



Administration for Community Living

Administration on Aging

Lifespan Respite Care Program: Grants to New States and States Re-Establishing Their Core
Respite Infrastructures

HHS-2023-ACL-AOA-LRLR-0017

05/15/2023

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ACL Center:

Administration on Aging

Funding Opportunity Title:

Lifespan Respite Care Program: Grants to New States and States Re-Establishing Their Core Respite Infrastructures

Funding Opportunity Number:

HHS-2023-ACL-AOA-LRLR-0017

Primary CFDA Number:

93.072

Due Date for Letter of Intent:

03/27/2023

Due Date for Applications:

05/15/2023

Date for Informational Conference Call:

03/22/2023

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 U.S. Administration for Community Living (ACL) is providing this competitive notice of funding opportunity (NOFO) to eligible state agencies for the purpose of implementing the requirements of the Lifespan Respite Care Act of 2006, as amended (The Act). The goal of the program is to enhance state systems and capacities to deliver respite care and related services to family caregivers of children and adults across all age groups, disabilities, and chronic conditions.

ACL is seeking applications from eligible state agencies, as defined in the statute, who fall within one of the following two categories:

- *New States* are defined as states who have not previously received a grant under this program.
- *Returning States* are defined as states that have had at least one (1) Lifespan Respite Program grant, but whose programs have gone dormant or lapsed since federal funding ended and, thus, desire to re-establish their core state respite infrastructures, rather than apply for a Program Enhancement grant published under Funding Opportunity Number HHS-2023-ACL-AOA-LRLI-0014.

ACL will fund at least one (1) cooperative agreement at a federal funding level up to approximately \$235,000 per year for three years, for potential maximum funding of \$705,000 over the course of the 3-year project period.

Applicants must propose to use grant funds to: plan, establish, expand or re-establish Lifespan Respite Care systems and programs, including new and emergency respite services; undertake activities to recruit and train and respite workers and volunteers; assist caregivers with gaining access to needed respite services; and provide other authorized services as outlined in The Lifespan Respite Care Act (the Act). Additionally, grantees may also wish to identify opportunities to expand collaborations and partnerships across the state; initiate efforts to expand volunteer respite options; ensure adequate respite provider training is offered; identify gaps in current services and conduct outreach to reduce those gaps; and continue or increase efforts to target underserved populations across the lifespan. It is ACL's expectation that all grantees will, no later than the second and third years of the grant project period, provide respite services while continuing to expand and enhance the statewide respite infrastructure.

By statute, awards may only be made to the eligible state agency that:

- Administers the State's program under the Older Americans Act of 1965; or
- Administer the State's program under title XIX of the Social Security Act; or
- Is designated by the Governor of such State to administer the State's programs under this title.

Additionally, the state agency must work in concert with the state's aging and disability resource center (ADRC)/No-Wrong Door (NWD) system and with a statewide public or private respite care coalition or organization. Grantees should commit to working with other state and community-based agencies in the development and administration of the program while demonstrating an understanding of respite care and family caregiver issues across all age groups, disabilities, and chronic conditions, improving equitable access to respite services, and ensure

meaningful involvement of family members, family caregivers, and care recipients in the design and implementation of the program. **Only one (1) application per State will be funded.**

Applicants should be aware that this is a highly competitive opportunity. Limited funds are available to support applicant's proposed projects. Therefore, only those applications deemed to show the greatest likelihood of re-establishing or re-invigorating their lifespan respite program efforts to deliver respite care and related services to family caregivers of children and adults across the lifespan and responding to the comprehensive needs of their state will be selected for funding.

Date for Informational Conference Call: **MARCH 22, 2023, at 2PM ET**

Conference Call Phone Number: **800-369-3157**

Participant Pass Code: **2577132#**

Following entry of your passcode, please provide the required details when prompted

I. Funding Opportunity Description

Purpose

The U.S. Administration for Community Living (ACL) is providing this competitive grant opportunity to assist eligible state agencies with the implementation of the requirements of the Lifespan Respite Care Act of 2006, as amended (The Act) (P.L. 116-324 and P.L. 116-324). The overarching goal of the program is to improve access to, and quality of, respite care services to all family caregivers, thereby reducing family caregiver demands when supporting these individuals. The Act requires grantees to work with the ADRC/NWD systems in their states, which empower individuals to make informed decisions, exercise control over their long-term care needs, and achieve their personal goals and preferences. Additionally, grantees must collaborate with state respite organizations and/or coalitions to enhance and expand the availability of lifespan respite services. The ultimate goal of this funding opportunity is to realize the development of functioning and sustainable state Lifespan Respite Care Programs.

Successful applicants will be required to establish, or reestablish, state and local coordinated Lifespan Respite Care systems to serve family caregivers regardless of the age, disability, or chronic condition of the care recipient. Grantees will also be required to develop and provide new and emergency respite services; train and recruit respite workers, including volunteers; and assist caregivers in gaining access to respite care services that meet the needs of both the caregiver and care recipient. For the purposes of this program, eligible respite recipients are adult family caregivers who provide unpaid support to persons of any age who have a disability or chronic condition.

All programs must from the outset, address the respite needs of *all* populations regardless of the age and/or disability/chronic condition of the care recipient population. No phase-in or preference for specific age groups, disability categories, or populations will be permitted.

State agencies eligible to receive funding under The Act must demonstrate the ability to work with State and community-based organizations; understand respite care and family caregiver

issues across all age groups, disabilities, and chronic conditions; and have the capacity to ensure meaningful involvement of family members, family caregivers, and care recipients.

Background

Who are family caregivers?

