



Administration for Community Living

Administration on Aging

Legal Assistance Enhancement Program

HHS-2022-ACL-AOA-LAEP-0054

05/03/2022

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ACL Center:

Administration on Aging

Funding Opportunity Title:

Legal Assistance Enhancement Program

Funding Opportunity Number:

HHS-2022-ACL-AOA-LAEP-0054

Primary CFDA Number:

93.048

Due Date for Letter of Intent:

Date will be generated on synopsis publication

Due Date for Applications:

05/03/2022

Date for Informational Conference Call:

03/22/2022

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

Executive Summary

Additional Overview Content/Executive Summary

The purpose of ACL's Legal Assistance Enhancement Program (LAEP) is to strengthen and enhance the effectiveness of legal assistance provided to older adults. Although a wide

range of legal assistance services for older adults exist, current approaches to delivering legal services may be inadequate to comprehensively meet the legal needs and secure the rights of older adults. Through the LAEP funding opportunity, ACL aims to, among other things, break down barriers to accessing legal assistance, increase the availability of legal assistance, especially for historically underrepresented populations of elders, and enhance the efficacy of legal assistance to meet the evolving needs of older adults. For this opportunity, ACL intends to award approximately eight (8) grants, ranging from a minimum of \$150,000 to a maximum of \$250,000 per grant per year, for up to 3 years, depending on the availability of funding.

I. Funding Opportunity Description

Background

The Older Americans Act (OAA) highlights the key role of legal assistance in securing independence for and the rights of older Americans. Legal assistance providers enable older Americans to assert their rights and remove barriers to economic and personal independence and self-determination. Interventions by providers can address social determinants of health and well-being by preserving older Americans' access to appropriate services and supports their rights to live free from or to recover from the experience of abuse, neglect, and financial exploitation.[1]

The OAA authorizes the provisions of these services to older Americans with social or economic need (eligible clients), with a specific focus on those who are isolated by reason of geography, language, culture, or residential setting.[2] The OAA mandates that legal assistance for eligible clients be accessible; that is, easy to locate and use, and delivered by knowledgeable, well-trained legal assistance providers.[3] Additionally, under the OAA, a wide range of legal services are to be available to eligible clients on key legal matters, from advice through full legal representation.[4]

Experiencing civil legal problems can have an especially dire impact on older adults. Accordingly, the OAA prioritizes critical issue areas and case types for legal assistance delivery. These priority case types include income, health care, long-term care, nutrition, housing, defense of guardianship, abuse, neglect, and age discrimination.[5] In redressing these issues, legal assistance providers prevent homelessness among older Americans by contesting unwarranted evictions and foreclosure in communities and by representing long-term care residents in unlawful involuntary removal from long-term residential facilities and support residents rights in transitioning to community settings. They enable elders to enforce their rights of access to and coverage of needed health care through Medicare and Medicaid, and to quality care in nursing facilities and in home and community-based services. They empower the decisional rights of older Americans through offering tools such as powers of attorney and health care proxies and by contesting, diverting individuals from and revoking inappropriate guardianship orders.

In addition, legal assistance providers are able to deploy a wide range of civil legal remedies in the fight against elder abuse, neglect, and financial exploitation, from protective orders through restoration of title of property stolen by abusers, to establishing entitlement to public benefits denied due to alleged transfer of assets that masks theft by abusers. These legal assistance interventions prevent abuse and, for those who have experienced abuse, can restore an elder's

sense of agency over her life, supporting the process of transforming victims into survivors, making them whole again.

Legal assistance providers funded under the OAA are procured through contract with Area Agencies on Aging (AAA). The OAA requires that the providers selected by AAAs must be “best able” to deploy staff with relevant expertise, as well as demonstrate the capacity to provide effective administrative and judicial representation, support other advocacy efforts (such as those of the Long-Term Care Ombudsman program), and to extend their legal services to institutionalized, isolated, and homebound older individuals.[6] Moreover, legal assistance providers must be able to deliver their services in the principal language spoken by their older clients in areas where a significant number of such clients do not speak English as their principal language.[7] Legal assistance providers must also have the skills and capacity to support eligible clients through a range of the critical life issues prioritized in the OAA.

Efficient and effective legal assistance delivery involves the successful coordination of a range of activities across four critical areas: *outreach*, *intake*, *partnership development and maintenance*, and *client representation*. Outreach and intake largely set the tone for engaging potential legal assistance clients. Outreach efforts serve to educate eligible clients and the broader aging network about problems experienced by older adults, how legal assistance can help to resolve those legal issues, and how and where such legal assistance may be sought. Outreach also plays a role in identifying older adults who may have legal issues, particularly those in underrepresented and underserved populations, such as people of color, elders with limited-English proficiency, and LGBTQI+ people, who are uniquely impacted. Ideally, intake strategies are integrated into the broader aging network, as well, enabling legal assistance providers to engage with older adults where they are likely to congregate or present themselves when they have a potential legal problem.

Partnerships across the aging network play a key role in, among other things, promoting legal issue spotting and providing multi-disciplinary services to older adults, such as by facilitating seamless (“warm”) referrals for appropriate legal representation. Partnerships with entities that serve communities of older adults are essential to enable issue-spotting and appropriate cross-referrals to address legal issues. Potential partners include, but are not limited to, Area Agencies on Aging, Aging and Disability Resource Centers, Long-Term Care Ombudsman, Adult Protective Services, entities that provide housing for older adults, including those with disabilities, and service providers such as nutrition services and home and community-based organizations that assist older adults with disabilities.

