



Administration for Community Living

Office of Nutrition and Health Promotion

Innovations in Nutrition Programs and Services - Coordinated Systems Demonstration

Opportunity number: HHS-2024-ACL-AOA-INNU-0025



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Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registration is active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by May 6, 2024

Applications are due by 11:59 p.m. Eastern Time on May 6, 2024.



Step 1:

Review the Opportunity

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Basic information

Administration for Community Living

Office of Nutrition and Health Promotion

Summary

This Notice of Funding Opportunity has three goals. 1) To improve the senior nutrition program by optimizing senior center collaboration, innovation, and quality. 2) To identify and share best practices for this collaboration. 3) To promote senior center modernization.

- Award Size: \$4,800,000 over a 4-year project period, to be paid out in one-year budgets
 - Year One budget: up to \$1.8 million
 - Years Two through Four budget: up to \$1 million
- Match: Yes, cash or in-kind
- You must show the capacity to work nationally
- Who is eligible? Domestic public or private nonprofit entities. These include state and local governments. They also include tribal governments or organizations (American Indian/Alaskan Native/Native American). Faith or community-based organizations, hospitals, and institutions of higher education are also eligible

Funding details

Type: Cooperative Agreement

Expected funding: \$4,800,000

Expected awards: 1

Funding range:

- Year 1: \$1,500,000 to \$1,800,000
- Years 2 – 4: \$850,000 to \$1,000,000

We plan to fund awards in four 12-month budget periods for a total of four years periods of performance of August 1, 2024, to July 31, 2028.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac).



Have questions? See [Contacts & Support](#).

Key facts

Opportunity Name:

Innovations in Nutrition Programs and Services - Coordinated Systems Demonstration

Opportunity Number:

HHS-2024-ACL-AOA-INNU-0025

Federal Assistance Listing:

93.045 – Special Programs for the Aging, Title III, Part C, Nutrition Services

Key dates

Application deadline:

May 6, 2024

Expected start date:

August 1, 2024

Expected award date:

July 17, 2024

Informational conference call:

March 27, 2024, 1:00 p.m. ET, 888-790-3361, Passcode: 6877154

Instant replay:

Available March 28, 2024, 800-568-4850

Eligibility

Who can apply

Eligible applicants

This opportunity is open to all past and current grantees as well as new applicants.

Only these types of organizations may apply:

- Domestic public or private non-profit entities, including state and local governments
- Tribal governments or organizations (American Indian/Alaskan Native/Native American)
- Faith-based organizations
- Community-based organizations
- Hospitals
- Institutions of higher education

Other eligibility requirements

To pass screening for responsiveness, applications must meet the following criteria:

- Meets 25% match

Cost sharing

The cost sharing for this program requires you to contribute 25% of the project's total cost.

You can calculate this cost-sharing requirement by using the following formula:

- Start with the federal share
- Multiply the federal share by 25 and divide that product by 75

EXAMPLE: Multiply \$120,000 (federal share) x 25 (required cost sharing percent) and divide that product by 75.

Cost sharing in this example is \$40,000.

Types of cost sharing

You can meet your match requirement through any combination of:

- Cash contributed by your organization
- Cash contributed by partners or other third parties

- In-kind (non-cash) contributions from third parties

Cost-sharing commitments

Recipients must follow through on their promise of cost-sharing funds. This includes those who have promised an amount more than the required minimum. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may have to decrease your award amount. You'll have to include your funds when you fill out your Federal Financial Reports.

Program Description

Statement of need

Success for senior nutrition programs and senior centers is interdependent. Both are funded by the Older Americans Act (OAA). Many congregate nutrition programs while not all are located within senior centers. Within those senior centers, nutrition is but a piece of what they have to offer and will often incorporate many other services to benefit the older adults they serve.

Both types of organizations need to provide cost-efficient, innovative, and high-quality services. This ensures financial sustainability and meets the changing needs of older adults.

- Older populations are growing in number and diversity. The population of those 65 or older has increased by 33% in the past 10 years. By 2060 it will triple to 98 million
- The pandemic has helped us collectively realize the importance of social connectedness^[1]
- Senior centers can be focal points in communities. They offer older adults and caregivers' access to nutrition, socialization, fitness, legal support, etc.

The production, and cost management of meals and services requires a range of skills. Senior nutrition programs and senior centers must serve different generations. Each has different expectations for service, socialization, and connection to community.

Therefore, there are a variety of reasons they might attend these senior centers and participate in these senior nutrition programs. A recent study found that people^[2] generally fell into two groups: those who come for socializing/ activities, and those who came to get connected to health benefits.

