

Administration for Community Living

Center for Integrated Programs

National Center for Benefits Outreach & Enrollment
HHS-2020-ACL-CIP-MINC-0399
Application Due Date: 06/02/2020

National Center for Benefits Outreach & Enrollment
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Department of Health & Human Services
Administration for Community Living

ACL Center:	Center for Integrated Programs
Funding Opportunity Title:	National Center for Benefits Outreach & Enrollment
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2020-ACL-CIP-MINC-0399
Primary CFDA Number:	93.071
Due Date for Letter of Intent:	**04/11/2020**
Due Date for Applications:	**06/02/2020**
Date for Informational Conference Call:	**04/28/2020**

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

The Medicare Improvement for Patients and Providers Act (MIPPA) program supports states and tribes through grants to provide outreach and assistance to eligible Medicare beneficiaries to apply for benefit programs that help to lower the costs of their Medicare premiums and deductibles. MIPPA state grants provide targeted funding to State Health Insurance Assistance Programs (SHIP), Area Agencies on Aging (AAA), and Aging and Disability Resource Centers (ADRC). Grantees help educate beneficiaries about the Low-Income Subsidy (LIS) program for Medicare Part D, Medicare Savings Programs (MSPs), and Medicare Preventive Services. This initiative also includes special efforts to target rural areas and Native American elders.

The National Center for Benefits Outreach and Enrollment (NCBOE) serves as the MIPPA Resource Center, providing technical assistance to states, State Health Insurance Assistance Programs, AAAs, ADRCs, and other community service providers who provide outreach and benefits enrollment assistance for federal and state programs. The NCBOE:

- Maintains and updates web-based decision support and enrollment tools and integrated, person-centered systems designed to inform older individuals and people with disabilities about the full range of benefits for which they are eligible;
- Utilizes cost-effective strategies to find older individuals and people with disabilities with greatest economic need and enrolls the individuals in the programs for with they are qualified;
- Creates and supports efforts for ADRCs, and other public and private state and community-based organizations, including faith-based organizations and coalitions and disability organizations and coalitions, to serve as benefit enrollment centers for the programs;

- Develops and maintains an information clearinghouse on best practices and cost-effective methods for finding and enrolling older individuals and people with disabilities with greatest economic need; and
- Provides in collaboration with related federal agency partners administering the federal programs, training and technical assistance on effective outreach, screening, enrollment and follow-up strategies.

The Administration for Community Living (ACL) plans to fund one (1) cooperative agreement at the federal funding level of $11,500,000 per year, over a five (5) year project period, pending availability of federal funds.

The informational call is scheduled for April 28, 2020 at 2:30 p.m. EST. Please call: 202-774-2300; passcode: 990 044 082 and logon to https://meetingserver.hhs.gov/orion/joinmeeting.do?MTID=2f624f923379a8f120a1a1cbb0b6cff7

I. Funding Opportunity Description

Overview of the MIPPA Program

The Medicare Improvement for Patients and Providers Act (MIPPA) program supports states and tribes through grants to provide outreach and assistance to eligible Medicare beneficiaries to apply for benefit programs that help to lower the costs of their Medicare premiums and deductibles. MIPPA state grants provide targeted funding to State Health Insurance Assistance Programs (SHIP), Area Agencies on Aging (AAA), and Aging and Disability Resource Centers (ADRC). Grantees help educate beneficiaries about the Low-Income Subsidy (LIS) program for Medicare Part D, Medicare Savings Programs (MSPs), and Medicare Preventive Services. This initiative also includes special efforts to target rural areas and Native American elders.

The Role of the National Center for Benefits Outreach and Enrollment

In recognition of the underutilization of federal and state benefit programs, Congress amended the Older Americans Act (OAA) in 2006 with language directing the Administration on Aging (now ACL) to provide technical assistance to states, State Health Insurance Assistance Programs (SHIPs), AAAs, ADRCs and community service organizations who provide outreach and benefits enrollment assistance for federal and state programs.

