers and ACL funded transportation related technical assistance resource centers to leverage technical assistance activities and amplify adoption and replication of successful transportation accessibility strategies, inclusive planning, and mobility on demand transportation systems throughout the country.** The application should describe an approach and strategy that leverages the work of the FTA transportation technical assistance resource centers and the ACL funded transportation related technical assistance resource centers to establish The National Transportation Accessibility Center, identify and provide materials for the NTAC website, NATAN, and the community of practice. The application should include a dissemination strategy, and an approach to identify technical assistance resources already available and technical assistance resources that are needed. The intent is to leverage, collaborate, amplify, and disseminate successful transportation accessibility strategies throughout the country and advance inclusive transportation planning and greater availability of Mobility on Demand systems and services. The NTAC will develop technical assistance resources to fill gaps and promote greater adoption of accessibility strategies, inclusive planning, and mobility on demand transportation systems.
7. **Partnership:** The successful applicant will target and include participation of Area Agencies on Aging (AAAs), Center for Independent Living (CIL), University Centers for Excellence on Developmental Disabilities (UCEDDs), Aging and Disability Resource Centers/No Wrong Door Systems, Tribal organizations, and state Assistive Technology Act programs in the NATAN, to disseminate information, replicate and translate models and best practices that emerge from this project.
8. **Sustainability.** Through this funding opportunity, ACL expects to realize tangible, measurable and sustainable advancements in inclusive planning practices at the Federal, state and community levels; accessible transportation systems and services, program

enrollment locations and websites, apps and vehicles throughout the country; greater availability of mobility on demand transportation systems and services; and strategies to create greater equity in the availability and use of accessible transportation for historically marginalized and underserved populations. Applications will be evaluated, in part, on the extent to which a plan for the project's sustainability beyond the period of Federal funding is articulated and appears feasible. Applicants are encouraged to consider and propose a range of potential approaches for ensuring sustainability of project efforts once Federal funding has ended.

9. **Evaluation.** Applicants will describe how they will use process evaluation techniques to analyze delivery of project activities to determine, among other things: (a) the extent to which the project is implemented as planned, (b) how the project activities are being received, (c) the barriers to implementation, and (d) areas for project improvements/refinements. Applicants will also describe how they will use summative evaluation techniques to determine project success in meeting the intended outcomes of the project in terms of an increase in the:
 - Percentage of transportation infrastructure projects that incorporate (adopt/implement) accessibility strategies into transportation systems and services, program enrollment locations and websites, apps, and vehicles.
 - Percentage of people using transportation systems and services in the 5 historically underserved communities participating in the community of practice.
 - Quantity of members of the NATAN and geographical representation across the U.S

F. DEFINITIONS

Note: *List and define any terms/phrases that need additional explanation and, where necessary, site references.*

FTA funded Transportation Technical Assistance Centers - FTA funds 10 Transportation Technical Assistance Centers that include: National Center for Mobility Management (NCMM), National Aging and Disability Transportation (NADTC), National Center for Applied Transit Technology (N-CATT), National Rural Transportation Assistance Program (RTAP), Shared-Use Mobility Center (SUMC), International Transportation Learning Center (ITLC), the Transit Workforce Center (TWC), *National Transit Institute (NTI)*, *Mobility on Demand Innovation and Knowledge Accelerator (IKA)*, and the *Multi-State Technical Assistance Program (MTAP)*.

National Center for Mobility Management (NCMM) - supports FTA's Transit & Health Access Initiative and is funded through a cooperative agreement with FTA. The NCMM's mission is to promote customer-centered mobility strategies that advance good health, economic vitality, self-sufficiency, and community. NCMM provides technical assistance and training; catalogs and disseminates best practice information on innovative mobility management programs; and works to enhance the coordination of Federal resources for human services transportation, especially for people with disabilities, older adults, and people of lower income. NCMM tracks State and regional transportation coordination contact information at <https://nationalcenterformobilitymanagement.org/states-at-a-glance/>

National Aging and Disability Transportation Center (NADTC) - is a national technical assistance center funded by FTA with guidance from the Department of Health and Human Services' Administration for Community Living (ACL). NADTC promotes the availability and accessibility of transportation options that serve the needs of people with disabilities, older adults, caregivers, and communities with a focus on the Enhanced Mobility of Seniors &

Individuals with Disabilities Section 5310 program and other transit investments. The NADTC supports the delivery of effective, efficient, high-quality, and coordinated specialized transportation services that maximize Federal investments.