Background

The Older Americans Act

The Older Americans Act (OAA) is implemented through the works of our aging network in communities across the Nation. Our network provides services, referrals, and programs to older adults. Two of the most common locations services are offered are through senior centers and congregate meal sites. The OAA focuses on older adults and family caregivers with the greatest economic and social need. Need is defined at the State and local level, based on community demographics. The OAA encourages providing regular physical activity, evidence-based programs, and nutrition service using a person-

centered, trauma-informed, and culturally appropriate approach to meet the needs of the target population.

These services are typically offered in senior centers.

Senior centers

The OAA defines a multipurpose senior center as “a community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental health), social, nutritional, educational services and the provision of facilities for recreational activities for older individuals.”

Senior centers are valued partners in the Aging Network that support community living by keeping older adults active, engaged, informed and healthy.

Many senior centers serve as important focal points for the delivery of comprehensive services and offer:

- Health screening and exercise programs
- Transportation
- Education
- Programs that can help reduce the incidence of social isolation and loneliness among older adults that strengthen their social skills
- Congregate and home-delivered meals within OAA senior nutrition programs

Senior nutrition programs

The OAA Senior Nutrition Programs include the Congregate Nutrition Program and the Home Delivered Nutrition Program.

- Congregate Meal: A meal provided by a qualified nutrition project provider to a qualified individual in a congregate or group setting
- Home Delivered Meal: A meal provided to a qualified individual in his/her place of residence

The goal of the senior nutrition program is to:

- Reduce hunger, food insecurity, and malnutrition
- Promote connection with others, and
- Enhance the health and well-being of older adults

Senior nutrition programs are funded in part by OAA federal funds. They are also funded by State and local governments, foundations, direct payment for services, fundraising, program participants' voluntary contributions (time and/or money), and other sources.

Administration for Community Living

ACL wants to create a stronger, broader network that has the tools and resources to be successful. As part of that strategy, OAA authorizes and promotes sharing of best practices, fostering innovation, increasing business acumen, capacity- building, and organizational development. Together, this network seeks to sustain programs that serve older adults effectively.

ACL Innovations funding supports projects with broad implementation throughout the nation's senior centers and senior nutrition program sites.

Previous successful grants awarded under this program have shown improvements in social and economic need.

- Social need includes several factors. The first is health and access (physical and mental disabilities, language barriers, chronic illnesses, and interpersonal safety concerns). The second is identity (religious affiliations, sexual and gender identity, veterans, Native American populations, etc.)
- Economic need results from income at or below the Federal poverty line. It considers housing instability, food insecurity, lack of transportation or utility assistance needs, etc.

Desired activities, focus areas, and priorities

There are three goals that must be met.

Goal 1: Create innovative, high-quality collaboration between senior nutrition programs and senior centers.

Recommended activities and use of funds:

- Develop and implement a strategy to meet program training and technical assistance (TA) needs of collaborative senior centers and senior nutrition programs
- Provide technical assistance through office hours, in-depth consultation, and developing deep expertise on emerging issues impacting these organizations and older adults
- Create focus groups, conduct surveys, and perform site visits. Consider what is and is not working. Identify trends in participation and look for challenges, opportunities, and innovations

The recipient will:

1. Share findings with ACL. Provide resources that address issues that arise
2. Collaborate with ACL to prioritize which resources need revising, and which do not yet exist

3. Grantee resources and sub-awards are determined during the initial work plan review period. They are updated during annual review meetings and must be approved by ACL

This project focuses on technical assistance and resource center development. Recipients must develop a comprehensive strategy for involving the various models of congregate nutrition sites and/or senior center which can include:

1. Local community non-profit organizations
2. State/local/county governments
3. Organizations that meet the social and economic needs listed in Background

Goal 2: Identify and disseminate best practices of senior nutrition program and senior center collaboration.

Recommended Activities and Use of Funds:

- Identify best practices, for example by:
 - Creating opportunities for peer interactions, e.g., Listserv
 - Leveraging partnerships e.g., Advisory committee, ACL resource centers
 - Performing site visits to high performing organizations
 - Researching grey and professional literature
- Disseminate best practices, for example, by:
 - Creating newsletters, social media, listserv, webinars, quickinars, videos
 - Developing resources like toolkits and template materials
 - Blend research and qualitative information into a blueprint for modernizing programs
 - Developing interactive trainings e.g., webinars, regional/state/national conferences, and events
 - Creating consumer-focused materials
 - Contribute to professional publications and conferences
 - Working closely with partners to help with dissemination
- Regularly provide summaries to ACL regarding best practices, technical assistance needs, professional expertise and emerging issues

Information Accessibility, and 508 Compliance

All distributed information and products developed during this period must be 508-compliant and meet the cultural/linguistic needs of the intended audience. They

must be reviewed and approved by ACL before posted on the [Nutrition and Aging Resource Center](#).

