

Administration for Community Living

Administration on Aging

ACL National Chronic Disease Self-Management Education Resource Center
HHS-2021-ACL-AOA-CSSG-0020
04/29/2021

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ACL Center:
Administration on Aging
Funding Opportunity Title:
ACL National Chronic Disease Self-Management Education Resource Center
Funding Opportunity Number:
HHS-2021-ACL-AOA-CSSG-0020
Primary CFDA Number:
93.734
Due Date for Letter of Intent:
03/23/2021
Due Date for Applications:
04/29/2021
Date for Informational Conference Call:
03/16/2021
Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with https://www.grants.gov. Grants.gov can take up to 48 hours to notify you of a successful submission.

Executive Summary

Additional Overview Content/Executive Summary

Through this funding opportunity, the Administration on Aging (AoA), part of the Administration for Community Living (ACL), plans to award one cooperative agreement to support a National Chronic Disease Self-Management Education (CDSME) Resource Center (the "Center"). This funding, from the 2021 Prevention and Public Health Fund, will support $2,000,000 each year of a five-year project period, contingent upon the continued availability of federal funds.

The Center will provide technical assistance, education, and resources for the national CDSME network of partners to increase the number of older adults and adults with disabilities who participate in evidence-based CDSME and self-management support programs, and support the integration and sustainability of these programs within *community integrated health networks*.

Applicants should have significant experience with the aging and disability network, including

being a well-established, recognized and trusted leader in health promotion and disease prevention efforts. Applicants should also have:

- Expert knowledge of CDSME and self-management support programs, as well as experience serving as a national clearinghouse and providing technical assistance for these interventions via resource development, individual support, and other targeted methods of technical assistance.
- Demonstrated experience in providing national leadership to the aging and disability network to foster the implementation and financial sustainability of evidence-based CDSME and self-management support programs through non-federal funding sources (i.e., foundations, health plans, and/or other private sector sources).
- Demonstrated experience addressing the social and behavioral determinants health that contribute to chronic diseases and increasing public awareness about how to prevent and manage them.
- Demonstrated experience working with ACL, CDC or other federal agencies, evidence-based program developers, academia and other partners on aging-related projects and initiatives.

This award will be made in the form of a cooperative agreement because AoA will be substantially involved. This cooperative agreement has an anticipated start date of August 1, 2021.

An informational call will be held on March 16, 2021 at 1:00 PM EST.

The dial-in information is below:
Toll Free Number: 800-779-5371; Passcode: 8127529

A recording will be available approximately one hour after the call concludes at the following number: Toll Free Playback Number: 203-369-3346

I. Funding Opportunity Description

Background

The mission of the Administration for Community Living (ACL) is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, and their families and caregivers. ACL's programs provide individualized, person-centered home and community-based services and supports, as well as invest in research and best practices, to make community living a reality for millions of people. [1] Delivered through the national aging and disability network and their partners, ACL supports effective and efficient programs and services that address the social and behavioral determinants of health for millions of older adults and persons with disabilities each year. [2][3] The aging and disability networks reach into every community across the nation and function as the trusted "eyes and ears" of a person's home and community environments. When essential social and behavioral determinants of health, i.e., adequate nutrition, safe housing, and access to health care services go unmet, we know that this puts older adults and adults with disabilities at greater risk for chronic disease and other threats to their health and independence. [4]

In the United States, approximately three out of four older adults have multiple (two or more) chronic conditions, such as diabetes, arthritis and heart disease. [5] This burden places older adults at greater risk for premature death, poor functional status, unnecessary hospitalizations, adverse drug events, and nursing home placement. [6][7] Chronic conditions also impact health care costs: 95% of health care costs for older Americans can be attributed to chronic diseases. [8] Additionally, adults with disabilities experience health disparities when compared with the general population. For example, adults with disabilities are more likely to have chronic health conditions such as high blood pressure, be overweight or obese, not engage in fitness activities, and receive less social-emotional support than adults without disabilities. [9]

Evidence-based chronic disease self-management education (CDSME) programs can help mitigate chronic disease burden by empowering participants to better manage their conditions. The acronym, CDSME, is being used in this announcement as an umbrella term for community-based education programs specifically designed to enhance patient self-management of chronic conditions. These programs focus on building multiple health behaviors and generalizable skills such as goal setting, decision making, problem solving, and self-monitoring, and are proven to maintain or improve health outcomes of older adults with chronic conditions. Similarly, a self-management support program is a community-based, behavioral change intervention that is proven to increase one or more skills or behaviors relevant to chronic disease self-management such as physical activity or medication management. [10]

AoA has supported CDSME and other evidence-based health promotion programs for many years through grants, as well as collaborations on various federal initiatives. For example, Prevention and Public Health Fund initiatives in 2020 supported 11 CDSME grantees. Additionally, Older Americans Act Title III-D funding supports a broader portfolio of evidence-based disease prevention and health promotion activities. For more information about ACL's CDSME Program, including grantee profiles, please visit: https://acl.gov/programs/health-wellness/chronic-disease-self-management-education-programs.

