

Administration for Community Living

Administration on Aging

Expanding the National Capacity for Person-Centered, Trauma-Informed (PCTI) Care: Services and Supports for Holocaust Survivors and Other Older Adults with a History of Trauma and Their Family Caregivers

HHS-2020-ACL-AOA-HSSG-0417

Application Due Date: 05/20/2020

Expanding the National Capacity for Person-Centered, Trauma-Informed (PCTI) Care: Services and Supports for Holocaust Survivors and Other Older Adults with a History of Trauma and Their Family Caregivers

HHS-2020-ACL-AOA-HSSG-0417

TABLE OF CONTENTS

I. Funding Opportunity Description
II. Award Information
III. Eligibility Information
    1. Eligible Applicants
    2. Cost Sharing or Matching
    3. Responsiveness and Screening Criteria
IV. Application and Submission Information
    1. Address to Request Application Package
    2. Content and Form of Application Submission
    3. Submission Dates and Times
    4. Intergovernmental Review
    5. Funding Restrictions
    6. Other Submission Requirements
V. Application Review Information
    1. Criteria
    2. Review and Selection Process
    3. Anticipated Announcement Award Date
VI. Award Administration Information
    1. Award Notices
    2. Administrative and National Policy Requirements
    3. Reporting
    4. FFATA and FSRS Reporting
VII. Agency Contacts
VIII. Other Information

Department of Health & Human Services
Administration for Community Living

ACL Center:	Administration on Aging
Funding Opportunity Title:	Expanding the National Capacity for Person-Centered, Trauma-Informed (PCTI) Care: Services and Supports for Holocaust Survivors and Other Older Adults with a History of Trauma and Their Family Caregivers
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2020-ACL-AOA-HSSG-0417
Primary CFDA Number:	93.048
Due Date for Letter of Intent:	**04/03/2020**
Due Date for Applications:	**05/20/2020**
Date for Informational Conference Call:	**04/01/2020**

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 Aging (AoA), a division of the Administration for Community Living (ACL) is interested in continuing efforts to advance person-centered, trauma-informed (PCTI) supportive services for Holocaust survivors living in the United States, while at the same time expanding those efforts to include any older adult with a history of trauma. The AoA will fund one cooperative agreement to expand the national capacity for PCTI care to Holocaust survivors, other older adults with a history of trauma, and their family caregivers. The successful grantee will be expected to further the development and testing of community-based PCTI service models and deliver training and technical assistance to advance the national capacity to provide such services to any older adult with a history of trauma and their family caregivers.

AoA plans to fund one (1) cooperative agreement at a federal funding level of up to $4,935,000 per year, for five years (60 months), pending the availability of federal funds.

Prospective applicants should carefully read all application requirements and submit proposals that completely address the priority areas described herein.

A pre-application teleconference for interested applicants has been scheduled as follows:

Date: April 1, 2020

Time: 2:00 PM, EST

Telephone: 1-888-469-3016

Pass Code: 4296886

I. Funding Opportunity Description

Background and Overview

Trauma: Its Prevalence and Impact

According to the Substance Abuse and Mental Health Services Administration (SAMHSA), trauma is a widespread, harmful and costly public health concern. Trauma and traumatic events are defined as "threats to survival and self-preservation" (Janoff-Bullman, 1992). Trauma can happen in response to experiencing violence, abuse, neglect, loss, disaster, war and other emotionally distressing events. Individuals or entire populations, examples of which include slaves and their descendants, Native Americans, Holocaust survivors, and Japanese American's interred during World War II (ACF, 2017), can experience trauma. Approximately 70 - 90% of adults in the U.S. have been exposed to some type of traumatic event during their lifetime (Kaiser et al, 2017; Kilpatrick et al, 2013). Trauma can occur at any point during the life course, without regard to age, gender, socioeconomic status, race, ethnicity, geography or sexual orientation (SAMHSA, 2014).

Research has shown the connections between exposure to traumatic events and impaired development, poor immune system responses and subsequent health risk behaviors resulting in chronic physical and behavioral health conditions. If left unaddressed, trauma can significantly increase the risk of chronic physical diseases and substance abuse disorders and can affect one's responsiveness to intervention (SAMHSA, 2014). Additionally, a history of potentially traumatic life events such as losses of, or changes to, resource availability, social roles and networks and physical and mental health (all potentially traumatic occurrences) are being linked to social isolation in older adults (Elder and Retrum, 2012).

Trauma's impact can also pass from generation to generation. Descendants of trauma victims (many of whom are or will become family caregivers), but who may not have directly experienced a traumatic event themselves, can manifest the signs and symptoms often associated with trauma, including depression, anger, low self-esteem and self-destructive behavior (ACF, 2017). Given the likely widespread and multigenerational impact of trauma across the lifespan, developing appropriate services and supports that serve specific individuals as well as the entire family system in a holistic and family-centered manner may is increasingly necessary.