Family caregivers are often referred to as the backbone of America's long-term care system. Most people will either need a caregiver or become one at some point in their life. On a daily basis, family caregivers assist relatives and other loved ones with a broad range of tasks ranging from routine to complex. According to the 2020 Report, [*Caregiving in the U.S.*](#), an estimated 53.0 million adults in the United States have provided unpaid care to an adult or a child in the prior 12 months.^[1]

Family caregivers are found in every community. Family caregivers are any gender; young or old; related by blood or by a close personal connection. While the spectrum of individuals classified as "family caregivers" is diverse, several key factors come into play when considering the best ways to support them in their roles:

- Family caregivers perform tasks ranging from administrative tasks such as bill paying and household management to providing complex medical care to their loved ones;
- Half of family caregivers are performing medical/nursing tasks for individuals with challenges in physical, cognitive, and behavioral health; ^[2]
- Family caregivers often do not recognize that they are caregivers and, instead, view what they are doing as fulfilling a familial role;
- Once caregivers recognize themselves as such, they often reach out for help too late;
- When caregivers ask for assistance like respite care, they often encounter fragmented, narrowly targeted programs or are unable to afford the respite options available to them;
- Many families and family caregivers may or may not possess adequate financial resources to meet their own daily needs or the needs of those for whom they care; and
- Many family caregivers lack sufficient information about where to find supportive services, including respite, or how to choose from among the available options.

Lifespan Respite Care Defined

The Lifespan Respite Care Act, as amended (the Act) defines lifespan respite care as "a coordinated system of accessible, community-based respite care services for family caregivers of children or adults with special needs." Such a system brings together Federal, state and local resources and funding streams to help support, expand, and streamline the delivery of planned and emergency respite services, while also providing for the recruitment and training of respite workers and caregiver training and empowerment. Respite can strengthen family systems while protecting the health and well-being of both the caregiver and the care recipient and is a key component of community-based long-term services and supports (LTSS). The implementation of

the Act should improve the delivery and quality of respite services available to families across age and disability spectrum, by establishing coordinated lifespan respite systems.

Additionally, Lifespan Respite Care programs should strive for equitable access to services for family caregivers and care recipients and address the factors that can hinder such access, including but not limited to: age, race, sexual orientation, socioeconomic status, cognitive ability, language, ethnic origin, employment status, housing situation, education level, and individuals transitioning back to the community from facilities, including those needing medical and/or behavioral health care (e.g., substance use disorder and mental health treatment) services to manage chronic conditions or support needs. Additional information may be reviewed in the Project Narrative: Special Target Populations and Organizations.

The Lifespan Respite Care Act, as amended: An Overview

First passed by Congress in 2006 and reauthorized in 2020, the Act is intended to accomplish several objectives:

- Respite is often in short supply or inaccessible, the Act seeks to expand and enhance respite services within states;
- State respite programs are often funded through a variety of sources, the Act is designed to improve coordination and dissemination of service delivery between various funding streams and programs;
- Navigating multiple respite programs can be difficult, the Act seeks to streamline caregiver access to programs and filling service gaps; and
- By expanding and enhancing respite services, and improving coordination and access, the Act is designed to improve the overall quality and equity of available respite services.

Rather than supplant, replace, or duplicate Federal, state, local and private respite care development and funding activities, the Act is intended to facilitate coordination between programs, reduce duplication of effort, and assist in the development of respite care infrastructure at the state and local levels. The implementation of the Act should improve the delivery and quality of respite services available to families across age and disability spectrums, by establishing coordinated lifespan respite systems.

The Evolving Respite Environment

Lifespan Respite Programs have been in existence in states since the 1990s. Since the passage of the Act in 2006, states have made considerable progress towards building sustainable programs capable of meeting the respite care needs of families and family caregivers across the lifespan. In recent years, a number of pivotal events have helped shape the current environment in which Lifespan Respite Programs exist, including the COVID-19 pandemic, the passage of the Recognize Assist, Include, Support and Engage (RAISE) Family Caregivers Act of 2017, and the Supporting Grandparents Raising Grandchildren (SGRG) Act of 2018 and the release of the 2022 National Strategy to Support Family Caregiver (the Strategy), have highlighted the importance of cultural and linguistic competence and the growing crisis of the direct care workforce.

As the nation further emerges from the COVID-19 pandemic, respite programs continue to evolve to meet changing needs and circumstances of caregivers and care recipients of all communities, across all age groups. Additionally, state coalitions have had to look to other

forms, or means, of service delivery, such as allowing the reimbursement of family or friends for respite services or the provision of virtual support groups, outreach, and even, respite care.

The passage of the RAISE Act and the formation and work of the [Family Caregiving Advisory Council \(FCAC\)](#), shined a spotlight on respite in its [Initial Report to Congress](#) noting the importance of increasing awareness of respite and that it can mean different things for different family caregivers. For example, the report noted that what constitutes “respite” for the spouse of an older adult living with dementia (typically an adult day program) differs significantly from what the parent of a child with autism who also has educational needs would view as an equivalent form of respite.”^[3]

Similarly, from the [Advisory Council to Support Grandparents Raising Grandchildren’s \(SGRG\) Initial Report to Congress](#), we know that “the round-the-clock nature of caring for children, especially young children, and children with disabilities or exposure to trauma, [kin and grandparent caregivers] need a variety of formal and informal respite options.”^[4]

The respective reports of both advisory councils included a similar recommendation: Increase the availability of high-quality, setting-appropriate, and caregiver-defined [kinship family and grandfamily-centered] respite [and childcare services] to give caregivers a healthy and meaningful break from their responsibilities.”

In light of the recent release of the [2022 National Strategy to Support Family Caregivers](#) (the Strategy), there is an opportunity for states to re-think their respite systems of care. Applicants to this NOFO are encouraged to become familiar with the relevant components and actions contained in the Strategy. For example, under Outcome 3.2: *Family caregivers can obtain respite services that meet their unique needs*, it states, “High-quality respite is one of the most requested needs of caregivers, but gaps in the availability and affordability of access are significant.”^[5] Applicants may wish to look for opportunities to address this action as they begin building or re-establishing their state Lifespan Respite Programs.

