



Administration for Community Living

Administration on Aging (AoA)








Office for American Indian, Alaska Native and Native Hawaiian Programs

# U.S. Administration on Aging, National Resource Centers on American Indian, Alaska Native and Native Hawaiian Programs

Opportunity number: HHS-2026-ACL-AOA-OIRC-0018



# Contents

Before you begin	<u>3</u>
 <b>Step 1: Review the Opportunity</b>	<u>4</u>
Basic information	<u>5</u>
Eligibility	<u>6</u>
Program description	<u>8</u>
 <b>Step 2: Get Ready to Apply</b>	<u>14</u>
Find the application package	<u>15</u>
Get registered	<u>16</u>
 <b>Step 3: Build Your Application</b>	<u>17</u>
Application checklist	<u>18</u>
Application contents and format	<u>19</u>
 <b>Step 4: Learn About Review and Award</b>	<u>28</u>
Application review	<u>29</u>
Award notices	<u>31</u>
 <b>Step 5: Submit Your Application</b>	<u>32</u>
Application submission and deadlines	<u>33</u>
 <b>Step 6: Learn What Happens After Award</b>	<u>34</u>
Post-award requirements and administration	<u>35</u>
 <b>Contacts and Support</b>	<u>37</u>



# 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 registrations are 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 the application due date**

Applications are due by 11:59 p.m. Eastern Time on Monday, July 27, 2026.



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) on your keyboard.



# Step 1: Review the Opportunity

## In this step

Basic information	<u>5</u>
Eligibility	<u>6</u>
Program description	<u>8</u>

# Basic information

## Administration for Community Living (ACL)

Administration on Aging (AoA)

Office for American Indian, Alaska Native and Native Hawaiian Programs

Improving knowledge about Native American elders to increase and improve the delivery of services to them.

## Summary

The Native American Resource Centers (Resource Centers) improve the services provided to American Indian, Alaska Native and Native Hawaiian elders through the provision of technical assistance, subject matter expertise and best practices. The Resource Centers directly impact the delivery of services to elders by Older Americans Act Title VI-funded grantee organizations, other tribal organizations, tribal colleges and universities, professionals and paraprofessionals in the field.

## Funding details

**Type:** Cooperative agreement

**Expected total program funding over the performance period:** \$1,020,000

**Expected total program funding per budget period:** \$112,000 - \$340,000

**Total expected awards:** 3

**Funding range per applicant per budget period:** \$215,343

We plan to fund awards in three 12-month budget periods for a three-year period of performance from September 30, 2026 to September 29, 2029.



**Have questions?**

See [Contacts and Support](#).

## Key facts

**Opportunity name:**

U.S. Administration on Aging, National Resource Centers on American Indian, Alaska Native and Native Hawaiian Programs

**Opportunity number:**

HHS-2026-ACL-AOA-OIRC-0018

**Federal assistance listing:**

93.048

**Cost sharing:** 25%

**NOFO version:** Original

## Key dates

**Application**

**submission deadline:**

July 27, 2026

**Expected award date:**

September 30, 2026

**Expected project**

**start date:**

September 30, 2026

See [intergovernmental](#)

[review](#) for other submission processes that may apply to this NOFO.

# Eligibility

## Eligible applicants

Only these types of organizations may apply:

- Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations (American Indian/Alaskan Native/ Native Hawaiian).
- Faith-based organizations.
- Community-based organizations.
- Hospitals.
- Institutions of higher education.
- Current Resource Centers are also eligible to apply.

## Disqualifying factors

We will review your application to make sure it meets these responsiveness requirements.

We won't consider an application that:

- Is submitted after the [deadline](#).
- Is from an individual, including a sole proprietorship, or a foreign entity.
- Is received in paper format that didn't have a previously approved exemption from ACL.

## Application limits

If you submit the same application more than once under this notice of funding opportunity (NOFO), we will only acknowledge the last on-time submission.

## Cost sharing

This program requires you to contribute 25% of the project's total cost. You can calculate this cost-sharing requirement in two ways:

**Method 1:** Start with the federal share.

Calculation: Divide the federal share by 3.

For example:  $\$90,000 / 3 = \$30,000$ .

**Method 2:** Start with the total project cost.

Calculation: Multiply the total project cost by 25%.

For example:  $\$120,000 \times 25\% = \$30,000$ .

## Types of cost sharing

If awarded, you must provide the amount of cost-sharing funds you promised, even if you promised more than the minimum required. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may decrease the amount of funding we give you or use other enforcement actions.