Holocaust Survivors and Trauma

Currently, approximately 80,000 Holocaust survivors reside in the United States (Hoffman and Weiner, 2019). Victims of the Holocaust endured torture, starvation, imprisonment, forced migration and extermination. Because of these experiences, Holocaust survivors are at higher risk for a variety of physical and emotional conditions, including heart disease, osteoporosis, dental problems, cancer and an overall greater difficulty performing activities of daily living (Van Pelt, 2013). Holocaust survivors are also at high risk for poverty. Those survivors living in the United States are three times more likely to live in poverty than other older adults are. In fact, nearly 35% of survivors live below the poverty level (Hoffman and Weiner, 2019) and

often struggle to meet their basic needs, including those for meaningful social interactions (Sherman, 2014).

It is critical when serving Holocaust survivors, other individuals with a history of trauma and/or their family caregivers, that health and social service providers do so in a manner that minimizes triggers and reduces the risk of re-traumatization. Doing so, however, requires their specific knowledge and capacity that puts the individual and/or his family members at the center of such an approach.

PCTI Care for Holocaust Survivors: Progress to Date

Person-centered approaches to supportive service delivery take into account each individual's experiences, needs, strengths, preferences, and goals. A *trauma-informed* approach is one in which all individuals and levels of an organization or system have a basic realization about trauma and understand its impacts on individuals, families, groups, organizations and communities (SAMHSA, 2014). First coined by AoA in its 2015 funding announcement, the term *Person-Centered, Trauma-Informed* (PCTI) care was envisioned as a holistic approach to service provision that promotes dignity, strength and empowerment of trauma victims by incorporating knowledge about trauma in victims' lives into agency programs, policies and procedures (Eisinger and Bedney, 2018). In the five years since that project got under way, AoA's grantee the Jewish Federations of North America (JFNA), has made considerable progress developing the PCTI concept and related approaches by funding local, community-based agencies to provide an array of services and supports to Holocaust survivors.

Central to that work is the training and technical assistance designed to build the national capacity to provide PCTI to Holocaust survivors and other older adult populations. In this regard, JFNA has provided considerable training and support to a range of professionals across the aging services network. To date, outcomes of this initial project include the following:

- Measurable improvements in a number of quality of life measure of Holocaust survivors including:
    - Reduced anxiety, depression and loneliness;
    - Feelings of greater connectedness to others;
    - Improved access to available community resources;
    - Feeling more optimistic and able to exercise self-care; and
    - Feeling more confident in their ability to remain at home.
- Measureable improvements in the way professionals from across the aging services network view their abilities to work with victims of trauma, including:
    - More confidence and comfort working with Holocaust survivors;
    - More knowledgeable about trauma-informed care, including PCTI approaches;
    - Enhanced ability to identify and avoid potential triggers for re-traumatization of Holocaust survivors; and
    - Greater competence in their ability to create and support trauma-informed environments for effective service delivery.

Opportunities to expand PCTI to other older adults and family caregivers

Despite the prevalence of trauma histories in adults age 65 and older, prior to AoA's 2015 project focused on advancing PCTI supportive services for Holocaust survivors, at the federal

level, relatively little work had been done to understand and address the needs of this population or other older adult populations with a history of trauma. The aging process is often accompanied by declines in one's health status or functional abilities (e.g., ability to carry out activities of daily living). When combined with a history of trauma, the aging process itself can serve as a triggering event, making it necessary to ensure that there are appropriate interventions and supports for these individuals and their family caregivers (see Davidson, et al, 2016; Kaiser, et al, 2017; Ladson and Bienenfeld, 2007).

Purpose, Goals and Desired Outcomes

With the above factors in mind, AoA is interested in building upon and expanding the work begun under the 2015 grant program entitled "Advancing Person-Centered, Trauma-Informed Supportive Services for Holocaust Survivors." The accomplishments of AoA's previous grant should serve as a springboard for furthering innovations in the delivery of PCTI, while at the same time strengthening the national capacity for delivering such services and supports through a robust and multi-faceted technical assistance approach. For this new project, the grantee will focus on the following two priority areas:

1. Further the develop and expand the delivery of innovative, community-based PCTI services to:
    - Holocaust survivors in the U.S.;
    - Other older adult populations with a history of trauma; and
    - Family caregivers of these individuals.
2. National technical assistance to continue growing the capacity of the aging services network to provide PCTI to any older adult with a history of trauma and their family caregivers.

Priority Area 1: Expand the Provision of PCTI Services and Supports

Under this priority area, the successful grantee will further develop and expand the availability and delivery of community-based PCTI supportive services. However, within this priority area, the grantee shall propose approaches for expanding the provision PCTI, supportive services to Holocaust survivors, other older adult populations with a history of trauma, and family caregivers.

