



Administration for Community Living

Administration on Disabilities

Access to Integrated Employment: National Data Collection on Day and Employment Services
for Citizens with Developmental Disabilities
HHS-2023-ACL-AOD-DNPA-0004

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ACL Center:

Administration on Disabilities

Funding Opportunity Title:

Access to Integrated Employment: National Data Collection on Day and Employment Services for Citizens with Developmental Disabilities

Funding Opportunity Number:

HHS-2023-ACL-AOD-DNPA-0004

Primary CFDA Number:

93.631

Due Date for Letter of Intent:

05/18/2023

Due Date for Applications:

Date for Informational Conference Call:

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

Executive Summary

Additional Overview Content/Executive Summary

The Administration for Community Living's (ACL) mission is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, their families,

and their support networks. ACL was created around the fundamental principle that older adults and people of all ages with disabilities should be able to live where they choose, with the people they choose, and with the ability to participate fully in their communities, including having an integrated job. In order to assess the country's success in measuring the progress in accomplishing this goal, ACL funds longitudinal data collection projects.

ACL's Administration on Disabilities (AoD) will award under the Projects of National Significance (PNS) program one competitive, five-year cooperative agreement to continue collecting, describing, analyzing and reporting on employment and day services for persons with intellectual and developmental disabilities. It is AoD's intent that the research will contribute to an understanding of the factors that influence employment at the individual, service provider, and state levels. The project will assess the employment and economic status of individuals with intellectual and developmental disabilities as well as the effectiveness of state intellectual and developmental disabilities agencies (ID/DD) and vocational rehabilitation agencies in promoting the full inclusion of individuals with developmental disabilities through employment and other community activities. To help inform the field, the project will identify and disseminate best practices that States, providers and individuals use to gain integrated, community employment.

I. Funding Opportunity Description

A. PURPOSE/STATEMENT OF NEED

Although there has been significant advancement in policy initiatives in recent years to improve competitive integrated employment opportunities for people with intellectual and developmental disabilities (ID/DD), notably the passage of the Workforce Innovation and Opportunity Act of 2014 (WIOA) and the issuance of the Home and Community Based Services (HCBS) Settings Rule (the Settings Rule) by the Centers for Medicare and Medicaid Services (CMS). Despite these advancements, the employment rate for people with disabilities still drastically lags those without disabilities. The 2020 American Community Survey estimates that 38% of working-age adults with disabilities are employed, compared with 74% of people without disabilities. When people with disabilities are employed, they are more likely to work part-time (29%) compared to people without disabilities (16%).[1]

For people with ID/DD the disparity in employment participation is even greater. Data from the National Core Indicators project suggest that in 2018–2019, only 18% of working-age adults supported by state ID/DD agencies were employed in a paid job in the community. Those who are employed typically work limited hours with low wages. [2] Equally concerning for the 82% of people with ID/DD who don't have a job in the community, 44% want one, yet 71% of those individuals do not have this goal documented in their Individualized Service Plan.[3]

For individuals with ID/DD who do obtain employment, data consistently show that the majority work part-time in entry-level positions, have low income, and have limited access to employee benefits. People in individual supported jobs included in NCI data worked an average of 14 hours per week and earned \$140 per week. [4] When viewed through an intersectionality lens, the outcomes are even poorer. For example, Black individuals with ID/DD have lower annual earnings and are less likely to work in integrated jobs than white individuals and are less likely to have a successful outcome when they receive VR services. [5]

The COVID-19 pandemic created interim setbacks in the employment of people with disabilities. During the pandemic, many employees with disabilities did not have jobs that allowed them to

work from home, which was an important accommodation for many since people with disabilities are at greater risk for contracting the virus and were at greater risk of dying. Many people with disabilities were laid off, furloughed, or had their work hours significantly reduced. During the pandemic, the workforce participation of people with disabilities continued to lag dramatically behind that of the people without disabilities. However, there appears to be a positive rebound. The number of people with disabilities in the workforce recovered more quickly during 2021 than for people with no reported disability. In December 2021, the employment-to-population ratio of working-age individuals with disabilities was 31.3%, a historic high, compared with 72.5% for working-age individuals without disabilities, which is below pre-pandemic levels. [6]

B. PROGRAM HISTORY/BACKGROUND

For over 35 years, the Administration on Disabilities (AoD), Administration for Community Living (ACL), US Department of Health and Human Services (HHS) has funded a longitudinal study to examine the ways States provide employment and day services to people with ID/DD. This data has been widely disseminated through websites, webinars, data briefs, and monographs to national, state, and local policymakers; scholars; media outlets; families; and people with disabilities. State policymakers and advocates use the data to compare themselves with other states and national benchmarks to drive improvements. Programs, including the AoD funded programs, use the data to inform the development of state plans and project activities.