Additionally, inclusion of evidence-based CDSME and other health promotion and disease prevention programs is an important part of any robust *community integrated health network*. Across the nation, many aging and disability networks are engaged in *community integrated health networks* in an effort to provide older adults, individuals with disabilities, and other high cost, high need populations with streamlined access to services to help them remain healthy, in ways that respect individual preferences, goals, and interests. These networks are comprised of a group of visible and trusted aging and disability organizations, led by a Network Lead Entity (NLE), who have formal partnerships with health care and other relevant sectors to address health and social needs in a coordinated way. NLEs function as a one-stop-shop for contracting with health care entities, and often deploy a multi-payer strategy (health care, public (federal, state, and local government) and private, i.e., philanthropy, foundations, businesses/employers, etc.) to ensure individuals have access to needed programs and services.

Purpose

Through this opportunity, AoA intends to fund a **National CDSME Resource Center** to leverage and expand upon CDSME efforts across the nation and to work collaboratively – in

partnership with the aging and disability network ("network") and other stakeholders – to accomplish the following:

Goal 1: *Provide technical assistance, education, and resources for the national CDSME network of partners to increase the number of older adults and adults with disabilities who participate in evidence based CDSME and self-management support programs.*

Priorities and Objectives:
Under this goal, applicants must provide a detailed plan for addressing each of the priority areas outlined below:

1. *CDSME Technical Assistance*

Applicants must propose a comprehensive model for providing technical assistance to ACL CDSME program grant recipients ("ACL grantees") and general CDSME-related support to ACL. This includes, but is not limited to:

- Providing targeted technical assistance via resource development, webinars, learning collaboratives, in-person/virtual meetings to help ACL grantees develop capacity for, deliver, and sustain evidence-based CDSME and self-management support programs.
- Providing individual technical assistance, using a tiered approach, to 50 or more grantees over the 5-year period.
- Developing formal partnerships, collaborations, and other arrangements with a panel of consultants with varying expertise including healthcare contracting, business acumen, and philanthropy, and outlining how these experts would provide grantees with tailored technical assistance.
- Developing and implementing a mechanism for continuous quality improvement for technical assistance, including how grantee needs will be assessed to identify priority topic areas, the level and type of technical assistance to be provided, as well as evaluate how technical assistance being provided is advancing grantee objectives.
- Identifying and sharing grantee progress, outcomes and lessons learned through various learning opportunities.
- Supporting ACL requests for data, grantee information, presentation tools, and administrative assistance.

2. *National CDSME Database*

The purpose of the National CDSME database is to track ACL grantee program outcomes as well as inform and enhance CDSME efforts across the country. Applicants must describe how they will manage and maintain a web-based National CDSME Database. This includes, but is not limited to:

- Creating, communicating, and applying best standards for safeguarding the privacy and security of participant data during data collection, entry and transmission.
- Using the data to evaluate ACL grantee performance, analyze trends, inform and develop resources to enhance CDSME efforts.

- Ensuring that the data is accessible to relevant stakeholders, including ACL grantees, ACL staff, researchers, etc., and a process to access and use data is established.
- Providing comprehensive database training and resource materials for all users, including training on use of data to help ACL grantees strengthen their value proposition.
- Establishing and evaluating data collection tools and processes to ensure collection of accurate and quality data, including transference of data from other databases.
- Maintaining the database infrastructure, including necessary updates to enhance grantee reporting and ensure database is meeting grantee needs.
- Contributing to the knowledge base nationally by analyzing, collating and publishing the data through various channels.
- Supporting the Office of Management and Budget (OMB) CDSME data collection review process.
- *Note: Under the **direction** of ACL, Center being awarded must collaborate with current Center within 30 days to transfer current data, if applicable. Applicants must clearly state their intention to coordinate the data transfer process.*

3. *Public Education and Awareness*

Applicants must provide information and resources to the general public to increase awareness about healthy living and chronic disease prevention and management. All resources created must be accessible, 508 compliant, easy to use and publicly available (where applicable). This includes but is not limited to:

- Leading the development of resources that promote community involvement, coalition building, and enhance community reach through various channels.
- Facilitating the planning and hosting of yearly health-related observances (e.g. Older Adult Mental Health Awareness Day), in collaboration with ACL and other relevant partners, to highlight the need for CDSME and self-management support programs and services across the country.
- Working with ACL grantees and the network to disseminate success stories highlighting the impact of CDSME and self-management support programs on older adults and adults with disabilities.

Goal 2 *Support the development and enhancement of Community Integrated Health Networks within states, regions, and tribes that provide evidence-based CDSME and self-management support programs, as well as related services that address the social and behavioral determinants of health among older adults and adults with disabilities*.