Service innovations should incorporate the principles of trauma-informed care as described in SAMSHA's *Concept of Trauma and Guidance for a Trauma-Informed Approach* in a person-centered and strengths-based manner, enabling those served to maximize their independence and well-being. The successful grantee will build upon and refine interventions begun under the previous project funded by AoA. To the greatest degree possible, services and innovations developed under this new project will leverage existing national and community-level partnerships, develop new ones and share best practices to enhance program development and service delivery. Examples of possible focus areas for such interventions include (but are not limited to):

- Comprehensive care management, including care transitions activities;
- Innovations in other care settings (e.g., nursing homes, assisted living facilities, senior centers, etc.)
- Psychosocial interventions;

- Trauma-informed lawyering and legal assistance;
- Socialization and wellness programs;
- Caregiver support;
- Dementia care;
- Advance planning, end-of-life and palliative care; and
- Homecare, nutrition and transportation services.

In proposing approaches in this priority area, applicants should describe how they will make funds available to community-based organizations serving Holocaust survivors, other older adults with histories of trauma and family caregivers. The successful grantee is expected to propose and use a competitive process to solicit, objectively evaluate, select and make sub-awards to community-based programs throughout the United States. Applicants should carefully consider and describe the competitive sub-award process.

IMPORTANT: The successful grantee, including any sub-grantees, will not be permitted to use project funds for construction and/or rehabilitation of buildings; basic research; medical care; income maintenance; or equipment purchases, unless such equipment is demonstrated to be necessary to carry out an activity otherwise fundable under Title IV of the Older Americans Act. Further, the successful grantee shall adhere to all requirements, including those for making and monitoring sub-awards, as outlined in 45 CFR Part 75.

As with other demonstration programs that seek to test new innovations in service delivery and the building of national capacities to meet the needs of specific populations of older adults, the activities conducted in this priority area should closely align with those undertaken in response to Priority Area 2 (described below). Applicants should describe their approaches for ensuring that activities at the local level inform (and are informed by) those at the national level and advance the nationwide capacity and dialogue for more effectively serving Holocaust survivors, other older adults with histories of trauma and family caregivers.

Priority Area 2: National Technical Assistance and Capacity Building

Under this priority, AoA seeks to build on previous technical assistance (TA) efforts by continuing to grow national capacity the capacity to effectively deliver PCTI supportive services to Holocaust survivors and other older adults with histories of trauma and their family caregivers. AoA envisions a multi-faceted approach to technical assistance whereby the grantee is providing technical assistance and support to sub-awardees to the project while at the same time undertaking efforts to advance PCTI practices more broadly through the aging services network.

Applicants are encouraged to propose approaches to technical assistance and capacity building that address any the following areas, as well as others they identify as necessary and relevant, includinig:

- The creation of a nationally recognized Technical Assistance and Resource Center for PCTI Supportive Services, rooted in serving Holocaust survivors, but with the added focus of other older adult populations with histories of trauma and family caregivers;
- The development, testing, validation and dissemination of education and training programs in PCTI Supportive Services for a broad range of health and human services providers and settings;

- The development of partnerships and collaborations necessary for the advancement of research, policy development and service delivery across disciplines and populations (e.g., veterans, Tribes, health care settings, veterans, first responders, etc.); and
- Education and training opportunities for a broad range of audiences in a variety of formats and settings.

Additional Application Elements and Considerations

Priority Area Emphasis and Resource Allocation

When developing their proposals, applicants should give careful consideration to the allocation of program resources to each priority area. In doing so, applicants are reminded that Congress and AoA intends for these funds to first be used for supportive services to Holocaust survivors. However, AoA understands that in order to do this effectively, and to realize advancements in the design and delivery of PCTI supportive services, certain flexibilities may be necessary to permit the grantee to make allocation decisions regarding sub-awards, technical assistance and other activities that may necessitate fluctuating amounts under each area over the course of the project.

In this regard, the project work plan and associated budget should reflect applicants' best estimates of the range of permissible grant activities that will be undertaken, the level of resources necessary for each, and reflect that information in a detailed manner. Applications will be scored, in part, on the extent to which resource allocation across priority areas reflects an understanding of the needs to be addressed and the approaches to be taken.

Organizational Capacity

To successfully meet AoA's expectations for this initiative, the successful grantee will be one that possesses the organizational capacity to apply multi-faceted and comprehensive approaches in their efforts. To that end, applicants should fully describe their capacity to:

- Ensure the expeditious startup of project activities upon notice of award;
- Work effectively at both the national and local levels to achieve desired outcomes;
- Use efficient and effective strategies that maximize available resources while ensuring measureable impact of service provision and training and TA activities;
- Embed all efforts within targeted networks to ensure ownership and long-term sustainability; and
- Use technology, where possible, to maximize project reach and impact.

Applicants must possess direct, in-house experience and expertise to carry out the desired activities outlined in this FOA. Applications will be reviewed and scored based, in part, on how well applicants demonstrate key subject-matter expertise, the experience, and the capacity to carry out the tasks proposed.

The use of sub-grants or subcontracts to carry out specific activities is expected in Priority Area 1. Sub-grants/contracts are permissible in Priority Area 2, when the applicant identifies areas where additional expertise is necessary to complete specified goals and objectives. In both priority areas, applicants should fully describe their rationale and criteria for selecting sub-grantees/sub-contractors as well as their approach for managing the activities of all sub-

grantees/contractors to ensure successful completion of all tasks in either Priority Area.