You'll have to include your cost-sharing funds when you fill out your [federal financial reports](#).

## Cost-sharing commitments

If awarded, you must provide the amount of cost-sharing funds you promised, even if you promised more than the required minimum. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may decrease the amount of funding we give you or use other enforcement actions.

You'll have to include your cost-sharing funds when you fill out your [federal financial reports](#).

### Post-award requirements

Before you apply, make sure you understand the requirements that come with an award.

See [Step 6: Learn What Happens After Award](#) for information on regulations that apply, reporting, and more.

## Statutory authority

Title VI of the Older Americans Act (OAA) (42U.S.C. 3032).

# Program description

The Native American Resource Centers (NARC) aim to enhance knowledge surrounding older adults in American Indian, Alaskan Native, and Native Hawaiian (AI/AN/NH) communities, with the goal of improving service delivery to elders. The Resource Centers will focus on developing and providing essential technical assistance regarding the support of elders in one of the three priority populations: American Indian, Alaskan Native and Native Hawaiian. The Resource Centers will also assist tribes and tribal organizations to address critical concerns such as health issues, long-term care (including in-home support), elder abuse, and other challenges faced by AI, AN, and NH older populations.

The Resource Centers will provide national leadership and subject matter expertise to support Older Americans Act Title VI grantees, tribal governments, tribal organizations, Native Hawaiian organizations, Native-serving organizations, tribal colleges and universities, and other entities serving AI/AN/NH older adults.

Each Resource Center will achieve the following objectives:

- **Objective 1:** Gather quantitative and qualitative data on elders served, services delivered, customer satisfaction and participant outcomes.
- **Objective 2:** Develop, implement, and disseminate key findings from the data collection. This includes the provision of performance and outcome measures to gauge program quality and impact and to identify best practices.
- **Objective 3:** Deliver specialized technical assistance and training to Title VI grantees, tribal organizations, and other partners to enhance the services and support available for tribal elders.

Each applicant must propose at least three goals with measurable outcomes that they will achieve if funded. The goals must articulate a direct impact on at least one of the priority populations of elders including American Indian, Alaskan Native and Native Hawaiian. Applicants are encouraged to include in their application a description of how they will collaborate with the other Resource Centers to enhance the national collective knowledge of trends and best practices in serving Native elders.

## 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

- Fulfill all requirements of the grant initiative as detailed in this program announcement.
- Immediately inform and collaborate with ACL on any in-scope modification to the work plan.
- Participate in monthly meetings with the ACL program officer during the first 12 months of the program, and quarterly meetings during the remainder of the project period, with more frequent meetings as needed for planning sessions and special events.
- Provide preliminary and working drafts of all products and deliverables to the ACL program officer for review.
- Ensure that all materials and products are fully accessible and developed in accordance with Section 508 compliance standards.
- Prior to dissemination, provide final drafts of all products and deliverables to the ACL program officer for review.
- Collaborate with ACL on identifying subject matter experts and advisory consultants for the project.
- Report semi-annually on project accomplishments, challenges, measurable outcomes, and progress toward objectives.
- Work with the ACL program officer to assess reported performance results and jointly develop strategies to address areas requiring improvement.
- Collaborate regularly with other ACL-funded Native American Resource Centers to coordinate technical assistance activities, share promising practices, reduce duplication of effort, and strengthen the overall delivery of training and resources to AI/AN/NH communities.
- Participate in joint planning, outreach, dissemination, and information-sharing activities with other Resource Centers to support coordinated national efforts that benefit American Indian, Alaska Native, and Native Hawaiian elders.
- Extend the reach of technical assistance and training and address identified gaps through coordination with Native Hawaiian-focused resources, organizations, and materials.
- Contribute subject matter expertise, tools, and resources that can be adapted for Native Hawaiian communities and other Native-serving organizations.

## Our responsibilities

- Perform the day-to-day federal responsibilities of grants management while working with the grantee to ensure that the requirements for the grant are met.
- Assist the grantee for project leadership and partners in understanding the policy concerns and/or priorities of ACL by conducting periodic briefings and by carrying out ongoing consultations.
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project.
- Provide guidance to the grantee as needed on tasks related to the fulfillment of the goals and objectives of this grant.
- Review and provide technical assistance to the grantee on all work products and other project deliverables and processes.
- Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program.
- Attend and participate in major project events as appropriate, collaborate with the NRC on the development, modification, and execution of the work plan.