Further, in reauthorizing the OAA, Congress directed ACL to work with an experienced entity to establish a National Center on Benefits Outreach and Enrollment (NCBOE) to:

- Maintain and update web-based decision support and enrollment tools and integrated, person-centered systems designed to inform older individuals and people with disabilities about the full range of benefits for which the individuals may be eligible under federal and state programs;
- Utilize cost-effective strategies to find older individuals and people with disabilities with greatest economic need and enroll the individuals in the programs for which they are qualified;
- Create and support efforts for ADRCs, and other public and private state and community-based organizations, including faith-based organizations and coalitions,

disability organizations and coalitions to serve as benefits enrollment centers for the programs;

- Develop and maintain an information clearinghouse on best practices and cost-effective methods for finding and enrolling older individuals and people with disabilities with greatest economic need in the programs for which the individuals are eligible; and
- Provide, in collaboration with related federal agency partners administering the federal programs, training and technical assistance on effective outreach, screening, enrollment, and follow-up strategies.

The NCBOE grantee is expected to coordinate efforts to inform older Americans and beneficiaries with disabilities about the benefits they qualify for under federal and state programs through outreach, state and local partnerships, and web based screening tools. The program's emphasis is on providing information on programs to help Medicare beneficiaries pay for their Medicare coverage, specifically the Low-Income Subsidy (LIS) and Medicare Savings Programs (MSP); however, it is important that they also take the whole person into account and offer a range of information including topics such as integrated care. The NCBOE will also serve as a technical assistance resource center for state grantees who receive funding established under the Medicare Improvements for Patients and Providers Act (MIPPA).

NCBOE Priority Objectives and Activities:

The overarching goal of the NCBOE is to increase awareness and utilization of benefits and services to support low-income Medicare beneficiaries. The objectives and activities listed below should each include the appropriate outreach and education campaigns as well as plans to create and/or strengthen partnerships to assist beneficiaries. Additionally, the applicant should provide plans to monitor the impact of their technical assistance to ensure they have achieved their goals.

Provide Public Web-Based Decision Support and Enrollment Tools

The NCBOE grantee is expected to develop, maintain, and update web-based decision support and enrollment tools and integrated, person-centered systems designed to inform older adults and individuals with disabilities about the full range of benefits for which the individuals may be eligible under federal and state programs. As part of this work, the grantee should provide education to help aging and disability network counselors understand beneficiaries' options related to integrated care. By integrated care, ACL means all healthcare options for which the beneficiary may be eligible to address their health and social needs that support beneficiaries' independence at home and in the community.

Applicants to this funding opportunity should provide plans to create and/or provide easy to use publicly available web-based decision support tools that will:

- Provide eligibility screening and application assistance for federal and state funded programs, including integrated care programs;
- Provide information about the full range of benefits available to individuals, including functionality that personalizes searches based on current benefit status that would indicate eligibility for other programs/benefits;

- Aggregate geographic specific eligibility criteria by benefit;
- Provide a way for consumers to receive additional information and/or personalized one-on-one enrollment assistance through local partner programs (such as SHIPs, AAAs, ADRCs, and BECs) when requested;
- Provide a way for the public to locate and access local assistance; and
- Provide a means for local partner agency such as SHIPs, AAAs, ADRCs, and BECs to enhance their benefits eligibility, screening, and enrollment assistance work helping them reach and assist beneficiaries in more efficient ways.

The NCBOE should maintain access to an online integrated care decision support tool that allows the network to enhance their counseling activities with up-to-date, state-specific and searchable information. This tool should be available to the network at no cost; provide the latest program information in real-time; allow customized searches; and be supported by a help desk, as well as, provide training videos and webinars to help tool users.

Applicants should provide a clear timeline for the development and implementation of these web-based tools. To encourage the broad use of these tools, the applicant should provide plans to conduct training and provide technical assistance to state MIPPA grantees, Benefits Enrollment Centers, SHIPs, ADRCs, other state and federal partners, and the general public. These plans should include integrating with state aging and disability network efforts, where possible. Additionally, applicants should provide appropriate outreach and education plans for dissemination of and use of tools by beneficiaries.