A central tenet of legal assistance is ensuring that eligible clients have access to the complete range of legal assistance services, from brief service and advice to full representation. While some legal issues can be redressed through brief service, others require full legal assistance representation to adequately resolve the legal issues. That may include representation in administrative and/or judicial forums, as provided in the OAA. Ideally, there is a balance in the legal services network that allows both for brief services and for full representation for every older adult client whose case requires that level of service. Ongoing substantive skills training and professional development for legal assistance providers, aligned to the priority issues commonly encountered by eligible clients is critical to increasing availability of full representation, as are culturally competent approaches to the communities of eligible clients whom the programs serve.

Despite efforts to provide quality legal services to older adults, a Legal Services Corporation report study found that low-income older adults only sought legal assistance for 19% of their legal issues.[8] Key reasons included not recognizing that their issue had legal solutions, not knowing where to turn for help, and reluctance to ask for help. Further, the report found that low-income elders received inadequate or no professional legal help for 87% of their civil legal problems.[9] Isolation by virtue of geography, language and other factors, such as living in rural, frontier or tribal communities, only increases the access gap. These factors make outreach and education to older individuals about their rights more difficult.

Further, it has not always been possible for legal assistance providers to optimize outreach and intake processes to best meet the needs of specific populations, such as older adults. For example, while older adults may receive a range of services across the aging network, those services may not provide a mechanism for identifying potential legal needs or connecting older adults to legal assistance services. Improving connections between the outreach and intake processes may yield efficiencies and increase opportunities for older adults to connect with legal assistance providers.

In addition, there are system challenges for older adults in obtaining legal services. Older adults are experiencing an increasingly complex array of legal problems that call for complicated legal interventions and require high levels of substantive legal expertise and skills. However, access to the substantive expertise and skills necessary to address their legal issues is not consistently available in all communities. The ability to provide full representation to older adults is often limited by organizational capacity, or a lack of expertise in a particular issue area affecting an older adult. Further, there is a lack of programs designed to address the unique needs of older adults, and few delivery models that successfully and fully integrate legal services into the array of aging network services and programs.

Funding Description

Although a wide range of programs provide legal assistance services to older adults, current approaches to delivering legal services are often not coordinated across the aging network or may be inadequate to meet the current legal needs of older adults. To bolster legal assistance network capacity to address the current and emerging legal challenges faced by older adults, ACL established the Legal Assistance Enhancement Program (LAEP). With this grant program, ACL seeks to break down barriers to accessing legal assistance for adults, increase the availability of legal assistance, and enhance the expertise and efficacy of legal assistance to meet the evolving needs of older adults.

Through this funding opportunity, ACL aims to improve the effectiveness and efficiency of existing legal services programs for older adults by supporting projects proposing to address the following objectives:

1. Expand access to legal assistance for older adults;
2. Improve the delivery of legal assistance services to older adults;
3. Increase legal service providers' substantive expertise and skills across the spectrum of legal issues experienced by older adults; and

4. Increase collaboration between legal service providers and the aging network.

As the objectives for this funding opportunity target expanding and improving the effectiveness and efficiency of existing legal services programs for older adults, ACL invites applications that seek to achieve quantifiable and sustainable enhancements that build upon current programmatic organizational capacity and work. This opportunity offers legal assistance providers the opportunity to identify and implement enhancements or innovations to their existing legal assistance program. ACL expects proposals to take one of the following approaches to meet the grant objectives:

1. **Enhance current programmatic work:** Improve and enhance current work by developing or adopting programs, activities, or approaches.
2. **Expand programmatic work:** Implement and deploy programs, activities, or approaches that have not previously been undertaken.

ACL encourages applicants to embrace new and different approaches to service delivery, cultivate new and innovative pathways to provide legal assistance, and design or adopt programs and activities that specifically address the unique attributes of the older adult population. ACL expects successful applications will demonstrate how their proposed innovations, enhancements, and new activities support the goal and objectives of the LAEP as outlined above. An applicant's proposed activities must address all four of the components for the efficient and effective delivery of legal assistance services to older adults (described above in detail). Applicants may propose additional domains not listed here:

1. Outreach,
2. Intake,
3. Partnership development and maintenance, and
4. Client representation

Applications should describe activities that they propose to meet the LAEP goal and objectives, under the above framework for efficient and effective delivery of legal assistance to older adults. Below are some examples of activities related to outreach, intake, partnerships, and representation. These examples are illustrative only. Applicant scores will not be affected by whether an application includes an activity listed here.

Outreach example activities:

- Developing and implementing or adopting innovative communication platforms that are tailored towards sharing information and educating older adults especially those in underrepresented, marginalized communities and the aging network about both common and unique issues that may be amenable to legal solutions.
- Developing and implementing or adopting outreach mechanisms that strategically link legal assistance intake processes to partners at locations where eligible clients live and/or congregate.

Intake example activities:

- Using technology to identify and directly connect eligible clients to appropriate legal assistance resources in a manner that decreases the burden on older adults to explain their legal issues to multiple offices or personnel.
- Applying trauma-informed approaches to legal assistance intake throughout the course of client engagement and representation.
- Implementing community lawyering options that contemplate the best locations and methods for engaging with older adults with potential legal needs.