Performance Measurement, Outcomes and Evaluation

Performance measurement and evaluation are important components of any new project and allows the project administrators to understand both project strengths and weaknesses and to ensure continuous improvement. Applicants to this funding opportunity should include a comprehensive plan for evaluating and reporting project performance and effectiveness. This plan should include measurable outcomes that demonstrate the benefit of project activities to target populations.

Over the course of this new, five-year project, AoA seeks outcomes that might include, but are not limited to, the following:

1. Measurable reductions in isolation, depression, anxiety and poor health outcomes of Holocaust survivors, other older adults with histories of trauma and family caregivers;
2. Measureable decreases in emergency room visits and/or hospital readmissions;
3. Measurable improvements in the ability of Holocaust survivors and other older adults with a history of trauma to exercise self-care tasks and to remain in their homes and communities;
4. Documented increases in the number of PCTI programs and services for family caregivers of any older adult with a history of trauma;
5. Measurable and sustained increases in both organizational and individual staff knowledge and comfort working with Holocaust survivors and other older adults with a history of trauma;
6. Enhanced national capacity to provide person-centered, trauma-informed supportive services to any older adult with a history of trauma and/or their family caregivers.

Applicants are encouraged to propose additional and/or different outcomes, based on the approaches they opt to employ in response to this FOA and should describe how they will identify and collect information necessary to document and describe both outputs and outcomes for all activities undertaken in both priority areas of this cooperative agreement. Applications should include a description of expected sources for output and outcome data and the methods for how such data will be gathered (e.g., surveys of consumers and/or providers, collection and review of administrative data and records), analyzed, evaluated and reported.

Collaboration, Partnerships and Project Governance

To most effectively accomplish the goals and objectives outlined in this FOA, AoA anticipates that the successful applicant will demonstrate the commitment to broad collaboration with other national and local organizations with diverse areas of expertise. Potential partnerships might include those with organizations that work specifically with Holocaust survivors; mainstream aging services providers; entities with expertise in trauma-informed and/or person-centered approaches; entities that focus on evaluation and performance measurement and others with expertise relevant to this initiative.

Applicants should describe the partner organizations and the role of each in the planning, development and implementation of the proposed project. Letters of support from partnering organizations should be included as part of the application package and should reflect the unique contributions of each entity. Letters of support will be reviewed and evaluated to

determine likely value of each named partner and its relative impact to the proposed project.

In addition, a steering committee can be an effective method of ensuring that diverse ideas are considered in the planning and implementation of any new project. Applicants for this opportunity should explain if, and how, they will use a steering committee to assist their efforts and include a listing of the types individuals (e.g. consumers, professionals and organizations) that will be invited to participate.

Information Dissemination

Given this project's orientation as a demonstration program, AoA anticipates that the grantee will develop a robust and far-reaching dissemination strategy designed to ensure that project information, best practices and other information are available and shared broadly. Applicants should describe their dissemination plans and articulate the methods (e.g., electronic, in-person, print, etc.) by which such activities are to occur.

Sustainability

Through this funding opportunity, AoA expects to realize tangible, measurable and sustainable enhancements to national and local capacities to provide person-centered, trauma-informed supportive services to Holocaust survivors, other older adults with histories of trauma and their family caregivers. Applications will be scored, in part, on the extent to which a plan for the project's sustainability beyond the period of Federal funding is articulated and appears feasible.

References:

Davison, E.H.,Kaiser, A.P., Spiro,A., Moye, J., King, L.A., and King, D.W. (2016). From late-onset stress symptomatology to later adulthood trauma reengagement in aging combat veterans: Taking a broader view. *The Gerontologist*, 56, 14-21.

Eisinger, M.A., and Bedney, B. (2018). Teaching about trauma: Models for training service providers in person-centered, trauma-informed care. *Kavod*, **8**, http://kavod.claimscon.org/2018/02/teaching-about-trauma-models-for-training-service-providers-in-person-centered-trauma-informed-care/

Elder, K., and Retrum, J. (2012). *Framework for Isolation in Adults Over 50*. AARP Foundation. https://www.aarp.org/content/dam/aarp/aarp_foundation/2012_PDFs/AARP-Foundation-Isolation-Framework-Report.pdf

Hoffman, Y., and Weiner, M., (2019). *When More than Half a Billion Dollars is Not Enough*. Prepared for the Harry and Jeanette Weinberg Foundation National Convening on Jewish Poverty, March 19, 2019.

Janoff-Bulman, R. (1992). *Shattered Assumptions: Towards a New Psychology of trauma*. New York: The Free Press

Kaiser, A.P., Wachen, J.S., Potter, C., Moye, J., Davison, E., with the Stress, Health and Aging Research Program (2017) *Posttraumatic stress symptoms among older adults: A review*. National Center for PTSD. https://www.ptsda.va.gov/professional/treat/specific/symptoms_older_adults.asp.