AoD seeks to continue support for the collection and analysis of data for describing and reporting on employment and day services for persons with ID/DD. With this funding the project will:

- Increase the public's knowledge and understanding about the trends in employment of people with ID/DD and the employment successes and challenges people with ID/DD experience.
- Specifically for people with ID/DD and their families, increase knowledge and understanding the trends in employment of people with ID/DD and the employment successes and challenges people with ID/DD experience.
- Increase the knowledge of policymakers and the media about the trends in employment of people with ID/DD and the employment successes and challenges people with ID/DD experience.
- Provide the AoD program grantees with the data they need to work towards improving services for people with ID/DD.
- Identify the policies and other strategies that are creating more and better competitive integrated employment opportunities for people with ID/DD.
- Successfully measure how the data and products from the project is used by individuals, organizations, and/or systems to improve the services for people with ID/DD.

Project Description

AoD announces the availability of Fiscal Year (FY) 2023 funds for a cooperative agreement authorized under Subtitle E of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Projects of National Significance. Under this Subtitle, funds will be awarded to one (1) project for the collection, analysis, and dissemination of data to describe employment and day

services and supports for persons with ID/DD. This project will be guided by four overarching themes:

1. *High quality longitudinal research to examine employment trends for people with ID/DD and the best practices that lead to successful community employment for them:* This project will continue to collect and maintain a longitudinal record of the analysis of the ways States provide employment and day services for people with ID/DD living in the U.S.
2. *Project collaboration at multiple levels:* While the project conducts its research, collaboration with multiple partners will be key to include the State of the States in Developmental Disabilities project, the Residential Information System Project, other federal agencies, and other stakeholders. Other key collaborators will be the Project–Specific Advisory Committee and the Joint Data Collection Workgroup.
3. *Product Development and Dissemination in Multiple Formats and Ease of Public Consumption and Knowledge:* The project will be expected to create a variety of products to translate the data that is easily read, understood, and used by a variety of audiences, most importantly people with ID/DD and their family members. Products include, but are not limited to factsheets, webinars, and other tools that an individual can tailor to his or her needs.
4. *Evaluation to Understand Impact:* The project will involve information dissemination and knowledge transfer with demonstration of the impact of those efforts on individuals, organizations, and/or systems.

MAJOR ACTIVITIES:

Applicant(s) should respond to this funding announcement by submitting a proposal that describes a well-designed, strategic approach that, if funded, would maintain and sustain high quality longitudinal research that examines trends in employment for people with ID/DD and best practices that lead to successful community employment for them. Applicant(s) should explain how they plan to implement the required activities outlined in this subsection below along with any other activities they deem necessary to achieve the outcomes, including:

- Increase the public’s knowledge and understanding about the trends in employment of people with ID/DD and the employment successes and challenges people with ID/DD experience.
- Specifically for people with ID/DD and their families, increase knowledge and understanding the trends in employment of people with ID/DD and the employment successes and challenges people with ID/DD experience.
- Increase the knowledge of policymakers and the media about the trends in employment of people with ID/DD and the employment successes and challenges people with ID/DD experience.
- Provide the AoD program grantees with the data they need to work towards improving services for people with ID/DD.
- Identify the policies and other strategies that are creating more and better competitive integrated employment opportunities for people with ID/DD.
- Successfully measure how the data and products from the project is used by individuals, organizations, and/or systems to improve the services for people with ID/DD.