Partnership Development and Maintenance example activities:

- Developing and implementing or adopting strategies to strengthen relationships between Long-Term Care Ombudsman Programs with legal assistance providers networks to secure the rights of nursing home residents or community-dwelling elders.
- Creating/adopting mechanisms that enable a diverse range of partners for example Adult Protective Services and/or clinical settings that serve older adults to make appropriate referrals for legal assistance and conduct work jointly with legal assistance providers to increase access holistically while reducing client burden.

Client Representation example activities:

- Developing/adopting new processes and protocols to improve legal assistance case-handling in matters involving complex legal issues.
- Implementing approaches that enable older adult clients to receive robust representation from a team of practitioners as is necessary to comprehensively resolve their all components of their legal needs.
- Providing interactive or experiential substantive legal education and skills training and professional development opportunities for legal assistance providers throughout a legal assistance organization.

The applicant's proposed project goal/s, objectives, and activities should be addressed in the application narrative, for which detailed instructions can be found in Section IV.2 of this opportunity.

Additional Requirements

Grantee Meetings

Please note that ACL plans to convene grantee meetings during the first six months of each budget period, in person or virtual as public-health circumstances permit. Grantees are required to attend these meetings, absent extenuating circumstances, and grant funds may be used to cover this grant-related expense if a meeting is held in person. If applicants intend to use grant funds to attend this meeting, they should include this expense in the application budget.

Data Collection

Grantees will be required to submit de-identified, aggregated data on direct legal assistance provided under this grant, in a manner consistent with ACL's State Performance Report (SPR) format and that includes, at a minimum, the data elements for legal services in the SPR.[10] These data will be reported by all providers of direct legal assistance to older adults under the grant, and should be included with the grantee's semi-annual reports throughout the grant period. ACL anticipates that these data will comprise a key component of grantees' project evaluation.

[1] Galvan, S., & Mbaku, V. (2020). The Role of Civil Legal Aid in Elder Abuse. *Generations: Journal of the American Society on Aging*, 44(1), 84–90.

[2] 42 C.F.R. § 1321.71(c)(4), (5).

[3] 42 C.F.R. § 1321.71(c)(1),(2).

[4] *Id.*

[5] 42 U.S.C. § 3027(a)(11)(E).

[6] 42 U.S.C. § 3027(a)(11)(B); 42 C.F.R. § 1321.71(c)(2),(3),(4).

[7] 42 C.F.R. § 1321.71(c)(5).

[8] Legal Services Corporation, *The Justice Gap: Measuring the Unmet Civil Legal Needs of Low-income Americans*, June 2017, available at <https://www.lsc.gov/sites/default/files/images/TheJusticeGap-FullReport.pdf>.

[9] *Id.*

[10] See "Legal Assistance SPR Guidebook" and other SPR resources (available at <https://oaaps.acl.gov/Resources/legalRes>)

Statutory Authority

Section 420(a)(2), Title IV of the Older Americans Act, as amended

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$1,500,000

Expected Number of Awards:

8

Award Ceiling:

\$250,000

Per Budget Period

Award Floor:

\$150,000

Per Budget Period

Length of Project Period:

36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Under this competition, ACL will award approximately eight (8) new, cooperative agreements ranging from \$150,000 - \$250,000 each. The project period for all awards will be for 36-months (or, 3 years), and the budget periods will be three (3), 12-month periods. Applications for continuation funding beyond the initial year will be reviewed on a non-competitive basis, subject to the availability of funds, contingent on satisfactory progress of the grantee, and a determination by ACL that continued funding will be in the best interest of the government.

Final award decisions will be made by the ACL Administrator and will be based on recommendations of the review panel (see Section V), reviews for programmatic and grants management compliance, geographic distribution, and the reasonableness of the estimated cost considering the available funding and anticipated results.

This funding opportunity announcement is for a new cooperative agreement. As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of ACL in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

By accepting an award under this funding opportunity announcement, the **grantee** agrees to execute the responsibilities outlined below:

1. Fulfill all requirements of the grant initiative as outlined in this program announcement, and carry out project activities as reviewed, approved, and awarded.
2. Collaborate with the Administration for Community Living (ACL) in the execution of the work plan, and collaborate with ACL in understanding the programmatic and budgetary issues of the project. Based on these negotiations and emerging issues in the field, if necessary, the grantee will revise the project work plan and/or budget detailing expectations for major activities and products during the grant period.
3. Evaluate the impact of project activities, and provide recommendations to ACL on ways to enhance the program. Include progress and information/data on the project's outcomes and the evaluation in semi-annual reports, and at other times as agreed upon by the grantee and ACL.
4. Meet with the ACL project officer at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
5. Create products and/or materials under this award that are accurate, objective, unbiased, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product in order for the ACL project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement and cooperative agreement.

6. Submit to the ACL project officer a final, clean copy of all data developed or supported with these grant funds, in the format in which it was developed or produced, as provided for in the HHS Grants Policy Statement and referenced in the Notice of Award. The HHS Grants Policy Statement defines “data” as: “recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data” (HHS Grants Policy Statement, Part II, “Rights in Data”, page II-69).
7. Include the following disclaimer on all products produced using grant funding, including those produced by sub-awards: “This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by ACL/HHS and \$XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.”

