

**Notice of Funding Opportunity
Legal Assistance Enhancement Program
HHS-2022-ACL-AOA-LAEP-0054
Frequently Asked Questions**

April 28, 2022

On March 22, 2022, the Administration for Community Living, Office of Elder Justice and Adult Protective Services held an informational call about the Legal Assistance Enhancement Program funding opportunity (HHS-2022-ACL-AOA-LAEP-0054). These frequently asked questions reflect questions that were received and addressed during the informational call and those that have subsequently been received.

I. Preparing Grant Proposals

Can applicants propose to both enhance our current programmatic work and expand our programmatic work?

ACL cannot comment on the merits or content of any proposal, such as how an applicant interprets elements of the funding opportunity description. We recommend that potential applicants closely consult the Notice of Funding Opportunity (NOFO) and review their idea against the information in the NOFO—including the review and scoring criteria—to determine if their proposal is in line with the funding opportunity.

How does ACL define “partnership development”?

ACL cannot provide a definition for “partnership development” beyond the information included in the Notice of Funding Opportunity (NOFO). We leave that interpretation to potential applicants and recommend that applicants closely consult the NOFO and review their interpretation and idea against the information in the NOFO—including the review and scoring criteria—to determine if their proposal is in line with the funding opportunity.

Regarding “partnership development,” can this be enhancement of an already existing partnership, or does it have to be a new partnership?

ACL cannot comment on the merits or content of any proposal, such as how an applicant interprets elements of the funding opportunity description. We recommend that potential applicants closely consult the Notice of Funding Opportunity (NOFO) and review their idea against the information in the NOFO—including the review and scoring criteria—to determine if their proposal is in line with the funding opportunity.

In reference to collaboration between the applicant and the aging network, would a partnership with another community organization be acceptable?

ACL cannot comment on the merits or content of any proposal, such as how an applicant interprets elements of the funding opportunity description. We recommend that potential applicants closely consult the Notice of Funding Opportunity (NOFO) and review their idea against the information in the NOFO—including the review and scoring criteria—to determine if their proposal is in line with the funding opportunity.

Can an organization seek funding for currently funded projects if the project is enhanced or expanded?

ACL cannot comment on the merits or content of any proposal, such as how an applicant interprets elements of the funding opportunity description. We recommend that potential applicants closely consult the Notice of Funding Opportunity (NOFO) and review their idea against the information in the NOFO—including the review and scoring criteria—to determine if their proposal is in line with the funding opportunity.

As listed on page 21 of the Notice of Funding Opportunity, does an organization have to have experience in all areas of priority legal case types?

ACL cannot comment on the merits or content of any proposal, such as how an applicant interprets elements of the funding opportunity description. We recommend that potential applicants closely consult the Notice of Funding Opportunity (NOFO) and review their idea against the information in the NOFO—including the review and scoring criteria—to determine if their proposal is in line with the funding opportunity.

Are there priority issues, populations, or areas of law that ACL is most interested in funding?

Areas of “most” or “least interest” will not be a factor in evaluating grant applications. The Notice of Funding Opportunity (NOFO) outlines Older Americans Act case type priority areas and other information that is pertinent to the funding opportunity. We recommend that potential applicants closely consult the NOFO and review their idea against the information in the NOFO—including the review and scoring criteria—to determine if their proposal is in line with the funding opportunity.

When is the Letter of Intent due? The Notice of Funding Opportunity only states that the due date will be generated on synopsis publication.

The Letter of Intent (LOI) is due 30 days after publication of the Notice of Funding Opportunity, which was March 1, 2022. Therefore, the LOI is due on March 31, 2022. The LOI is not required, but it is helpful for planning purposes. Potential applicants may send an email stating their intent to apply for the funding opportunity to Mr. Sandy James at sandy.james@acl.hhs.gov.

II. Grant Requirements

Is this informational call webinar mandatory for all applicants?

No, the informational call, held March 23, 2022, was an optional opportunity. The content of the call is summarized in this FAQ document.

Since this is a Cooperative Agreement, how often do you anticipate that grantees will need to meet with the ACL staff?

Once awarded, grantees typically meet with ACL staff monthly. The Notice of Funding Opportunity also describes an additional requirement to participate in gatherings with other Legal Assistance Enhancement Project grantees.

Could you clarify the requirement to meet with other grantees and ACL and whether the meeting cadence would be monthly?