National Center for Applied Transit Technology (N-CATT) - provides technical assistance to small-urban, rural, and Tribal transit agencies. N-CATT supports the use and development of transit technologies and innovations with the goal of making services more cost-effective and efficient. N-CATT's work supports CCAM's mission by developing and supporting transit programs—which includes support for CCAM's targeted populations—in rural and small-city America.

National Rural Transportation Assistance Program (RTAP) - addresses the training and technical assistance needs of rural and Tribal transit programs across the nation and supports state RTAP programs. National RTAP provides comprehensive free technical assistance programs and resources, including training materials, webinars, newsletters and technical briefs, peer resources, research, and innovative technology initiatives. RTAP's technical assistance aligns with the mission of the CCAM by helping to improve the availability and efficiency of rural and Tribal transit.

Shared-Use Mobility Center (SUMC) - is focused on bringing together the public, private industry, and local communities to forge partnerships, develop resources, and advance new solutions in order to reduce reliance on private automobiles and increase access to environmentally sound, cost-effective transportation options.

International Transportation Learning Center (ITLC) - is the only organization funded by the Federal Transit Administration, the US Department of Labor, and the Transit Cooperative Research Program to develop and support technical training partnerships for today's and tomorrow's front-line transportation work force.

Transit Workforce Center (TWC) - will support public transit agencies' workforce development needs for all modes of public transit across urban, tribal, and rural entities. The overarching mission of this new center is to assist public transit agencies to recruit, hire, train, and retain the diverse workforce needed now and in the future. The TWC will also help address the national transit worker shortage by providing technical assistance activities geared towards developing frontline transit workers' skills and recruiting workers to transit careers through various programs, such as apprenticeships, and partnerships.

National Transit Institute (NTI) - Rutgers University conducts trainings and educational programs related to public transportation. Funded by FTA, NTI's mission is to provide training, education, and clearinghouse services in support of public transportation and quality of life in the United States. Training is available to public transportation agencies, metropolitan planning organizations (MPOs), State Departments of Transportation, and other agencies providing transportation services.

Mobility on Demand Innovation and Knowledge Accelerator (IKA) - is a partnership between the Shared Use Mobility Center (SUMC) and FTA. The IKA provides technical assistance to support FTA's Mobility on Demand Sandbox grantees and shares knowledge learned with the larger public transportation industry.

Multi-State Technical Assistance Program (MTAP) - administered by the American Association of State Highway and Transportation Officials (AASHTO), provides a forum through which state-level public transportation agencies can communicate with each other about federal transit regulations, grant program management, and technical issues pertaining to everyday administration of public transportation service. MTAP was developed to benefit the

member states as well as their Federal program counterparts and local transit operators. Networking among the States is conducted through two annual meetings, peer-to-peer assistance, conference calls, and electronic communication.

ACL Funded Technical Assistance Center:

Transit Planning for All (TP4A) - is a technical assistance resource center that issues demonstration grants to communities of older adults, people with disabilities and transportation providers to engage in inclusive planning and develop technical assistance resources to replicate successful strategies.

National Assistive Technology Act Technical Assistance and Training Center (AT3) - is a one-stop connection to information about assistive technology (AT). Every state has an AT program. The state AT program demonstrates AT, provides training on AT, and makes short term loans of AT so people can try the AT prior to making a purchase. There is AT available to assist people with transportation. The AT3 site lists contacts in every state AT program.

American with Disabilities Act Participatory Action Research Consortium (ADA-PARC)- publishes maps that assist policy makers, community leaders, transportation developers and state leaders in understanding transportation needs and identifying opportunities for improvement.

Paralysis Resource Center (PARC) - provides information for traveling with your wheelchair and makes grants to communities to increase access to transportation and technology.

Statutory Authority

The statutory authority to make grants is found in Title I, Subtitle E, Section 162 of The Developmental Disabilities Assistance, Section 21 of the Rehabilitation Act of 1973 and Bill of Rights Act of 2000 (Public Law 106-402) and Section 411 of the Older Americans Act.