The ACL project officer agrees to execute the responsibilities outlined below:

1. Perform the day-to-day federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL, and the Department of Health and Human Services by conducting periodic briefings and by carrying out ongoing consultations. ACL will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the grantee and their activities.
4. Provide technical assistance to grantee with the refinement and carrying out of the project’s evaluation plan via regular conference calls, email correspondence, webinars, and annual grantee meetings, as well as by ensuring technical assistance for grantee is available from the National Center on Law and Elder Rights..
5. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 15 business days, the ACL project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement and this cooperative agreement.
6. Provide consultation to the grantee in identifying emerging issues and modifying work plan as necessary.

7. Meet with the grantee project director at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

Upon execution of this cooperative agreement, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the mutual agreement of both parties, except where ACL is authorized under the Terms and Conditions of award, 45 CFR Part 74 or 92, or other applicable regulation or statute to make unilateral amendments. When an award is issued the cooperative agreement terms and conditions from the program announcement are incorporated by reference.

III. Eligibility Information

1. Eligible Applicants

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

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

Foreign entities are not eligible to compete for, or receive, awards made under this announcement.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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

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.

Under this ACL program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-federal resources. In other words, for every three (3) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in the "Instructions for Completing Requested Forms." You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the federal share, rather than 25% of the project's total cost.

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. ACL encourages you to not exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that do not meet the following responsiveness criteria will be administratively eliminated and will not be reviewed. Applications will be deemed to have met the initial responsiveness criteria by demonstrating all of the following:

1. Demonstrated history of organizational capacity serving the legal needs of older adults who have economic or social need;
2. Demonstrated history of organizational capacity to address Older Americans Act priority legal case type areas: income, health care, long-term care, nutrition, housing, defense of guardianship, abuse, neglect, and age discrimination;
3. 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;
4. Letters of Commitment are included, as required per Section IV.2 "Letters of Commitment from Key Participating Organizations and Agencies";
5. CVs/Resumes are included for each person identified as "key personnel";
6. Application includes a budget, as required, covering all 3 years (36 months) of the project;

7. Application includes a work plan, as required, covering all 3 years (36 months) of the project.

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the three (3) screening criteria described below will not be reviewed and will receive no further consideration.

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

1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the due date listed in section IV.3 Submission Dates and Times.
 2. The Project Narrative section of the Application must be double-spaced, on 8.5" x 11" plain white paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial.
 3. The Project Narrative must not exceed 20 pages. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration.
- NOTE: The Project Abstract, Project Work Plan, Bibliography/Works Cited, Letters of Commitment, Vitaes of Key Project Personnel, Logic Model, and Budget are NOT counted 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](http://www.grants.gov) registration process can take several days. If your organization is not currently registered, please begin this process immediately. For assistance with <https://www.grants.gov>, please contact them at support@grants.gov or 800-518-4726 between 7:00 a.m. and 9:00 p.m. Eastern Time.

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.

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

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

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

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711.
- 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 acknowledgement 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
Office of Elder Justice and Adult Protective Services
c/o Mr. Sandy James
Email: sandy.james@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Number of Days from Publication 30

Date will be generated on synopsis publication

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
Mr. Sandy James
Office of Elder Justice and Adult Protective Services
Email: sandy.james@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 is 15 to 18 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 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 this funding opportunity. The Project Narrative should provide a clear and concise description of your project. Your project narrative will be reviewed and scored based on the components below.

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

- Project Relevance and Current Need
- Approach
- Special Target Populations and Organizations
- Outcomes
- Evaluation
- Project Deliverables & Dissemination
- Project Management and Qualifications
- Organizational Capability

The components of the Project Narrative that *are required but not counted* as part of the 20-page limit include:

- Abstract
- Bibliography/Works Cited
- Budget Narrative/Justification
- Project Work Plan
- Logic Model
- Vitae of Key Personnel
- Letters of Commitment

Project Abstract

This section will not count towards the 20-page limit.

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.”

Project Relevance and Current Need

This section should describe the nature and scope of the problem or issue the proposed intervention is designed to address. Strong applications will demonstrate that the proposed project is justified in terms of the most recent, relevant, and available information, evidence-based practices, and/or new and cutting-edge research.

Specifically for this funding opportunity, this section should detail the current problems and challenges that need to be addressed and how the current provision of legal assistance could be improved to more enhance the effectiveness, efficiency, quality, accessibility, and availability of legal assistance services to older adults with social or economic need. It is recommended that applicants focus their problem statement on the specific aspects of the programmatic and policy considerations bearing on the development of prevention and intervention programs as it pertains to their proposed activities, rather than providing a broad or sweeping historical overview that is not directly related to the proposed interventions and activities. Applicants may also cite prior experience with other grants or activities that have informed the development of this application.

Approach

This section should include the following types of information:

Goals & Objectives

In Section I, ACL identified an overarching goal and set of objectives for the Legal Assistance Enhancement Program:

1. Expand access to legal assistance for older adults;
2. Improve the delivery of legal assistance services to older adults;
3. Increase legal service providers' substantive expertise and skills across the spectrum of legal issues experienced by older adults; and
4. Increase collaboration between legal service providers and the aging network.

Applications should describe their proposed project's goal(s) and major objectives. Applications must have at least one (1) project goal and must address the four (4) project objectives above. Applications are free to propose more than the goal and objectives listed by ACL; however, application scores will not be based on, nor correspond to, the number of proposed goals or objectives.