## Managing disagreements

- The grantee and ACL promote open communication to address concerns as they arise. Regular meetings will facilitate discussions on project progress and potential disagreements.
- In the event of disagreement, both parties will first seek informal resolution through direct discussions between designated points of contact. All disagreements and steps to resolve them will be documented to ensure transparency and clarity.
- Both parties will utilize feedback mechanisms, such as surveys, to assess cooperation and identify potential conflicts early. The grantee and ACL are committed to maintaining a positive working relationship, dedicated to the successful implementation of this agreement while addressing challenges with mutual respect.

# Funding policies and limitations

## Changes in HHS regulations

As of October 1, 2025, HHS adopted [2 CFR 200](#), with some exceptions included in [2 CFR 300](#). These regulations replace those in 45 CFR 75.

## Policies

All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations, and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate: racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.

- We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.
- Support beyond the first budget period will depend on:
  - Appropriation of funds.
  - Satisfactory progress in meeting your project's objectives.
  - A decision that continued funding is in the government's best interest.
- If we receive more funding for this program, we will consider:
  - Funding more applicants.
  - Extending the period of performance.
  - Awarding supplemental funding.
- You may not use funds from this NOFO for any diversity, equity, inclusion, and accessibility (DEI and DEIA) activities. This includes:
  - DEI- or DEIA-related research.
  - Activities that discriminate based on race, color, religion, sex, national origin, or other protected traits.
- 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](#).

- There are restrictions on 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

- Construction or major rehabilitation of buildings.
- Basic research, such as scientific or medical experiments.

For guidance on other types of costs that we restrict or do not allow, see General Provisions for Selected Items of Costs of the Uniform Guidance, [2 CFR 200.420](#).

Meals are generally unallowable except for the following:

- 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.

## Program-specific limitations and policies

All costs incurred before the effective date of the Federal award are typically unallowable unless otherwise specified. Authorized pre-award costs may be permitted within a defined period (e.g., up to 90 calendar days) prior to the award start date. These costs are incurred at the applicant's risk and are contingent upon final approval of the award.

## Indirect costs

Indirect costs are those shared across multiple projects and not easily separated.

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

**Method 1 — Approved rate.** If you currently have an indirect cost rate approved by your cognizant federal agency, you may use that rate.

**Method 2 — *De minimis* rate.** If you do not have a negotiated indirect cost rate, you may elect to charge a *de minimis* rate (see [2 CFR 200.414\(f\)](#)). This rate may be up to 15% of modified total direct costs (MTDC). See the definition of MTDC ([2 CFR 200.1](#)). You can use this rate indefinitely.

You may not charge costs included in your indirect cost pool as direct costs.

## Subawards

As the prime recipient, you must maintain a substantive role in the project. This means that you conduct funded activities and provide services necessary and integral to completing the project.

Monitoring your subrecipient's activities alone as described in [2 CFR 200.332](#) is not a substantive role.

We do not fund awards where your role is primarily a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

All subrecipients must have a Unique Entity Identifier (UEI) through the System for Award Management (SAM.gov).

Subrecipients must meet the [eligibility requirements](#) of this NOFO.

## Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. You may not use awarded funds to pay a salary at a higher rate than the rate for Executive Level II.

For the Executive Level II salary, please see [the Office of Personnel Management information on executive and senior level employee pay](#).

The salary limitation reflects a person's base salary (including any portion of the salary that is paid with indirect costs). It does not include fringe benefits or any income the person is allowed to earn outside of the duties of the applicant organization.

This salary limitation also applies to subawards, contracts, and subcontracts under an ACL grant or cooperative agreement.

## Program income

If you earn any money from your award-supported project activities (known as program income), you must use it for the purposes and under the conditions of the award. Find more about program income at [2 CFR 200.307](#).



# Step 2: Get Ready to Apply

## In this step

Find the application package [15](#)

Get registered [16](#)

# Find the application package

The application package has all the forms you need to apply. You can search for it at [Grants.gov](https://www.grants.gov) using opportunity number **HHS-2026-ACL-AOA-OIRC-0018**. Then select the Package tab.

We recommend that you select the **Subscribe button** from the View Grant Opportunity page for this NOFO to get updates.

You can also find materials at [Applying for Grants on ACL's website](#).

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, [contact Grants.gov](#) for assistance.