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$2,500,000

Expected Number of Awards:

1

Award Ceiling:

\$500,000

Per Budget Period

Award Floor:

\$485,000

Per Budget Period

Length of Project Period:

60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

.

III. Eligibility Information

1. Eligible Applicants

For FY 2022 the below guidance is provided to advance the Administration's policy, as stated in E.O. 13985, to "pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality." This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By advancing equity in our NOFOs, we can "create opportunities for the improvement of communities that have been historically underserved, which benefits everyone."

Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations (American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education. Priority will be given to national public, national private non-profit agencies, national organizations including national faith and community-based organizations (FBOs and CBOs), and national Indian tribal organizations with demonstrated experience in promoting inclusive planning and working with community teams of transportation providers, people with disabilities and older adults.

For the purposes of this competition, national organizations are defined as those entities established with headquarters and administration for an organized group of bodies (local chapters, affiliates, faith and community-based and tribal organizations) dedicated to improving transportation services for a major, nationwide segment of the older adult and persons with disabilities population.

Applicants must show that they have demonstrated experience and a proven track record in supporting and promoting the use of inclusive planning and the development of coordinated transportation systems that respond to the needs of people with disabilities and older adults. Applicants must show that they have demonstrated experience in partnering with national stakeholder groups, whose members advocate for and/or serve older adults, people with disabilities, caregivers and/or plan and provide community transportation systems. Coordination with existing FTA and ACL funded transportation resource centers is essential; therefore, applicants must show how they are coordinating with FTA and ACL funded transportation resource centers. Only one application per agency/organization will be accepted.

Applications that do not meet the responsiveness criteria outlined in Section III.3 below will be administratively eliminated and will not be reviewed. The successful applicant will be an organization that meets the criteria listed below. Applicants must conform to the following elements:

1. Applicants must meet the criteria for national organizations as defined above.
2. Applicants must have demonstrated experience in supporting and promoting the use of inclusive planning and the development of coordinated transportation systems that respond to the needs of people with disabilities and older adults; and
3. Applicants must show how they are coordinating or plan to coordinate with one or more FTA and ACL funded transportation resource centers.

SEC. 162. <<NOTE: 42 USC 15082.>> GRANT AUTHORITY. (a) In General. --The Secretary shall award grants, contracts, or cooperative agreements to public or private nonprofit entities for projects of national significance relating to individuals with developmental disabilities to carry out activities described in section 161(2).

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. 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 provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

- a. Awards that require matching or cost sharing by statute: There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors, and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third-party) donations.
Budgetary funds provided from the applicant agency's budget for costs associated with the project are an example of a non-federal cash match. ACL encourages you to not

exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review. Match is one of the responsiveness criteria as noted in Section III, 3 Application Responsiveness Criteria.

Enter text in sub-categories, as it relates to the following:

- b. **award that require matching or cost sharing by statute:**
- c. **awards that do not require matching or cost sharing by statute:**

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications will be reviewed to establish responsiveness to the following criteria. Those that do not meet the required criteria will be administratively eliminated and will not be reviewed.

1. Is a national organization as defined above;
2. Demonstrates national experience in supporting and promoting the use of inclusive planning and the development of coordinated transportation systems that respond to the needs of people with disabilities and older adults;
3. Application reflects that applicant is coordinating or plans to coordinate with FTA and ACL funded transportation resource centers.

Application Screening Criteria

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

- 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.
- The Project Narrative section of the Application must be **double-spaced**, on **8.5" x 11"** plain white paper with **1" margins** on all sides, and a standard font size of no less than **11 point, preferably Calibri or Arial**.
- 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, Organizational Charts, and Résumés/Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit.
- Applications must contain a budget request that is equal to or more than the "Award Floor" amount and not more than the "Award Ceiling" amount as found in Section II of this funding opportunity announcement.