Establish Benefit Enrollment Centers

A central component of the NCBOE is the creation and support of local Benefit Enrollment Centers (BECs), which provide direct service though the provision of benefits information and enrollment assistance to the public at the local level. The focus of the BECs should be on assisting lower income older adults, individuals with disabilities, and Medicare beneficiaries with federal and state programs to assist with things such as housing costs, food assistance, and programs to help them pay for their Medicare costs. The BECs should work with the SHIP, MIPPA, and ADRC state grantees in their local areas to collaborate on efforts and avoid duplication. The applicant will be responsible for:

- Establishing a detailed plan to compete, manage, and support a network of locally-based BEC sub-grantees;
- Providing training and technical assistance to BECs to ensure that they are capable of providing skilled, one-on-one consumer assistance, as well as outreach and application assistance to eligible beneficiaries;
- Developing a plan for nationwide coverage that identifies national, state and community-level collaborations, especially involving SHIPs, AAAs, Centers for Independent Living (CILs), and ADRCs;
- Ensuring that the collaborative efforts mentioned above enhance the outreach and enrollment efforts conducted by all parties while avoiding duplication (for example, collaborations with SHIP could have the BEC focusing on education of housing and

food assistance benefits while the SHIP focuses on the Medicare benefits available);

- Developing a plan to track and report to ACL the work done by the BECs including the number of outreach events and enrollment assistance conducted;
- Creating a plan to monitor the BECs on a regular basis to determine effectiveness, best practices, challenges, and other technical assistance needs in a timely manner; and
- Providing regular updates to ACL on performance and challenges of the BECs.

As part of the application, the applicant should provide extensive details on how they plan to:

- Ensure this national network will target hard to reach populations, including any possible referral partnerships to support the network;
- Compete and/or award the sub-grants; and
- Track the results of the sub-grantees to ensure that the applicant can report on the work that the sub-grantees complete.

Benefit Enrollment Centers provide essential access functions to multiple populations. In a similar fashion, each state manages and coordinates a statewide access delivery system to long-term services and supports as part of a state's No Wrong Door (NWD) system. Applicants should describe how the BECs will coordinate within a state's NWD System. Some examples of coordination could include: participating in a state NWD Governance Team/Structure, ensuring that BECs are part of a state's statewide I&R consumer database, or participating in NWD person centered thinking, planning and practice training. For more information about a state's NWD system please visit NWD website at https://nwd.acl.gov/.

Provide MIPPA Program Information and Technical Support

Applicants should provide plans to address, in conjunction with ACL, inquiries from state MIPPA grantees for information, guidance, or technical assistance in a timely manner. In addition, applicants must provide a strategy for ensuring the NCBOE remains abreast of current developments in Medicare, healthcare trends, integrated care, and related beneficiary issues, as well as a plan to ensure these developments are shared with the MIPPA network.

Successful applicant plans should:

- Ensure responsive, integrated support of the MIPPA program that promotes and enhances the efficiency of grantee operations and the quality of MIPPA results;
- Provide a streamlined and seamless gateway for MIPPA project grantees to access needed resources, information and technical support via an NCBOE website, publications, and other innovative and effective communications strategies;
- Develop and implement training to enhance MIPPA efforts to perform key MIPPA program functions, including easily replicable and proven effective methods of conducting Medicare outreach, and counseling and education on the full range of options for Medicare beneficiaries, their families, and caregivers;
- Develop and offer regular trainings about MIPPA Performance Measures including how the measures, along with data validation and quality assurance efforts, can be used to

improve program management. Current Performance Measures include: Overall MIPPA Contacts; Overall Persons Reached through Outreach; MIPPA Target Populations (Under 65, Rural, Native American, English as a Secondary Language); and Contacts with Applications Submitted;

- Track and analyze guidance from administering federal agencies to provide technical assistance for the states as it relates to streamlining access to benefits and services; and
- Detail specific approaches, roles and activities to enhance team member training support including soliciting input from state grantees, disseminating materials developed, conducting webinar trainings and coordinating updates of the program, as needed.