At the conclusion of this project, the grantee will transfer all content from listservs, collaboration platforms, videos, and other grantee-developed resources to ACL. This will be transferred in a mutually agreed upon electronic format.

Focus areas and priorities for goals 1 and 2

- Developing partnership approaches for joint modernizing. For example, how can individual senior nutrition programs and senior centers partners identify best approach?
- Meeting the needs and interests of current and future older adults by researching trends, challenges, gaps, and opportunities, including the views of older adults who do and do not participate in the program (e.g., men, younger older adults who are 60-70 years, etc.)
- Understanding the interconnected roles of senior nutrition program and senior center in each other's success
- Optimizing and prioritizing training and innovation resources across senior nutrition program and senior center
- Person-centered services – Meal choices (cultural focus, medically tailored, various times during the day, Grab and Go, Café models) flexible service offerings that allow participants to select and change their services based on changes in need, collaborative assessment, and referral, allowing flexible services as individuals' needs change)
- Modernizing services, for example, dining experience enhancements, home-delivered meal methods, updating or expanding activities or socialization
- Sustainable programs, for example, braiding funding from multiple funders, fundraising, congregate meal site updates, intergenerational activities, use of technology, cost containment, policy impacts on meal attendance, effective management of volunteers and staff, marketing strategies, seniors participating in ownership/management/advisory roles, and more
- Providing trauma-informed nutrition services^[3], for example, de-escalating interactions, policies that allow for flexible dining room set up, communication approaches, nutrition education framework (e.g., unhealthy dietary habits, chronic disease and poor health outcomes may be results from adverse experiences and not necessarily individual choices^[4], enhanced wellness practices and promotion of healthy choices
- Coordinating health and social services, for example, offering evidence-based health promotion programs^[5], outlining the benefits and challenges of eating together,

managing difficult behaviors, increased health screening and on-site or partnerships to optimize access to health services, etc.

- Publishing in peer reviewed journals and consumer media publication
- Understanding the value of congregate meals to senior nutrition programs and senior centers, older adults, communities, and families. For examples, reasons for attending or not attending SENIOR NUTRITION PROGRAM AND SENIOR CENTER, use of community assessments and participant surveys to evaluate service adequacy and quality, etc.

Subawards

During Year 1 the recipient may create and issue subawards for projects consistent with Goals 1 and 2.

- Examples: short term pilots to incentivize best practices, challenge grants to identify innovative practices, (mini grants to support one-time purchases, awards, demonstration, or research grants, etc.), contracts, or similar methods
- Applicants should describe their approaches for ensuring that activities at the local level inform (and are informed by) those at the national level and advance the nationwide capacity and dialogue for more effectively serving older adults
- Recipient will establish uniform data collection requirements for all sub-grantees that at minimum collect the number and types of persons served and activities performed, as well as the impact of supported projects
- Sub-award should also identify and foster scaling of promising and impactful practices, as feasible
- Research efforts may:
 1. Identify and demonstrate senior nutrition programs and senior centers collaborative innovation and quality
 2. Demonstrate impacts on older adults, organizations and communities related to the SNP intent areas
 3. Perform qualitative research to get older adults' (participants and non-participants) views on senior nutrition programs (key stakeholder interviews, listening sessions) trends in participation, challenges, opportunities, innovations etc. in order to understand what is and is not working
- Further, the successful grantee shall adhere to all requirements, including those for making and monitoring sub-awards, as outlined in 45 CFR Part 75. As with other demonstration programs that seek to test new innovations in service delivery and the building of national capacities to meet the needs of specific populations of older adults, the activities conducted in this priority area should closely align with those undertaken in response to Goals 1 and 2

Goal 3: Expand and enhance previous efforts to modernize senior center programs.

