



Administration for Community Living

Administration on Disabilities

Neonatal Abstinence Syndrome National Training Initiative

HHS-2019-ACL-AOD-DDTI-0351

Application Due Date: 08/20/2019

Neonatal Abstinence Syndrome National Training Initiative
HHS-2019-ACL-AOD-DDTI-0351
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**Department of Health & Human Services
Administration for Community Living**

ACL Center:	Administration on Disabilities
Funding Opportunity Title:	Neonatal Abstinence Syndrome National Training Initiative
Announcement Type:	Modification
Funding Opportunity Number:	HHS-2019-ACL-AOD-DDTI-0351
Primary CFDA Number:	93.632
Due Date for Letter of Intent:	07/05/2019
Due Date for Applications:	08/20/2019
Date for Informational Conference Call:	N/A

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

The Administration on Intellectual and Developmental Disabilities (AIDD), Administration on Disabilities (AOD), Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) announces the availability of Fiscal Year (FY) 2019 funds to award on a competitive basis one University Center of Excellence in Developmental Disabilities a three-year National Training Initiative (NTI) grant that will address Neonatal Abstinence Syndrome/Neonatal Opioid Withdrawal Syndrome. Use of opioids during pregnancy can result in a drug withdrawal syndrome in newborns called Neonatal Abstinence Syndrome (NAS) or Neonatal Opioid Withdrawal Syndrome (NAS). According to the National Institute on Drug Abuse (NIDA), the dramatic rise in maternal opioid use has increased the number of infants experiencing opioid withdrawal at birth. It is estimated that one baby experiencing opioid withdrawal is born every 15 minutes. Research suggests that children with NAS are at risk for poorer developmental outcomes, making it imperative that communities are better prepared to screen, monitor, and care for children and families impacted by NAS.

This NTI grant supports the U.S. Department of Health and Human Services (HHS) Secretary's priority to address the opioid crisis and supports the strategy to provide better addiction prevention, treatment and recovery services. Specifically, this training grant seeks to close gaps in access and delivery of quality treatment and services to infants, young children and families impacted by NAS and build sufficient provider capacity and confidence in applying evidence-based practices in serving this population. The purpose of this NTI is to train interdisciplinary teams in targeted states on emerging knowledge and evidence-based practices in screening, monitoring and interdisciplinary care for children with NAS, or impacted by related substance exposure. This cooperative agreement builds upon work AIDD supported beginning in October 2018 to develop and pilot such training, which substantiated the need for adequate training for professionals and providers on strategies to support the growing population of children and

families impacted by NAS.

I. Funding Opportunity Description

The US Department of Health and Human Services (HHS) and the entire federal government are committed to ending the crisis of opioid addiction in America. HHS has a five-point strategy to stop the epidemic, which includes better addiction prevention, treatment, and recovery services. Such services need to be inclusive of the needs of families with infants and young children impacted by neonatal abstinence syndrome (NAS). Research suggest that children with NAS are at risk for lower developmental scores (language, cognitive, motor) than children not exposed when measured at two years of age (Merhar et al.,2018).

There has been a fourfold increase in opioid use by women in the prenatal period across the United States from 1999 to 2014, and a fivefold increase from 2004 to 2014 with the rate increasing to 6.5 cases of opioid use disorder per 1,000 delivery hospitalizations (Haight, Ko, Tong, Bohm, Callaghan,2018). The rising frequency (and costs) of drug withdrawal in newborns demonstrates the need for measures to reduce prenatal exposure to opioids. This increase in opioid use disorder in pregnant women has resulted in a corresponding increase of over \$1.5 billion dollars in hospital expenditures over the last decade (Patrick et al.,2012). The overall hospital costs, length of stay (LOS), and healthcare expenditures for both opioid-dependent mother and exposed neonate continue to rise (Patrick, Davis, Lehman,& Cooper, 2015). Nationally, the mean charges for a neonate with NAS are \$66,700 per hospital stay, compared to an uncomplicated newborn stay of \$3,500.00 (Patrick et al.,2015). Data suggests that family presence at the bedside following childbirth, coupled with the use of trauma-informed care (TIC) by providers, serve in decreasing the average hospital length of stay while improving prospective health outcomes for both the mother and the child (Rehm & Herndon, 2018).

With the rising frequency and costs of treating drug withdrawal in newborns, there is a need to ensure access to and delivery of quality treatment and services to infants, young children and families impacted by NAS. This National Training Initiative (NTI) seeks to address the opioid epidemic by supporting training that will help to close gaps in access and delivery of quality treatment and services to infants, young children and families impacted by NAS and build sufficient provider capacity and confidence in applying evidence-based practices in serving this population. The purpose of this NTI is to train interdisciplinary teams on emerging knowledge and evidence-based practices in screening, monitoring and care for children with NAS, or affected by related substance exposure. The project builds upon work AIDD supported beginning in October 2018 to develop and pilot a virtual interdisciplinary training to professionals and providers in Wyoming and Ohio. The training offered through this pilot was well received by the participants and met an unmet demand for information related to NAS.