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 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: <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

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

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

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

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

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. By April of 2022, the federal government will stop 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

Name: Victoria Wright
Phone: (202) 795-7473
Email: victoria.wright@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter Of Intent 05/23/2022

05/23/2022

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent

reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to:

U.S. Department of Health and Human Services Administration for Community Living
Victoria Wright
Office for Interagency and Innovation
Email: Victoria.wright@acl.hhs.gov

Project Narrative

1. **PROJECT NARRATIVE** - The Project Narrative must be **double-spaced**, on **8.5” x 11”** paper with **1” margins** on **all** sides, and a standard **font** size of no less than **11 point**, preferably **Calibri 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, Organizational Charts, and Résumés/Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all the other sections noted below are included in the limit.
 - **Project Narrative Inclusive List:**
 - Summary/Abstract
 - Statement of Need
 - Goals and Objectives
 - Proposed Approach
 - Special Target Populations
 - Outcomes
 - Project Management
 - Evaluation
 - Dissemination
 - Organizational Capability
 - Letter of Commitment
2. **SUMMARY/ABSTRACT:** Please include in this section a brief (265 words maximum) description of the proposed project that includes:
 - project's goals
 - objectives
 - overall approach (including target population and significant partnerships)
 - anticipated outcomes
 - products to be developed
3. **STATEMENT OF NEED:** Use this section to demonstrate the nature and scope of the challenges people with disabilities and older adults experience when accessing or using public transportation systems and services and the need for greater adoption of accessibility strategies and technical assistance, in both quantitative and qualitative terms.

The description should also call out the need to improve access to transportation services in historically underserved communities.

4. **GOALS AND OBJECTIVES:** Use this section to describe the project’s goals and major objectives.
5. **PROPOSED APPROACH:** Use this section to provide a clear and concise description of the project you propose to use to address the problem you described in the “Statement of Need.” Describe how the NTAC will be coordinated with FTA funded transportation resource centers and leverage the subject matter expertise and dissemination channels to advance greater access to accessible transportation systems and services, program enrollment locations and websites, transportation apps, and vehicles. Describe how the applicant will leverage ACL funded transportation related resources centers and organizations to develop the NATAN. Also, describe the rationale for using previous projects, including factors such as: “lessons learned” for similar projects previously tested in communities, 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 the major barriers you anticipate and your strategies to overcome them. Be sure to describe the makeup of any strategic partnerships and the role they will play in your project. The approach should also describe the how the applicant will develop, target and support the community of practice.
6. **SPECIAL TARGET POPULATIONS:** In this section, describe how your project will target disadvantaged populations, including racially marginalized communities, limited-English speaking populations, and/or those of greatest economic and social need.
7. **OUTCOMES:** In this section, clearly identify the measurable outcome(s) that will result from your project. If you use the optional work plan grid found in the Appendix section at the end of this funding announcement, list your measurable outcomes in the grid in addition to including them in the narrative. Also, describe how the project’s findings might benefit the field at large, (e.g., how the findings could help other organizations address the same or similar problems in their communities.) Please keep the focus of this section on describing what outcome(s) will be produced by the project and use the “Evaluation” section below to describe how the outcome(s) will be measured and reported.
8. **PROJECT MANAGEMENT:** Use this section to delineate the roles and responsibilities of project staff, consultants, and partner organizations. Describe how they will contribute to achieving the project’s objectives and outcomes. Clearly specify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project’s on-going progress (i.e., measure of performance towards the goals); preparation of reports; and communications with partners and ACL. Also, describe the approach you will use to monitor and track progress on the project’s tasks and objectives.
9. **EVALUATION:** Use this section to describe the specific outcomes (e.g., changes in clients, organizations, and/or communities) you expect as a result of your proposed project. Describe the method(s), techniques, and tools you will use to:
 - determine whether the project achieved its anticipated outcome(s)
 - document the “lessons learned” – both positive and negative – from the project that will be useful to people interested in replicating your project if it proves successful