Priorities and Objectives
Under this goal, the applicants must provide a detailed plan for addressing each of the priority areas outlined below:

1. *National Leader in Advancing Health Promotion and Disease Prevention Programs*

The purpose of the Center is to strengthen and act as an advocate for the aging and disability network, serve as a national leader in health promotion and disease prevention for older adults and adults with disabilities, and provide tools and best practices to promote and advance the reach, benefits, and sustainability of evidence-based CDSME and self-management support programs for older adults and adults with disabilities across the nation. All resources created must be 508 compliant, easy to use and publicly available (where applicable). This includes, but is not limited to:

- Strengthening the aging and disability network by broadly supporting the network's mission and full complement of services/supports.
- Collaborating with state and national aging and disability organizations to provide broad leadership in health promotion and disease prevention that advances efforts to promote healthy behaviors and support healthy lifestyles among older adults and adults with disabilities.
- Increasing the scope and benefits of CDSME and self-management support programs for older adults and adults with disabilities and identify promising practices to ensure the needs of underserved populations (e.g. tribal, rural, persons of color) are supported.
- Developing and implementing a plan to enhance and track progress towards increasing access to evidence-based CDSME and self-management support programs, and the financial sustainability of these programs using a multi-payor approach such as health care, public (federal, state, and local government) and private (philanthropy, foundations, businesses/employers).
- Developing formal partnerships, collaborations, coalitions and other arrangements to fully engage the aging and disability network in CDSME efforts.
- Facilitating presentations at national and regional conferences, in conjunction with ACL, as well as maintaining a vault of available resources and toolkits that can be used by the network for presentations, information dissemination or publications.
- Developing easily accessible, 508 compliant resources (e.g., webinars, marketing materials, tip sheets, etc.) for ACL grantees, network professionals and older adult consumers.
- Establishing and maintaining a comprehensive and ongoing communication system to foster chronic disease prevention and management, and best practices across the nation.
- Facilitating a national conference as a platform to showcase programs and best practices, provide opportunity for professional interaction and offer awareness and education on available resources.
- Collaborating with federal entities, other ACL resource centers and state and national aging and disability organizations on special projects and initiatives.

2. *Evidence-Based Programs Review Process*

The purpose of the evidence-based review process is to identify new programs that meet the criteria established by ACL. This includes, but is not limited to:

- Identifying and attracting new health promotion and disease prevention programs for potential inclusion as approved ACL evidence-based programs, using existing channels and creative methods.

- Facilitating an annual, efficient, and unbiased evidence-based program review process to determine if programs meet the criteria established by the ACL/AoA OAA Title IIID.

References

[1] U.S. Department of Health and Human Services, Administration for Community Living. (2020). FY2016 Report to Congress: Older Americans Act.
[2] World Health Organization (2019). Social Determinants of Health, January 12, 2021 from https://www.who.int/social_determinants/en/.
[3] ACL Office of Performance and Evaluation (2020). Program Evaluations and Reports. January 12, 2021 from https://acl.gov/programs/program-evaluations-and-reports.
[4] U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion (2019). Healthy People 2020: Social Determinants, Accessed January 12, 2021 from https://www.healthypeople.gov/2020/about/foundation-health-measures/Determinants-of-Health.
[5] Gerteis J, Izrael D, Deitz D, LeRoy L, Ricciardi R, Miller T, Basu J. Multiple Chronic Conditions Chartbook. AHRQ Publications No, Q14-0038. Rockville, MD: Agency for Healthcare Research and Quality. April 2014.
[6] Parekh, A.K., et al. 2011. Managing Multiple Chronic Conditions: A Strategic Framework for Improving Health Outcomes and Quality of Life. Public Health Rep. 126(4):460–71.
[7] Kramarow E. et al. 2007. Trends in the Health of Older Americans,1970–2005. Health.
[8] Centers for Disease Control and Prevention. The State of Aging and Health in America 2013. Atlanta, GA: Centers for Disease Control and Prevention, US Dept of Health and Human Services; 2013.
[9] Centers for Disease Control and Prevention (CDC), National Center for Health Statistics. DATA 2010 [Internet database]. Hyattsville, MD: CDC; 2010.
[10] Brady T. (2012). Strategies to support self-management in osteoarthritis: five categories of interventions, including education. Orthop Nurs. Mar-Apr;31(2):124-30. doi: 10.1097/NOR.0b013e31824fcf47. PMID: 22446807.

Statutory Authority

The statutory authority for awards made under this Funding Opportunity Announcement is contained in the Older Americans Act and the Patient Protection and Affordable Care Act, 42 U.S.C. § 300u-11 (Prevention and Public Health Fund).

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$ 2,000,000

Expected Number of Awards:
1

Award Ceiling:
$ 2,000,000
Per Budget Period

Award Floor:
$ 2,000,000
Per Budget Period

Length of Project Period:
60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'
This is a new Cooperative Agreement with the following terms. As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of AoA in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

The **grantee** agrees to execute the responsibilities outlined below:

- Fulfill all the requirements of the grant initiative as outlined in this program announcement, as well as carry out project activities as reviewed, approved, and awarded.
- Comply with all reporting requirements, as outlined in Section VI of this Funding Opportunity and the Notice of Award.
- Clearly delineate the grantee's approach for maintaining regular contact with ACL, including participation in biweekly meetings and responsiveness to ACL requests and technical support.
- Establish plans for documenting key project decisions.
- Propose an approach for ensuring adequate ACL feedback on key project deliverables.
- Propose a work schedule for the project, including key project milestones, and due dates, and artifacts and deliverables.
- Specify grantee responsibilities, including responsibilities for roles and corresponding personnel assignments, and if applicable, subgrantees.
- Propose project controls that facilitate project performance measurement, quality assurance, and improvement against the work breakdown or other structure.
- Establish performance and service levels and reporting intervals for specific tasks.
- Include the following disclaimer on all products produced using this grant funding:

"This (report/document/etc.) was supported in part by a cooperative agreement (No. XXX) from the Administration on Aging (AoA), Administration for Community Living (ACL), U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official AoA, ACL, or DHHS policy."