Kilpatrick, D.G., Resnick, H.S., Minanak, M.E., Miller, M.W., Keyes, K.M., and Friedman, M.J. (2013). National estimates of exposure to traumatic events and PTSD prevalence using

DSM-IV and DSM 5 criteria. *Journal of Traumatic Stress*, 26, 537-547.

Ladson, D., and Bienenfeld, D. (2007). Delayed reaction to trauma in an aging woman. *Psychiatry*, June, 2007. Downloaded October 15, 2018. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2921251/pdf/PE_4_6_46.pdf

Sherman, L. (2014). *Aging in Comfort: Assessing the Special Needs of America's Holocaust Survivors*. Testimony before the U.S. Senate Special Committee on Aging, January 15, 2014. https://www.aging.senate.gov/imo/media/doc/Sherman_1_15_14.pdf

United States Department of Health and Human Services, Administration for Children and Families (ACF). (2017). Resource Guide to Trauma-Informed Human Services.

United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). (2014). SAMHSA’s Concept of Trauma and Guidance for a Trauma-Informed Approach. HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration.

Van Pelt, J. (2013). Supporting Elder Holocaust Survivors. *Social Work Today*, **13**, 8.

Statutory Authority

The statutory authority for grants under this FOA is contained in Title IV, Section 411 of the OAA (42U.S.C. 3032), as amended by the OAA Amendments of 2006, P.L. 109-365. (Catalog of Federal Domestic Assistance 93.048, Title IV Discretionary Projects).

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$4,935,000
Expected Number of Awards:	1
Award Ceiling:	$4,935,000 Per Budget Period
Award Floor:	$0 Per Budget Period
Length of Project Period:	60-month project period with five 12-month budget periods

This funding opportunity will be administered as a Cooperative Agreement. As such, the successful applicant should expect substantial AoA involvement in grant activities as appropriate or requested, including reviewing products for compliance with federal grant rules and participating in planning and training activities, which will be determined by the needs and priorities of the grantee and AoA. The terms and conditions for this cooperative agreement are as follows and will be incorporated by reference in the Notice of Award (NOA).

The AoA will carry out the following activities for the cooperative agreement noted above:

- Perform the day-to-day Federal responsibilities of grants management while working with the grantee to ensure that the minimum requirements for the grant are met.
- Assist the grantee project leadership in understanding the policy concerns and/or priorities of AoA by conducting periodic briefings and by carrying out ongoing consultations.

- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project.
- Provide guidance to the grantee, as necessary, in making sub-awards (i.e., sub-grants/contracts) as permitted in this FOA.
- Provide guidance to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
- Review and provide technical advice to the grantee on work products and other project deliverables and processes.
- Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program.
- Work with the grantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured and continuous improvement occurs.
- Attend and participate in major project events as appropriate.

The grantee will execute the responsibilities of the cooperative agreement as listed below:

- Immediately inform, and collaborate with, the AoA on any in-scope modification of the work plan.
- Evaluate the impact of overall project activities and ensure quality assurance systems are in place.
- Share information with AoA, national and local organizations, and other entities as appropriate.
- Fulfill all of the requirements of the grant initiative as detailed in this program announcement.
- Report semi-annually on project accomplishments, challenges and progress towards measurable objectives.
- Work with the AoA program project officer to evaluate performance results reported semiannually and jointly develop strategies to address those areas requiring improvement.

AoA will assist the grantee in understanding the strategic goals and objectives, policy perspectives, and priorities of the Administrator/Assistant Secretary for Aging and the Department of Health and Human Services, by sharing such information via email, conference calls, briefings, memos, and other consultations. The AOA project officer will provide technical assistance and guidance on issues related to grant management and implementation, including the execution of the cooperative agreement. The project officer will also share information with the grantee about other federally sponsored projects and activities relevant to activities funded under this announcement.

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

announcement are incorporated by reference.

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: 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." You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the federal share, rather than 25% of the project's total cost.

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that fail to meet each of the responsiveness criteria described below will not be reviewed and will receive no further consideration:

- A copy of the applicant organization's current and valid 501c3 is included in the application package;
- Documented history of working at the national level;
- The commitment of (at least) a full-time project director with recognized expertise in the field of PCTI and Holocaust survivors; and
- Demonstrated expertise in working with entities serving the non-Holocaust survivor

older adult population in the U.S.

Application Screening Criteria

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

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

1. Applications must be submitted electronically via http://www.grants.gov by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times.**
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Times New Roman or Arial.**
3. The Project Narrative must not exceed 25 pages. **Project Narratives that exceed 25 pages** will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 25-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/grants/applying-grants.