Outreach and Enrollment Support to MIPPA Grantees

Applicants should develop plans, materials, products, and other items intended to assist MIPPA state grantees and local Benefit Enrollment Centers with utilizing cost-effective strategies to find Medicare beneficiaries with greatest economic need and enroll the individuals in the programs for which they are qualified. Strategies could include but are not limited to media campaigns, online outreach campaigns, innovative partnerships, and data mapping. Additionally the applicant should work with ACL to provide technical assistance to MIPPA state grantees and BECs to:

- Expand related services in each state to achieve statewide coverage;
- Find and reach Medicare beneficiaries with greatest economic need to assist them with benefits and enrollment assistance;
- Provide assistance and/or guidance to develop innovative partnerships at the state and local level to increase the number of beneficiaries reached, including AAAs, ADRCs, CILS, and SHIPs;
- Develop strategies to reach additional beneficiaries; and
- Aid with the dissemination of best practices and resources for outreach and application assistance.

Applicants should collaborate with ACL and federal agency partners administering benefits programs to educate grantees and beneficiaries on the programs and, where possible, look for opportunities to streamline processes for older adults and persons with disabilities. Applicants should develop plans and coordinate efforts to inform grantees about benefits available under federal and state programs. This includes the provision of training and technical assistance, in collaboration with ACL, CMS, the National SHIP Technical Assistance Center, and other partners, on effective outreach, screening, enrollment and follow-up strategies.

Additionally to enhance the work of state partners, the NCBOE should plan to provide a public-facing portion of their website. The public-facing portion of the site should improve the public's understanding of the nature of benefits and services and impact of the program(s). Applicants for this funding opportunity should demonstrate the ability to promote understanding of the mission of government programs to wide audiences.

Develop and Maintain a Web-Based Information Clearinghouse

Another key function of the NCBOE is the development and maintenance of a web-based information clearinghouse and library. Applicants should outline how they will fulfill this function along with clear plans to publish, advertise, or otherwise make publicly visible the web-based information clearinghouse for wide distribution and use. This includes the provision of training and technical assistance regarding the content and use of the web-based information to state MIPPA grantees, Benefits Enrollment Centers, and other state and federal partners.

This clearinghouse should include:

- Best practices from state MIPPA grantees and BECs on outreach and enrollment strategies;
- Strategies for online counseling and outreach;
- Innovative ideas for state level collaborations, such as data sharing;
- Cost-effective methods and tools for finding and enrolling older individuals with greatest economic need in the programs for which the individuals are eligible; and
- Educational and training materials for the network on key state and federal benefits programs, Medicare, and integrated care programs.

Collaborate with ACL Resource Centers

ACL funds a number of resource and technical assistance centers focused on a variety of specialized topics and programs. Examples include the Senior Medicare Patrol National Resource Center, National Center for Benefits Outreach and Enrollment, AT3 Center, No Wrong Door (NWD) System initiative, National Center on Elder Abuse, and National Resource Center on LGBT Aging. While each resource center has its own mission, focus, and special target population it is important for each to work together on collaborative efforts that are mutually beneficial to support the work being done by all. This allows each to benefit from the specialist subject matter experts found within each group throughout the network. Successful applicants to this funding opportunity should provide a plan to work collaboratively with the other ACL resource centers to help enhance the capacity of all. For example, applicants could provide plans for coordinating with the NWD System initiative at the state level to ensure BECs and MIPPA grantees are a part of the NWD governance system.

Statutory Authority

The statutory authority for grants under this program announcement is contained in The Medicare Improvements for Patients and Providers Act of 2008 – Section 119, Public Law (PL) 110-275 as amended by the Patient Protection and Affordable Care Act of 2010 (Affordable Care Act), reauthorized by the American Taxpayer Relief Act of 2012 (ATRA), the Protecting Access to Medicare Act of 2014, and the Medicare Access and CHIP Reauthorization Act of 2015 (MACRA).

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$11,500,000
Expected Number of Awards:	1
Award Ceiling:	$11,500,000 Per Budget Period
Award Floor:	$0 Per Budget Period
Length of Project Period:	60-month project period with five 12-month budget periods

The anticipated project period is September 1, 2020 – August 31, 2025.