As greater emphasis is placed on ensuring that programs and services are culturally and linguistically competent, it is ACL’s intention that programs funded in response to this announcement place an emphasis on providing equitable services that address the needs of diverse populations. Applicants should discuss how they will promote equity through service access and flexibility that will allow caregivers and care recipients to be provided services that are grounded in cultural awareness and competency. The fourth component of the Strategy entitled “[First Principles: Cross-Cutting Considerations for Family Caregiver Support](#)” includes essential practices to support each of the four core principles discussed that applicants may want to consider incorporating into their proposed plan, where appropriate.

In many cases, the provision of respite services requires the availability of a well-trained, well-compensated and quality workforce. Long-standing workforce shortages have reached crisis levels. Given the existent challenges to recruiting and retaining paid and unpaid (volunteer) respite care providers, in 2022, ACL launched the [National Center to Strengthen the Direct Care Workforce](#) to support recruitment, retention, and professional development of workers who provide home and community-based services and help to address issues of recruitment and retention of direct care workers. The TA Center will offer access to a wide array of best practices, trainings, and technical assistance to help stakeholders strengthen the direct care

workforce. Applicants to this announcement are encouraged to leverage the work of this and other efforts in addressing respite workforce needs in their states.

Program Priority Areas

Applicants are encouraged to consider a broad range of possible approaches, strategies and partnerships in carrying out program priorities. Further, in light of lessons learned during the coronavirus pandemic, applicants are encouraged to consider other forms, or means, of service delivery, such as allowing the reimbursement of family or friends for respite services or the provision of virtual support groups, outreach, and even, respite care to meet current needs as well as prepare for the ongoing provision of respite services in case of future emergencies or disaster situations. In light of the ongoing pandemic, applicants are encouraged to review and consider the recommendations in the resource developed by ACL's Lifespan Respite Technical Assistance and Resource Center (ARCH National Respite Network and Resource Center) titled, "[Providing and Receiving Respite Care Safely During the COVID-19 Pandemic: Voluntary National Guidelines for Respite Care Agencies, Providers, Family Caregivers, and Respite Care Recipients.](#)"

Application narratives should clearly and completely describe the eligible State agency's plan for implementing the required and optional services listed below. Within that framework, applicants must fully describe how their program will, at a minimum:

- Re-establish their core respite infrastructures (*Returning States*); and
- Improve the statewide dissemination and coordination of respite care;
- Develop, modify or otherwise adapt respite and related services to a COVID-19/post-COVID-19 environment; and provide, supplement, or improve equitable access and quality of respite care services to family caregivers and care recipients, thereby reducing family caregiver demands.

Applicants under either category shall use the funds awarded for the following required services:

- Development and enhancement of lifespan respite care at the State and local levels;
- The provision of evidence-informed quality respite care services for family caregivers caring for children or adults;
- Training and recruiting of respite care workers and volunteers;
- The provision of information to caregivers about available respite and support services; and
- Assistance to caregivers in gaining access to such services.

Additionally, funds available under this funding opportunity may also be used to develop a range of optional services, including:

- Training for family caregivers to assist family caregivers in making informed decisions such as, "choosing and controlling their services through decision-making" about respite care services;
- Other services essential to the provision of respite care; or
- Training and education for new caregivers.

Required Application Elements

ACL understands that existing respite capacities vary from state to state. ACL also recognizes that not all states will start from the same place in designing, re-establishing, or bringing to scale and integrating their programs. Therefore, all proposals will be evaluated based on the extent of progress a state expects to make under either eligibility category. Applicants will be required to describe fully their state's present capacity to deliver respite services across the lifespan and explain how proposed new activities build upon and strengthen the applicant's current capacity to provide such services.

All applicants must propose projects that implement required services specified by The Act, as described above, while demonstrating:

Required Respite Service Delivery

All applicants to this funding opportunity are expected to provide services beginning no later than the second year of their project. Applicants should clarify how much of their budgets in each year will be devoted to respite services. Applicants should also clearly articulate how, and under what circumstances, the Lifespan Respite Program funds will be used to provide services (e.g., gap filling services for family caregivers who are ineligible for other programs, etc.). For more information on emerging, model, or promising practices in the field of respite and family caregiver support, applicants should review information available on the [ARCH National Respite Network and Resource Center](#).

An understanding of the population to be served

Knowledge of the family caregiver population for whom lifespan respite program services are to be provided, or for whom respite care workers and volunteers will be recruited and trained, is an essential requirement of any successful application. Describe any underserved population(s) to be served by your proposed program as defined by [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, dated January 20, 2021](#).

Applicants must fully describe the needs of the caregiver population and the current respite infrastructure in the state. The proposed intervention must also describe how respite information dissemination and coordination; respite care services; and worker and volunteer recruitment and training will be carried out. The plan for administering, collaborating, and coordinating respite care activities in the state with other related services or programs must also be described.

Applicants should refer to Section IV, *Project Narrative* section of this Announcement for a full description of legislatively mandated application narrative elements.

Person and family-centered approaches

Lifespan Respite Care Programs should assist families by first identifying current respite funding streams in the State and assist families with eligibility determination. Families who do not previously qualify for any existing respite programs or services may have those services paid for by the Lifespan Respite Care Program. Therefore, applicants should describe how proposed activities will further enable families to choose, control and navigate available service options and gain access to those services.

Cross-age and disability focus

All family members, regardless of the age, disability or chronic condition of their loved ones, should be able to access a Lifespan Respite Care Program to obtain information on how and where to find respite services and providers from among those that currently exist.

Eligible respite recipients include, but are not limited to, family members, kinship caregivers, parents, or other adults providing unpaid care to adults needing the care to meet basic daily needs or prevent injury and to children who require care beyond that required to meet their basic needs.

For this Program Announcement, family caregivers include grandparents, of any age, who are primary caretakers of children or adults with special needs. Further, "unpaid family caregivers" are those caregivers who do not receive funding to provide care as their primary means of income.

All activities proposed in response to this Announcement must, from the outset, address the respite needs of all age and disability/special needs populations. To that end, applicants must describe their plan for serving all age groups and disability categories, without preference for a select demographic group or disability population. No phase-in or preferences for age groups or disability categories will be permitted.