Project Activities

This section pertains to the activities proposed under the selected approach to meet the application's goals and objectives under the framework outlined in Section I, and provide:

1. A clear and concise description of what will be done, and how it will be accomplished;
2. The rationale for using a particular approach or intervention (i.e., why they were chosen);
3. A clear connection between identified system gaps/needs in "Project Relevance and Current Need" and the proposed activities (i.e., how the proposed activities will improve effectiveness and efficiency);
4. Discussion of major barriers and/or existing opportunities that are anticipated, and how the project will be able to overcome or leverage those; and
5. A description of how the proposed activities will supplement and enhance the current and not supplant or diminish existing activities

In describing the proposed activities, applications should discuss how and to what extent the selected approaches innovate on existing pathways addressing the unique attributes of the older adult population and their legal needs.

Geographic Area

Applicants are asked to identify the geographic area for the proposed project and provide justification for the proposed project area. The geographic area served should be no larger than statewide.

Special Target Populations and Organizations

Applicants should document how they will reflect ACL's commitment to advancing equity, racial justice, and equal opportunity, including ensuring that people from underrepresented and underserved communities are at the table to inform the work in the execution of their grant activities. Applicants should specify whether, and if so, how, the proposed intervention will target underrepresented, marginalized, hard- to-reach populations, including limited-English speaking populations, those of greatest economic need, and/or those of greatest social need.

Further, applicants should describe stakeholders in the geographic area who are providing legal or other assistance to older adults with economic or social need, and how the project will interact with those entities to reduce burden and comprehensively offer seamless legal assistance to elders within the geographic area to be served. Additionally, the application should identify which stakeholder groups will be targeted and meaningfully involved to ensure success of the project. Be sure to describe the role and makeup of any strategic partnerships that will be critical for successfully implementing the intervention, including other organizations, supporters, and/or consumer groups.

Outcomes

Applications will be scored on the nature of the proposed outcomes and the clarity with which the applicant describes how the outcomes will be measured/evaluated, as explained below, **not** on the quantity/number of outcomes cited.

This section of the project narrative must identify the measurable outcomes that will result from the project. ACL will not fund any project that does not include measurable outcomes. This section should also describe how the project's findings and results could help other legal assistance providers and their partners throughout the nation address the same or similar problems. Outcomes and project impact should be described in clear and realistic terms and should be consistent with the objectives and purpose of the project and funding opportunity. Measurable outcomes may also be included in the optional work plan grid ("Project Work Plan – Sample Template").

A "measurable outcome" is a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated; new knowledge; a measurable increase in community awareness; or a measurable increase in quality. A measurable outcome could also describe a change in the degree to which consumers exercise autonomous choice over the types of services they receive, or whether they are satisfied with the

way a service is delivered. A measurable outcome could also be 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. 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.

*Please Note: You should keep the focus of this section on describing what outcomes and what impact will be produced by the project. You should use the “Evaluation” section below to describe how the outcomes will be measured and reported.

Logic Model

In addition to the discussion in the narrative, this section must reference the application’s *logic model* that illustrates/shows the activities the applicant proposes to accomplish the project’s goals and objectives, and the outcomes and measures of success of the overall project. A sample logic model is included in Section VIII. Other Information. The Logic Model should be included as an *attachment*, and will not count towards the 20-page limit.

Evaluation

Applications must include a description of the quantitative and/or qualitative method/s that will be employed to collect data from the project and successfully measure whether and to what extent the project has achieved its proposed outcome(s), and the overall goal for this funding opportunity. This section should describe the method(s), techniques, and tools that will be used to:

1. Determine whether the proposed interventions achieved anticipated outcomes, and
2. Document the “lessons learned” – both positive and negative - from the project.

A component of the evaluation plan should include a discussion of how “success” will be defined and measured.

*Please Note: data and information collected to evaluate the success of the project is anticipated to be in addition to the required data collection on direct client services discussed in Section I of this opportunity and in the “Project Deliverables & Dissemination” section of the Project Narrative.

Project Deliverables and Dissemination

Applications should describe what deliverables and products they expect to produce through, and as a result of, this grant, and how they envision those deliverables will increase the knowledge and capacity of elder justice and elder rights.

*Please Note: In addition to any grantee-proposed deliverables, this funding opportunity includes two (2) required deliverables. These deliverables should be discussed in this section, along with any other grantee-proposed deliverables. The minimum required deliverables are:

1. A final report, document, or briefing paper that is of professional quality for dissemination and sharing that discusses the funded project, its results, and implications and suggestions for furthering the knowledge base on the topic addressed. This deliverable does not replace, but is in addition to, the final project report required by HHS grants policy for all recipients of grant funding.

2. Data on direct legal assistance provided during the grant period, in a matter that is consistent with ACL's State Performance Report (SPR) format and that includes, at a minimum, the data elements for legal services in the SPR submitted with the grant semi-annual reports.

ACL expects that nationwide dissemination of products and knowledge will occur, and ACL will facilitate dissemination of information by posting to ACL-hosted websites. In addition to this method, applicants should propose approaches to informing parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, especially to those parties who would be interested in replicating a project, policy, initiative, etc.

Project Management and Qualifications

In this Section, applicants will describe their overall knowledge, skills, and abilities to carry out the proposed project.

Project Management

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

Throughout the grant period, ACL expects that the Project Director will have significant experience in addressing the unique legal needs of older adults, particularly with regard to OAA case-type priority areas, including: income, health care, long-term care, nutrition, housing, defense of guardianship, abuse, neglect, and age discrimination. The Project Director must have substantial knowledge about, and involvement in, all aspects of the project. In addition, ACL expects the applicant organization and the project director to be meaningfully and substantively involved in the project. This funding opportunity should not serve as a "conduit" or "pass through" for funding.