Recommended activities and use of funds

To better ensure that senior centers have the tools and resources necessary to develop and implement programs that meet the current and future needs of the Nation's older adults this project will:

- Leverage and Build Upon the [Modernizing Senior Centers Resource Center](#) grantee work which includes:
 - [Modernizing Senior Centers website](#),
 - Maintain the [National Institute of Senior Centers](#) no cost membership,
 - [Senior Center Month](#) webinars
 - [The State of Today's Senior Centers: Successes, Challenges and Opportunities](#)
 - [Videos](#) to promote the importance of senior centers
 - [Programs of Excellence searchable clearinghouse](#)
 - Monthly [senior center articles](#)
 - Webinars and conference presentations
- Recipients shall allocate no less than \$250,000 per year to meet this goal

Focus areas and priorities for goal 3

- Expand the ability of senior centers to effectively meet the diverse needs of older adult participants, including the consideration of racial and ethnic equity, ability, technology, and intergenerational (including intergenerational shared sites) factors
- Develop and implement a strategy for meeting the training and technical assistance needs of senior centers
- Contribute to an ACL-hosted website which serves as a comprehensive source of information on senior center programming
- Develop and deploy a communications strategy
- Collect and promote models and best practices in senior center programming
- Provide tools and resources that develop senior center program excellence, quality, and business acumen
- Facilitate an opportunity for senior center peer exchange

Cooperative agreement terms

Cooperative agreements require substantial ACL project involvement after an award is made. There are specific roles for both you and ACL.

Your responsibilities

Recipient must execute the activities as noted in the [program description](#) and the responsibilities of the cooperative agreement listed here:

- Successfully complete the post-award project alignment period
- Finalize project workplans
- Work with ACL to post 508 Compliant content onto the [Nutrition & Aging Resource Centerwebsite](#)
- Immediately notify ACL of needed or anticipated modifications to the workplan
- Assist ACL in strengthening awareness of technical assistance and resource needs for diverse older adult populations. Identify networks of aging and human services agencies that serve the identified population
- Collaborate with ACL, the Nutrition and Aging Resource Center, and other stakeholders to provide technical assistance or resources
- Provide training to the network of aging and human services agencies
- Share information with ACL and other entities as appropriate
- Participate in regular technical assistance-related calls, as determined by ACL
- Improve the effectiveness of the activities carried out under this Agreement
- Ensure the project continues by creating contingency plans should staff turnover or delays in hiring staff occur
- Include the following when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL-supported publications and forums: *“This project 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- governmental source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor are an endorsement, by ACL/HHS, or the U.S. Government.”*

Statutory Authority: OAA 1965 as amended, Title IIIC; 93.048 Special Programs for the Aging, Title IV and Title II Discretionary Projects.

Our responsibilities

- Collaborate with the recipient in the finalization, execution, and modification of the work plan
- Follow guidance from National Resource Center on Nutrition and Aging on the provision of technical support and associated tasks related to key programs
- Host and facilitate upload of grantee resources onto the [Nutrition & Aging Resource Center website](#)
- Provide consultation in:
 - Identifying issues in technical assistance and resource needs
 - Understanding the Older Americans Act and associated regulations
 - Connecting with the network of aging and human services agencies
- Attend and participate in major project events, as appropriate and feasible

Funding policies & limitations

For guidance on some types of costs we do not allow or restrictions on them, see 45 CFR part 75, [General Provisions for Selected Items of Cost](#).

Funding policies

- Under this NOFO, you can't continue existing projects without expansion or new and innovative approaches
- Meals are allowed only in limited circumstances linked to program activities, like during travel or when approved in advance by ACL. See Allowable Costs and Activities, Exhibit 4: Selected Items of Cost, Meals in the [HHS Grants Policy Statement](#)
- Certain telecommunications and video surveillance equipment. See [2 CFR 200.216](#) to make sure this does not apply to any proposed equipment in your application

Unallowable costs

IMPORTANT: The successful grantee, including any sub-grantees, will not be permitted to use project funds for:

- Construction and/or rehabilitation of buildings
- Basic research, such as scientific or medical experiments
- Medical care
- Income maintenance

- Equipment purchases, unless such equipment is demonstrated to be necessary to carry out an activity otherwise fundable under Title IV of the Older Americans Act

Indirect costs

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project. Learn more at [45 CFR 75.414](#), Indirect Costs.

To charge indirect costs you can select one of two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Method 2 – De minimis rate. Per [45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a de minimis rate. If you are awaiting approval of an indirect cost proposal you may also use the de minimis rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 10% of modified total direct costs (MTDC). See [45 CFR 75.2](#) for the definition of MTDC. You can use this rate indefinitely.

Program income

It is called program income if you make any income from your project activities. You will have to use those funds to add to the project activities. Find more about program income at [45 CFR 75.307](#).