Grantees typically meet with ACL staff monthly, but there is no expectation to meet with other grantees monthly. Per the Notice of Funding Opportunity, ACL plans to convene grantee meetings during the first six months of each budget period. Grantee meetings may also be convened as opportunities arise.

Can you provide more information about requirements for reporting on programmatic activities and expenditures?

ACL grantees are required to submit semi-annual reports on each 6-month period of programmatic activity. Grantees are also required to report on their cash transactions quarterly and submit annual Federal Financial Reports (FFR) through the U.S. Department of Health and Human Services Payment Management System. These requirements are outlined in the Notice of Funding Opportunity (NOFO), and in the terms and conditions of the cooperative agreement, once awarded.

Legal Assistance Enhancement Program grantees are also required to collect and report on data regarding direct legal assistance provided under the grant, in a manner consistent with ACL's State Performance Report (SPR), which at a minimum will include data elements for legal services in the SPR. This requirement is outlined on pages 7-8 of the NOFO, and additional information will be provided to grantees once awarded.

Do the Legal Assistance Enhancement Program data reporting requirements account for client confidentiality?

Yes, Legal Assistance Enhancement Program grantees are required to submit de-identified, aggregated data on legal assistance activities to preserve client confidentiality. ACL does not expect grantees to report on individual-level client data or to report any other information that would jeopardize the anonymity of legal assistance clients and will not accept reports that provide client-level data.

III. Budget and Allowable Expenses

Will there be an obligation to travel, and if so, does that need to be included in the budget?

The Notice of Funding Opportunity (NOFO) outlines all requirements of an applicant's budget, which should reflect the cost of all activities that an applicant is proposing to meet their stated project goals and objectives. If applicants anticipate traveling, such as to attend a conference or another in-person meeting, it should appear in their proposed budget.

Additionally, as noted on page 7 of the NOFO, ACL plans to convene meetings of all Legal Assistance Enhancement Project grantees during the first six months of each budget period, which will be held in person as public-health circumstances permit. Grantees are required to attend these meetings, absent extenuating circumstances. If held in person, grant funds may be used to cover this grant-related expense. If applicants intend to use grant funds to attend the meeting(s), they should include this expense in the application budget.

For the partner agencies submitting Letters of Commitment, is there an expectation to subgrant/subaward to them?

Any organization or other entity that the applicant designates to carry out a specific portion of the proposed project must submit a Letter of Commitment, but there is no expectation to subgrant funds to such organizations/entities. ACL expects applicants to make their own determination as to whether a subgrant is warranted based on the work the partner organization/entity will be conducting under the grant. For example, applicants should consider whether the partner organization/entity will need to hire staff or incur other costs to complete their proposed project activities, and the applicant should determine the need for a subgrant accordingly. Such subgrants must be reflected in the project budget.

Could you clarify whether the 30% limit on subrecipient’s activities is 30% of the total grant award or just 30% of the “substantive, programmatic activities”?

Applicants should limit a subrecipient’s activities to 30% of the total grant award. That provision is directly related to the requirement that the applicant is substantively and meaningfully involved in the activities of the project and does not appear to be serving as a “conduit” or “pass through” for funding.

Could you provide the page number that discussed the 30% limit for subrecipients?

The information on subrecipient limitations is provided in the last paragraph of the “Organizational Capability” section on page 21.

IV. Timeline

When do you anticipate announcing those who are awarded one of the 8 Cooperative Agreements?

The target project start date is September 1, 2022. Several factors impact the award date, so ACL is unable to provide an estimated award date. All applicants will be notified as to whether or not their project has been selected for the funding.

V. Miscellaneous

There are some stray squares and a rectangle on page 50 of the Notice of Funding Opportunity (NOFO). Is some information or an image missing?

Yes, the logic model example formatting was not retained when the NOFO PDF was published. The logic model example will be uploaded to Grants.gov along with this FAQ.

Can Legal Assistance Enhancement Program funds be spent on undocumented seniors experiencing civil legal needs, or is it limited to citizens or legal U.S. residents?

Legal Assistance Enhancement Program grants are authorized by the Older Americans Act (OAA), and in accordance with ACL’s policy on [Guidance on Citizenship/Alien Status as Applicable to OAA Programs](#), “non-citizens, regardless of their alien status, must not be banned from services authorized by the Older Americans Act, and wholly or partially funded with federal resources based solely on their alien status.”