Qualifications

This description should also cover qualifications, current or previous relevant experience/expertise, and/or the record of the key project staff that demonstrates the extent of knowledge, capacity, or experience with:

- Providing legal assistance to older adults,
- Working with OAA legal case-type priority areas, including: income, health care, long-term care, nutrition, housing, defense of guardianship, abuse, neglect, and age discrimination.

Include information about any contractual organization(s) or persons that will have a significant role(s) in implementing the project and achieving project goals. Please attach vitae for key project staff only. Vitae or resumes can be included as attachments and will not count towards the narrative page limit.

*Please Note: Resumes/Vitae for key project staff are an application requirement identified in “Responsiveness Criteria” in Section III.3. Applications that do not meet the Responsiveness Criteria will be administratively eliminated and will not be reviewed.

Organizational Capability

Each application should include an organizational capability statement. The organizational capability statement should describe how the applicant organization is organized, the nature and scope of the applicant’s work and/or the capabilities it possesses. If appropriate, include an organization chart showing the relationship of the project to the current organization. An organizational chart can be included as an attachment to the project narrative and will not count towards the narrative page limit.

This section should include a discussion of the applicant organization’s:

1. Current and previous experience and/or the record of serving the legal needs of older adults who have economic or social need;
2. Experience/history addressing Older Americans Act priority legal case type areas: income, health care, long-term care, nutrition, housing, defense of guardianship, abuse, neglect, and age discrimination legal case type areas,
3. Capacity to adequately serve the older adult population in the proposed geographic project area.

In describing organizational capacity, applicants should clearly limit subrecipients of grant funding such that subrecipients’ activities do not constitute more than 30% of the level of effort applicant’s organization will expend on substantive, programmatic activities.

Budget Narrative/Justification

This section will not count towards the page limit.

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. Accordingly, applications must include a budget for each of the three (3) years of this project. Applicants may select their own format or may use the template included in the attached document “Budget Narrative/Justification – Sample Format.” Regardless of the format used, applicants are encouraged to pay particular attention to the attached template document, which provides an example of the level of detail sought.

Because the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, applicants are encouraged to include a narrative budget justification that summarizes the cost estimated per proposed project, activity, or product. This budget justification is helpful for reviewers in assessing the reasonableness of the type and amount of work that is planned, and what the applicant expects to be produced/achieved for the overall cost.

*Please Note: A Budget Narrative/Justification for all three years of the grant is an application requirement identified in “Responsiveness Criteria” in Section III.3. Applications that do not meet the Responsiveness Criteria will be administratively eliminated and will not be reviewed.

Project Work Plan

This section will not count towards the page limit.

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover each of the three (3) sequential years of the project period. It should include a statement of the project’s overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcomes. 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. The attached document “Project Work Plan - Sample Template” may be used, and referenced as a resource.

*Please Note: A project work plan covering all three years of the grant is an application requirement identified in “Responsiveness Criteria” in Section III.3. Applications that do not meet the Responsiveness Criteria will be administratively eliminated and will not be reviewed.

Letters of Commitment from Key Participating Organizations and Agencies

This section will not count towards the page limit.

Letters of Commitment are required from any an organization or entity specifically named as a partner or to carry out any aspect of the project. Letters of Commitment are required from partner providers that are proposed to deliver legal assistance counseling or representation to clients under this grant, or proposed as a partner for referrals or joint service delivery. This includes the provision of any level of legal assistance services, including in administrative and judicial forums.

The letters of commitment must:

- Be on the letterhead of the committing agency/entity
- Specify the role, resources, and activities that will be provided in support of the applicant’s project, and
- Be signed by a person with decision-making authority within the partnering agency.

Letters of Commitment are different from “Letters of Support.” Letters of Support are letters that are general in nature that speak to the writer’s belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future. However, letters of support generally lack the specificity required of Letters of Commitment. Moreover, the author of a Letter of Support may not be identified by the work plan as a core/key partner or collaborator. Letters of Support are not required, and they will not be scored.

Signed Letters of Commitment should be scanned and included as attachments in your application package.

*Please Note: Letters of Commitment are an application requirement identified in “Responsiveness Criteria” in Section III.3. Applications that do not meet the Responsiveness Criteria will be administratively eliminated and will not be reviewed.

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

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

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

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

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

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

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

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

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

contains <https://www.grants.gov> tracking number. The Administration for

Community Living will retrieve your application form from <https://www.grants.gov>.

4. Submission Dates and Times

Due Date for Applications 05/03/2022

05/03/2022

Date for Informational Conference Call:

03/22/2022

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

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

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

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

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

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

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

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

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

Date: Tuesday, Mar 22, 2022

Time: 4:00 pm | (UTC-05:00) Eastern Time (US & Canada)

Join link: <https://hhs.webex.com/hhs/j.php?MTID=m0476af061df529c554c0ca09e063acdf>

Event number: 2763 719 8899

Event password LAEP2022 (52372022 from phones)

Join by phone: 415-527-5035

Access code: 2763 719 8899

5. Intergovernmental Review

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

6. Funding Restrictions

The following activities are not fundable:

- *Construction and/or major rehabilitation of buildings*

- Basic research (e.g. scientific or medical experiments)
- Continuation of existing projects without expansion or new and innovative approaches

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

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

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

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

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

7. Other Submission Requirements

Letters of intent should be emailed to: Administration for Community Living Office of Elder Justice and Adult Protective Services ATTN: Mr. Sandy James Sandy.James@acl.hhs.gov

V. Application Review Information

1. Criteria

Applications that meet the Responsiveness and Screening Criteria outlined in Section III.3 will be peer reviewed using the scoring criteria described below. Applications are scored by assigning a maximum of 100 points across the six (6) review criteria.