COOPERATIVE AGREEMENT

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

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

1. ACL Project Officer will perform the day-to-day federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the necessary requirements for the grant are met.

2. Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL by conducting periodic briefings and by carrying out ongoing consultations.

3. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project. If issues are identified, work with the grantee to revise the project work plan, detailing expectations for major activities and products during the 60 month grant.

4. Review, provide technical assistance, and approve grantee work products.

5. Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program and NCBOE activities.

6. Work with the grantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured and continuous improvement occurs.

7. Attend and participate in major project events as appropriate.

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

1. Collaborate with ACL in the modification and execution of the work plan, initially within 45 days of the award.

2. Share information with ACL, MIPPA state and BEC networks, national, state, and local partner organizations, and other entities as appropriate.

3. Maintain and update web-based decision support and enrollment tools and integrated, person-centered systems designed to inform older individuals and persons with disabilities about the full range of benefits for which the individuals may be eligible under federal and state programs, including integrated care programs.

4. Establish and implement a detailed plan to compete, manage, and support a network of locally-based BEC sub-grantees.

5. Develop and maintain an information clearinghouse on best practices and cost-effective methods for finding and enrolling older individuals and people with disabilities with greatest economic need in the programs for which the individuals are eligible.

6. Coordinate and consult with the ACL Project Officer frequently on NCBOE meetings, events, and projects impacting the administration and/or service delivery of project activities.

7. Fulfill all of the requirements of the grant initiative as detailed in this program announcement, specifically:

- Provide public web-based decision support and enrollment tools;
- Maintain access to an online integrated care decision support tool;
- Establish Benefit Enrollment Centers;
- Provide MIPPA program information and technical support;
- Provide outreach and enrollment support to MIPPA grantees;
- Develop and maintain a web-based information clearinghouse; and
- Collaborate with ACL Resource Centers.

8. Provide technical assistance in support of MIPPA performance measures.

9. The organization will include the express acknowledgment on all MIPPA public information materials, "This project was supported, in part by grant number ########, from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy." (HHS Grants Policy statement: http://www.hhs.gov/grants /grants/grants-policies-regulations/index.html).

The **grantee** further agrees that:

- Activities under this initiative will not duplicate activities funded under other resources; and
- Information collected from tools created or supported by this funding will not be used for commercial purposes.

Once a cooperative agreement is in place, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the mutual agreement of both parties, except where ACL is authorized under the Terms and Conditions of award, 45 CFR Part 75, or other applicable regulation or statute to make unilateral amendments. When an award is issued, the cooperative agreement terms and conditions from the program announcement are incorporated by reference.

III. Eligibility Information

1. Eligible Applicants

Domestic public or private non-profit entities including state and local governments, Indian

tribal governments and organizations (American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that do not meet the responsiveness criteria listed below will be administratively eliminated and will not be reviewed.

The successful applicant will be an organization that meets the following criteria:

- Demonstrated expertise in the implementation of a web-based decision support and enrollment tool that is publicly available to older adults, individuals with disabilities, Medicare beneficiaries, their caregivers and the professionals who serve them.
- Demonstrated experience in working with state aging agencies, state health and public health agencies, community health provider organizations, and community-level aging service provider organizations, including SHIPs, AAAs and ADRCs.

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 http://www.grants.gov by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times.**
2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of not less than 11, preferably Times New Roman or Arial.**
3. The Project Narrative must not exceed 20 pages. **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 http://www.grants.gov indicating system problems existed at the time of your submission. For example, you will be required to provide an http://www.grants.gov submission error notification and/or tracking

number in order to substantiate missing the application deadline.

IV. Application and Submission Information

1. Address to Request Application Package

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

Please note, ACL is requiring applications for all announcements to be submitted electronically through http://www.grants.gov. The Grants.gov (http://www.grants.gov) registration process can take several days. If your organization is not currently registered, please begin this process immediately. **For assistance with** http://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 http://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 DUNS number (http://fedgov.dnb.com/webform/) 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. Applicants should finalize a new, or renew an existing, registration at least two weeks before the application deadline. 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/transcript/Quick_Guide_for_Grants_Registrations.pdf

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 DUNS number in each application or plan to submit to the OPDIV.