The **AoA project officer** agrees to execute the responsibilities outlined below:

- Perform the day-to-day Federal responsibilities of managing a cooperative agreement and work with the grantee to ensure that the minimum requirements for the grant are met.

- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or AoA.
- Assist the grantee project leadership in understanding the strategic goals and objectives, policy perspectives, and priorities of AoA, ACL, and the U.S. Department of Health and Human Services; and about other federally sponsored projects and activities relevant to activities funded under this announcement.
- Provide technical advice to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
- Attend and participate in major project events, as appropriate.
- Communicate with the grantee project director biweekly, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

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

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
No

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

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACL, the non-federal resources will be included in the approved project budget. The applicant will be held accountable

for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACL as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria
Not Applicable

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

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

1. Applications must be submitted electronically via https://www.grants.gov by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Times New Roman or Arial**.
3. The Project Narrative must not exceed 20 pages. **Project Narratives that exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. **NOTE**: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from https://www.grants.gov or https://www.acl.gov/grants/applying-grants.

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

The Grants.gov registration process can take several days. If your organization is not currently registered, please begin this process immediately. For assistance with https://www.grants.gov,

please contact them at support@grants.gov or 800-518-4726 between 7:00 a.m. and 9:00 p.m. Eastern Time.

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

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

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

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

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.

- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.
- After you electronically submit your application, you will receive an automatic acknowledgement from https://www.grants.gov that containshttps://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form fromhttps://www.grants.gov.

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

Lesha Spencer-Brown
E-mail: Lesha.Spencer-Brown@acl.hhs.gov

2. Content and Form of Application Submission
Letter of Intent

Due Date for Letter Of Intent 03/23/2021

03/23/2021
Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to:

U.S. Department of Health and Human Services
Administration for Community Living
Lesha Spencer-Brown
Administration on Aging
E-mail: Lesha.Spencer-Brown@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a standard font size of not less than 11, preferably Times New Roman or Arial.

You can use smaller font sizes to fill in the Standard Forms and Sample Formats. Twenty pages

is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, Vitae of Key Personnel, and Budget Narrative/Justification are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should provide a clear and concise description of your project. ACL requires that your project narrative include the following components:

1. Project Abstract
2. Project Relevance and Current Need
3. Approach
4. Outcomes and Evaluation
5. Organizational Capacity

Project Abstract

This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract."

Project Relevance and Current Need

This section should:

- Describe your knowledge of the prevalence and impact of chronic disease across the nation, and strategies for increasing public education about the risk of chronic conditions, and how to prevent and manage them.
- Demonstrate your understanding of the types of issues that states/regions/tribal entities are likely to experience as they expand their capacity and build sustainable, community integrated health networks, and the types of leadership, guidance and resources the field is likely to need to address these issues.
- Describe the program implementation issues (i.e., the challenges in providing, documenting, and sustaining these programs in the aging and disability network) that the Center's activities are intended to address.

Approach

Goals and Objectives

This section should consist of a description of the project's goal(s) and major objectives, including how the project will meet the two goals of this funding opportunity announcement:

Goal 1: *Provide technical assistance, education, and resources for the national CDSME network*

of partners to increase the number of older adults and adults with disabilities who participate in evidence-based CDSME and self-management support programs.

Goal 2: *Support the development and enhancement of Community Integrated Health Networks within states, regions, and tribes that provide evidence-based CDSME and self-management support programs, as well as related services that address the social and behavioral determinants of health among older adults and adults with disabilities*.

Project Description
This section should provide a detailed description of your plans to develop and implement a comprehensive model to provide technical assistance to the ACL grantees, increase the public's awareness of CDSME prevention and management, and provide leadership to overcome the challenges being faced by the network (area agencies on aging, aging service provider organizations, state and local departments of public health, disability agencies, tribes/tribal entities, centers for independent living, and other state and community-based organizations), and the communities they serve.

This section must also describe how you will support timely and accurate collection, analysis and reporting of ACL-required CDSME dataset through the management and maintenance of a web-based national database, how access will be provided to those who might be interested in using the data to inform practice, service delivery, program development and/or policy making, and how you will support the OMB CDSME data collection review process. Applicants must also clearly state that they will collaborate with the current Center to transfer the data within 30 days of award, under the direction of ACL, if applicable.

You should also provide a detailed description of your plans to help states/regions/tribal entities develop and/or enhance community integrated health networks to deliver and sustain evidence-based CDSME and self-management support programs, as well as other services that address social and behavioral determinants of health among older adults and adults with disabilities.

Work Plan
You should also provide five project Work Plans that reflect and are consistent with the Project Narrative and Budget (one for each year in the five years of the project period). The Work Plans should include a statement of the project's overall goals, anticipated outcome(s), key measurable objectives, and the major tasks/action steps that will be pursued to achieve the goals and outcome(s). The Work Plans should also present a detailed timeline of how the priorities and objectives stated in your project description will be achieved, including start- and end-dates and the lead person responsible for completing the task.