10. **DISSEMINATION** : Use this section to describe how you will develop and support a dissemination strategy that advances greater adoption of inclusive planning; accessibility strategies in transportation systems and services, program enrollment locations and websites, vehicles, and transportation related apps; and mobility on demand transportation systems. Include details in how you will do this in a timely manner and in easily understandable formats.
11. **ORGANIZATIONAL CAPACITY**: Use this section of your application to describe the capability and capacity of the applicant and any partner organizations that will have a significant role in implementing the project and/or achieving the project goals. Include resumes/vitae for key project personnel. Describe the organization of the applicant agency (or the division of a larger agency that will have responsibility for this project), the nature and scope of its work, and its capacity. Also, include a description of the organization's capability to sustain some or all project activities after federal financial assistance has ended. PLEASE NOTE: Resumes/vitae for project staff along with any organizational charts do not count toward the Project Narrative page limit.
12. **BUDGET NARRATIVE/JUSTIFICATION**: For the Budget Narrative/Justification, you may use the "Budget Narrative/Justification – Sample Format" found in the Appendix section at the end of this funding announcement. Applicants are encouraged to pay particular attention to this format, which provides an example of the level of detail ACL is looking for. ACL requires that you submit a combined multi-year Budget Narrative/Justification covering the life of the grant as well as a detailed Budget Narrative/Justification for each year of potential grant funding.
13. **PROJECT WORK PLAN**: Your Project Work Plan should reflect and be consistent with the Project Narrative and Budget Narrative/Justification. In your Project Work Plan, include a statement of the project's overall goal, the anticipated outcome(s), the key objectives, and the major tasks / action steps that you will undertake to achieve the goal and outcome(s). For each major task / action step in the Project Work Plan, identify timeframes involved (including start- and end-dates) and the lead person responsible. You may use the "Project Work Plan - Sample Template" format found in the Appendix section at the end of this funding announcement as a reference and resource.
14. **LETTERS OF COMMITMENT FROM KEY PARTICIPATING ORGANIZATIONS AND AGENCIES**: In this part of your application, include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies. Any organization you name in your application as having a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via <http://www.grants.gov>, scan and include signed letters of commitment as attachments. If you are unable to scan the signed letters of commitment, you may fax them to the ACL Office of Grants Management at 202-357-3467 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency/organization name.

Goals and Objectives

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Special Target Populations and Organizations

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Outcomes

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Project Management

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Evaluation

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Dissemination

.

Organizational Capability

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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

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

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

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly

recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.

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

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

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

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to this help [article](#).

- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.
- After you electronically submit your application, you will receive an automatic acknowledgment from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

4. Submission Dates and Times

Due Date for Applications 06/28/2022

06/28/2022

Date for Informational Conference Call:

05/19/2022

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>.

NOTE: To access the informational call on May 19, 2022 at 2:30pm eastern standard time, please dial 888-942-9712 and enter passcode: 5313288 when prompted.

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

V. Application Review Information

1. Criteria

A. PROJECT RELEVANCE AND CURRENT NEED

Maximum Points: 10

1. To what extent does the application:

- Describe the need for a National Transportation Accessibility Center technical assistance center and demonstrate a clear understanding of the nature and scope of the
- transportation issues facing people with disabilities and older adults and the need to make transportation systems and services, program enrollment locations and websites, apps, and vehicles accessible and available on demand?
- Describe the need for the center to coordinate and collaborate with FTA funded Technical Assistance Resource Centers, ACL funded transportation related Technical Assistance Resource Centers, state and local agencies, non-profit organizations, and civil rights organizations to make their resources more accessible?
- Use both quantitative and qualitative data to identify the need to improve transportation accessibility for youth with ID/DD, people with disabilities of any age, older adults and family caregivers and others in the support network including data on unserved and underserved populations?
- Use existing data and results of past ACL and FTA investments to demonstrate the need and relevance for accessible on-demand transportation systems and services to support individuals served by ID/DD and mental or behavioral health systems, centers for independent living, area agencies on aging, aging and

disability resource centers, tribal organizations, and assistive technology act programs?

APPROACH

Maximum Points: 50

1) Overall: (10 points)

a) To what extent does the application explain:

- How a multi-year strategic plan and workplan will be developed and implemented, utilizing a self-monitoring process for assessing progress on outcomes, and conduct annual reviews of their progress?
- How an advisory committee will be recruited, supported, and engaged that is made up of at least 70% individuals with multiply marginalized identities, e.g. Deaf and hard of hearing, blind and low vision, Deaf-blind, community and faith-based, LGBTQ+, race, ethnicity, immigrants, incarcerated /formerly incarcerated people, and/or indigenous people, that guides the Center?
- How the steering committee will be used to guide the project, meeting regularly, at least twice annually, to inform the project's workplan and activities?
- Describe how the center will generate sufficient resources and utilize strategies for organizational sustainability, financial sustainability and/or community sustainability to continue and to refine the work of the center after federal funding has ended?