1. **Research Design and Methodology** The applicant should describe the research design and methodology that accounts for the following:
 - Conducting a comparative nationwide longitudinal study of the employment status of people with ID/DD and the policies and other strategies that lead to integrated community employment for them.
 - Analysis of national and state-by-state data on:
 - The employment and economic status of people with ID/DD
 - How education programs in a state have increased employment for people with ID/DD
 - Trends in:
 - People with ID/DD spending their time in segregated employment settings
 - The number of 14C certificates by state
 - People with ID/DD participating in community life activities; and
 - People with ID/DD who want a job but do not have a goal for integrated employment in their service plans.
 - Analysis of the impact of policies on employment outcomes for people with ID/DD such as the HCBS Settings Rule, the Workforce Innovation Opportunities Act (WIOA), States' Employment First legislation, Achieving a Better Life Experience (ABLE) Act, and / or Managed Long-Term Services and Supports (MLTSS)
 - Identification of states who are leaders and laggards in the competitive integrated employment of people with ID/DD
 - Analysis of innovative ways states are funding services and supports, such as those that promote self-determination, independence, and person-centered planning as people with ID/DD obtain employment in the community
 - Analysis of the effectiveness of State Developmental Disabilities agencies and vocational rehabilitation agencies in promoting full inclusion of individuals with ID/DD through competitive integrated employment and other community activities.

Applicant(s) should describe how they will plan for the design and implementation of special studies through identification of topics that are timely and responsive to the information needs of multiple audiences concerned about employment services for people with ID/DD. In discussing the project approach, applicant(s) should describe a plan to uniformly solicit topics from diverse audiences, particularly those representing intersectional identities, for annual special studies.

The plan should explain the process for recruiting stakeholders to recommend special studies and the process of choosing the final topic for that year. For the first year, applicants shall propose the topic for their first special study in their 5-year application, which may focus on the relationship between the implementation of the HCBS settings rule and increasing integrated employment, and the method they utilized to select the study topic. For years two through five, the grantee shall propose a topic for their special study and show evidence in their continuation application that the grantee has sought the advice of stakeholders and the other two AoD funded national studies. A plan to conduct special studies in the specified time frame should be included.

2. **Project collaboration at multiple levels:** Applicant(s) should describe how they will engage with partners at multiple levels. Applicants should describe how they will establish and maintain the following:
- A. *Project-Specific Advisory Committee:* The applicant(s) should describe how they recruit members for a *Project-Specific Advisory Committee* and how they will seek and act upon their guidance. The applicant(s) should describe how the committee will be consulted on emerging issues for special studies; topics for webinars; and methods and approaches to disseminate information in the most accessible way possible. The committee will be made up of representatives from other data collection organizations or agencies, people with ID/DD, family members, representatives from other federal agencies and representatives from non-profit disability organizations. The applicant(s) should describe how they will intentionally reach out to diverse, underserved and unserved communities to recruit members for the advisory committee. The advisory committee should include members with intersectional identities.
3. *Joint Data Collection Workgroup:* The applicant(s) should describe how they will collaborate with the other two data collection grantees (the State of the States in Intellectual and Developmental Disabilities project and the Residential Information Systems Project) to form a joint data collection workgroup that will ensure collaboration across this data project and the other two data collection grantees. The applicant(s) should describe how this joint workgroup will coordinate to:
- Identify strategies for the three grantees to collaborate with each other.
 - Recommend complimentary subjects for special studies.
 - Design, develop and produce joint resources to assist the public in understanding and using their data based on guidance and approval of ACL.
 - Work with the AoD Project Officer to create a short list of questions about their data describing state spending, where people with ID/DD live and their employment rate. This list will be placed on the ACL website with links to the answers on the grantees' websites.
 - Identify and discuss how the research can examine the impact of COVID -19 on how services for people with ID/DD are funded, the settings people with ID/DD live in, and their employment status.
 - The applicant(s) should describe how the *Joint Data Collection Workgroup* will as needed and appropriate break up into smaller workgroups to work on these issues and bring their recommendations to the larger workgroup.
 - The proposal should describe a plan for participation in this workgroup, including how the applicant will nominate two representatives who will be selected to represent the grantee on the workgroup and a plan for participation in at least quarterly meetings by whatever means that will yield the most input: in-person, by webinar or by phone.
- C. *Other Collaborative Activities:* The applicant(s) should also describe how they will collaborate with other federal agencies and non-profit organizations. These activities

should include inquiring about the data these agencies collect and disseminate and discussing ways they can collaborate with regards to data collection, product development, information translation and dissemination. Potential collaborators include:

- The National Institute on Disability, Independent Living and Rehabilitation Research (NIDILRR),
- Centers for Medicare and Medicaid Services (CMS),
- The Department of Education,
- The Department of Labor,
- The Centers for Disease Control and Prevention (CDC),
- The National Association of State Directors of Developmental Disabilities Services (NASDDDS),
- The various resource centers within ACL.
- The Arc
- United Cerebral Palsy (UCP),
- Self-Advocates Becoming Empowered (Sabe),
- Easterseals
- The Autistic Self-Advocacy Network (ASAN).