The NTI will be framed by the following **four key components** to address health, education and behavioral strategies for professionals to improve outcomes of children and families impacted by NAS:

1. Implementation of a Culturally Competent NAS Interdisciplinary Training Model Curriculum in Targeted States: The interdisciplinary training model should be culturally competent, evidenced based, address relevant areas of need, and include the

following topics, some of which were recommended by the AIDD-funded 2018 NAS training pilot, such as family level/caregiver support, including programs to address children's mental health; trauma-informed care in prevention and treatment services for children, families, and communities; data sources to inform surveillance efforts to improve data quality and relevance to prevention and treatment efforts, increased accuracy in screening, effectiveness in monitoring and higher quality of care for children diagnosed with NAS, and managing secondary trauma in the early childhood workforce and self-care of practitioners.

2. Formation and Training of Interdisciplinary in Targeted States: The training will target up to ten states with the highest need as identified by the applicant using current data sources. For purposes of this NTI, states are those defined in Section 155 of the DD Act: *Each of the several of States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, and Guam*. Each targeted state will have a primary lead program that will serve as a project liaison and will identify and recruit state interdisciplinary teams and key programs. These may include but are not limited to Part C, Part B, Head Start, Federally Qualified Health Centers (FQHC), Mental Health programs and others the state determines relevant. During the first year, up to ten interdisciplinary state teams will be convened for training. For the subsequent years of the grant, the training will expand to other states based on need and continue to offer additional training as needed to year one states.
3. NAS Interdisciplinary Training Sustainability/ Dissemination Plan: An expected outcome of this project will be the development of a sustainability plan for continuing a NAS interdisciplinary training model for targeted states that will promote further development of community support and services to families and children living with NAS. Working in collaboration with national organizations, including the UCEDD Resource Center, the network of UCEDDs and federal partners, the project will employ effective and efficient methods for quality assurance, marketing and maintaining the project over time. The project plan is expected to include methods that will be used to develop and disseminate the project's results and findings and products in culturally competent and multiple accessible formats, to parties who might be interested in replicating the results of the project to inform practice, service delivery, program development, and/or policy-making.
4. Evaluation: The project is expected to employ formative and summative evaluation techniques for continuous progress monitoring and for performance adjustments as needed and to most importantly ensure that NAS Interdisciplinary Training intervention achieves the project's ultimate desired outcomes:
 - Closing gaps in access and delivery of quality education, treatment and support services to children and families impacted by neonatal abstinence syndrome (NAS) or by related substance exposure in targeted states by 2022.
 - Building sufficient provider capacity and confidence in applying evidence-based practices in serving this population in targeted states each year of the project period.

The application should describe a rigorous evaluation plan that discusses method(s), including pre and post interventions data collection, techniques and tools that will be used to report on the

outcomes achieved including how activities and milestones achieved will support attainment of this FOA's ultimate desired outcomes by 2022. AIDD will provide on-going monitoring and evaluation of the project as outlined in section II. Award Information of this FOA, under the Role of the AIDD Project Officer. The application is expected to describe how data will be collected from interdisciplinary state team participants. Additionally, the application should include a logic model outlining the need, activities, outputs, and immediate/intermediate outcomes.

Examples of expected outputs to support attainment of the ultimate desired outcomes of the project include but are not limited to:

- Number of interdisciplinary teams trained in NAS strategies. Number of participants from rural and urban areas.
- Number of participants by discipline (e.g., health allied health, education, behavioral health, family systems, early childhood, etc.)
- Number of States/UCEDDs participating in NAS trainings.
- Number of collaborative partnerships among agencies at the local, state and national levels to jointly address NAS.
- Demographic data of participants including gender, race, ethnicity, education, SES.
- Number of participants continuing in more than one or all trainings.
- Number/types of NAS training products/ materials disseminated.
- Number of training strategies implemented by interdisciplinary state team participants in targeted states.

Examples of expected immediate performance outcomes to support attainment of the ultimate desired outcomes of this project include but are not limited to:

- Professionals trained report increased confidence in treating NAS and other family challenges.
- Professionals trained report increased knowledge in NAS and trauma-informed care approaches.

Examples of expected intermediate performance outcomes to support attainment of the ultimate desired outcomes of this project include but are not limited to:

- Professionals report implementation of learned skills/ strategies to provide better treatment.
- Professionals report increased confidence in treating NAS and other family challenges.
- Providers/Caregivers report increased educational, health and behavioral supports.