Collaboration, partnerships, and consumer inclusion

The Lifespan Respite Care Act is designed to facilitate the coordination of respite programs in the state by reducing or eliminating, duplicative efforts and assist in the development of the statewide respite care infrastructure. Grantees will be required to coordinate with existing public or private respite care programs and should demonstrate the broadest possible collaboration with relevant respite and other stakeholders from across the age and disability spectrum. Applications must include a description of the eligible State agency's:

- Ability to work with other State and community-based agencies, such as, disabilities and/or behavioral health services agencies, Centers for Independent Living and other community-based agencies or faith-based initiatives supporting aging adults and people with disabilities;
- Understanding of respite care, and family caregiver issues across all age groups, disabilities, and chronic conditions; and
- Capacity to ensure meaningful involvement of family members, family caregivers, and care recipients from a person-centered and family-centered perspective.

Applications should clearly demonstrate via letters of support and other mechanisms, the commitment of key state and local organizations and stakeholders from across the age and disability spectrum as full partners in the design, implementation, and evaluation of the Lifespan Respite Program. Such organizations might include but are not limited to the following:

- State government agencies providing human services programs across the age and disability spectrum of which respite may (or may not) be a component service (e.g., Medicaid, National Family Caregiver Support Program);
- Providers of respite care serving full range of population groups with varying, disabilities and service needs and for whom respite is an essential component of remaining in the community; and
- Non-profit organizations that function at the state and local levels to enhance services and education to persons with respite care needs, their families, and caregivers to enhance and promote the coordination of a more comprehensive and appropriate service delivery between the social service network and the state service system.

Applicants must propose how they will carry out the activities of their programs in collaboration with a non-profit statewide respite coalition and the Aging and Disability Resource Center (ADRC)/No Wrong Door (NWD) system. Applicants should detail the means by which the respite coalition/organization and the ADRC/NWD will work collaboratively in designing, implementing, and managing the program.

IMPORTANT! A Memorandum of Agreement

(MoA) regarding the joint responsibility for the development of the state's lifespan respite program between the eligible State agency and the public or private nonprofit statewide respite coalition or organization must be in place at the time of application and submitted with the application. Applicants are encouraged to embed flexibility within the MOA so that all parties to the Agreement can modify scope, tasks or partnerships as needs arise.

A copy of such memorandum must be included as part of ALL application packages.

Sustainability

The ultimate goal of this funding opportunity is to realize the development of functioning and sustainable state Lifespan Respite Care Programs. Therefore, applications will be scored on the extent to which a plan for the project's sustainability is articulated. Applicants are encouraged to consider a range of materials and resources for developing sustainable programs that may be found on the Lifespan Respite Technical Assistance Center [Sustainability Tools](#) webpage.

Programmatic Performance and Outcomes Measurement

Performance is an important component of a fully functioning Lifespan Respite Care System. This includes programmatic performance outcomes (including associated cost/benefits) with particular attention to consumer-level information regarding service delivery and impact on consumers. Applicant goals should identify relevant consumer-based, programmatic, and systems-level outcomes the state would like to measure and proposed approaches.

Awardees under this funding opportunity will work with ACL to implement the data collection and reporting requirements, under Section 2904 of the Lifespan Respite Reauthorization Act of 2020, pending approval of OMB approval of a new semiannual and program data collection

instrument. Specifically, the tool will collect information related to respite care services delivered, caregiver demographics, care recipient demographics, respite training, and lifespan respite program systems and providers. Ultimately, this reporting will assist ACL's Office of Supportive and Caregiver Services to assess the performance of the Lifespan Respite Program grantees in improving the delivery and quality of respite services for family caregivers of children and adults of all ages with special needs. Grantees under this program should expect reporting requirements to change over the course of the project and will be expected to comply with those changes when they are implemented.

Applicants should be prepared to track and record the experiences of the people being served with these funds as well as the impact of a statewide lifespan respite care system on consumers, their families, and employers. Successful applicants will describe how such data would be collected and presented and do so in concert with current efforts across existing respite programs/funding streams. Applicants may identify a consumer-level outcome measure (or measures) of their choosing or draw upon the ARCH National Respite Network and Resource Center's "[Measuring Systems Change and Consumer Outcomes: Recommendations for Developing Performance Metrics for State Lifespan Respite Programs](#)" document to assist in the conceptualization, development, and implementation of useful performance metrics, such as caregiver or system change outcomes. Applicants are encouraged to review the document and consider this information when designing their application for this announcement.

Products

Over the history of the program, grantees have done much to advance Lifespan Respite Care Programs at the state and local levels.

As such, grantee experiences are looked at with interest by other states seeking guidance and direction as they embark on the development of similar programs. To facilitate replication of programs and approaches more easily by other states, and to eliminate the need to "reinvent the wheel," grantees will be asked to submit to ACL and the ACL Lifespan Respite Technical Assistance Center, key products that can serve as resource guides for future Lifespan Respite Care Program development, enhancement, and expansion.

Copies of all final products are to be submitted to ACL at the conclusion of the grant.

Participation in Technical Assistance Efforts

Grantees will be expected to participate in technical assistance activities as they pertain to Lifespan Respite Care Program development, management, and integration. This includes, but is not limited to, participation in regularly scheduled conference calls, webcasts, and one-on-one Technical Assistance opportunities initiated by the ACL Project Officer, the Lifespan Respite Program Technical Assistance Resource Center, or as requested by the grantee and stakeholders themselves.

Additionally, State Project

Directors are strongly encouraged to budget resources for travel to and participation in the National Respite Conference, convened annually by ARCH, the Lifespan Respite Technical Assistance and Resource

Center. This conference provides participants with the opportunity to learn about the latest trends in respite program development and with the opportunity to network and share best practices associated with Lifespan Respite Care Program implementation.