# Get registered

## SAM.gov

You must have an active account with SAM.gov to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the [financial assistance general certifications and representations \[PDF\]](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

## 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](#).



# Step 3:

# Build Your Application

## In this step

Application checklist	<u>18</u>
Application contents and format	<u>19</u>

# Application checklist

Make sure that you have everything you need to apply. You will find the forms in Grants.gov.

## Narratives

Item	Grants.gov form	Page limit
<input type="checkbox"/> <a href="#">Project narrative</a>	Use the Project Narrative Attachment form.	20 pages
<input type="checkbox"/> <a href="#">Budget narrative</a>	Use the Budget Narrative Attachment form.	None

## Attachments

Insert each in a single Other Attachments Form.

Item	Page limit
<input type="checkbox"/> Indirect cost agreement	2 pages
<input type="checkbox"/> Commitment letters	2 pages
<input type="checkbox"/> Proof of nonprofit status	1 page
<input type="checkbox"/> Resumes and job descriptions	3 pages

## Other required forms

Use each required form in Grants.gov.

Item	Page limit
<input type="checkbox"/> Application for Federal Assistance (SF-424)	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	None
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)	None
<input type="checkbox"/> Key Contacts Form	None
<input type="checkbox"/> Grants.gov Lobbying Form (Certification Regarding Lobbying)	None
<input type="checkbox"/> Project/Performance Site Location Form	None

# Application contents and format

This section includes guidance on each component found in the application checklist.

**Application page limit: 88 pages.**

Submit your information in English and express whole number budget figures using U.S. dollars.

## Required format

Required format for project and 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**

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 under each section to make sure you answer all questions and cover all topics reviewers will look at.

## Project summary

Provide a brief project summary of no more than 265 words. Write it for the general public. 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 “hows” to achieve the goals.
- **Overall approach:** General overview of what you will do.
- **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.
- **Duration:** The anticipated start and end dates of the period of performance.

## Project relevance and current need

### Problem statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the problem or issue the proposed intervention is designed to address, including how the project will potentially affect older adults and /or people with disabilities, their families and caregivers and the health care and social services systems.

### Goals and objectives

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

Clearly and concisely identify project goals and objectives for this project.

**Table: Scoring criteria**

Reviewers will evaluate the extent to which the applicant provides:	Point value
Does the application clearly and adequately identify the relevance of the priority areas, as described in this announcement?	20 points
Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge?	
Does the application adequately and appropriately describe and document the key problem(s) and condition(s) and/or need(s) to be addressed?	

## Approach

### Proposed intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the “Problem Statement”.

You should also describe the rationale for using the intervention, including factors such as:

- “Lessons learned” for similar projects previously tested in your community, or in other areas of the country.
- Factors in the larger environment that have created the “right conditions” for the intervention.
  - For example, existing social or economic factors that you’ll be able to take advantage of.
- Also identify any major barriers you anticipate encountering, and how your project will be able to overcome those barriers.
- Clearly describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

### 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 ongoing progress (i.e., measure of performance towards the goals stated in the funding opportunity announcement and for your specific intervention/activities).
- 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.

## Work plan

You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure outcomes and processes.

To create your work plan:

- Use the [Project Work Plan Sample Template](#) on our website.
- Include the project's overall goal, expected outcomes, key objectives, and the major action steps needed to achieve them.
- For each major action step, include start and end dates and the lead responsible person.

**Table: Scoring criteria**

Reviewers will evaluate the extent to which the applicant provides:	Point value
Does the overall project, as proposed, align with the goals and objectives desired by ACL?	30 points
Does the proposed project include objectives that are directly related to the goals of the initiative?	
Is the project work plan clear and comprehensive?	
Does it include sensible and feasible time frames for the accomplishment of tasks presented?	
Does the work plan include specific objectives and tasks that are linked to measurable outcomes?	
Does the proposal include a clear and coherent management plan?	
Are the roles and responsibilities of the project staff, consultants and partners clearly defined?	
Are they linked to specific objectives and tasks?	
Are the qualifications of the project staff, consultants and/or partners, and the proposed level of effort adequate to carry out the project?	
Does the application include disadvantaged populations, including limited-English speaking populations in its target population?	

## Project impact

### Special target populations and organizations

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

### Outcomes

**ACL will not fund any projects that do not include measurable outcomes.**

This section should address the following components regarding the expected outcomes of your proposed project:

This section should also describe how the project’s findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.)

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

Each Center is expected to develop special activities and best practices within its areas of primary concern, which will address the special needs of different Indian communities.

Each application must contain a description of anticipated outcomes for the activities, how these outcomes will be measured, and how the overall success of the program/ activity will be determined.