Statutory Authority

AIDD is the lead agency in AOD, ACL, HHS for administering the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. 15001, et seq.). The purpose of the DD Act of 2000 is to assure that individuals with developmental disabilities and

their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, integration and inclusion in all facets of community life, through culturally competent programs [Section 101(b)]. To achieve this purpose, the DD Act authorizes under Subtitle D University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDDs). Section 151(b) of the DD Act of 2000 states that appropriations authorized under section 156(a)(1) and reserved under section 156(a)(2), grants shall be made to University Centers for Excellence in Developmental Disabilities (UCEDDs) to carry out national training initiative grants.

In accordance with the DD Act, the Secretary shall make grants under section 152(d) to UCEDD Centers after AIDD has made UCEDD core grant awards with a cost of living adjustment, funded T/TA , remaining funds may be used to award NTI grants to entities in each State designated as UCEDDs.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$452,199
Expected Number of Awards:	1
Award Ceiling:	\$452,199 Per Budget Period
Award Floor:	\$452,199 Per Budget Period
Length of Project Period:	36-month project period with three 12-month budget periods

Section 151(b) of the DD Act of 2000 states that from appropriations authorized under section 156(a)(1) and reserved under section 156(a)(2), grants shall be made to UCEDDs to carry out National Training Initiative grants. Entities eligible to apply for funds under this funding opportunity announcement are the 67 current AIDD grantees that are designated UCEDDs. ACL/AIDD plans to fund one (1) cooperative agreement at a funding level of up to \$452,199 per year, for three years (36 months), pending the availability of federal funds. Future year amounts are contingent upon annual appropriations.

Applications will only be accepted from the 67 UCEDDs listed at <https://acl.gov/programs/aging-and-disability-networks/national-network-university>

Applications from other entities not designated as a current UCEDD will not be reviewed.

As a cooperative agreement, substantial involvement is anticipated between the agency and the grantee (Consortium) during performance of the project. Under this cooperative agreement, the roles and responsibilities of the grantee and the AIDD project officer are:

Role of the Grantee:

Collaborate with AIDD in the execution of the work plan and in understanding the programmatic and budgetary issues of the project. Either the AIDD project office or project director may propose revisions to the final work plan at any time. Any changes to the final work plan will require an agreement of both parties.

Obtain guidance and approval of each stage of the project i.e. prior to starting subsequent stages

of the project; and

Meet with the AIDD project officer at least quarterly, or at such other times as agreed upon, to ensure the effectiveness of the activities carried out under this agreement and to ensure that projects activities are on schedule and

Coordinate and collaborate with the UCEDD Resource Center.

Role of the AIDD Project Officer:

Provide guidance on the project to ensure that it meets the goals and overall intent of the FOA;

Review and approve each phase of the project before subsequent phases are started;

Provide guidance where needed in the design or direction of planning activities to ensure that it is in accordance with the overall intent of the FOA;

Provide technical assistance to the grantee in implementing project activities throughout the development of the course of the project;

Assist project staff to understand the policy concerns and/or priorities set forth by the AIDD by conducting on-going consultations. The project officer will also share with the project staff information about other relevant federally supported projects and activities;

Monitor grantee's progress in the implementation of program requirements;

Meet with project staff at least quarterly, or at such other times as agreed upon, to ensure that the activities carried out under this agreement are effective and to ensure that projects activities are on schedule; and

Coordinate and collaborate with the UCEDD Resource Center and federal partners.

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. When an award is issued the cooperative agreement terms and conditions from the program announcement are incorporated. When an award is issued the cooperative agreement terms and conditions from the program announcement are incorporated by reference 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.

III. Eligibility Information

1. Eligible Applicants

Section 151(b) of the DD Act of 2000 states that from appropriations authorized under section 156(a)(1) and reserved under section 156(a)(2), grants shall be made to UCEDDs to carry out National Training Initiative grants. Entities eligible to apply for funds under this funding opportunity announcement are the 67 current AIDD grantees that are designated as UCEDDs.

Applications will only be accepted from the 67 UCEDDs listed at <https://acl.gov/programs/aging-and-disability-networks/national-network-university>. Applications from other entities

not designated as a current UCEDD will not be reviewed.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Under this ACL program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in the "Instructions for Completing Requested Forms." The applicant can use this formula to calculate the minimum required match. A common error applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost. Grantees are required to meet a non-Federal share of the project cost, in accordance with Section 154(d) of the DD Act of 2000. Grantees must provide at least 25% percent of the total approved cost of the project.

Reduced Match Amount - 10% match to the total federal funds for the UCEDDs whose activities or products target individuals with developmental disabilities who live in an urban or rural poverty area.

Reduced Match - Section 154 (d)(2) of the DD Act of 2000 states: In the case of a project whose activities or products target individuals with developmental disabilities who live in an urban or rural poverty area, as determined by the Secretary of HHS, the Federal share of the cost of the project may not be more than 90 percent of the necessary costs of the project, as determined by the Secretary of HHS.