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

The Grants.gov registration process can take several days. If your organization is not currently registered, please begin this process immediately. **For assistance with 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. **Effective June 11, 2018, when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at** www.sam.gov **to learn more.** Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf

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

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

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

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- 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
Greg Link
Administration on Aging
Phone Number: (202) 795-7386
E-mail: greg.link@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter of Intent: **04/03/2020**
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. The deadline for submission of the letter of intent is (Insert date here). Letters of intent should be sent to:

U.S. Department of Health and Human Services
Administration for Community Living
Greg Link
Administration on Aging

Email: greg.link@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 20 to 25 pages; 25 pages is the maximum length allowed. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 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 25-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 25 page limit include:

- Summary/Abstract
- Problem Statement
- Goal(s) and Objective(s)
- Proposed Intervention
- Special Target Populations and Organizations
- Outcomes
- Project Management

- Evaluation
- Dissemination
- Organizational Capability

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should provide a clear and concise description of your project. ACL recommends that your project narrative include the following components:

Summary/Abstract
This section should include a brief (265 words maximum) description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract."

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 affect older adults and /or people with disabilities, their families and caregivers and the health care and social services systems.

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

Proposed Intervention
This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the "Problem Statement". You should also describe the rationale for using the particular intervention, including factors such as: "lessons learned" for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the "right conditions" for the intervention (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.

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

Outcomes
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.

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should 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 through the intervention reflected in the project's design.

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 (i.e., measure of performance towards the goals stated in the funding opportunity announcement and for your specific intervention/activities), preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives.

Evaluation

This section should describe the specific outcomes (e.g., changes in clients, organizations, and/or communities) expected as a result of this funding as well as method(s), techniques and tools that will be used to: 1) determine whether the proposed intervention 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) 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

Below you will find standard language that can be used, or modified as needed, for a one year grants program.

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.

Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover all three (3) years of the project period. 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.

Below you will find standard language that can be used, or modified as needed, for a one year grant program.

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. These signed letters of commitment should be scanned and included as attachments with your application submittal.

3. Submission Dates and Times

Due Date for Applications: **05/20/2020**

Date for Informational Conference Call: 04/01/2020

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

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

After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only.)
If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

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

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

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

opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

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

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

A pre-application teleconference for interested applicants has been scheduled as follows:

Date: April 1, 2020

Time: 2:00 PM, EST

Telephone: 1-888-469-3016

Pass Code: 4296886

4. Intergovernmental Review

This funding opportunity announcement is not subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs."

5. Funding Restrictions

The following activities are not fundable:

- Construction and/or major rehabilitation of buildings
- Basic research (e.g. scientific or medical experiments)
- Continuation of existing projects without expansion or new and innovative approaches
- Income maintenance; and/or
- Equipment purchases, unless such equipment is demonstrated to be necessary to carry out an activity otherwise fundable under Title IV of the Older Americans Act.

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

- *Meals are generally unallowable except for the following:*
    - *For subjects and patients under study (usually a research program);*
    - *Where specifically approved as part of the project or program activity, e.g., in*

programs providing children's services (e.g. Head Start);

- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement,*
- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*
- *Under a conference grant, when meals are necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances. (Note: conference grant means the sole purpose of the award is to hold a conference.)*

6. Other Submission Requirements

Letters of intent should be emailed to: greg.link@acl.hhs.gov

Greg Link
AOA
330 C Street, NW Room 1144
Washington, DC 20201

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:5

1. Does the applicant demonstrate sufficient knowledge and understanding of the issues to be addressed in this project?
2. Does the applicant provide sufficient and appropriate information with respect to the current status of the field and the degree to which proposed activities will help to advance it?

3. Does the application adequately and appropriately describe and document the key problems to be addressed?
4. Has the applicant considered and addressed the full contextual framework in which the proposed project will exist?

Approach Maximum Points:30

Goals and Objectives (3 Points)

1. Does the applicant address the Funding Opportunity Announcement's stated priority areas?
2. Are proposed goals and objectives in line with the desired outcomes sought by AoA?
3. Does the project take into account barriers that exist in the larger environment that may negatively impact the project's success?

Work Plan/Management Plan (5 points)

1. Is the project's work plan clear, comprehensive and inclusive of all five years of project activity?
2. Does it include sensible and feasible timeframes for the accomplishment of tasks presented?
3. Do the proposed work plan activities link directly to stated goals and objectives?
4. Are the roles and responsibilities of project staff and other key partners clearly defined and linked to specific objectives and tasks?
5. Is the proposed work plan likely to produce desired outcomes?

Methods of Addressing the Problem (18 points)

1. Does the applicant completely address the required two (2) Priority Areas as detailed in the FOA?
2. For Priority Area 1, does the applicant:
    a. Proposed approaches in this area that are likely to meet the intended outcomes AoA seeks for Holocaust survivors, other older adults with trauma histories, and family caregivers?
    b. Propose innovations that incorporate the principles of person-centered and trauma-informed approaches, as specified in the FOA?
    c. Leverage partnerships at the national and community level to carry out activities in this area?
    d. Describe feasible and actionable approaches for fostering innovations?
3. For Priority Area 2, does the applicant:
    a. Propose a multi-faceted and cohesive approach to national technical assistance and capacity building?
    b. Propose TA strategies that are likely to increase cross-collaboration among a broad range of stakeholders to serve intended populations?
    c. Propose approaches that are likely to expand national understanding and recognition of the need to provide culturally competent, person-centered, trauma-informed supportive services to Holocaust survivors, other older adults with histories of trauma and their family caregivers?