1. Project Relevance & Current Need (10 points)

2. Approach (40 points)
3. Special Target Populations (5 points)
4. Project Outcomes, Evaluation, and Impact (15 points)
5. Organizational Capacity (10 points)
6. Budget (20 points)

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

Project Relevance & Current Need

Maximum Points: 10

Is the proposal relevant to the intent, goals, and objectives of this funding announcement, as described in Section I? Does the proposed project clearly and adequately identify the current issues the proposal intends to address? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge about elder rights and elder justice, evidence-based practices, circumstances within the state, and/or new and cutting-edge research?

Approach

Maximum Points: 40

Are the project’s *goals and objectives* clearly identified, and are they consistent with the purpose, goals, and objectives of the funding opportunity? If the applicant proposed goals or objectives in addition to those identified by ACL in Section I, are they relevant to those of this funding opportunity as outlined in Section I? Does the proposal reflect a coherent and feasible approach for successfully addressing the identified problem/s and achieving the goals and objectives?

Are the *activities and/or approaches* clearly defined, aligned to the goals and objectives, and within the framework outlined in Section I? Does the application:

- Justify the selected/proposed activities and approaches?
- Describe how the proposed activities will be carried out?
- Describe the criteria, methods, and frequency the applicant will employ to meet the objectives?
- Account for barriers and opportunities that exist in the larger environment that may impact the project’s success?

Are the proposed activities innovative, creative, or cutting-edge? and achieving the identified outcome/s, goal/s, and objectives? Does the project describe how it will continue to meet the Older American’s Act requirement to serve older adults with the greatest economic or social need, adequately consider the needs of underrepresented and marginalized

communities, and address the critical issues and priority areas for legal assistance outlined in Section I?

Is the project *work plan* clear and comprehensive and cover each of the three (3) years of the project sequentially? Does it include sensible and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific objectives and tasks that link to measurable outcomes? Does the proposal include a clear and coherent management plan? Are the roles and responsibilities of project staff, consultants, and partners clearly defined and linked to specific objectives and tasks?

Does the proposal identify the *deliverables* expected to be produced from this project? Does the applicant clearly state what information, tools, or systems change the project will produce? Is the plan to collect required data feasible and account for variances in how legal services might be provided? Are the proposed deliverables innovative, creative, or cutting-edge?

Will the *dissemination* plan get relevant and easy to use information in a timely manner to parties that might be interested in making use of them? Does the applicant reflect knowledge of current best practices in using technology, social media platforms and communication tools to reach the project's goals?

Special Target Populations

Maximum Points: 5

Does the application describe how it will target hard-to-reach populations, including limited-English speaking populations, those of greatest economic need, those of greatest social need, and/or underserved and underrepresented groups? Does the application reflect ACL's commitment to advancing equity, racial justice, and equal opportunity? Does the proposed approach identify and involve in a meaningful way stakeholder groups that are critical for the success and sustainability of the project? If other community-based organizations will be involved, does the application demonstrate that the organization/s will be involved in a meaningful way in the planning and implementation of the proposed project?

Project Outcomes, Evaluation, and Impact

Maximum Points: 15

Are the proposed *outcomes* quantifiable and measurable, consistent with the definition of a project outcome as described in Section III of the funding opportunity announcement and as contained in "Project Work Plan – Sample Template?" Are the anticipated outcomes likely to be achieved, and will they significantly benefit the elder justice field? Does the logic model adequately demonstrate that the proposed approach will lead to the desired outcomes and impact identified in the proposal?

Does the project *evaluation* reflect a thoughtful and well-designed approach that will be able to successfully measure whether the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture "lessons learned" from the overall effort that might be of use to the field, especially those who might be interested in replicating the project?

Are the expected project benefits and *impact* clear, realistic, and consistent with the objectives and purpose of the project, as well as with this funding opportunity? If the project is successful, will it have a significant impact (significantly increase the efficiency or effectiveness of legal services programs for older adults, and/or add to the body of knowledge related to legal services

delivery for older adults)? Is there a realistic plan to continue some or all project activities after grant-provided federal financial assistance has ended?

Organizational Capacity

Maximum Points: 10

Does the applicant organization clearly identify their *capacity* for carrying out the proposed project? Is it clear 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, and do these demonstrate the ability for the applicant to successfully complete the project? To what

extent does the applicant agency demonstrate experience serving the legal needs of older adults and addressing Older Americans Act priority legal case type areas (including: income, health care, long-term care, nutrition, housing, defense of guardianship, abuse, neglect, and age discrimination)? To what extent does the applicant organization demonstrate capacity to serve the older adult population in the proposed geographic project area

Do the proposed project director(s), key staff, and consultants have the background, experience, and other *qualifications* required to carry out their designated roles? To what extent do key staff demonstrate knowledge, capacity, or experience with providing legal services to older adults and working with OAA legal case-type priority areas (including: income, health care, long-term care, nutrition, housing, defense of guardianship, abuse, neglect, and age discrimination)?