The Work Plans should be attached to your application as appendices.

Outcomes and Evaluation

Project Outcomes
This section must clearly identify the measurable outcome(s) that will result from the project, as well as how the work of the Center will benefit the public and aging field at large. List measurable outcomes in the work plan grid under "Measurable Outcomes" in addition to any

discussion included in the narrative. Please reference the Sample Work Plan Template included in the appendix.

The expected results of the Center's activities should be clear, realistic, and consistent with the priorities and objectives of this funding opportunity announcement.

Any proposed outcomes of the Center should be quantifiable, measurable, and likely to be achieved, and should significantly strengthen the aging and disability network and advance the field of evidence-based CDSME and self-management support programs.

Quality Assurance Activities
This section should describe any continuous quality improvement strategies, tools and approaches that will be able to successfully:

- Measure whether or not the Center is achieving its proposed objectives(s).
- Monitor how well the Center is meeting the needs of its users.
- Manage and maintain a web-based database, including how well the data collection, entry and transmission processes are meeting grantee needs.

Dissemination
This section should describe how the Center will serve as a national clearinghouse and disseminate technical assistance, best practices, resources and information about scaling up and sustaining evidence-based CDSME and self-management support programs. This plan should include strategies for providing public education about the risk of chronic conditions and how to prevent them, how the ACL CDSME grantee data will be collated and shared, as well as the use of multiple communication systems/channels for delivering guidance and resources for community-based organizations and the aging and disability network at large.

Applicants should also describe any relevant experience with nationwide CDSME dissemination efforts and clearly state their commitment to cooperating with any broader dissemination CDSME-related efforts led by ACL and its partners.

Organizational Capacity

Structure and Capacity
This section should:

- Describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. It may be helpful to include an organizational chart as an Appendix to your application.
- Describe years of experience, national recognition and commitment to providing technical assistance to the aging and disability network to advance health promotion and disease prevention programs targeted to older adults and adults with disabilities, managing a national web-based database, and leading public health education awareness efforts. Include efforts to integrate evidence-based CDSME and self-management support programs offered by state and community programs into community integrated health networks and similar arrangements.

- Detail any current or previous relevant experience and/or record of the project team in supporting the development of business acumen, health care integration, philanthropy, and financial sustainability of evidence-based CDSME and self-management support programs through a multi-payor approach.
- Describe any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products relevant to the goals of this funding opportunity, such as resources for the network (i.e., infographics, videos, factsheets, journal articles, etc.) and reports of national significance addressing chronic disease prevention and management.

Also in this section, describe the roles and makeup of your strategic national (federal and non-federal) partners and any other major collaborators involved in implementing your proposed Center activities, including:

- Information about any key formal agreements in your proposal (attach as an Appendix), including any partnerships with developers of evidence-based CDSME program(s) or groups of program developers.
- Information about any contractual organization(s) that will have a significant role(s) in implementing the project and achieving project goals.
- A description about how your proposed Center activities will improve collaboration among health care and the aging and disability network.
- How you will coordinate with and leverage other complementary initiatives to promote evidence-based CDSME programs.

You should provide evidence of the capability, experience, and commitment of any proposed consultants and a description of your previous collaborative work with these consultants. Relevant products, if applicable, should be clearly labeled and included as an Appendix.

You must also explain how you intend to sustain some or all of your proposed Center activities beyond the five-year grant period. Describe any support you expect from other key public and private partners and any other existing funding sources you intend to use to expand or enhance your proposed activities.

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:

- Provide a description of the qualifications and experience of the Center's key personnel, including for the Project Director. Please include resumes or CVs.

- Specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; and communications with other partners and ACL.
- Detail the approach that will be used to monitor and track progress on the project's tasks and objectives.

Letters of Commitment
You should include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations, consultants and agencies in this part of the application. Any organization or consultant that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator.

Signed letters of commitment should be scanned and included as an appendix. Letters of commitment must be uploaded as part of the applicant package via Grants.gov. Letters of commitment sent by any other means (e.g., postal mail) will not be accepted.

Budget Narrative/Justification

Applicants requesting funding for a multi-year grant program are required to provide a detailed Budget Narrative/Justification for each potential year of grant funding requested that aligns with the proposed activities in the Project Narrative and Work Plan.

The Budget Narrative/Justification can be provided using the format included in the document, "Budget Narrative/Justification – Sample Format." Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought.

Applicants must submit the following, separate budgets:
Year 1 for $2,000,000
Year 2 for $2,000,000
Year 3 for $2,000,000
Year 4 for $2,000,000
Year 5 for $2,000,000
a total, combined 5-year budget.