4. Are the activities proposed in both Priority Areas aligned and complementary to one another?
5. Does the applicant propose to incorporate person-centered and trauma-informed principles in their work?
6. Does the applicant propose an objective approach for making sub-grants/awards to local service organizations?
7. Does the proposed timeline for making sub-awards appear feasible?
8. Does the applicant describe its established history and proposed approaches for working with both traditional providers of services to Holocaust survivors and those that do not typically serve this population?
9. Based on the information provided by the applicant, is it likely the proposed approach will achieve specified goals?
10. Do proposed approaches for designing and delivering technical assistance appear adequate and realistic?

Collaboration and Partnerships (4 points)

1. Does the application describe how key stakeholders will be involved in a meaningful way in the planning and implementation of the proposed project?
2. If proposed, will the project's steering committee likely strengthen the grantee's capacity to carry out the tasks as proposed?
3. Is the range of proposed collaborations and project partners sufficient to meet the objectives of the project?
4. Do the letters of commitment demonstrate willingness and capacity of the organizations to participate and contribute in a meaningful way?

Budget Maximum Points:10

1. Has a budget and budget narrative covering all years of the project as well as individual budget years been included?
2. Are the resources requested in each budget category justifiable and consistent with the scope of proposed project activities?
3. Does the applicant's proposed allocation of available resources across the two priority areas seem reasonable and responsive to the intent of the funding opportunity?
4. Does the budget, as proposed, reflect the maximization and efficient use of available resources?
5. Does the applicant's approach for meeting the required match seem feasible and realistic?

Project Impact Maximum Points:25

Project Outcomes (5 points)

1. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the project?
2. Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the target audiences?

3. Are the proposed outcomes quantifiable and measurable, consistent with the definition of a project outcome as contained in the Program Announcement?

Project Evaluation (8 points)

1. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)?
2. Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?
3. Is the evaluation also designed to capture "lessons learned" from the overall effort that might be of use to others in the field of aging, especially those who might be interested in replicating the project for other purposes?

Sustainability (8 points)

1. Is the proposed sustainability likely to result in securing the necessary resources to continue some or all project activities after Federal financial assistance has ended?
2. Is there a plan and proposed approach for embedding efforts in target networks to ensure long-term sustainability of project efforts?

Dissemination (4 points)

1. Does the dissemination plan ensure timely delivery of TA activities, products and resources to designated audiences?
2. Does the dissemination plan include multiple modalities for delivering Technical Assistance, information and other resources, including electronic, print and web-based methods?

Organizational Capacity Maximum Points:30

Documented National and Local-level capacities (15 points)

1. Does the applicant demonstrate the experience, capacity and expertise to carry out the desired activities as outlined in the Funding Opportunity Announcement?

1. Does the applicant clearly describe and demonstrate the capacity for carrying out the project as envisioned by AoA?
2. Does the applicant demonstrate expertise, established history/relationships in working collaboratively with entities that serving Holocaust survivors, other older adult populations and family caregivers?

Project Staffing and Qualifications (10 points)

1. Are the proposed management and staffing patterns clearly and evidently connected to the project's design and proposed plan for implementation?
2. Does the applicant clearly demonstrate the capacity for disseminating funds to local level agencies, including tracking and reporting on their use?

3. Does the applicant propose approaches that maximize limited resources to use them to the fullest?
4. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles?
5. Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project?

Organization and Management (5 Points)

1. Does the applicant demonstrate the capacity to provide TA on the desired range of topics on a national scale to entities that provide health and human services to Holocaust survivors, other older adults with trauma histories and family caregivers?
2. Does the applicant demonstrate the commitment to lead the project?
3. Does the application adequately describe the applicant's ability and plan to partner with other entities as necessary to achieve the goals of the project?
4. Does the applicant demonstrate knowledge and expertise in working at the national level on the issues to be addressed by this FOA?
5. Does the applicant demonstrate the capacity to successfully manage the requirements of a Federal grant?

2. Review and Selection Process

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

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

Final award decisions will be made by the Administrator of ACL. In making these decisions, the Administrator will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost

to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected.

3. Anticipated Announcement Award Date

The earliest date applicants should expect to receive notification that their application is successful or unsuccessful is on or about July 20, 2020. This is an estimate and should not be considered binding.

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

The award is subject to HHS Administrative Requirements, which can be found in 45 CFR Part 75 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement.
Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see the appendix for this announcement to review the entire policy and guidelines.
A standard term and condition of award will be included in the final notice of award; all applicants will be subject to a term and condition that applies the terms of 48 CFR section 3.908 to the award and requires the grantees inform their employee in writing of employee whistleblower rights and protections under 41 U.S.C. 4712 in the predominant native language of the workforce.