3. Product Development and Dissemination in Multiple Formats and for Ease of Public Consumption and Knowledge:

- A. The applicant(s) should describe how they will work under the leadership of the Project-Specific Advisory Committee to set forth a plan to create and disseminate products based on their research. Applicant(s) should describe how the project will develop products and disseminate information from the analyses to inform the field and in ways that make the information easily accessible and consumable by the end user. The applicant(s) should describe an approach that incorporates the following elements in the plan:
- Soliciting guidance from a diverse group to include the Project-Specific Advisory Committee, the other longitudinal data grantees, federal partners, and other disability and non-disability organizations on how to translate their data into user-friendly, accessible reports, infographics, factsheets and other products that the public can use in a variety of ways.
 - Disseminating all the data analyzed in such ways that will be usable for multiple audiences, including people with ID/DD, their family members and people from diverse communities.
- B. The applicant(s) should describe how they will work under the leadership of the *Joint Data Collection Workgroup*, to set forth a plan to create and disseminate products based on research from all three projects. The applicant(s) should describe how they will work with multiple existing and new partners to plan and hold webinars, including quarterly webinars with the other two longitudinal data collection grantees and AoD partners, including the technical assistance providers for the AoD programs. The applicant(s) should describe how they will:

- Collaborate with organizations to advertise the webinars to a wide variety of groups, including, but not limited to, the DD Network grantees such as State Councils on Developmental Disabilities, University Centers for Excellence on Developmental Disabilities, Protection and Advocacy Systems, and to national associations, such as the National Association of State Directors of Developmental Disabilities Services (NASDDDS), United Cerebral Palsy (UCP), American Network of Community Options & Resources (ANCOR), the Arc, and Easterseals.
 - Partner to develop and disseminate joint resources to assist the public in understanding and using the data, including at least one joint national report on intellectual and developmental disabilities services and supports in the US that contains at least three key indicators from each of the three projects
 - On an annual basis provide AoD with a calendar of expected release dates of publications, webinars, and products developed by the grantee and work completed collaboratively with the first year of the grant cycle described in the application.
 - Work with the AoD Project Officer to create a short list of questions about their data describing state spending, where people with ID/DD live and their employment rate. This list will be placed on the ACL website with links to the answers on the grantees' websites.
4. **Evaluation to Understand Impact:** It is essential to have information about the impact of this work on the developmental disabilities field. The proposal should describe an evaluation plan that:
- Draws logical links between products and their impacts on the employment rate of people with ID/DD
 - Includes strategies for assessing the extent to which the information collected, and products produced are high quality and result in more useful, effective, and efficient programs and services for people with ID/DD.
 - Captures evidence about how the information has been used by people, the changes caused by the information and its usefulness to the developmental disabilities field.

The applicant(s) should include with the evaluation plan a timeline or a logic model that describes the intended progress on all project activities, including progress in the creation of joint resources to assist the public in understanding and using the data. The applicant(s) should describe how the evaluation plan will measure results in terms of the following outcomes:

- Increase the public's knowledge and understanding about the trends in employment of people with ID/DD and the employment successes and challenges people with ID/DD experience.
- Specifically for people with ID/DD and their families, increase knowledge and understanding the trends in employment of people with

ID/DD and the employment successes and challenges people with ID/DD experience.

- Increase the knowledge of policymakers and the media about the trends in employment of people with ID/DD and the employment successes and challenges people with ID/DD experience.
- Provide the AoD program grantees with the data they need to work towards improving services for people with ID/DD.
- Identify the policies and other strategies that are creating more and better competitive integrated employment opportunities for people with ID/DD.
- Successfully measure how the data and products from the project is used by individuals, organizations, and/or systems to improve the services for people with ID/DD.

Statutory Authority

Developmental Disabilities Act

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$400,000

Expected Number of Awards:

1

Award Ceiling:

\$450,000

Per Budget Period

Award Floor:

\$425,000

Per Budget Period

Length of Project Period:

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

Additional Information on Project Periods and Explanation of 'Other'

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

III. Eligibility Information

1. Eligible Applicants

For FY 2023 the below guidance is provided to advance the Administration’s policy, as stated in E.O. 13985, to “pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.” This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By advancing equity in our NOFOs, we can “create opportunities for the improvement of communities that have been historically underserved, which benefits everyone.”