Grants and Subcontracts

Grantees may carry out the required and optional activities described above directly by a sub-grant to or contract with public or private entities. Due to the nature of this program, the State Project Director must maintain an active role in the implementation and management of this project.

Applicants who propose conduit or pass-through funding for another agency to lead the project will not be considered for funding.

Applicants under this funding announcement should clearly describe, if necessary, the need to subcontract any specific grant activities. In addition to describing the reasons why sub-awards might be needed, applicants should outline their processes for subcontracting these activities. Applicants should also clearly describe the role of the project director along with the stakeholder group that will guide the design and implementation of the Lifespan Respite Care Program in the state.

For more information about the current lifespan Respite Care Program grantees and their activities, please visit ACL's website at: <https://acl.gov/programs/support-caregivers/lifespan-respite-care-program>.

Endnotes

[1] AARP and National Alliance for Caregiving. (2020). Caregiving in the United States 2020. Washington (DC): AARP. Retrieved March 6, 2023, from <https://www.aarp.org/ppi/info-2020/caregiving-in-the-united-states.html>

[2] Reinhard S. *Home Alone Revisited: Family Caregivers Providing Complex Chronic Care*. 2019 Nov 8;3(Suppl 1):S747–8. doi: 10.1093/geroni/igz038.2740. PMID: PMC6846337.

[3] Administration for Community Living (ACL). (2021, September 22). Retrieved March 6, 2023, from ACL.gov: [RAISE Family Caregivers Act Initial Report to Congress](#); page 86

[4] Administration for Community Living (ACL). (2021, November 16). Retrieved March 6, 2023, from ACL.gov: [Supporting Grandparents Raising Grandchildren \(SGRG\) Act Initial Report to Congress](#); page 49

[5] Administration for Community Living (ACL). (2022, September 21, 2022). Retrieved March 6, 2023, from ACL.gov: [2022 National Strategy to Support Family Caregivers](#); page 56

Statutory Authority

The statutory authority for this program is the Lifespan Respite Care Act of 2006 (42 U.S.C 201), as amended.

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
\$235,000

Expected Number of Awards:
1

Award Ceiling:
\$235,000

Per Budget Period

Award Floor:
\$200,000
Per Budget Period

Length of Project Period:
36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

ACL recognizes the considerable need for respite services across the country. These grants will be funded annually for 3 years, for a 36-month project period, with three 12-month budget periods. By providing funding each year for 3-years, states will have the flexibility to develop a range of services and begin fully implementing authorized direct services by the second year of the project. In an effort to ensure robust, lifespan respite programs, ACL expects applicants to request a minimum of \$200,000 in federal funding to ensure projects are of sufficient scope and viability.

The amount of Federal funds available for this funding opportunity and the total number of awards to be issued will depend on the amount of Lifespan Respite Care Program funds remaining after awards are made through the new *FY2023 Lifespan Respite Care Program: Program Enhancement Grants*(HHS-2023-ACL-AOA-LRLI-0014).

Based on the availability of funding, ACL plans to fund at least one (1) grant under this Funding opportunity, with a maximum federal funding level of up to \$235,000 per award, per year, for a 36-month project with three 12-month budget periods. Grantees shall use funds under this funding opportunity for the purposes of planning and establishing Lifespan Respite Care systems, as outlined in The Act.

Funding decisions are at the discretion of the Administrator for ACL. Only those applications ranking the highest in a third-party review will be recommended for funding by the ACL Program Officer.

Successful applicants may be asked to revise their proposals based on smaller-than-requested awards. Eligible state agencies funded under this announcement shall use grant funds solely on lifespan respite care service provision and systemic advancement as outlined in The Act. Funds made available under this announcement shall be used to supplement and must not supplant other Federal, State, and local funds available for respite care services.

This is a new Cooperative Agreement. Once a Cooperative Agreement is in place, requests to modify or amend it or the work plan may be made by ACL/AoA or the awardee at any time as

long as it stays within the original confines of the proposed project description. Major changes may affect the integrity of the competitive review process. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the execution of an award notice. When an award is issued the Cooperative Agreement terms and conditions from the funding opportunity announcement (FOA) are incorporated by reference unless ACL is authorized under the Terms and Conditions of award, 45 CFR Part 75, or other applicable regulation or statute to make unilateral amendments.

The terms and conditions of this Cooperative Agreement includes the following terms:

The ACL/AoA project officer shall carry out the following activities for the Cooperative Agreement:

- Collaborate with the grantee in the finalization, execution, and modification of the work plan;
- Perform the day-to-day federal responsibilities of managing grants and will work with the grantee to ensure that the minimum requirements of the grant are met;
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with the grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL/AoA; and
- Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL, the U.S. Department of Health and Human Services, and the federal government by conducting periodic briefings and carrying out ongoing consultations. ACL/AoA will also share information with the grantee about other federally sponsored projects and activities that are relevant to the interest of the grantee and grantee activities.

The grantee shall execute the activities as noted above and the responsibilities of the Cooperative Agreement listed below:

- Collaborate with ACL/AoA in the finalization, execution, and modification of the work plan;
- Fulfill all of the requirements of the grant initiative as outlined in this funding opportunity announcement (FOA), as well as carry out project activities as reviewed, approved, and awarded;
- Communicate with the ACL/AoA project officer regularly to improve the effectiveness of the activities carried out under this Agreement;
- Meet with the ACL/AoA Project Officer, at least semi-annually, or at such other times as are agreed upon by either party to improve the effectiveness of the activities carried out under this Agreement;
- Submit the required semi-annual and final progress reports;
- Participate in technical assistance efforts as provided by the Lifespan Respite Technical Assistance and Resource Center (TARC);
- Begin using the new semi-annual reporting and data collection tools as required in Section 2904 of the Act, at such time they are approved for use by OMB; and
- In accordance with the Stevens Amendment, all HHS grant and cooperative agreement recipients are required to acknowledge federal funding when publicly communicating

projects or programs funded through HHS federal financial assistance. You must use the following language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL-supported publications and forums describing projects or programs funded in whole with ACL funding:

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

III. Eligibility Information

1. Eligible Applicants

For FY 2023 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."