Is the applicant agency *significantly and meaningfully* involved in carrying out the project? Is there a clear delineation of the roles and responsibilities of project staff, consultants, and partner organizations?

Does the applicant specify who would have day-to-day responsibility for key tasks such as *project management*, leadership of project, monitoring the project's on-going progress, preparation of reports, and communications with other partners and ACL? Is the approach that will be used to monitor and track progress on the project's tasks and objectives reasonable and feasible? Does the project director have significant experience, and will he/she work on this project in a significant capacity? Are the proposed project director(s), key staff, and consultants dedicating an appropriate amount of time to fulfill their obligations to the project?

Does the application describe how partner organizations will contribute to achieving the project's objectives and outcomes? Are Letters of Commitment from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Budget

Maximum Points: 20

Is a three (3) year budget included that covers the entire proposed project period, as well as a budget covering each individual year? Is the budget justified with respect to the *adequacy and reasonableness* of resources requested? Are budget line items clearly delineated and consistent with work plan objectives? Is there a clear and strong relationship between the stated objectives, project activities, the work expected to be performed, and what it will cost? Is the budget for the proposed director and other key project personnel consistent with their

proposed roles and time commitments, and is it sufficient to assure proper direction, management, and timely completion of the project?

Bibliography/Works Cited

Maximum Points: 0

Applicants must document all source material. If any text, language and/or materials are from another source, the application must make it clear the material is being quoted and where the text comes from. The application must also cite any sources when they use numbers, ideas, or other material that is not their own. If the application fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce their scores accordingly, even to the degree of issuing no points at all. Applicants have been advised to include a "Bibliography" or "Works Cited" section with the project narrative.

2. Review and Selection Process

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

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/01/2022

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

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

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

contracts issued for \$25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

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

VII. Agency Contacts

Project Officer

First Name:

Mr. Sandy

Last Name:

James

Phone:

(202) 795-7311

Office:

Office of Elder Justice and Adult Protective Services

Grants Management Specialist

First Name:

Sean

Last Name:

Lewis

Phone:

(202) 795-7384

Office:

Office of Grants Management

VIII. Other Information

Application Elements

- SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).
- SF 424A, required – Budget Information. (See Appendix for instructions).
- Separate Budget Narrative/Justification, required (See “Budget Narrative/Justification - Sample Format” for examples and “Budget Narrative/Justification – Sample Template.”) NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi- year detailed Budget Narrative/Justification.
- SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
- Lobbying Certification, required.
- Proof of non-profit status, if applicable

- Copy of the applicant's most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
- Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).
- Logic Model (see example).
- Vitae for Key Project Personnel.
- Letters of Commitment from Key Partners, if applicable.

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

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

- 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 ($5\% \times \$1,000,000 = \$50,000$) 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., $5\% \times \$100,000 = \$5,000$ – no breakdown needed).

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

In the Justification: Provide the following three items – 1) Attach a list of contractors indicating the name of the organization; 2) the purpose of the contract; and 3) the estimated dollar amount. If the name of the contractor and estimated costs are not available or have not been negotiated, indicate when this information will be available. The Federal government reserves the right to request the final executed contracts at any time. If an individual contractual

item is over the small purchase threshold, currently set at \$100K in the CFR, you must certify that your procurement standards are in accordance with the policies and procedures as stated in 45 CFR Part 75 for states, in lieu of providing separate detailed budgets. This certification should be referenced in the justification and attached to the budget narrative.

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

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

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

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

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

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

Line 6j: **Indirect Charges:** Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant

has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. **State governments should enter the amount of indirect costs determined in accordance with DHHS requirements.** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. Indirect Costs can only be claimed on Federal funds, more specifically, they are to only be claimed on the Federal share of your direct costs. Any unused portion of the grantee's eligible Indirect Cost amount that are not claimed on the Federal share of direct charges can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554 Total 7 1,254
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%)

					Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360 Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment

					Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$ 2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669 Total \$30,171

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

Budget Narrative/Justification - Sample Template

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

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

TOTAL					
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Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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



Logic Model

Example

Impact In the Impact section, the applicant describes the fundamental change occurring in organizations, communities or systems as a result of project activities over multiple years. For example, reduce the rate of repeated abuse in the community. **Outcomes – Short & Long Term** In the Outcomes section, the applicant describes the specific changes that occur because of the intervention. Changes can be in participants' behavior, knowledge, and skills. Changes may be divided into Short-term and Long-term i.e. months to multiple years depending on the intervention. **Outputs** In the Outputs section, the applicant describes the expected direct results of the project that show evidence of the delivery of the intervention. For example, number of people served in target populations, number of hours of counseling services provided or number of trainings held. **Activities** In the Activities section, the applicant would describe/summarize the events or actions the project does with the resources to address the problem. For example, provision of counseling services, provision of training, etc. **Inputs/Resources** In the Inputs and Resources section, the applicant would describe the Investments and resources available to the project to accomplish the set of activities, such as staff, project funding, intervention materials, expertise from community partners, resources from community partners, etc. **Contextual Factors and Assumptions** In the Contextual Factors and Assumptions section, the applicant would list relevant risk and protective factors for abuse, neglect and exploitation from intervention research as well as state or other data the applicant may be relying upon. These can be specific to the target population(s) the applicant is focusing upon.

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