Statutory authority

OAA 1965 as amended, Title IIIC; 93.048 Special Programs for the Aging, Title IV and Title II Discretionary Projects.



Step 2:

Get Ready to Apply

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Get registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need Help? See [Contacts and Support](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Search Grants at Grants.gov](#) and search for opportunity number HHS-2024-ACL-AOA-INNU-0025. You can also find materials at [Applying for Grants](#) on our website.



Step 3:

Prepare Your Application

In this step

Application contents & format

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Application contents & format

Applications include 4 main components. This section includes guidance on each. Make sure you include each of these:

Component	Submission format
Project narrative	Use the Project Narrative Attachment form
Budget narrative justification	Use the Budget Narrative Attachment form
Attachments	Insert each in the Other Attachments form.
Standard forms	Upload using each required form.

Required format for project & budget narratives

Font: Times New Roman or Arial

Format: PDF

Size: 11-point font

Footnotes and text in graphics may be 10-point.

Spacing for Project Narrative main content: Double-spaced

Spacing for Budget Narrative: As needed

Spacing for project summary, tables, footnotes: Single-spaced

Margins: 1-inch

Include page numbers

Project narrative

Page Limit: 20

File name: Project Narrative

The project narrative is the most important part of the application. We use it as the primary basis to decide whether your project meets the statutory requirements and to review its merit. The project narrative should give a clear and concise description of your project.

Be sure to cite all your sources. Merit reviewers may lower your score if you do not.

Also study the [merit review criteria](#) to make sure you answer all questions and cover all topics reviewers will look at.

Project relevance & current need

Project abstract

Provide a brief project summary of no more than 265 words. You will need to include:

- **Goals:** Broad overall purpose, like a mission statement, that says what you want to do and where you want to be
- **Objectives:** Narrow, specific, and clear steps toward the goals. These are the “how” to achieve the goals
- **Outcomes:** These are the measurable results of a project. Include expected changes among those served, such as clients, systems, organizations, and communities. These should tie directly to your goals and those of this funding
- **Products:** The materials and other deliverables you expect to generate through the project

Problem statement

A description of the nature and scope of the specific problem you plan to address. Use both quantitative and qualitative terms to document the problem.

Approach

Goals and objectives

A description of the project’s goals and major objectives consistent with those outlined in the Notice of Funding. Unless the project involves multiple, complex interventions, we recommend that you have only one overall goal.

Proposed intervention

A description of the activities you are proposing to address the problem described in your Problem Statement. You should also describe the reasons why you chose these activities. Include factors like:

- Lessons learned from similar projects
- The factors that make the activities possible or easier to implement like existing social or economic conditions that can help you achieve your goals
- Any major barriers you expect and how your project will be able to overcome them
- The role and makeup of any planned strategic partnerships to help implement the activities. Include other organizations, supporters, and consumer groups

Special target populations

This section should describe:

- The specific populations you plan to focus on, including a description of particular challenges, and your plans for addressing those challenges
- How the proposed intervention will target populations with the greatest economic and social need

Project management

This section should:

- Delineate the roles and responsibilities of project staff, consultants, and partner organizations
- Describe how they will contribute to achieving the project's objectives and outcomes
- Specify who will have day-to-day responsibility for key tasks like: project leadership; monitoring progress, including towards stated goals; preparing reports; and communicating with other partners and ACL
- Describe the approach you will use to track the progress of tasks and objectives

Project impact

Outcomes

Outcomes are the observable end results you expect from your intervention that:

- Describes how a particular intervention will benefit senior nutrition programs and senior centers in ways that optimize senior nutrition program and senior center collaboration, innovation, and quality
- Demonstrates functional status, well-being, knowledge, skill, attitude, awareness, or behavior
 - Examples include:
 - A change in the number or types of activities that improve the quality of services
 - A change in the responsiveness or cost-effectiveness of a service delivery system. For example, a new model of joint partnership between a senior nutrition program and a senior center that others in the ACL network can replicate
 - New knowledge that can contribute to the field, such as program innovations or changes in community demographics

A measurable outcome is not a measurable output, like the number of clients served; the number of training sessions held; or the number of service units provided.