Section 2901(4) of Title XXIX - Lifespan Respite Care Act states that eligible entities are state agencies that administer the State's program under the Older Americans of 1965, as amended, or administers the State's program under Title XIX of the Social Security Act or is designated by the Governor of such State to administer the State's program under this title.

NOTE: This Notice of Funding Opportunity is not intended to fund individual projects at a particular site or location.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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.

Under this ACL program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal

resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost.

This "three-to-one" ratio is reflected in the following formula which you can use to calculate the minimum required match.

(Federal Funds Requested) times (Match Percentage) divided by (Inverse Match Percentage)

Here are examples of varying match levels

Federal Funds Requested X Match Percentage / Inverse Match Percentage	Minimum Match Requirement
(\$100,000 X 5%) / (95%)	\$5,263
(\$100,000 X 25%) / (75%)	\$33,333
(\$100,000 X 35%) / (65%)	\$53,846
(\$100,000 X 45%) / (55%)	\$81,818

A common error applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost.

There are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds.

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

All Applications will go through an application responsiveness screening to verify that the applicant:

1. Is an eligible applicant, as outlined in Section III (I) of this Program Announcement;
2. Did the applicant request the minimum award amount (Award Floor) or more to fund their project; AND

3. **IMPORTANT:** Has included in the application package a Memorandum of Agreement between the eligible state agency and the statewide respite coalition/organization.

Applications that fail to meet the above criteria will not be reviewed further and will receive no further consideration.

Application Screening Criteria

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

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

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

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

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

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application

due date to begin the application process because of the time involved to complete the registration process.

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

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

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

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances –

Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

- After you electronically submit your application, you will receive an automatic acknowledgment from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

Emily Anozie

Administration on Aging

Phone Number: (202)795-7597

E-mail: emily.anozie@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter Of Intent 03/27/2023

03/27/2023

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

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

U.S. Department of Health and Human Services

Administration for Community Living

Emily Anozie

Administration on Aging

Email: Emily.Anozie@acl.hhs.gov

Project Narrative

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

Summary/Abstract

This section should include a brief - no more than 265 words maximum- description of the proposed project, including goal(s), objectives, outcomes and products to be developed.

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

Problem Statement

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

For purposes of this funding opportunity, applicants are required to include the following descriptive information as it pertains to the caregiving needs and current respite care infrastructure in their state:

- The population of family caregivers in the state, and the criteria used to identify family caregivers eligible for respite care services;
- The extent and nature of the respite care needs of that population;
- Existing respite care services for that population, including numbers of family caregivers being served to the extent of unmet demand or need;
- Existing methods systems to coordinate respite care information and services to the population at the State and local level, and identification of barriers that impede increased access to lifespan respite care services; and
- A description of respite care services available to family caregivers in the eligible State agency’s State or locality, including unmet needs and how the eligible State agency’s plan for use of funds will improve the coordination and distribution of equitable respite care services for family caregivers.

Goals and Objectives

This section should consist of a description of the project’s goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the “Problem Statement”. You should also describe the rationale for using the particular intervention, including factors such as: “evidence-based intervention”, “lessons learned” for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the “right conditions” for the intervention (e.g., existing social or economic factors that you’ll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to be involved in implementing the intervention, including other organizations, supporters, and/or consumer groups.

In addition, applicants must describe the following:

- How respite care information dissemination and coordination, respite care services, respite care workers and volunteer recruitment and training programs, or training programs for family caregivers that assist them in making informed decisions about respite care services will be provided using evidence-informed interventions and funds provided under this Announcement;
- A plan for administration, collaboration, and coordination of the proposed respite care activities with other related services or programs offered by public or private, nonprofit entities such as, Aging & Disability Resource Centers/No Wrong Door Systems, Medicaid, National Family Caregiver Support Programs, Veterans Affairs, Protection & Advocacy entities, Developmental Disability Councils, University Centers of Excellence in Developmental Disabilities Education, Research & Service, Area Agencies on Aging, Centers for Independent Living, community-based organizations providing supports to people with disabilities, and faith-based entities;
- How the population, including family caregivers, care recipients, and relevant public or private agencies, will participate in the planning and implementation of the proposed respite care activities;
- How the proposed respite care activities will make use, to the maximum extent feasible, of other Federal, State, and local funds, programs, contributions, other forms of reimbursements, personnel, and facilities;
- A description of how the quality and safety of any respite care services provided will be monitored, including methods to ensure that respite care workers and volunteers are appropriately screened and possess the necessary skills to care for the needs of the care recipient in the absence of the family caregiver; and
- A description of the measures to be taken to ensure the confidentiality of the individuals served by the program.

Special Target Populations and Organizations

This section should describe how you plan to involve caregivers of older adults and/or children or adults with disabilities who use or are in need of respite care, as well as stakeholder organizations, in a meaningful way in the planning and implementation of a statewide lifespan respite care system. This section should also describe how the proposed strategy targets other populations, in particular, those in greatest economic and social need, who are further isolated from services and supports by their race, ethnicity, cultural background, sexual orientation/gender identity, geographic location, and/or limited English-speaking proficiency.

Applicants should be able to clearly describe the populations and organizations targeted including the extent to which the applicant has been successful in responding to the needs of the populations they had targeted. Applicants will also describe how funds from this funding opportunity will be used to address newly identified or existing unmet respite needs that expand, enhance, and/or build upon previous efforts.

This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project. This section should also describe whether, and if so, how the proposed intervention will target disadvantaged populations, including but not limited to low-income families, rural populations, limited-English speaking populations, and Native American populations.

Outcomes

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

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

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should use the Evaluation Section noted below to describe how the outcome(s) will be measured and reported. Your application will be scored on the clarity and nature of your proposed outcomes, not on the number cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design.