DEFINITIONS:

Poverty area: Census tracts or block numbering areas (BNAs) where at least 20 percent of residents are below the poverty level.

Urban Area: Collective term referring to all areas that are urban. For Census 2000, there are two types of urban areas: urban clusters and urbanized areas.

Urban Cluster (UC): A densely settled territory that has at least 2,500 persons but fewer than 50,000.

Urbanized Area (UA): An area consisting of a central place(s) and adjacent territory with a general population density of at least 1,000 persons per square mile of land area that together have a minimum residential population of at least 50,000 persons. The U.S. Census Bureau uses published criteria to determine the qualification and boundaries of UAs.

Rural: Territory, population and housing units not classified as urban. Rural classification cuts across other hierarchies and can be in metropolitan or non-metropolitan areas. Rural can include frontier, which are places having a population density of six or fewer persons - per square mile.

TWO-TIER ELIGIBILITY SYSTEM FOR REDUCED MATCH

To meet the requirements in the DD Act of 2000, AIDD has developed a system that UCEDDs can use to request a reduced match on the core grant. Such a request is optional and not a requirement for UCEDDs. AIDD will use a two-tiered system for determining eligibility for the reduced match:

Tier 1: UCEDDs in States where the poverty rate is equal to or greater than the official national poverty rate would automatically qualify for the reduced match.

Tier 2: UCEDDs in States with a poverty rate not equal to or greater than the official national poverty rate would have to show that the UCEDD activities target individuals with developmental disabilities in urban or rural poverty areas. In doing so, the UCEDD would demonstrate that at least 25 percent of the UCEDD projects target individuals with developmental disabilities who live in urban and rural poverty areas by providing the following information to AIDD:

1. The current State poverty rate;
2. A full listing of all the UCEDD's current projects [this can be generated from the National Information Reporting System (NIRS)];
3. Identification of which UCEDD activities are targeting individuals with developmental disabilities living in urban and rural poverty areas by stating whether the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban and rural poverty area through some other means.

A UCEDD seeking to establish eligibility for a reduced match through means other than showing an activity is associated with one or more of the Urban and Rural Poverty Indicators must include in its application other information that establishes that its activities are targeted to benefit individuals with developmental disabilities in an urban or rural poverty area. Because there are not Federal poverty rates for Puerto Rico, Guam, and the Virgin Islands, these jurisdictions can qualify for the reduced match by establishing that the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban or rural poverty area through some other means.

The table below shows the Urban or Rural Poverty Indicators that will be used to determine eligibility for the reduced match.

Urban and Rural Poverty Indicator	Description
Empowerment Zones and Enterprise Communities (EZ/EC)	Areas designated by the U.S. Department of Agriculture as communities with high rates of poverty. The UCEDD project would have to be implemented in an EZ/EC.
Food Stamps	The Food Stamp Program helps low-income people and families buy the food they need for good health. The UCEDD project would have to target individuals with Developmental Disabilities and their families who receive food stamps.

National School Lunch Program (NSLP)	Also referred to as Free and Reduced Lunch Program NSLP is a federally assisted meal program operating to provide low-cost or free lunches to children. The UCEDD project would have to be implemented in a school that qualifies for the NSLP.
Head Start	The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families. The UCEDD project would have to work with a Head Start program.
Housing Assistance	The U.S. Department of Housing and Urban Development has a variety of housing assistance programs, such as Section 8 housing assistance programs. The UCEDD project would have to target individuals with Developmental Disabilities and their families who are receiving Federal housing assistance.
Medicaid Title XIX of the Social Security Act	Is a Federal/State entitlement program that pays for medical assistance for certain individuals and families with low incomes and resources. The UCEDD project would have to target individuals with developmental disabilities and their families who are Medicaid-eligible.
Supplemental Security (SSI)	Is designed to help aged, blind and disabled people, who Income (SSI) have little or no income. It provides cash to meet basic needs for food, clothing and shelter. The UCEDD project would have to target individuals with developmental disabilities who are SSI recipients
Temporary Assistance for TANF	Is a Federal poverty program that provides assistance and Temporary Assistance for Needy Families (TANF) work opportunities to needy families through grants to States. The UCEDD project would have to target individuals with developmental disabilities, children with developmental disabilities, and their families who are TANF recipients.
Other	The UCEDD may provide other indicators of poverty not included in this list. The UCEDD would have to provide adequate information to justify use of the 'other' category. In doing so, the UCEDD will have to demonstrate the project is targeting individuals with developmental disabilities in rural and urban poverty areas. ADD will determine the adequacy of the justification for eligibility for a reduced match.

In accordance with the DD Act of 2000, AIDD will review all the information submitted by the UCEDD to determine eligibility for the reduced match.