3. Reporting

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

Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Management 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

Greg Link, Director

Office of Supportive and Caregiver Services

Administration on Aging

Administration for Community Living

202-795-7386

greg.link@acl.hhs.gov

Grants Management Specialist

LaDeva Harris

Grants Management Specialist

Center for Management and Budget

Administration for Community Living

(202) 795-7360

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.

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.

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see https://www.hhs.gov/civil-rights/ for-individuals/ special-topics/limited-english-proficiency/fact-sheet-guidance/index.html and https://www.lep.gov. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at https://minorityhealth.hhs.gov/ omh/ browse.aspx?lvl=2&lvlid=53.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see http://www.hhs.gov/ ocr/civilrights/understanding/

disability/index.html.

- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see https://www.hhs.gov/ civil-rights/for-individuals/ sex-discrimination/index.html; https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html; and https://www.eeoc.gov/ eeoc/publications/upload/ fs-sex.pdf.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see https://www.hhs.gov/ conscience/conscience-protections/ index.html and https://www.hhs.gov/conscience /religious-freedom/index.html.

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

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

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

c. Organizational DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website (https://www.grants.gov). Your DUNS number can be verified at https://fedgov.dnb.com/webform/.
d. Address: (REQUIRED) Enter the complete address including the county.

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

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

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

A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal

Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

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

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

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

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

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

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

16. **Congressional Districts Of**: (REQUIRED) 16a. Enter the applicant's Congressional District, and 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. See the below website to find your congressional district: https://www.house.gov/

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

18. **Estimated Funding:** (REQUIRED) If requesting multi-year funding, enter the full amount requested from the Federal Government in line item 18.a., as a multi-year total. For example and illustrative purposes only, if year one is $100,000, year two is $100,000, and year three is $100,000, then the full amount of federal funds requested would be reflected as $300,000. The

amount of matching funds is denoted by lines b. through f. with a combined federal and non-federal total entered on line g. Lines b. through f. represents contributions to the project by the applicant and by your partners during the total project period, broken down by each type of contributor. The value of in-kind contributions should be included on appropriate lines, as applicable.

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 75 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 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 (i.e., the amount on line 18g.). This â€œthree-to-oneâ€? ratio is reflected in the following

formula which you can use to calculate your minimum required match:

FederalFundsRequested*MatchPercentage = Minimum Match Requirement

Inverse Match Percentage

Examples of varying match levels:

1) $100,000(federalfundsrequested)*5%(match) = $5,263

95%

2) $100,000*25%(match) = $33,333

75%

3) $100,000*35%(match) = $53,846

65%

4) $100,000*45%(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	**Federal** Project Director (name) = .5 FTE @ $95,401/yr = $47,700 **Non-Fed Cash** Officer Manager (name) = .5FTE @ $47,108/yr = $23,554 **Total** 71,254
Fringe Benefits	$17,482	$8,632	$0	$26,114	**Federal** Fringe on Project Director at 36.65% = $17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) **Non-Fed Cash**

					Fringe on Office Manager at 36.65% = $8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080 Per Diem: 3 days x 3 staff @ $40/day $360 Total $2,940
Equipment	$10,000	$0	$0	$10,000	No Equipment requested OR: Call Center Equipment Installation = $5,000 Phones = $5,000 Total $10,000
Supplies	$3,700	$5,670	$0	$9,460	**Federal** 2 desks @ $1,500 $3,000 2 chairs @ $300 $600 2 cabinets @ $200 $400 **Non-Fed Cash** 2 Laptop computers

					$3,000 Printer cartridges @ $50/month $300 Consumable supplies (pens, paper, clips etc…) @ $180/month $2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502 Volunteer Coordinator = $11,669 Total $30,171 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600 **In-Kind** **Volunteers** 15 volunteers @ $8/hr for 49 hours = $5,880
Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:
Measurable Outcome(s):

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

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

6.														

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

Instructions for Completing the Project Summary/Abstract

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

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

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

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

(Outcomes are the end-point)

Products - materials, deliverables.

- A model abstract/summary is provided below:

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place.
The **goal** of this project is to improve the delivery and quality of respite services available to families across age and disability spectrums by expanding and coordinating existing respite systems in Delaware. The **objectives** are: 1) to improve lifespan respite infrastructure; 2) to improve the provision of information and awareness about respite service; 3) to streamline access to respite services through the Delaware ADRC; 4) to increase availability of respite services. Anticipated **outcomes** include: 1) families and caregivers of all ages and disabilities

will have greater options for choosing a respite provider; 2) providers will demonstrate increased ability to provide specialized respite care; 3) families will have streamlined access to information and satisfaction with respite services; 4) respite care will be provided using a variety of existing funding sources and 5) a sustainability plan will be developed to support the project in the future. The expected **products** are marketing and outreach materials, caregiver training, respite worker training, a Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.

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

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

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

Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics that occur as a result of an organization's or program's activities. (Outcomes are the end-point)

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.