As a reminder:

Applicant goals should identify relevant outcomes the state would like to measure and proposed approaches. Applicants should describe how they plan to track the people being served with these funds as well as the impact on consumers of respite services. Successful applicants will describe how such data would be collected and presented and do so in concert with current efforts across existing respite programs/funding streams. Applicants may identify a consumer-level outcome measure (or measures) of their choosing or draw upon the ARCH National Respite and Resource Centers' [Measuring Systems Change and Consumer Outcomes: Recommendations for Developing Performance Metrics for State Lifespan Respite Programs](#) document to assist the conceptualization, development, and implementation of useful performance metrics, such as caregiver or system change outcomes.

Applicants are encouraged to review the document and consider this information when designing their application for this announcement.

Project Management

This section should include a clear delineation of the roles and responsibilities of the applicant's project staff, in particular the State Project Director. Due to the nature of this program, the State Project Director must maintain an active role in the management of this project by managing and leading all aspects of the project. For the purposes of this program, ACL defines "active role" of the State Project Director as no less than a 0.20 FTE.

Furthermore, this section should clearly specify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's ongoing progress; preparation of reports; and communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives. Applicants who propose conduit or pass-through funding for another agency to lead the project will not be considered for funding.

Finally, this section should also include information on the roles and responsibilities of subgrantees, subcontractors, consultants, and partner organizations, and how they will contribute to achieving the project's objectives and outcomes. Finally, this section should address how the applicant will provide oversight and ensure continuity across project areas undertaken by subgrantees, subcontractors, consultants, and partner organizations.

Evaluation

This section should describe the method(s), techniques and tools that will be used to:

- 1) Determine whether the proposed intervention achieved its anticipated outcome(s), and
- 2) Document the “lessons learned” – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

Dissemination

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

Organizational Capability

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

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

Budget Narrative/Justification

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

The applicant’s Budget Narrative/Justification should ensure that the State Project Director maintains an active role, by allocating no less than 0.20 full-time equivalent (FTE) for the State’s Grant Project Director, to allow them to lead all aspects of the project as well as to provide oversight and ensure continuity across all project areas when monitoring the activities of the applicant’s partners, subgrantees, or subcontractors.

Failure to include both a consolidated budget and budget narrative, as well as individual budget and budget narratives for each project period, with the application will result in a score of “zero” for this required component during the independent review scoring process (For more information, see Section V: Application Review Information.)

NOTE:

Applicants will be required to resubmit budget narrative/justification documents that do not include the appropriate level of detail.

For successful applicants this could create a delay in receiving the grant award.

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.

Failure to include a work plan, detailing activities for each year of the project, with the application will result in a score of “zero” for this required component during the independent review scoring process (For more information, see Section V: Application Review Information.)

Letters of Commitment from Key Participating Organizations and Agencies

Include confirmation of the commitments to the project(should it be funded) made by essential collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via <http://www.grants.gov>, signed letters of commitment should be scanned and included as attachments.

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

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

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a UEI number and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Effective June 11, 2018, when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to

read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

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

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

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

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

Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

- After you electronically submit your application, you will receive an automatic acknowledgment from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

4. Submission Dates and Times

Due Date for Applications 05/15/2023

05/15/2023

Date for Informational Conference Call:

03/22/2023

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

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

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

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

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

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

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

opportunity number, prior to the Grants.gov application due date as the final and only acceptable application

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

7. Other Submission Requirements

IMPORTANT! A Memorandum of Agreement

(MoA) regarding the joint responsibility for the development of the state’s lifespan respite program between the eligible State agency and the public or private nonprofit statewide respite

coalition or organization must be in place at the time of application and submitted with the application. Applicants are encouraged to embed flexibility within the Memorandum of Agreement so that all parties to the Agreement can modify scope, tasks or partnerships as the need arises. **A copy of the MOA must be included as part of ALL application packages.**

V. Application Review Information

1. Criteria

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

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

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

Project Relevance & Current Need

Maximum Points: 15

1. Does the application describe:
 - a. The population and demographics of caregivers in the state?
 - b. The extent and nature of respite needs of all populations regardless of the age and/or disability/chronic condition of the care recipient population?

- c. Existing respite care delivery and services, including numbers currently served?
- d. Existing methods to coordinate respite information and services to the population?
- e. Respite services currently available in the state, including unmet needs?
- f. The criteria used to identify family caregivers eligible for respite care services?
- g. Plans to develop, expand, and/or enhance respite care services to family members **(New States)**?
- h. Plans to re-establish their core respite infrastructures **(Returning States)**?

2. Is the proposed project justified in terms of the most recent, relevant, and available research information and knowledge?

Approach

Maximum Points: 30

Goals/Objectives/Methods of Addressing the Problem (10 Points)

1. Has the applicant stated clear and meaningful goals and objectives for the proposed program as well as problems that relate to the proposed program?
2. Are the goals and objectives reasonable and likely to be achieved?
3. Does the project consider barriers and opportunities that exist in the larger environment that may impact the project's success and intentions to identify and reduce gaps?
4. Does the intervention optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate?
5. Does the proposed program from the outset, address the respite needs of *all* populations regardless of the age and/or disability/chronic condition of the care recipient populations?

Work Plan (15 points)

1. Does the application include a work plan for each year of the project? **(Failure to include a work plan with the application will result in a score of “zero” for this section.)**
2. Is the project work plan clear and comprehensive, covering all years of the proposed project (including start and end-dates)?
3. Does the work plan include sensible and feasible timeframes for the accomplishment of tasks presented?
4. Does the work plan include specific goals, key objectives and tasks that are linked to measurable outcomes?
5. Are the roles and responsibilities of project staff, consultants and partners clearly delineated and linked to specific objectives and tasks?

Coordination and Linkages (5 Points)

1. Does the application detail how the State respite coalition/organization and the state's aging and disability resource center (ADRC)/No-Wrong Door (NWD) system will work collaboratively with the applicant in designing, implementing, and managing the Lifespan Respite Care Program?