2) Community (15 points)

a) To what extent does the application:

- Describe how the NATAN will be developed and inclusive of the ACL funded disability and aging organizations, FTA funded transportation systems and services, state and local leaders, national, state, and local associations, and individuals?
- Describe the process that the applicant will use to establish the NATAN and how the members will work together over the course of the project to meet the goals and objectives of this funding announcement?
- Describe how the applicant will select, develop, and support a community of practice with 5 communities to improve transportation, increase the availability of accessible transportation systems and services, and implement mobility on demand transportation systems in underserved communities?

3) Dissemination (15 points)

a) To what extent does the application:

- Describe how the project will use a variety of strategies to disseminate or share information?
- Describe how the NTAC will identify technical assistance resources for the NTAC website housed on acl.gov? To what degree does the approach include leveraging the FTA and ACL funded transportation technical assistance center resources and products?
- Describe how the project will work with the Administration on Disabilities, TA providers, agencies, and other civil rights organizations to develop fact sheets that are easy to use for people with ID/DD that is readily translated into other languages?

- Describe a well-designed process for developing resources that will be cognitively accessible, culturally competent, and evidence-based?
- Describe how the project will work with FTA funded Resource Centers, ACL funded transportation related resource centers to leverage dissemination channels?
- Does the dissemination plan demonstrate a commitment to close collaboration with ACL and other federal partners on the delivery of products and resources to designated audiences?
- Does the dissemination plan include multiple modalities for delivering information and other resources, including electronic, print and web-based methods?

4. Technical Assistance/ Web-Services (10 points)

a) To what extent does the application:

- Describe how the project will conduct webinars and other virtual public meetings?
- Describe how the webinars, office hours, NATAN activities, website materials will be accessible?
- Describe how the project will provide individuals and state and local organizations with technical assistance?
- Describe how the project will leverage FTA funded Resource Centers and ACL funded transportation related resource centers transportation accessibility technical assistance resources?

Budget

Maximum Points: 10

1. To what extent does the application contain a budget, or budget justification, that:

- Are clear and easy to understand; provide detailed justifications for the amounts requested, including a breakdown for each year of the potential funding as well as a combined multi-year budget; and are consistent with the project narrative and objectives for each activity?
- Are reasonable and feasible with respect to the resources requested for each activity; outline reasonable time commitments for the proposed project director and other key personnel that are sufficient to assure proper direction, management, and timely completion of the project; and propose salaries for the project director and other key project personnel that are reasonable and justified?
- Appropriately provide for people with disabilities, older adults, family caregivers, and their support network to fully participate in the NATAN, including the cost of reasonable accommodations, and virtual meeting platforms?

Project Impact

Maximum Points: 15

1. To what extent does the application:

- Include a logic model with the activities, outputs, and immediate, intermediate, and long-term outcomes of the project?
- Outline an overall valid and reliable methodology that uses summative and formative techniques to determine if the needs identified are being met and if the results, outcomes, and benefits are being achieved?
- Describe ongoing monitoring activities structured to gain information that is quantifiable and results in quality improvement of the project for the duration of the five-year project period?
- Describe how the applicant will use process evaluation techniques to analyze delivery of project activities to determine, among other things:
 - (a) the extent to which the project is implemented as planned
 - (b) how the project activities are being received by the collaborative partners and other stakeholders (particularly those from multiply marginalized populations)
 - (c) the barriers to implementation
 - (d) areas for project improvements / refinements
- Demonstrate that the organization has resources and capabilities to support the provision of person-centered services and culturally and linguistically competent services that promote self-determination?

Organizational Capacity

Maximum Points: 15

1. To what extent does the application:

- Describe the applicant organization's capability to sustain some or all project activities after federal financial assistance has ended and identify which activities will be continued?
- Describe how the applicant is integrated with FTA funded transportation resource centers and ACL funded transportation related resource centers?
- Demonstrate that the applicant has the experience and expertise to carry out the activities proposed and that the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles?
- Demonstrate that the individual members of the NTAC have the collective experience, resources, expertise, and authority to achieve the project outcomes?
- Demonstrate that the NTAC has the resources and capabilities to support the overall project in a culturally and linguistically competent manner and to serve students with ID/DD; people with disabilities of any age, older adults and family caregivers and others in their support network?
- Describes in detail the roles and responsibilities and time commitments of each proposed project staff including all team members appropriate to the successful implementation of the project?
- Is a well-designed outline of the project's overall goal, the anticipated outcome(s), the key objectives, and the major tasks / action steps that will assist the applicant in achieving the goal and outcome(s)?