ACL will not fund any project that does not include measurable outcomes. Reviewers will score your application on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. In this section, you will:

- List and explain the outcomes you expect because of the project. These should match the measurable outcomes in your Workplan attachment
- Describe how the project's findings might benefit the field at large. For example, how the findings could help other organizations address the same or similar problems

Evaluation

This section should explain the techniques and tools you will use to:

- Collect the data and measure outcomes listed in the Outcomes section of your project narrative
- Determine whether the proposed intervention achieved its expected outcomes
- Document lessons learned – both positive and negative –that will be useful to people interested in replicating

Dissemination

This section should describe:

- What you plan to share about the project's results
- How you plan to share it. Be sure to include how you will share information:
 - in a prompt manner
 - in easily understandable formats
 - sharing with people who might be interested in using your results to inform practice, programs, or policy—and those interested in replicating your project

Organizational capability

This section should describe:

- How the applicant organization is organized
- The nature and scope of the organization's work and skills
- The organization's capability to sustain project activities after funding ends
- Any contractual organizations that will help achieve project goals. In this section, cover the capabilities that you have not mentioned elsewhere in this project narrative. Those might include:
 - any current or prior experience relevant to the project, and

- the record of strong or compelling reports, publications, and products the project team has prepared related to this project

Work plan

You must provide a work plan for each of the 4 project years in this program's period of performance. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure process and outcomes. The project work plan should be submitted as an attachment, has no page limit, and is not included in the 20-page limit of the project narrative.

The work plan should reflect the project narrative and budget. It should include:

- A statement of the project's overall goal, expected outcomes, key objectives, and the major tasks or action steps
- For each major task or action step:
 - the timeframes involved, including start and end dates
 - the lead person responsible for completing the task

To complete your work plan, see the [Project Work Plan Sample Template](#) on our website.

Budget narrative

Page Limit: None

File Name: Budget Narrative

The budget narrative supports the information you provide in Standard Form 424-A. See [Standard forms](#).

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities
- The restrictions on spending funds. See [funding policies and limitations](#)

Justify all the costs, including showing how you calculated them. To create your budget narrative, see the [Sample Format](#) on our website.

You will need to include:

- A combined 4-year budget narrative justification
- A detailed budget narrative justification for each of the 4 budget years in this program's period of performance

Attachments

You will upload attachments in Grants.gov using the Other Attachments Form.

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the de minimis rate, you do not need to submit this attachment.

Commitment letters

Include letters from any organization that will have a significant role in carrying out your project. The letter should explain their role and their commitment to the project.

- Include confirmation of project commitments made by key collaborating organizations and agencies
- Include any organization who will significantly help carry out the project

Please put your letters together into a single attachment.

Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of the above for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Resume and job descriptions

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications.

Standard forms

You will need to complete some standard forms. Upload the standard forms at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Grants.gov Lobbying Form (Certification Regarding Lobbying)	With application.



Step 4:

Learn About Review & Award

In this step

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Application review

Initial review

We review each application to make sure it meets basic requirements. We won't consider an application that:

- Is from an organization that doesn't meet all eligibility criteria
- Requests funding above the award ceiling shown in the [funding range](#).
- Is submitted after the [deadline](#)
- Fails to meet 25% match of projects total cost
- Where the application does not include a Budget Narrative/Justification for years 1, 2, 3, and 4. It must also include a combined Budget Narrative/Justification for the proposed 48-month period
- Where the application does not include a Project Workplan for years 1, 2, 3 and 4

If you don't follow page limit or formatting requirements, we may remove pages from your application.

Merit review

A panel reviews all applications that pass the initial review. The members use the following criteria.

Criteria

Project relevance & current need (Maximum points: 10)

Project Abstract (5 Points)

1. Does the abstract provide a brief project summary of no more than 265 words?
2. Does this abstract include goals?
 - A broad overall purpose, like a mission statement, that says what you want to do and where you want to be
3. Does this abstract include objectives?
 - A narrow, specific, and clear steps toward the goals. These are the "how" to achieve the goals
4. Does this abstract include outcomes?
 - Measurable results of a project. Include expected changes among those served, such as clients, systems, organizations, and communities. These should tie directly to your goals and those of this funding

5. Does this abstract include products?
 - Materials and other deliverables you expect to generate through the project

Problem Statement (5 Points)

1. Does this section provide a description of the nature and scope of the specific problem planned to be address?
2. Does this use both quantitative and qualitative terms to document the problem?

Approach (Maximum points: 30)

Goals and Objectives (5 Points)

1. Does this section consist of a description of the project's goals and major objectives?
2. Are the goal(s) and objective(s) listed consistent with those outlined in the Notice of Funding?