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711 or by using this link to access a guide: https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- After you electronically submit your application, you will receive an automatic acknowledgement from http://www.grants.gov that contains http://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form from http://www.grants.gov.

U.S. Department of Health and Human Services
Administration for Community Living
Margaret Flowers
Center for Integrated Programs
Phone Number: (202) 795-7315
E-mail: margaret.flowers@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter of Intent: **04/11/2020**
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:

Margaret Flowers
Administration for Community Living
Email: margaret.flowers@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a standard font size of not less than 11, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is ten to twenty pages; twenty pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

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

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 particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect older adults and/or people with disabilities, their families, and caregivers as well as the health care and social services systems.

Goals and Objectives

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

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: "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, economic or political factors that you'll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

Special Target Populations and Organizations

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

Outcomes

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

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior. It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or

cost-effectiveness of a service delivery system; a new model of support or care that can be replicated in the aging network; new knowledge that can contribute to the field of aging; a measurable increase in community awareness; or a measurable increase in persons receiving services. **A measurable outcome is not a measurable "output", such as: the number of clients served; the number of training sessions held; or the number of service units provided.**

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

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

Project Management

This section should include a clear delineation of the roles and responsibilities of project staff,

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

Evaluation

This section should describe the method(s), techniques and tools that will be used to: 1) determine whether or not 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.

The applicant should describe methods for forming and articulating lessons learned and sharing outreach materials developed with MIPPA state grantees, the Benefit Enrollment Centers, and ACL.

Dissemination

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

Organizational Capacity Statement

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

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

Budget Narrative/Justification

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

Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover all three (3) years of the project period. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s). For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the "Project Work Plan - Sample Template" format as a reference and resource, if desired.

Letters of Commitment from Key Participating Organizations and Agencies

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

3. Submission Dates and Times

Due Date for Applications: **06/02/2020**

Date for Informational Conference Call: 04/28/2020

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.

To submit 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 "Agency Contacts" 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.

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.

4. Intergovernmental Review

This funding opportunity announcement is not subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs."

5. 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 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. Executive Orders on Promoting Efficient Spending (EO 13589) and Delivering Efficient, Effective and Accountable Government (EO 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., Headstart);
- When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;
- As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and
- Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances. (Note: conference grant means the sole purpose of the award is to hold a conference).

6. Other Submission Requirements

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.

Margaret Flowers

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 five criteria:

1. Project Relevance & Current Need - (5 points)

2. Approach - (50 points)

3. Budget – (10 points)

4. Project Impact - (15 points)

5. Organizational Capacity - (20 points)

Project Impact Maximum Points:15

1. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the project? Does the project include a clear plan for dissemination of information to the state MIPPA grantees, BECs, the public, and ACL? (5 points)

2. Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the state MIPPA grantees, BECs, and the populations that they serve? Are the proposed outcomes quantifiable and measurable, consistent with the definition of a project outcome contained in "Project Work Plan? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? (7 points)

3. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? (3 points)

Organizational Capacity Maximum Points:20

1. Does the applicant organization clearly identify their capacity for carrying out the proposed project? Have they clearly identified a plan to ensure they have the capacity to provide substantial subject matter expertise and technical assistance to state MIPPA grantees and BECs? (10 points)

2. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles? 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? (10 points)

Project Relevance & Current Need	Maximum Points:5

1. Does the proposed project clearly and adequately identify the relevance of the priority areas, as described in this Funding Announcement, in relation to current program needs?

2. Does the application adequately and appropriately describe and document the key areas to be addressed in providing technical assistance, support, materials and other items needed to meet the program needs?