3. Submission Dates and Times

Due Date for Applications 04/29/2021

04/29/2021

Date for Informational Conference Call:
03/16/2021

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

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

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

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

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

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

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

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

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

4. Intergovernmental Review

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

5. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

6. Other Submission Requirements

Not Applicable

V. Application Review Information

1. Criteria

Applications are scored by assigning a maximum of 100 points across six criteria:
1. Project Abstract
2. Project Relevance and Current Need
3. Approach
4. Outcomes and Evaluation
5. Organizational Capacity
6. Budget Narrative/Justification

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

Project Abstract **Maximum Points:** 2

1. Has the applicant included a brief (no more than 265 word) description of the proposed project? *(1 point)*
2. Does the abstract provided include the following: goal(s), objective(s), outcomes, and product(s) to be developed? *(1 point)*

Project Relevance and Current Need **Maximum Points:** 8

1. Has the applicant demonstrated their knowledge of the prevalence and impact of chronic disease across the nation, and strategies for increasing public education about the risk of chronic conditions and how to prevent them? *(3 points)*
2. Does the applicant sufficiently describe their understanding of the types of challenges the network faces in delivering and sustaining evidence-based CDSME and other evidence-based prevention programs, and the degree to which their proposed activities will help to advance these programs? *(5 points)*

Approach **Maximum Points:** 30

Goals and Objectives (5 points)

1. Has the applicant stated clear and meaningful goals and objectives for the Center related to achieving the purpose, objectives and activities described in this program announcement?

Project Description (15 points)

1. Has the applicant clearly described how they will implement a comprehensive model to provide technical assistance to the ACL grantees to build capacity for, deliver and sustain evidence-based programs, and provide general support to ACL? *(5 points)*
2. Has the applicant provided a detailed description of how they will manage and maintain a web-based database, including ACL CDSME grantee data collection processes, data accessibility to relevant stakeholders, use of the data to contribute to the knowledge base nationally, and support for the OMB CDSME data collection review process. *(4 points)*
3. Does applicant clearly state that they will collaborate with the current Center to transfer the data within 30 days of award, under the direction of ACL, if applicable? *(1 point)*
4. Has the applicant described their plans to provide leadership, guidance and resources to increase public awareness about CDSME and self-management support programs as well as engage the network to advance evidence-based programs and other services that address social and behavioral determinants of health through the development of sustainable community integrated health networks? *(5 points)*

Work Plan (10 points)

1. Has the applicant provided a project Work Plan that reflects and is consistent with the Project Narrative and Budget for all five years of the project period? *(2 points)*
2. Does the workplan include a statement of the project's overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcome(s)? *(5 points)*
3. Does the workplan identify the timeframes involved (including start-and-end-dates) and the lead person responsible for completing the task? *(3 points)*

Outcomes and Evaluation **Maximum Points:** 15

Project Outcomes (5 Points)

1. Are the expected results of the Center's activities clear, realistic, and consistent with the objectives and purpose of the program announcement? *(3 points)*
2. Are the proposed outcomes of the Center quantifiable, measurable, and likely to be achieved? *(2 points)*

Quality Assurance Activities (5 Points)

1. Do the proposed continuous quality improvement strategies reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the Center is achieving its proposed objectives(s), and monitor how well the Center is meeting the needs of its users? *(3 points)*
2. Has the applicant described how they will support the development of ACL CDSME grantee data collection tools and the timely and accurate collection, analysis and reporting of the ACL-required CDSME dataset? *(2 points)*

Dissemination (5 Points)

1. Based on the dissemination plan, is it likely that the Center will increase public education about CDSME, as well as serve as a national clearinghouse to disseminate technical assistance, best practice examples, resources and information about delivering and sustaining evidence-based programs in a timely manner? *(2 points)*
2. Does the dissemination plan include multiple means for delivering guidance and resources about CDSME programs for community organizations and the field at large? *(2 points)*
3. Does the applicant describe any relevant experience with nationwide dissemination and clearly state their commitment to cooperating with any broader dissemination of CDSME-related efforts led by ACL and its partners? *(1 point)*

Organizational Capacity **Maximum Points:** 35

Structure and Capacity (20 points)

1. Has the applicant described how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses? *(4 points)*
2. Has the applicant described their years of experience, national recognition and commitment to providing technical assistance to the aging and disability network to

advance health promotion and disease prevention programs targeted to older adults and adults with disabilities, managing a national web-based database, and leading public health education awareness, including efforts to integrate evidence-based CDSME and self-management support programs offered by state and community programs into community integrated health networks and similar arrangements? *(5 points)*

3. Has the applicant detailed any current or previous relevant experience and/or record of the project team in supporting the development of business acumen, health care integration, philanthropy and financial sustainability of evidence-based CDSME programs? *(4 points)*
4. Has the applicant described any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products relevant to the goals of this funding opportunity, such as resources for the network (i.e., infographics, videos, factsheets, journal articles, etc.) and reports of national significance addressing chronic diseases? *(3 points)*
5. Has the applicant described any current or prior collaboration with national public and private organizations and stakeholders that support CDSME and evidence-based prevention programs? Is the capability, experience, and commitment of any proposed consultants, and a description of your previous collaborative work with these consultants, adequately described (if applicable)? *(2 points)*
6. Does the applicant explain how their Center intends to sustain some or all of its proposed activities beyond the five-year grant period? Does the applicant detail any support expected from other key public and private partners and any other existing funding sources to expand or enhance the proposed activities? *(2 points)*

Project Management (10 points)
Does the applicant 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, including:

1. Providing a description of the qualifications and experience of the Center's key personnel (including resumes or CVs), including for the Project Director. *(3 points)*
2. Specifying who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's ongoing progress, preparation of reports; and communications with other partners and ACL *(3 points)*
3. Detailing the approach that will be used to monitor and track progress on the project's tasks and objectives. *(4 points)*