For example, assisting tribes in assessing the health needs of tribal elders help tribes to better plan services and use federal funds to alleviate or reduce these health issues.

### Evaluation

This section should describe the specific outcomes (e.g., changes in clients, organizations, and/or communities) expected because of this funding as well as method(s), techniques and tools that will be used to:

- Determine whether the proposed intervention achieved its anticipated outcome(s)/
- Document the “lessons learned” – both negative and positive - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

## Dissemination

This section should describe the method that will be used to disseminate the project’s results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project.

The goal is to inform practice, service delivery, program development, or policymaking, including and especially those parties who would be interested in replicating the project.

**Table: Scoring criteria**

Reviewers will evaluate the extent to which the applicant provides:	Point value
Are the project outcomes proposed specific, measurable, and consistent with the objectives and purpose of the proposed project?	20 points
Are the anticipated outcomes of the proposed project likely to be achieved, and will they significantly benefit the target audiences and the field as a whole?	
Does the project evaluation plan reflect a thoughtful and well-designed approach that will 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 others in the field?	
Does the application include a clear and feasible plan for sustaining program activities beyond the period of federal funding?	
Does the dissemination plan include multiple means for delivering information, resources and other materials associated with the project?	

## Capability and expertise

### Organizational capability

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

## Experience of the project team

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

**Table: Scoring criteria**

Reviewers will evaluate the extent to which the applicant provides:	Point value
<p>Do staff, consultants, and advisors to the project have the background, experience, and other qualifications required to carry out their designated roles? Do the proposed project director and key staff have experience working with organizations at the national level?</p> <p>Does the application adequately describe the applicant's ability and plan to partner with other entities as necessary to achieve the goals of the project?</p> <p>Is the time commitment of the proposed director and other key project personnel sufficient to ensure proper direction, management, and timely completion of the project?</p> <p>Does the applicant demonstrate the experience, knowledge, and expertise in working with the targeted population as identified in the funding opportunity?</p>	20 points

## Budget narrative

**Page limit: None**

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

It includes added detail and justifies the costs you ask for. As you think about 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](#).

When you develop your budget narrative:

- We encourage you to use the [ACL Budget Narrative Sample Format \[PDF\]](#). This format shows the level of detail we are looking for in your application.
- Justify all the costs and show how you calculated them.
- You will need to create a budget narrative that shows all years combined along with separate, detailed budget narratives for each year.

Reviewers will assess your budget (SF-424A) and your budget narrative to score this section.

**Table: Scoring criteria for budget and budget narrative**

Reviewers will evaluate the extent to which the applicant provides:	Point value
<p>Has a multiyear budget narrative covering the entire proposed project period and individual budgets for each project year, been included (if no budget narrative is included, this section will receive a score of “zero”)?</p> <p>Is the budget justified with respect to the adequacy and reasonableness of resources requested and activities proposed?</p> <p>Are the resources requested consistent with the scope of the proposed project activities?</p> <p>Are budget line items clearly delineated and consistent with work plan objectives?</p>	10 points

## 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.

### 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 these documents for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

## Resumes and job descriptions

For key personnel, attach resumes for positions that are filled. For positions that aren't filled, attach the job descriptions with qualifications.

## Other required forms

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

Form	Submission requirement
<input type="checkbox"/> Application for Federal Assistance (SF-424)	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	None
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)	None
<input type="checkbox"/> Key Contacts Form	None
<input type="checkbox"/> Grants.gov Lobbying form (Certification Regarding Lobbying)	None
<input type="checkbox"/> Project/Performance Site Location form	None

### Important: Public information

When filling out your SF-424 form, pay attention to Box 15: Descriptive Title of Applicant's Project.

We share what you put there with [USA Spending](#). This is where the public goes to learn how the federal government spends their money.

Instead of just a title, insert a short description of your project and what it will do.

[See instructions and examples \[PDF\]](#).

## Pre-award requirements



# Step 4:

# Learn About Review and Award

## In this step

Application review 29

Award notices 31

# Application review

## Initial review

We will review your application to make sure that it meets the responsiveness requirements listed in the [disqualifying factors section](#). If your application does not meet these criteria, we will disqualify it and we will not move it to the merit review (scoring) phase.

We will not review any pages over the page limit.

## Scoring process

A panel reviews all applications that pass the initial review. The members use the merit review scoring criteria in the project narrative and budget narrative sections of this NOFO. You can find the specific criteria in each section of the project narrative and in the budget narrative section.