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

Approach	Maximum Points:50

1. Does the applicant provide plans to create and/or provide publicly available web-based decision support tools that meet the requirements listed in this Funding Announcement? Has the applicant provided a clear timeframe for the development and implementation for these web-based tools including identification of any potential barriers to roll-out? Has the applicant provided a comprehensive training and technical assistance plan to encourage broad use of the tools by state MIPPA grantees, Benefit Enrollment Centers, other state and Federal partners, and the general public? (10 points)

2. Does the applicant provide clear and detailed plans on how they will establish Benefit Enrollment Centers (BECs) in accordance with the requirements listed this Funding Announcement? Have they included specifics on how they will compete, manage, and support a network of locally-based BEC sub-grantees including the development of a comprehensive plan to track, monitor, and report to ACL on the work completed? (10 points)

3. Does the applicant provide a clear plan to provide technical assistance, training and information to state MIPPA grantees to enhance their overall efficiency and effectiveness? Does the applicant provide plans to address, in conjunction with ACL, inquiries from state MIPPA grantees for information, guidance, or technical assistance in a timely manner? Does the applicant demonstrate the ability to support the MIPPA grantees management needs through the development of training materials and curriculum?(10 points)

4. Does the applicant demonstrate the ability to develop plans, materials, products, and other items intended to assist MIPPA state grantees and BECs with utilizing cost-effective strategies to find older adults, individuals with disabilities, and Medicare beneficiaries with greatest economic need and enroll these individuals in the programs for which they are qualified? Does the applicant provide plans for the provision of training and technical assistance on effective outreach, screening, enrollment, and follow-up strategies? Is there a plan to provide expert information and access to resources that assist the above mentioned network in obtaining and/or maintaining competency in the areas of Medicare, the Low Income Subsidy, Medicare Savings Program, and other state and Federal benefits, including integrated care programs? (10 points)

5. Is the project work plan clear and comprehensive? Does it include sensible and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific objectives and tasks that are linked to measurable outcomes? Does the proposal include a clear

and coherent management plan? Are the roles and responsibilities of project staff, consultants and partners clearly defined and linked to specific objectives and tasks? Are the qualifications of the project staff, consultants and/or partners, and the proposed level of effort, adequate to carry out the project? (10 points)

Budget	Maximum Points:10

1. Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project? (5 points)

2. Are budget line items clearly delineated and consistent with work plan objectives? For example, has a multiyear budget covering the entire proposed project period been included as well as a budget covering each individual year? (5 points)

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).

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

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their field, and are drawn from academic institutions, non-profit organizations, state and local government, and federal government agencies. Based on the Application Review Criteria as

outlined under section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

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

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

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

3. Anticipated Announcement Award Date

September 1, 2020

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 and the ACL Office of Budget and Finance. 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 or U.S. mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and will be destroyed.

2. Administrative and National Policy Requirements

The award is subject to HHS Administrative Requirements, which can be found in 45 CFR Part 75 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement.
Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This

includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see the appendix for this announcement to review the entire policy and guidelines. 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.

3. Reporting

The following reports are required for this grant:

Financial Status Report (SF-425): Effective March 1, 2011, ACL requires the submission of the SF-425 (Federal Financial Report) annually. The reporting cycle will be reflected in the Notice of Award. The annual 425 is due 30-days after the end of each budget period. The final SF-425 report is due 90 days after the end of the project period. Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully completed SF-425 will be required as denoted in the Notice of Award terms and conditions.

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

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

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (http://www.FSRS.gov) for all sub-awards and sub-contracts issued for $25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.
For further guidance please follow this link to access ACL's Terms and Conditions: https://www.acl.gov/grants/managing-grant#

VII. Agency Contacts

Project Officer

Margaret Flowers
SHIP/MIPPA Program Manager
Office of Healthcare Information and Counseling
Margaret.Flowers@acl.hhs.gov
(202) 795-7315

Grants Management Specialist

Sean Lewis
Grants Management Specialist
Office of Grants Management
sean.lewis@acl.hhs.gov
(202) 795-7384

VIII. Other Information

Application Elements
• SF 424, required – Application for Federal Assistance (See "Instructions for Completing Required Forms" for assistance).
• SF 424A, required – Budget Information. (See Appendix for instructions).
• Separate Budget Narrative/Justification, required (See "Budget Narrative/Justification - Sample Format" for examples and "Budget Narrative/Justification – Sample Template.")
NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi-year detailed Budget Narrative/Justification.
• SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
• Lobbying Certification, required.
• Proof of non-profit status, if applicable
• Copy of the applicant's most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
• Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).
• Vitae for Key Project Personnel.
• Letters of Commitment from Key Partners, if applicable.