SUGGESTED FORMAT FOR SUBMITTING INFORMATION TO AIDD

To streamline the process, below is a suggested format for submitting the information to AIDD.

Official National Poverty Rate	13.7
State Poverty Rate	

UCEDD Project Title and Description	Indicators of Poverty
<i>Provide Name of Project and project description</i>	<i>List name of poverty program targeted by project</i>
Of the total UCEDD projects, the percent that is targeting individuals with developmental disabilities living in urban and rural poverty areas	<i>Fill in percentage</i>
<i>STATES IN TIER 1 and TIER 2</i>	
Tier 1	
State	Percent
Mississippi	20.8
Louisiana	20.6
New Mexico	19.1
Kentucky	18.3
Arizona	18.2
West Virginia	17.7
Washington, DC	17.3
Arkansas	16.8
Alabama	16.8
Georgia	16.8
Tennessee	15.6
Oklahoma	15.4
Florida	15.3
North Carolina	15.3
South Carolina	15.0
Texas	15.0
California	14.5
Ohio	14.3
United States	13.7
Tier 2	

South Dakota	13.7
Nevada	13.4
New York	13.3
Indiana	13.3
Maine	13.2
Oregon	12.7
Kansas	12.6
Illinois	12.4
Pennsylvania	12.4
Idaho	12.0
Michigan	11.9
Montana	11.9
Massachusetts	11.5
Rhode Island	11.3
Washington	11.2
Alaska	11.1
Delaware	11.0
Missouri	10.9
Wisconsin	10.8
Virginia	10.8
Nebraska	10.8
New Jersey	10.6
North Dakota	10.3
Hawaii	10.3
Colorado	10.2
Iowa	10.1
Wyoming	10.1
Vermont	9.9
Utah	9.4
Connecticut	9.2

Maryland	8.9
Minnesota	8.3
New Hampshire	6.9

The total approved cost of the project is the sum of the ACL share and the reduced non-Federal share.

The reduced non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$607,830 requesting \$547,000 in ACL funds, must provide a non-Federal share of at least \$60,783 (10 percent of total approved project cost). Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications received from entities other than the 67 existing grantees defined as UCEDDs. Applications other than those cited in Section III.1. of this announcement, will be considered non-responsive and will not be considered for funding under this announcement. Applications disqualified for this reason will not be returned.

Application Screening Criteria

1. Applications must be received from eligible UCEDDs. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time.
2. The Project Narrative section of the Application must be single spaced on 8 ½" x 11" plain white paper and a standard font size of not less than 12, preferably Times New Roman or Arial.
3. The Project Narrative must not exceed 40 pages. The Project Narratives that exceed 40 pages will have the additional pages removed and only the first 40 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment, and Curricula Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 40-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from <http://www.grants.gov> or <https://www.acl.gov/grant>

[s/applying-grants.](#)

Please note, ACL is requiring applications for all announcements to be submitted electronically through <http://www.grants.gov>. The Grants.gov (<http://www.grants.gov>) registration process can take several days. If your organization is not currently registered, please begin this process immediately. **For assistance with <http://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 <http://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 (<http://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. Applicants should finalize a new, or renew an existing, registration at least two weeks before the application deadline. 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/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

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 or by using this link to access a guide: http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- After you electronically submit your application, you will receive an automatic acknowledgement from <http://www.grants.gov> that contains <http://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <http://www.grants.gov>.

U.S. Department of Health and Human Services
Administration for Community Living
Pamela O'Brien
Administration on Intellectual and Developmental Disabilities
Phone Number: (202) 795-7417
E-mail: Pamela.O'Brien@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter of Intent: **07/05/2019**

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. Email to Pamela.O'Brien@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 12, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 40 pages; 40 pages is the maximum length allowed. Project Narratives that exceed 40 pages will have the additional pages removed and only the first 40 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 40-page limit, but all of the other sections noted below are included in the limit.

The sample components of the Project Narrative counted as part of the 40 page limit include:

Summary/Abstract
Project Relevance and Need/Problem Statement

Goal(s) and Objective(s)
Approach
Special Target Populations and Organizations
Outcomes
Project Impact
Dissemination
Organizational Capability

Summary/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 Need/Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially support families, caregivers, children with NAS or individuals with lived experience and address gaps in access and service delivery of health care and social services systems.

Goals and Objectives

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

Proposed Intervention/Approach

This section should provide a clear and concise description of the approach you are proposing to use to address the problem described in the “Problem Statement”. You should also describe the rationale for using the particular approach, including factors such as: “lessons learned” for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the “right conditions” for the intervention (e.g., existing social or economic factors that you’ll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

For this FOA, the Proposed Intervention is a clear, concise description of the approach, including assurance that you will use the funding with at least one partner organization to implement an interdisciplinary training and utilize a variety of innovative knowledge exchange and transfer strategies that address the gaps in access and delivery of quality services to children diagnosed with NAS.