2. Review and Selection Process

As required by 2 CFR Part 200 of the Uniform Guidance, effective January 1, 2016, ACL is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov> before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACL will consider any comments by the applicant, in addition to other information in FAPIIS, 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 2 CFR Section 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

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: 09/01/2022

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.

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see the appendix for this announcement to review the entire policy and guidelines. For additional information, please visit the website.

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 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:

Victoria

Last Name:

Wright

Phone:

(202) 795-7473

Office:

Office for Interagency and Innovation

Grants Management Specialist**First Name:**

Carla

Last Name:

Kirksey

Phone:

(202) 795-7303

Office:

Office of Grants Management

VIII. Other Information**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**

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National

Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harassment>.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

3. Date Received: Leave this field blank.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions
W. Non-domestic (non-US) Entity X. Other (specify)

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

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

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

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

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

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

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

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

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

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

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

All budget information entered under item 18 should cover the total project period. For sub-item 18a, enter the federal funds being requested. Sub-items 18b-18e is considered matching funds.

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

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

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

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19. Is Application Subject to Review by State Under Executive Order 12372

Process? Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

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

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

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

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

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

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

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

describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

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

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

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

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

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554 Total 1,254

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Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360

					Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$ 2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502

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

Budget Narrative/Justification - Sample Template

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

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

Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place.

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

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

1. Project Director.

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

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

3a. Human Subjects Research. Check **No** if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable. Check **Yes** if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check **Yes** even if the research is exempt from the regulations for the protection of human subjects.

3b. Human Subjects Research. **Yes** if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. Exemptions. In addition, follow the instructions in II. A. Exempt Research Narrative below.

Check **No** if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. Nonexempt Research Narrative in the attached page entitled Definitions for U.S. Department of Education Supplemental Information for the SF-424.

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. (A list of current FWAs is available at: <http://ohrp.cit.nih.gov/search/search.aspx?styp=bsc>) If the applicant does not have an approved assurance on file with OHRP, enter None. In this case, the applicant, by signature on the SF-424, is declaring that it will proceed to obtain the human subjects assurance upon request by the designated NIDILRR official. If the application is recommended/selected for funding, the designated NIDILRR official will request that the applicant obtain the assurance within 30 days after the specific formal request.

3c. Human Subjects Narratives. If applicable, please attach your Exempt Research or Nonexempt Research narrative to your submission of the Supplemental Information for the SF-424 form as instructed in item II, Instructions for Exempt and Nonexempt Human Subjects Research Narratives," below.

Note about Institutional Review Board Approval. NIDILRR does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated NIDILRR official will request that the applicant obtain and send the certification to NIDILRR within 30 days after the formal request. **No covered human subjects research can be conducted until the study has NIDILRR clearance for protection of human subjects in research.**

I. Definitions and Exemptions

A. Definitions.

Research

a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

Human Subject

"a living individual about whom an investigator (whether professional or student) conducting research information. (1) If an activity involves obtaining information about a living person by manipulating that person or that persons environment, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be directly or indirectly linked to that individual), the definition of human subject is met.

B. Exemptions.

Research activities in which the only involvement of human subjects will be in one or more of the following six categories of exemptions are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. ***If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption.***

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. [*This exemption applies only to retrospective studies using data collected before the initiation of the research.*]

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. [*The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by the Social Security Administration and some Federal welfare benefits programs.*]

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked Yes for Item 3.b. of the Supplemental Information for the SF 424, the applicant must attach a human subjects exempt research or nonexempt research narrative to the Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked Yes for item 3.b. and designated exemption numbers(s), attach the exempt research narrative to the Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by NIDILRR that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked No for item 3.b. you must attach the nonexempt research narrative to the Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons

with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable.

(2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.