2. Does the application describe how state and/or local community-based organizations will be involved in a meaningful way in the planning and implementation of the Lifespan Respite Program?
3. Does the applicant demonstrate inclusion of the full range of age and disability populations in the planning and implementation of the Lifespan Respite Program?
4. Does the proposed project include all eligible population groups, including disadvantaged and limited-English speaking populations in its targeting?
5. Does the application describe the plan for administering, collaborating, and coordinating respite care activities in the state with other related programs and services?

Budget

Maximum Points: 15

1. Does the application include a budget and budget narrative for each year of the project?
(Failure to include budgets and budget narratives with the application will result in a score of “zero” for this section.)
2. Is the budget justified with respect to the adequacy and reasonableness of resources requested to carry out proposed activities?
3. Is the time commitment of the proposed State Project Director (the applicant agency) at least 0.20 full-time equivalent (FTE) and does their stated involvement appear to be sufficient to assure proper direction, management and timely completion of the project?
4. Are budget line items clearly delineated and consistent with work plan objectives?
5. Does the budget include the required match?

Project Impact

Maximum Points: 25

Project Outcomes (10 Points)

1. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the project?
2. Are the proposed outcomes quantifiable and measurable, consistent with the definition of a project measurable outcome contained in the Program Announcement?
3. Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field as a whole?

Project Evaluation (5 Points)

1. Does the project evaluation reflect a thoughtful and well-designed approach to successfully measure whether the project has achieved its proposed outcome(s)?
2. Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?

3. Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field, especially those who might be interested in replicating the project?
4. Will the evaluation permit a determination of whether objectives have been achieved?
5. Does the applicant describe how the quality and safety of respite care services will be monitored?

Sustainability (5 Points)

1. Is there a clear and realistic plan to try to secure resources to continue program activities after Federal financial assistance has ended?
2. Is the sustainability of the program likely?

Dissemination (5 Points)

1. Will the dissemination plan provide relevant and easy to use information about respite care services, worker recruitment and training, and programs for family caregivers, including training, in a timely manner to parties that might be interested in making use of its findings, particularly to those who might want to replicate the project?
2. Does the dissemination plan include multiple means for delivering information, including electronic, print and web-based methods?

Organizational Capacity

Maximum Points: 15

Project Staffing and Qualifications (5 Points)

1. Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation?
2. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles?
3. Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Organization and Management (10 Points)

1. Does the application adequately describe the agency's ability to work with other state and community-based agencies?
2. Does the applicant's proposed approach for working with public and private non-profit state respite coalitions/organizations seem feasible?
3. Does the applicant demonstrate an understanding of respite care and family caregiver issues across all age groups, disabilities, and chronic conditions?
4. Does the applicant demonstrate capacity and commitment to ensuring meaningful involvement of family members, family caregivers, and care recipients?

5. Does the applicant demonstrate the commitment to implement the program so as to serve all age groups, disability populations without preference for select demographic or disability groups?
6. Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?
7. Are assurances in place that the applicant will have a system for maintaining confidentiality of care recipient and family caregiver records?

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).

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: 07/03/2023

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.

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

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

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

3. Reporting

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

ACL requires the submission of the SF-425 (Federal Financial Report).

The reporting cycle will be reflected in the Notice of Award. The ACL program progress report (PPR) is due semi-annually from the start date of the award and is due within 90 days of the reporting period's end date. The final progress report and SF-425 reports are due 90 days after the end of the project period.

Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Management System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award.

In addition, the fully completed SF-

425 will be required as denoted in the Notice of Award terms and conditions.

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:

Emily

Last Name:

Anozie

Phone:

(202) 795-7347

Office:

Office of Supportive and Caregiver

Grants Management Specialist

First Name:

Aiesha

Last Name:

Gurley

Phone:

(202) 795-7358

Office:

Office of Grants Management

VIII. Other Information

Application Elements

- *SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).*
- *SF 424A, required – Budget Information. (See Appendix for instructions).*
- *Separate Budget Narrative/Justification, required (See “Budget Narrative/Justification - Sample Format” for examples and “Budget Narrative/Justification – Sample Template.”)*

NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi-year detailed Budget Narrative/Justification.

- *SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).*
- *Lobbying Certification, required.*

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

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

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

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

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

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

3. **Date Received:** Leave this field blank.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACL's Match Requirement:

Under many ACL programs, ACL will fund no more than 75 % of the projects total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the projects total cost (i.e., the amount on line 18g.). This three-to-one ratio is reflected in the following formula which you can use to calculate your minimum required match:

$$\frac{\text{Federal Funds Requested} * \text{Match Percentage}}{\text{Match Percentage}} = \text{Minimum Match Requirement}$$

Examples of varying match levels:

$$1) \frac{\$100,000(\text{federal funds requested}) * 5\%(\text{match})}{95\%} = \$5,263$$

$$2) \frac{\$100,000 * 25\%(\text{match})}{75\%} = \$33,333$$

75%

$$3) \frac{\$100,000 * 35\%(\text{match})}{65\%} = \$53,846$$

65%

4) $\$100,000 \times 45\%(\text{match}) = \$81,818$

55%

If the required non-

Federal share is not provided by the completion date of the funded project period, ACL will reduce the Federal dollars awarded when closing out the award to meet the match percentage, which may result in a requirement to return Federal funds.

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 7 1,254
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%)

					Life (1%) Unemployment (1%)
Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360 Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600

					2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$ 2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669 Total \$30,171 <i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i> A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	\$5,600	\$0	\$5,880	\$11,480	Federal 2 consultants @ \$100/hr for 24.5 hours each = \$4,900 Printing 10,000 Brochures @ \$.05 = \$500 Local conference registration fee (name conference) = \$200

					Total \$5,600 In-Kind Volunteers 15 volunteers @ \$8/hr for 49 hours = \$5,880
Indirect Charges	\$20,934	\$0	\$0	\$20,934	21.5% of salaries and fringe = \$20,934 IDC rate is attached.
TOTAL	\$140,294	\$40,866	\$5,880	\$187,060	

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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."