Letters of Commitment (5 points)

1. Does the applicant include detailed letters of support describing and confirming the commitments to the project (should it be funded) made by key collaborating organizations, consultants and agencies? *(5 points)*

Budget Narrative/Justification **Maximum Points:** 10

1. Are the budget and requested resources justified with respect to the adequacy and reasonableness of resources requested? Are budget line items clearly delineated and consistent with work plan objectives? *(4 points)*

Has the applicant included detailed budgets for each of the following:

1. Year 1 for $2,000,000; *(1 point)*
2. Year 2 for $2,000,000; *(1 point)*
3. Year 3 for $2,000,000; *(1 point)*
4. Year 4 for $2,000,000; *(1 point)*
5. Year 5 for $$2,000,000; *(1 point),*
6. A total, combined 5-year budget *(1 point)*?

2. Review and Selection Process

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

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 08/01/2021

VI. Award Administration Information

1. Award Notices

Successful applicants will receive an electronic Notice of Award. The Notice of Award is the authorizing document from the U.S. Administration for Community Living authorizing official,

Office of Grants Management. Acceptance of this award is signified by the drawdown of funds from the Payment Management System. Unsuccessful applicants are generally notified within 30 days of the final funding decision and will receive a disapproval letter via e-mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and will be destroyed.

2. Administrative and National Policy Requirements

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

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (http://www.FSRS.gov) for all sub-awards and sub-contracts issued for $25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

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

VII. Agency Contacts

Project Officer

First Name:
Lesha

Last Name:
Spencer-Brown

Phone:
202-795-7331

Office:
Administration on Aging

Grants Management Specialist

First Name:
Sean

Last Name:
Lewis

Phone:
202-795-7384

Office:
Office of Grants Management

VIII. Other Information

Application Elements
• SF 424, required – Application for Federal Assistance (See "Instructions for Completing Required Forms" for assistance).
• SF 424A, required – Budget Information. (See Appendix for instructions).
• Separate Budget Narrative/Justification, required (See "Budget Narrative/Justification - Sample Format" for examples and "Budget Narrative/Justification – Sample Template.")
NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi-year detailed Budget Narrative/Justification.
• SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
• Lobbying Certification, required.
• Proof of non-profit status, if applicable
• Copy of the applicant's most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
• Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).
• Vitae for Key Project Personnel.
• Letters of Commitment from Key Partners, if applicable.

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

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

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

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

b. Employer/Taxpayer Number (EIN/TIN): (REQUIRED): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. In addition, we encourage the organization to include the correct suffix used to identify your organization in order to properly align access to the Payment Management System.

c. Organizational DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained

by visiting the Grants.gov website (https://www.grants.gov). Your DUNS number can be verified at https://fedgov.dnb.com/webform/.

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

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

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

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

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

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

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

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

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

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

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

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

congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. See the below website to find your congressional district:

https://www.house.gov/

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

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

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

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

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

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

contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.

19. **Is Application Subject to Review by State Under Executive Order 12372 Process?** Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

20. **Is the Applicant Delinquent on any Federal Debt?** (Required) This question applies to the applicant organization, not the person who signs as the authorized representative. If yes, include an explanation on the continuation sheet.

21. **Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Standard Form 424A

NOTE: Standard Form 424A is designed to accommodate applications for multiple grant programs; thus, for purposes of this ACL program, many of the budget item columns and rows are not applicable. You should only consider and respond to the budget items for which guidance is provided below. Unless otherwise indicated, the SF 424A should reflect a multi-year budget.

Section A - Budget Summary

Line 5: Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total non federal costs (including third party in-kind contributions and any program income to be used as part of the grantee match) in column (f). Enter the sum of columns (e) and (f) in column (g).

Section B - Budget Categories

Column 1: Enter the breakdown of how you plan to use the Federal funds being requested by object class category.

Column 2: Enter the breakdown of how you plan to use the non-Federal share by object class category.

Column 5: Enter the total funds required for the project (sum of Columns 1 and 2) by object class category.

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

Column B: Enter in any non-federal resources that the applicant will contribute to the project.

Column C: Enter in any non-federal resources that the state will contribute to the project.

Column D: Enter in any non-federal resources that other sources will contribute to the project.

Column E: Enter the total non-federal resources for each program listed in column A.

Section D - Forecasted Cash Needs

Line 13: Enter Federal forecasted cash needs broken down by quarter for the first year only.

Line 14: Enter Non-Federal forecasted cash needs broken down by quarter for the first year.

Line 15: Enter total forecasted cash needs broken down by quarter for the first year.

Note: This area is not meant to be one whereby an applicant merely divides the requested funding by four and inserts that amount in each quarter but an area where thought is given as to how your estimated expenses will be incurred during each quarter. For example, if you have initial startup costs in the first quarter of your award reflect that in quarter one or you do not expect to have contracts awarded and funded until quarter three, reflect those costs in that quarter.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project (i.e. subsequent years 2, 3, 4 or 5 as applicable).

Column A: Enter the federal grant program

Column B (first): Enter the requested year two funding.

Column C (second): Enter the requested year three funding.