Proposed Intervention (10 Points)

1. Does this section provide a description of the activities proposed to address the problem described in the Problem Statement?
2. Does this section describe the reasons why these activities were chosen? Does it include factors like:
 - Lessons learned from similar projects
 - The factors that make the activities possible or easier to implement like existing social or economic conditions that can help achieve the goals
 - Any major barriers expected and how the project will be able to overcome them
 - The role and makeup of any planned strategic partnerships to help implement the activities. Including other organizations, supporters, and consumer groups

Special Target Populations (5 Points)

1. Does this section describe the specific populations planned to be focused on, including a description of challenges, and plans for addressing those challenges?
2. Does this section describe how the proposed intervention will target populations with the greatest economic and social need?

Project Management (10 Points)

1. Does this section delineate the roles and responsibilities of project staff, consultants, and partner organizations?
2. Does this section describe how they will contribute to achieving the project's objectives and outcomes?

3. Does this section specify who will have day-to-day responsibility for key tasks like: project leadership; monitoring progress, including towards stated goals; preparing reports; and communicating with other partners and ACL?
4. Does this section describe the approach that will be used to track the progress of tasks and objectives?

Project Impact (Maximum points: 30)

Outcomes (10 Points)

1. Does this section clearly identify observable end results expected from the intervention?
2. Does this section describe how a particular intervention will benefit senior nutrition programs and senior centers in ways that optimize senior nutrition program and senior center collaboration, innovation, and quality?
3. Does this section demonstrate how proposed activities will contribute to functional status, well-being, knowledge, skill, attitude, awareness, or behavior? Examples include:
 - A change in the number or types of activities that improve the quality of services
 - A change in the responsiveness or cost-effectiveness of a service delivery system. For example, a new model of joint partnership between a senior nutrition program and a senior center that others in the ACL network can replicate
 - New knowledge that can contribute to the field, such as program innovations or changes in community demographics
4. Does this section match the measurable outcomes in the Workplan attachment(s)?
5. Does this section describe how the project's findings might benefit the field at large? For example, how the findings could help other organizations address the same or similar problems

Evaluation (10 Points)

1. Does this section explain the techniques and tools that will be used to collect the data and measure outcomes listed in the Outcomes section of the project narrative?
2. Does this section describe how the project will determine whether the proposed intervention achieved its expected outcomes?
3. Does this section describe how the project will document lessons learned – both positive and negative –that will be useful to people interested in replicating?

Dissemination (10 Points)

1. Does this section describe what project results will be share?
2. Does this section specify how project result(s) will be shared?
 - in a prompt manner
 - in easily understandable formats
 - sharing with people who might be interested in using your results to inform practice, programs, or policy—and those interested in replicating your project

Organizational Capacity (Maximum points: 10)

1. Does this section describe how the applicant organization is organized?
2. Does this section describe the nature and scope of the organization's work and skills?
3. Does this section describe the organization's capability to sustain project activities after funding ends?
4. Does this section indicate what contractual organizations that will help achieve project goals?
5. Does this section cover the capabilities that have not been mentioned elsewhere in this project narrative? Those might include:
 - any current or prior experience relevant to the project
 - the record of strong or compelling reports, publications, and products the project team has prepared related to this project

Work Plan (Maximum points: 10)

1. Is there a separate work plan for each year that includes a specific approach indicating how the performance outcomes, strategies and activities, and measures?
 - Work Plan Year 1
 - Work Plan Year 2
 - Work Plan Year 3
 - Work Plan Year 4
2. Does the work plan reflect the project narrative and budget? It should include a statement of the project's overall goal, expected outcomes, key objectives, and the major tasks or action steps
3. For each major task or action step, does the work plan indicate:
 - the timeframes involved, including start and end dates
 - the lead person responsible for completing the task

Budget Narrative (Maximum points: 10)

1. Does the budget include added detail and justifies the costs requested? Considering:
 - If the costs are reasonable and consistent with the project's purpose and activities
 - The restrictions on spending funds
2. Does the Budget Narrative/Justification include a separate detailed budget narrative justification for:
 - Budget Year 1
 - Budget Year 2
 - Budget Year 3
 - Budget Year 4
 - combined four-year budget narrative justification

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov [Responsibility / Qualification](#) to check this history for all awards likely to be over \$250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before deciding your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

Selection Process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of agency-funded projects, including the diversity of project types and geographic distribution.
- The past performance of the applicant. We may choose not to fund applicants with management or financial problems.
- Reasonableness of proposed costs to the expected results and the likelihood you will achieve those results.
- Available funding.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

The ACL Administrator makes all final award decisions.

Award notices

If you are successful, we will email a Notice of Award (NoA) to your authorized official.

We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

To see what is in a NoA, see an example on our website.