Special Target Populations and Organizations

Describes in detail how applicant will train interdisciplinary teams in targeted states on emerging knowledge and evidence-based practices in screening, monitoring and interdisciplinary care for children with NAS, or impacted by related substance exposure.

Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. **(NOTE: ACL will not fund any project that does not include measurable outcomes).** This section should also describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the optional work plan grid ("Project Work Plan – Sample Template") under "Measurable Outcomes" in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large.

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior.) It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated in the ACL network; new knowledge that can contribute to the field of community living; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable "output", such as: the number of clients served; the number of training sessions held; or the number of service units provided.

Customer satisfaction cannot be the only outcome; to be responsive to this FOA, inclusion of initial/intermediate outcomes are also required. Specifically, the customer satisfaction measure assesses the participants' satisfaction with the activity they participated in. It is different from the initial intermediate outcome measure in that, the customer satisfaction measure does not capture if the activity impacts the participants' knowledge, skills, etc. The initial intermediate outcome measure assesses the positive change in the participants' knowledge, attitudes and/or skills, health and/or well-being, and /or service delivery methods(s). It is different from the customer satisfaction measure in that the participants' satisfaction with the activity is not relevant.

Keep the focus of this section on describing what outcome(s) will be produced by the project. Use the Evaluation section noted below to describe how the outcome(s) will be measured and reported.

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve.

Project Management

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

Evaluation

This section should describe the method(s), techniques and tools that will be used to: 1)

determine whether or not the proposed intervention- (Approach) achieved its anticipated outcome(s), and 2) document the “lessons learned” – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

Dissemination

This section should describe the method that will be used to disseminate the project’s results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, including and especially those parties who would be interested in replicating the project.

Organizational Capacity Statement

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the 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 should also include the organization’s capability to sustain some or all project activities after Federal financial assistance has ended.

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

Budget Narrative/Justification

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. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each of the three years of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The budget narrative should clearly outline how funds awarded under this grant will support the administration or operation of the UCEDD. Funds made available through the grant will be use

to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.

General:

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACL grant funds for which you are applying. "Non-Federal resources" are all other non-ACL Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits:

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification:

Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel:

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACL-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose or which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in

or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification:

For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. **This grant program meets the ACL definition for training grants. Therefore, applicants must limit the indirect cost rate to eight percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants and renovation and alteration, under this program announcement.**

Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s). For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the "Project Work Plan - Sample Template" format as a reference and resource, if desired.

Letters of Commitment from Key Participating Organizations and Agencies

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

For applications submitted electronically via <http://www.grants.gov>, signed letters of commitment should be scanned and included as attachments. Applicants unable to scan the

signed letters of commitment may fax them to the ACL Office of Grants Management at (202) 205-0405 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency name.

3. Submission Dates and Times

Due Date for Applications: **08/20/2019**

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.

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 subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under the EO 12372.

5. Funding Restrictions

This grant program meets the ACL definition for training grants. For training grants, OGM, ACL allows for indirect costs rates to be capped at 8%. For more information on the long form see: https://rates.psc.gov/fms/dca/a21-appx_c.pdf. In accordance with 2 CFR part 200.331(a)(4) sub-grantees are permitted to use the indirect cost rate negotiated by the government. Therefore, applicants must limit the indirect cost rate to eight percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or sub-grants and renovation and alteration, under this program announcement.

Training grant funds may not be used for travel support for conference attendance.

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., 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: conference grant means the sole purpose of the award is to hold a conference)*

6. Other Submission Requirements

V. Application Review Information

1. Criteria

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 must also cite any sources when they obtain numbers, ideas, or other material that is not their own.

If the applicant fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce their scores accordingly even to the degree of issuing no points at all.

Applications are scored by assigning a maximum of 100 points across the desired review criteria:

- a. Project Relevance & Current Need
- b. Approach
- c. Budget
- d. Project Impact
- e. Organizational Capacity

Project Relevance & Current Need

Maximum Points:10

Using the values below for each required item in this criterion, the NTI application will be evaluated according to the extent to which the applicant:

- Shows a direct relationship between the needs identified, data research and/or planning studies and the goals and goal-related activities. **(4 points)**
- Uses emerging data and results from the 2018 AIDD-funded NAS training pilot to demonstrate the need and relevance for expanding an interdisciplinary training program to support children and families impacted by NAS to targeted states identified by the applicant. **(2 points)**
- Describes the extent to which the project utilized input from key partners and programs in addressing NAS such as Part C, Part B, Head Start, FQHC, Mental Health, families, caregivers, individuals from culturally and linguistically diverse backgrounds. **(2 points)**
- Adequately describes the key problems and/or priorities that will be addressed by the project's purpose. **(2 points)**