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applicants should have at least five years experience collect and analyzing employment trends and best practices to secure employment for people with ID/DD

Application Screening Criteria

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 <https://www.grants.gov> or <https://www.acl.gov/grants/applying-grants>.

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

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

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

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

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

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

(OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:

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

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

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

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

Katherine Cargill-Willis

Administration on Disabilities

katherine.cargill-willis@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

05/18/2023

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

U.S. Department of Health and Human Services

Administration for Community Living

Katherine Cargill-Willis

Administration on Disabilities

katherine.cargill-willis@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11-point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative 15 to 20 pages; 20 pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

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

- Summary/Abstract
- Problem Statement
- Goal(s) and Objective(s)
- Proposed Intervention
- Special Target Populations and Organization
- Project Management
- Evaluation
- Dissemination
- Organizational Capacity

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

Summary/Abstract

This section should include a brief (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 the need to collect, analyze and describe annual outlooks and longitudinal trends in employment and day services for persons with ID/DD. The analysis should include programmatic changes in an array of service delivery areas that leads to competitive integrated employment, including job coaching and placement, pre-vocational training, other day services and community life engagement activities. It should also identify leaders and laggards as States comply with the Settings rule to support people working in the community and examine the innovative services States operate to promote community integrated employment. The applicant should also describe the need to collaborate with the data collection project on the State of the States in Intellectual and Developmental Disabilities and the Residential Information Systems Project. This section should also discuss the importance of translating the data in a variety of ways for use by a variety of audiences

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

This section should describe an overall strategy and methodology in a well-reasoned manner that will appropriately accomplish the specific goals and objectives for the project to include projected measurable and attainable goals describing the scope and detail of how work will be accomplished; a detailed work plan, personnel, budget, timeline, and quantitative projections of the accomplishments to be achieved by the project and a chronological order of approach with target dates, including the sequence and timing.

This section should also describe an effective process for recruiting for and collaborating with two advisory committees: the *project-specific committee* and the *Joint Data Collection Workgroup*. These advisory committees should be consulted on all aspects of the projects. The section should describe the rationale that will be utilized to collect and prioritize the recommendations of these committees.

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 developmental disabilities network; new knowledge that can contribute to the field of developmental disabilities network; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable "output," such as: the number of clients served; the number of training sessions held; or the number of service units provided.

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

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

Project Management

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

Evaluation

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

The application should outline a reasonable and rigorous process evaluation plan to analyze how the project activities are delivered and to determine the extent to which the project is being implemented as planned, how the project activities are being received by the target group, the barriers to implementation, and areas for project improvements/refinements. The application should describe a reasonable and rigorous summative evaluation plan to determine key successful features of the model for replication and the effectiveness of the model in achieving project outcomes.

Dissemination

This section should describe the method that will be used to disseminate the project’s data 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.

This section should also describe the process that will be used to incorporate the recommendations of the two advisory committees: the *Project-Specific Committee* and the *Joint Data Collection Workgroup* with regard to dissemination methods of the data collected that ensures utilization by the greatest number of people.

As part of the cooperative agreement, there will be a data-use agreement. The data-use agreement will lay-out a plan that enhances access to data and develops a process to handle data requests. Data use agreements are contractual documents used for the transfer of nonpublic data that is subject to some restriction on its use. They serve to outline the terms and conditions of the transfer. Specifically, data use agreements address important issues such as the intended use of data and contribution to research and knowledge, limitations on use of the data, obligations to safeguard the data, liability for harm arising from the use of the data, publication, and privacy rights that are associated with transfers of confidential or protected data.

Organizational Capability

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

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither 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 and Justification must be consistent with and support the Project Narrative. It must be concrete, specific and provide a justification for the basis of each proposed cost in the budget and how that cost was calculated. Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors or historical records. The proposed costs must be reasonable, allowable, allocable, and necessary for the supported activity. A combined multi-year Budget Narrative and Justification as well as a detailed Budget Narrative and Justification for each year of potential grant funding is required.

Work Plan

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

Letters of Commitment from Key Participating Organizations and Agencies

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

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

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

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

with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

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

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

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

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

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

4. Submission Dates and Times

Date for Informational Conference Call:

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

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

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

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

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

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

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

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

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

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

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

5. Intergovernmental Review

This program is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under the EO 12372.

6. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

7. Other Submission Requirements

V. Application Review Information

1. Criteria

- a. Project Relevance & Current Need*
- b. Approach*
- c. Budget*
- d. . Evaluation to Measure Impact*
- e. Dissemination*
- f. Organizational Capacity*

Project Relevance & Current Need

Maximum Points: 10

To what extent does the application:

- Demonstrate a clear understanding of the nature and scope of the issues the need for longitudinal research that examines employment trends of people with ID/DD? (3 points)
- Use both quantitative and qualitative data to identify the need for longitudinal research that examines trends in residential services and supports for people with ID/DD, including data on unserved and underserved communities? (2 points)
- Demonstrate that people with ID/DD and their needs and goals were included in the process of developing the application and proposed approach? (3 points)
- Discusses the importance of developing products that are accessible to a diverse audience, including people with ID/DD (2 Points)

Approach

Maximum Points: 36

1. Research Design and Methodology: (15 Points)

To what extent does the application outline a clear, workable research design for:

- Continuing a nationwide comparative longitudinal study the employment status of people with ID/DD that provides for analysis of national and State-by-State statistics on annual outlooks and longitudinal trends in:
- Competitive, integrated employment and economic status of people with ID/DD
- People with ID/DD in segregated employment settings
- 14c certificate programs
- People with ID/DD participating in community life activities; and
- Leaders and laggards as States transition from using segregated settings, day services, and competitive integrated employment
- Describing multiple factors such as the number of people with ID/DD employed in integrated jobs and the best practices implemented by States,

agencies and other organizations that lead to more people securing a job in the community.

- Understanding the impact of variables on employment outcomes for people with ID/DD such as the HCBS Settings Rule, the Workforce Innovation Opportunities Act (WIOA), States' Employment First legislation, Achieving a Better Life Experience (ABLE) act, Managed Long-Term Services and Supports (MLTSS).
- Analyzing new and existing data on the geographic distribution of people with ID/DD, and the variation in the range and types of employment supports and services available and received, to assess the association between where a person lives and implications for the employment of persons with ID/DD in the 50 States.

2. Special Studies – (5 Points)

To what extent does the application describe how the applicant will plan for the design and implementation of special studies through identification of topics that are timely and responsive to the information needs of multiple audiences concerned about services for people with ID/DD, including a plan to uniformly solicit topics from diverse audiences, particularly those representing intersectional identities, for annual special studies.

3. Project collaboration at multiple levels (15 Points)

To what extent does the application describe:

- How the applicant will work with the *Project Advisory Committee* and engage the members to obtain the maximum input.
- How the applicant will work with the *Joint Data Collection workgroup* and engage the members to obtain the maximum input, including a plan for partnering to develop and disseminate joint resources to assist the public in understanding and using the data, including at least one joint national report on intellectual and developmental disabilities services and supports in the US that contains at least three key indicators from each of the three projects.

A plan to collaborate with federal agencies such as National Institute on Disability, Independent Living and Rehabilitation Research (NIDILRR), Centers for Medicare and Medicaid Services (CMS), Department of Education, Department of Labor, the Centers for Disease Control and Prevention (CDC), the National Association of State Directors of Developmental Disabilities Services (NASDDDS), the various resource centers within ACL. The plan describes methods to inquire about the data these agencies collect and disseminate and discuss ways they can collaborate with regards to data collection, information translation and dissemination

Budget

Maximum Points: 10

To what extent does the application provide:

- A narrative budget justification that describes how the categorical costs are derived and discusses the necessity, reasonableness, and appropriateness of the costs. **(5 Points)**
- A budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 15 of the SF-424. **(5 Points)**

Evaluation to Measure Impact

Maximum Points: 15

To what extent does the application outline a clear and workable evaluation plan with a timeline or a logic model that:

- Describes the intended progress on all project activities, including progress in the creation of joint resources to assist the public in understanding and using the data. **(3 Points)**
- Draws clear logical links between products and their impacts on the lives of people with ID/DD. **(2 Points)**
- Includes strategies for assessing the extent to which the information collected, and products produced are high quality and result in more useful, effective, and efficient programs and services for people with ID/DD. **(5 Points)**
- Will capture evidence about how the information has been used by people, the changes caused by the information and its usefulness to the developmental disabilities field. **(5 Points)**

Dissemination

Maximum Points: 20

To what extent does the application:

- Outline a clear, workable plan to create and disseminate information from the Analyses to inform the field and in ways that makes the information easily accessible, consumable, and usable to multiple audiences, including people with ID/DD and their family members. Includes a timeline of estimated released dates of all publications and products for the 1st year **(10 Points)**
- Describe how the applicant will solicit guidance from a diverse group including the *Project-Specific Advisory Committee*, the *Joint Data Collection workgroup*, the other longitudinal data grantees, federal partners, and other disability and non-disability organizations on how to translate their data into user-friendly, accessible reports, factsheets, and other products that the public can use in a variety of ways. **(5 Points)**
- Describe a plan to work with multiple existing and new partners to plan and hold webinars, including quarterly webinars with the other two longitudinal data collection grantees and AoD partners, including the technical assistance providers for the AoD programs. The plan includes a timeline to advertise webinars to a wide variety of groups; including, but not limited to, the DD Network grantees such as State Councils on Developmental Disabilities, University Centers of Excellence on Developmental Disabilities, Protection and Advocacy Systems, and national associations, such as SABE, ASAN, NASDDDS, UCP, ANCOR, the Arc, and Easterseals. The plan also describes

ways the grantee will collaborate with these organizations to publicize the webinars. **(5 Points)**

Organizational Capacity

Maximum Points: 10

To what extent does the application:

- Describe prior experience in collecting and gathering data relating to ID/DD. **(2 Points)**
- Demonstrate that the applicant organization has:
 - Staff with sufficient experience to successfully complete the proposed project.
 - A proposed project director and key staff that possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope, and complexity effectively. **(4 points)**
- Clearly design and appropriately design the role, responsibilities, and time commitments of each proposed project staff positions for the successful implementation of the project. **(4 points)**

2. Review and Selection Process

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/01/2023

VI. Award Administration Information

1. Award Notices

Successful applicants will receive an electronic Notice of Award. The Notice of Award is the authorizing document from the U.S. Administration for Community Living authorizing official, Office of Grants Management. Acceptance of this award is signified by the drawdown of funds from the Payment Management System. Unsuccessful applicants are generally notified within 30 days of the final funding decision and will receive a disapproval letter via e-mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and will be destroyed.

2. Administrative and National Policy Requirements

The award is subject to HHS Administrative Requirements, which can be found in 45 CFR Part 75 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement.

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:

Katherine

Last Name:

Cargill-Willis

Phone:

(202) 795-7322

Office:

Administration on Disabilities

Grants Management Specialist

First Name:

Sean

Last Name:

Lewis

Phone:

(202) 795-7384

Office:

Office of Grant Management

VIII. Other Information

References:

1. Winsor, J., Butterworth, J., Migliore, A., Domin, D., Zalewska, A., Shepard, J. , & Kamau, E. (2022). StateData: The national report on employment services and outcomes through 2019. Boston, MA: University of Massachusetts Boston, Institute for Community Inclusion. StateData: The National Report on Employment.
2. National Core Indicators (2018-19). Work Report. Retrieved 6/23/2022 from www.nationalcoreindicators.org/upload/core-indicators_Employment_4_16.pdf.
3. Winsor, J., Butterworth, J., Migliore, A., Domin, D., Zalewska, A., Shepard, J. , & Kamau, E. (2022). StateData: The national report on employment services and outcomes through 2019. Boston, MA: University of Massachusetts Boston, Institute for Community Inclusion. StateData: The National Report on Employment.
4. National Core Indicators (2020-21) Intellectual and Developmental Disabilities 2020-21 [In-Person Survey (IPS) Work People have paid jobs in community-based settings or have otherwise meaningful day activities.]
5. Winsor, J., Butterworth, J., Migliore, A., Domin, D., Zalewska, A., Shepard, J. , & Kamau, E. (2022). StateData: The national report on employment services and outcomes through 2019. Boston, MA: University of Massachusetts Boston, Institute for Community Inclusion. StateData: The National Report on Employment.
6. Ibid.

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harassment>.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

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

b. Employer/Taxpayer Number (EIN/TIN): (REQUIRED): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. In addition, we

encourage the organization to include the correct suffix used to identify your organization in order to properly align access to the Payment Management System.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 <i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i> A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	\$5,600	\$0	\$5,880	\$11,480	Federal 2 consultants @ \$100/hr for 24.5 hours each = \$4,900 Printing 10,000 Brochures @ \$.05 = \$500 Local conference registration fee (name conference) = \$200 Total \$5,600 In-Kind

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

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

- A model abstract/summary is provided below:

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

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

1. Project Director.

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

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