Step 5:

Submit Your Application

In this step

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Application submission & deadlines

See [Find the application package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [Get registered](#). You will have to maintain your registration throughout the life of any award.

Deadlines

Optional notice of intent

Due on March 29, 2024

Application

Due on May 6, 2024, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

If you can't submit your application because of problems with Grants.gov, you will need verification for us to consider accepting your application. Call the [Federal Service Desk](#) before the application due time and record your tracking number. Save your tracking number and any error messages you receive.

Submission Methods

Grants.gov

You must submit your application through Grants.gov. [See Get registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#).

Make sure your application passes the Grants.gov validation checks or we may not get it.

Do not encrypt, zip, or password protect any files.

See [Contacts & Support](#) if you need help.

Other Submissions

Intergovernmental review

This NOFO is not subject to executive order 12372, Intergovernmental Review of Federal Programs. No action is needed.

To find out your state's approach, see the [list of state single points of contact](#). If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, you don't need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.

Optional notice of intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers we will need to evaluate applications. You do not have to submit a notice of intent to apply.

Please email the notice to aniessa.rollinson@acl.hhs.gov.

In your email, include:

- The funding opportunity number and title
- Your organization's name and address
- A contact name, phone number, and email address

See the [deadline](#) for notices of intent.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](#).

Send written disclosures to ACL at aniessa.rollinson@acl.hhs.gov and to the Office of Inspector General at grantdisclosures@oig.hhs.gov.

Application checklist

Make sure that you have everything you need to apply:

Component	How to Upload	Page limit
☐ Project Abstract	Use the Project Abstract Summary Form.	1 page
☐ Project Narrative	Use the Project Narrative Attachment form.	20 pages
Attachments ☐ 1. Budget narrative ☐ 2. Indirect cost agreement ☐ 3. Commitment letters ☐ 4. Proof of nonprofit status ☐ 5. Resumes and job descriptions ☐ 6. Project work plan	Insert each in a single Other Attachments form.	None None None None None None
Standard forms (3 total) ☐ Application for Federal Assistance (SF-424) ☐ Budget Information for Non-Construction Programs (SF-424A) ☐ Grants.gov Lobbying Form (Certification Regarding Lobbying)	Upload using each required form.	None None None



Learn What Happens After Award

In this step

Post-award requirements & administration 40

Post-award requirements & administration

Administrative & national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. You can find information at [Managing a Grant](#) on our website
- The rules listed at [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards
- The HHS [Grants Policy Statement](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#)

Managing changes

After award, either you or ACL may request changes. We manage these using the rules at 45 CFR 75, including [45 CFR 75.308](#).

Reporting

If you are successful, you will have to submit financial and performance reports. To learn more about reporting, see Managing a Grant, [Funding Requirements](#) on our website.

Financial and performance reports

The terms and conditions in the Notice of Award will have information on performance and financial reports including:

- how often you will report
- any required form or formatting
- how to submit them

FFATA and FSRs reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires:

- data entry at the FFATA Subaward Reporting System for all sub-awards and sub-contracts you issue for \$30,000 or more
- reporting executive compensation for both recipient and sub-award organizations

Non-discrimination & assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).



Contacts & Support

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Agency contacts

Program & eligibility

Project Officer: Aniesa Rollinson

aniesa.rollinson@acl.hhs.gov

(202) 478-0590

Grants management

Grant Management Specialist: Miles Rather

miles.rather@acl.hhs.gov

(202) 240-3165

Review process & application status

Project Officer: Aniesa Rollinson

aniesa.rollinson@acl.hhs.gov

(202) 478-0590

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email

support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Home Page | ACL Administration for Community Living](#)
- [Applying for Grants | ACL Administration for Community Living](#)
- [Application Tips | ACL Administration for Community Living](#)
- [How to Apply for a Competitive Grant | ACL Administration for Community Living](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)

Endnotes

Select the endnote number to jump to the related section in the document.

[1] - [Our Epidemic of Loneliness and Isolation \(hhs.gov\)](#)

[2] - [REASONS OLDER ADULTS START ATTENDING CONGREGATE MEAL PROGRAMS AND WHO ATTENDS FOR SOCIALIZATION | Innovation in Aging | Oxford Academic \(oup.com\)](#)

[3] - [Trauma-Informed Nutrition: Principles and Application of TI Care to the Field of Dietetics | SNAP-Ed \(usda.gov\)](#)

[4] - [Kittitas County Public Health | Health Education Services | Trauma Informed Nutrition](#)

[5] - [Health Promotion | ACL](#)