Approach

Maximum Points:45

Using the values below for each required item in this criterion, the NTI application will be

evaluated according to the extent to which the applicant:

- Outlines a well-reasoned plan with projected measurable and attainable goals describing the scope and detail for implementing a culturally competent NAS Interdisciplinary Training Model in the highest need states to address health, education and behavioral strategies for professionals to improve outcomes of children and families impacted by NAS. The plan is an overall strategy and methodology that will appropriately accomplish the expected outcomes of the project. **(5 points)**
- Creates a detailed work plan identifying the personnel, timeline, and quantitative projections of the accomplishments to be achieved and a chronological order of approach with target dates including the sequence and timing of training activities. **(4 points)**
- Describes a culturally competent and evidenced based NAS interdisciplinary training model curriculum that addresses relevant areas of need, such as family/caregiver needs and gaps in agency services, supports and capacity at local and state levels, and covers a variety of topics such as family level/caregiver support, including programs to address children's mental health and trauma-informed care in prevention and treatment services for children, families, and communities. **(4 points)**
- Describes how training will be provided to the state teams in year one that builds capacity collaboratively across local, state and federally-funded networks and employs evidence-based practices in systems of early screening, diagnosis and referral to address NAS and related trauma exposure in young children. For the subsequent years, describes how the grantee will expand to other states based on need and continue to offer additional training as needed to year 1 states. **(3 points)**
- Describes an effective method that will be used to identify states in highest need. **(3 points)**
- Describes an effective method for identifying, selecting, recruiting and retaining a primary lead program in the targeted states. **(2 points)**
- Describes the criteria to be used by the state lead agency to select, recruit and retain state interdisciplinary teams and key programs (e.g., Part C, Part B, Head Start, FQHC, and Mental Health) and others the state determines relevant. **(2 points)**
- Describes how targeted states will be retained for the duration of the project. **(3 points)**
- Utilizes an approach that shares specialized knowledge via community of practice, action learning team, or other proven model. **(3 points)**
- Utilizes innovative strategies that accommodate regional cultural differences, the role of rural vs urban health systems, variation in the needs of racial and ethnic minorities, and other local variations in implementation. **(3 points)**
- Adapts or customizes the NAS Interdisciplinary Training Model Curriculum to address unique needs at local and state levels, particularly to those who are hard to reach. **(3 points)**

- Describes a NAS Interdisciplinary Training Sustainability plan that will:
 1. Continue an interdisciplinary state team approach. **(2 points)**
 2. Expand development of community support and services to families and children living with NAS. **(2 points)**
 3. Employ effective and efficient methods for quality assurance, marketing and maintaining the project over time in collaboration with national organizations (e.g. the UCEDD Resource Center and the network of UCEDDs) and federal partners. **(3 points)**

Discusses methods that will be used to disseminate the project's results, findings and products in multiple accessible formats to parties who might be interested in replicating results of the project to inform practice, service delivery, program development, and/or policy-making. **(3 points)**

Budget	Maximum Points:10
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Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

- Provides a budget with line-items and detailed calculations for each budget objective, identified on the "Budget Information" form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. **(5 points)**
- Provides a breakout by the funding sources identified in Block 18 of the SF-424; a narrative budget justification that describes how the categorical costs are derived; and a discussion of the necessity, reasonableness, and allocability of the proposed costs. Provides a narrative budget justification that describes how the categorical costs are derived and discusses the necessity, reasonableness, and allocability of the proposed costs in relation to the operation of the diversity fellowship program. **(5 points)**

Project Impact	Maximum Points:20
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Using the values below for each required item in this criterion, the NTI application will be evaluated according to the extent to which the applicant:

Describes a NAS Interdisciplinary Training Evaluation Plan that:

- Outlines an overall valid and reliable methodology that uses quantitative and qualitative techniques to determine if the needs identified and discussed are being met and if the results, outcomes and benefits are being achieved. **(6 points)**
- Creates criteria to be used to evaluate results. **(3 points)**
- Describes a logic model with the need, activities, outputs, immediate /intermediate outcomes to demonstrate the extent to which goals and objectives achieved support the Ultimate Outcomes of this project outlined in the Description section of this funding opportunity. **(3 points)**

- Describes the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented. **(2 points)**
- Describes how the impact of the project's various activities on the effectiveness of the project will be measured. **(3 points)**
- Describes an ongoing monitoring activity that is structured to gain information that is quantifiable and results in quality improvement of the project for the duration of the three-year project period. **(3 points)**

Organizational Capacity

Maximum Points: 15

Using the values below for each required item in this criterion, the NTI application will be evaluated according to the extent to which the applicant:

- Provides information on the lead applicant and partners' expertise and ability to implement the NAS Interdisciplinary training model, develop the overall processes for the structure and design, the implementation, and evaluation of the project at local and state levels. **(5 points)**
- Shows evidence that key project personnel possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope and complexity, effectively. Includes biographical sketches and or Curricula Vitae, of all key project personnel. **(5 points)**
- Describes in detail the roles and responsibilities and time commitments of each proposed project staff including all team members that are appropriate to the successful implementation of the project. **(5 points)**

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](https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8)).