## Criteria summary

Heading	Points
Project summary	20 points
Purpose and need	20 points
Response	30 points
Impact	20 points
Resources and capabilities	20 points

## Risk review

Before making an award, we review the risk that you will mismanage federal funds or fail to complete the project objectives. 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. We also check Exclusions.

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

You can see more details about risk review at [2 CFR 200.206](#).

## 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 project type 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 funding opportunity.

The ACL administrator makes all final award decisions.

## Funding priorities for alignment with agency priorities

Before we make final funding decisions, ACL leadership will review all potential awards.

They will check for:

- Adherence to applicable laws.
- Alignment to agency priorities (see [Administration for Community Living's \(ACL\) Mission, Vision & Strategic Priorities](#)).

To the extent allowed by law and court orders, we will give a funding priority to applications that align with agency priorities.

Your application may receive this priority if it support independence, dignity, healthy aging, and community living for American Indian, Alaska Native, and Native Hawaiian elders; includes collaboration and coordination among Resource Centers and Native-serving organizations; and proposes activities that strengthen access to technical assistance, training, and community-based supports for medically underserved populations.

Merit review criteria also include factors related to ACL's priorities.

# Award notices

If your application is 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 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.

[See an example NoA on our website \[PDF\].](#)



# Step 5: Submit Your Application

## In this step

Application submission and deadlines

33

# Application submission and deadlines

See [find the application package](#) and the [application checklist](#) 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.

## Application

### Deadline

**Due on Monday, July 27, 2026 at 11:59 p.m. EST.**

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.

### Submission method

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

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.

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

## Intergovernmental review

[Executive Order 12372, Intergovernmental Review of Federal Programs](#) does not apply to this NOFO. You do not need to take any action.



# Step 6: Learn What Happens After Award

## In this step

Post-award requirements and administration 35

# Post-award requirements and administration

## Administrative and 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](#). We incorporate this NOFO by reference.
- The rules listed in [2 CFR 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements, effective October 1, 2025. These replace those in 45 CFR 75, with some exceptions in [2 CFR 300](#).
- The HHS [Grants Policy Statement \(GPS\)](#), Appendix D: HHS Administrative and National Policy Requirements. 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 the [HHS Administrative and National Policy Requirements \[PDF\]](#).
- All anti-discrimination laws: By applying for or accepting federal funds from HHS, recipients certify compliance with all federal antidiscrimination laws and these requirements and that complying with those laws is a material condition of receiving federal funding streams. Recipients are responsible for ensuring subrecipients, contractors, and partners also comply.

## Compliance and oversight

Recipients must demonstrate ongoing compliance with the [Administration for Community Living's \(ACL\) Mission, Vision & Strategic Priorities](#) through program design, implementation, performance reporting, fiscal management, and evaluation.

Failure to meaningfully align funded activities with applicable statutory authorities and agency priorities may result in corrective action, additional reporting requirements, enforcement actions, or other remedies consistent with 2 CFR Part 200 and the terms and conditions of the award.

Through alignment with these priorities, funded projects will help ensure that older adults and people with disabilities can live with dignity, independence, and full participation in the communities they call home.

## Managing award changes

After award, either you or ACL may request changes. We manage these using the rules at 2 CFR 200 and 300, including [2 CFR 200.308](#) and [2 CFR 300.308](#).

## Reporting

If your application is 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 subawards and subcontracts you issue for \$30,000 or more.
- Reporting executive compensation for both recipient and subaward organizations.



# Contacts and Support

## In this step

Agency contacts	<u>38</u>
Help with systems	<u>38</u>
Reference websites	<u>39</u>

# Agency contacts

## Program and eligibility

**Kari Benson**

[TitleVI.email@hhs.gov](mailto:TitleVI.email@hhs.gov)

202-795-7436

## Financial and budget

**Rasheed Williams**

[AoA.Grants@acl.hhs.gov](mailto:AoA.Grants@acl.hhs.gov)

202-401-5481

## Review process and application status

**Kari Benson**

[TitleVI.email@hhs.gov](mailto:TitleVI.email@hhs.gov)

202-795-7436

# Help with systems

## Grants.gov

Grants.gov provides 24/7 support. Hold on to your ticket number.

- Phone: 1-800-518-4726
- Email: [support@Grants.gov](mailto:support@Grants.gov)

## SAM.gov

If you need help, you can:

- Call 866-606-8220.
- 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 \(U.S.C.\)](#)