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

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

response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see https://www.hhs.gov/civil-rights/ for-individuals/ special-topics/limited-english-proficiency/fact-sheet-guidance/index.html and https://www.lep.gov. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at https://minorityhealth.hhs.gov/ omh/ browse.aspx?lvl=2&lvlid=53.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see http://www.hhs.gov/ ocr/civilrights/understanding/ disability/index.html.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see https://www.hhs.gov/ civil-rights/for-individuals/ sex-discrimination/index.html; https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html; and https://www.eeoc.gov/ eeoc/publications/upload/ fs-sex.pdf.
- 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 DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website (https://www.grants.gov). Your DUNS number can be verified at https://fedgov.dnb.com/webform/.
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 or 45 CFR Part 92 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. The dollar amounts entered in sub-items 18b-18f must total at least 1/3 of the amount of federal funds being requested (the amount in 18a). For a full explanation of ACL's match requirements, see the information in the box below. For sub-item 18f (program income), enter only the amount, if any, that is going to be used as part of the required match. Program Income submitted as match will become a part of the award match and recipients will be held accountable to meet their share of project expenses even if program income is not generated during the award period.

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

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

19. **Is Application Subject to Review by State Under Executive Order 12372 Process?** Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

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

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

Standard Form 424A

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

Section A - Budget Summary

Line 5: Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total non federal costs (including third party in-kind contributions and any program income to

be used as part of the grantee match) in column (f). Enter the sum of columns (e) and (f) in column (g).

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

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

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

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

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

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

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

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

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

In the Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions. Further, the purchase of specific items of equipment should not be included in the submitted budget if those items of equipment, or a reasonable facsimile, are otherwise available to the applicant or its 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** 71,254
Fringe Benefits	$17,482	$8,632	$0	$26,114	**Federal** Fringe on Project Director at 36.65% = $17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) **Non-Fed Cash** Fringe on Office Manager at 36.65% = $8,632 FICA (7.65%) Health (25%)

					Dental (2%) Life (1%) Unemployment (1%)
Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080 Per Diem: 3 days x 3 staff @ $40/day $360 Total $2,940
Equipment	$10,000	$0	$0	$10,000	No Equipment requested OR: Call Center Equipment Installation = $5,000 Phones = $5,000 Total $10,000
Supplies	$3,700	$5,670	$0	$9,460	**Federal** 2 desks @ $1,500 $3,000 2 chairs @ $300 $600 2 cabinets @ $200 $400 **Non-Fed Cash** 2 Laptop computers $3,000 Printer cartridges @ $50/month $300

					Consumable supplies (pens, paper, clips etc…) @ $180/month $2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502 Volunteer Coordinator = $11,669 Total $30,171 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600 **In-Kind** **Volunteers** 15 volunteers @ $8/hr for 49 hours = $5,880
Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

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

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

Project Work Plan - Sample Template
NOTE : Applicants requesting funding for a multi-year grant program are REQUIRED to provide a Project Work Plan for EACH potential year of grant funding requested.
Goal:
Measurable Outcome(s):
* Time Frame (Start/End Dates by Month in Project Cycle)

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

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

Instructions for Completing the Project Summary/Abstract

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

Goal(s) - broad, overall purpose, usually in a mission statement, i.e. what you want to do, where you want to be.
Objective(s) - narrow, more specific, identifiable or measurable steps toward a goal. Part of the planning process or sequence (the "how") to attain the goal(s).
Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics among those served through this funding (e.g., clients, consumers, systems, organizations, communities) that occur as a result of an organization's or program's activities. These should tie directly back to the stated goals of the funding as outlined in the funding opportunity announcement.
(Outcomes are the end-point)
Products - materials, deliverables.

- A model abstract/summary is provided below:

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

Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.

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