Column D (third): Enter the requested year four funding, if applicable.

Column E (forth): Enter the requested year five funding, if applicable.

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

Line 22: Enter the total Direct charges (calculation of indirect rate and direct charges).

Line 23: Enter any pertinent remarks related to the budget.

Separate Budget Narrative/Justification Requirement

Applicants requesting funding for multi-year grant programs are REQUIRED to provide a combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding. A separate Budget Narrative/Justification is also REQUIRED for each potential year of grant funding requested.

For your use in developing and presenting your Budget Narrative/Justification, a sample format with examples and a blank sample template have been included in these Attachments. In your Budget Narrative/Justification, you should include a breakdown of the budgetary costs for all of the object class categories noted in Section B, across three columns: Federal; non-Federal cash; and non-Federal in-kind. Cost breakdowns, or justifications, are required for any cost of $1,000 or for the thresholds as established in the examples. The Budget Narratives/Justifications should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Non-Federal cash as well as, sub-contractor or sub-grantee (third party) in-kind contributions designated as match must be clearly identified and explained

in the Budget Narrative/Justification The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms.

Line 6a: **Personnel**: Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included under 6h Other.

In the Justification: Identify the project director, if known. Specify the key staff, their titles, and time commitments in the budget justification.

Line 6b: **Fringe Benefits**: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate.

In the Justification: If the total fringe benefit rate exceeds 35% of Personnel costs, provide a breakdown of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement, etc. A percentage of 35% or less does not require a breakdown but you must show the percentage charged for each full/part time employee.

Line 6c: **Travel**: Enter total costs of all travel (local and non-local) for staff on the project. NEW: Local travel is considered under this cost item not under Other. Local transportation (all travel which does not require per diem is considered local travel). Do not enter costs for consultant's travel - this should be included in line 6h.

In the Justification: Include the total number of trips, number of travelers, destinations, purpose (e.g., attend conference), length of stay, subsistence allowances (per diem), and transportation costs (including mileage rates).

Line 6d: **Equipment**: Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. If the item does not meet the $5,000 threshold, include it in your budget under Supplies, line 6e.

In the Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions. Further, the purchase of specific items of equipment should not be included in the submitted budget if those items of equipment, or a reasonable facsimile, are otherwise available to the applicant or its subgrantees.

Line 6e: **Supplies**: Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d.

In the Justification: . For any grant award that has supply costs in excess of 5% of total direct costs (Federal or Non-Federal), you must provide a detailed break down of the supply items (e.g., 6% of $100,000 = $6,000 – breakdown of supplies needed). If the 5% is applied against $1 million total direct costs (5% x $1,000,000 = $50,000) a detailed breakdown of supplies is not needed. Please note: any supply costs of $5,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., 5% x $100,000 = $5,000 – no breakdown needed).

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

In the Justification: Provide the following three items – 1) Attach a list of contractors indicating the name of the organization; 2) the purpose of the contract; and 3) the estimated dollar amount. If the name of the contractor and estimated costs are not available or have not been negotiated, indicate when this information will be available. The Federal government reserves the right to request the final executed contracts at any time. If an individual contractual item is over the small purchase threshold, currently set at $100K in the CFR, you must certify that your procurement standards are in accordance with the policies and procedures as stated in 45 CFR Part 75 for states, in lieu of providing separate detailed budgets. This certification should be referenced in the justification and attached to the budget narrative.

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

Line 6h: **Other**: Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to individual consultants, postage, space and equipment rentals/lease, printing and publication, computer use,

training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

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

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

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

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

Line 6j: **Indirect Charges**: Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. **State governments should enter the amount of indirect costs determined in accordance with DHHS requirements.** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. Indirect Costs can only be claimed on Federal funds, more specifically, they are to only be claimed on the Federal share of your direct costs. Any unused portion of the grantee's eligible Indirect Cost amount that are not claimed on the Federal share of direct charges can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or

another federal agency. This is optional for applicants that have not included indirect costs in their budgets.

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	$47,700	$23,554	$0	$71,254	**Federal** Project Director (name) = .5 FTE @ $95,401/yr = $47,700 **Non-Fed Cash** Officer Manager (name) = .5FTE @ $47,108/yr = $23,554 **Total** 71,254
Fringe Benefits	$17,482	$8,632	$0	$26,114	**Federal** Fringe on Project Director at 36.65% = $17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) **Non-Fed Cash** Fringe on Office Manager at 36.65% = $8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)

Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080 Per Diem: 3 days x 3 staff @ $40/day $360 Total $2,940
Equipment	$10,000	$0	$0	$10,000	No Equipment requested OR: Call Center Equipment Installation = $5,000 Phones = $5,000 Total $10,000
Supplies	$3,700	$5,670	$0	$9,460	**Federal** 2 desks @ $1,500 $3,000 2 chairs @ $300 $600 2 cabinets @ $200 $400

					Non-Fed Cash 2 Laptop computers $3,000 Printer cartridges @ $50/month $300 Consumable supplies (pens, paper, clips etc…) @ $180/month $2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502 Volunteer Coordinator = $11,669 Total $30,171 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600

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

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

3.														
4.														
5.														
6.														

NOTE: Please do note infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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