The grant applications that pass the initial screening will undergo a rigorous review process that

follows the requirements of Section 154(c) of the DD Act of 2000.

This shall include the following:

(1) *Peer Review.*

All applications submitted shall undergo a technical and qualitative review by peer review groups. Each peer review group will be comprised of approximately three people and shall include individuals with disabilities and parents, guardians, or advocates of or for individuals with developmental disabilities.

(2) *Supplemental Review.*

Should the peer review group determine that further review is necessary to make a decision to recommend an application for funding, it will advise AIDD of its determination. The peer review group may conduct site visits as part of the supplemental review before recommending an application for funding.

(3) *Recommendation for Funding.*

The peer review group will make a recommendation for funding an application. The recommendations for funding will be the following:

- a. Recommended for funding;
- b. Not recommended for funding.
- c. Need additional information before making a recommendation for funding.

AIDD may approve an application only if the application has been recommended by the peer review group unless the requirement for such review and recommendation has been waived by the Secretary of HHS [see Section 154(c)]. AIDD may consider other factors or elements, other than the evaluation criteria, such as past performance, ability of the applicant to meet the purpose of the DD Act of 2000, and geographical dispersion and diversity, in reviewing and selecting applications.

Successful applicants will be judged on their ability to demonstrate the capacity or the development of the capacity to meet the purpose of the DD Act of 2000. Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

3. Anticipated Announcement Award Date

The project period start date for this announcement is September 30, 2019.

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.

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.

3. Reporting

Effective March 1, 2011, ACL requires the submission of the SF-425 (Federal Financial Report). The reporting cycle will be reflected in the Notice of Award. The ACL program progress report is due annually. The progress report and final SF-425 report are due 90 days after the end of the project period.

Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully completed SF-425 will be required as denoted in the Notice of Award terms and conditions.

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

Pamela O'Brien

Administration for Community Living

Administration on Intellectual and Developmental Disabilities

Phone: (202) 795-7417

E-mail: Pamela.O'Brien@acl.hhs.gov

Grants Management Specialist

LaDeva T. Harris

Administration for Community Living

Office of Grants Management

Phone: (202) 795-7360

Email: ladeva.harris@acl.hhs.gov

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.
- a. SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).
- b. SF 424A, required – Budget Information. (See Attachment A for Instructions; See “Standard Form 424A – Sample Format” for an example of a completed SF 424A).
- c. Separate Budget Narrative/Justification, required (See “Budget Narrative/Justification - Sample Format” for examples and “Budget Narrative/Justification – Sample Template.”)
- d. 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).
- e. Lobbying Certification, required
- f. Proof of non-profit status, if applicable

- g. Project Narrative with Work Plan, required (See “Project Work Plan – Sample Template” for a formatting suggestions).
- h. Organizational Capability Statement and Vitae for Key Project Personnel.
- i. 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.

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 or 45 CFR Part 92 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.**

ACL's Match Requirement:

Under many ACL programs, ACL will fund no more than 75 % of the projects total cost, which means the applicant must cover at least 25% of the projects total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the projects total cost (i.e., the amount on line 18g.). This three-to-one ratio is reflected in the following formula which you can use to calculate your minimum required match:

$$\frac{\text{FederalFundsRequested} * \text{MatchPercentage}}{\text{Inverse Match Percentage}} = \text{Minimum Match Requirement}$$

Examples of varying match levels:

$$1) \$100,000(\text{federal funds requested}) * 5\%(\text{match}) = \$5,263$$

95%

$$2) \$100,000 * 25\%(\text{match}) = \$33,333$$

75%

$$3) \$100,000 * 35\%(\text{match}) = \$53,846$$

65%

$$4) \$100,000 * 45\%(\text{match}) = \$81,818$$

55%

If the required non-Federal share is not provided by the completion date of the funded project period, ACL will reduce the Federal dollars awarded when closing out the award to meet the match percentage, which may result in a requirement to return Federal funds.

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	<p>Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700</p> <p>Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554</p> <p>Total 71,254</p>
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	<p>Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p> <p>Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%)</p>

					Dental (2%) Life (1%) Unemployment (1%)
Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360 Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper,

					clips etc...) @ \$180/month \$2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669 Total \$30,171 <i>If contract details are unknown due to contract yet to be made provide same information listed above and: A detailed evaluation plan and budget will be submitted by (date), when contract is made.</i>
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.														

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.