

Administration for Community Living

Administration on Disabilities

Alternatives to Guardianship Youth Resource Center
HHS-2020-ACL-AOD-DNDM-0427
Application Due Date: 06/29/2020

Alternatives to Guardianship Youth Resource Center
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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 Disabilities
Funding Opportunity Title:	Alternatives to Guardianship Youth Resource Center
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2020-ACL-AOD-DNDM-0427
Primary CFDA Number:	93.631
Due Date for Letter of Intent:	**05/20/2020**
Due Date for Applications:	**06/29/2020**
Date for Informational Conference Call:	**N/A**

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

Executive Summary

The Administration on Disabilities (AoD) seeks to fund one (1) five-year grant to create an Alternatives to Guardianship Youth Resource Center. Research shows the majority (57 percent) of people with ID/DD ages 18 to 22 receiving publicly funded services have guardians. [1] The Center will work to divert high school students with ID/DD away from guardianship to less restrictive decisional supports. The target audience for this information includes youth with ID/DD, parents and caregivers of high school students with I/DD, special education teachers, education administrators, advocates, vocational rehabilitation counselors, guidance counselors, and school district officials. As a result of funding this Center, AoD expects that:

- More students with I/DD will have more decisional options, such as Powers of Attorney, supported-decision-making (SDM), joint bank accounts, bill paying services, and medical or educational release forms, on completion of high school;
- Fewer young adults with I/DD will be subject to guardianship;
- The public will become more knowledgeable of alternatives to guardianship; and
- Youth will become more independent by gaining job experience and personal responsibilities.

I. Funding Opportunity Description

Background:

When individuals with intellectual and developmental disabilities (ID/DD) have greater opportunities to lead self-determined lives, they are more independent and have an overall better

quality of life. People with ID/DD who are independent and make their own choices are healthier, better adjusted, and better able to recognize and resist abuse. [2] In addition, individuals with ID/DD who are able to be more self-determined have higher rates of employment and as a result have greater access to benefits such as vacation time, sick leave, and health care. [3]

Self-determination refers to making choices and decisions based on one's own preferences and interests, to monitor and regulate one's own actions, and to be goal-oriented and self-directing. [4] The Developmental Disabilities Assistance and Bill of Right Act (DD Act) describes self-determination as:

> *....individuals with developmental disabilities, with appropriate assistance, having: The ability and opportunity to communicate and make personal decisions; the ability and opportunity to communicate choices and exercise control over the type and intensity of services, supports, and other assistance the individual receives; the authority to control resources to obtain needed services, supports, and other assistance; opportunities to participate in, and contribute to their communities; and support, including financial support, to advocate for themselves and others, to develop leadership skills, through training in self-advocacy, to participate in coalitions, to educate policymakers, and to play a role in the development of public policies that affect individuals with developmental disabilities. [5]*

Opportunities for self-determination decrease drastically when individuals with ID/DD are under guardianship, which can lead to negative consequences. Being subject to guardianship may affect a person's well-being including their physical and mental health. Individuals who are denied the opportunity to be a causal agent in their own lives often feel helpless, hopeless, inadequate, and incompetent and have low self-esteem. A lack or loss of autonomy and self-determination also result in decreased functioning.[6]

Although there is no national data available on the number of young adults with ID/DD who are under guardianship upon exiting high school, the majority (57 percent) of people with ID/DD ages 18 to 22 receiving publicly funded services have guardians, which suggests guardianship is common for this age group.[7] As noted in a 2018 report by the National Council on Disabilities (NCD), *Beyond Guardianship: Toward Alternatives That Promote Greater Self-Determination for People with Disabilities,* people with disabilities fall under guardianship because they are often inaccurately considered less competent to make their own decisions regardless of their actual abilities. [8] This can lead to guardianship petitions being filed when it is not appropriate and guardianship being imposed when it is not warranted by the facts and circumstances.

The NCD report discusses a number of issues with the guardianship system in the U.S., including what is referred to as the school to guardianship pipeline and how in many cases parents pursue guardianship of students with ID/DD at a fairly young age prior to these young adults having opportunities to practice greater independence. Parents are likely acting based on guidance from school personnel who frequently suggest to parents that they pursue guardianship and present it as the only option for young adults with ID/DD. [9] Many people believe that

when a student becomes an adult in that state, typically at age 18, a parent will not be able to participate in Individualized Education Program (IEP) meetings because educational rights have been transferred to the student at age at which they are recognized as an adult. However, they could continue to participate if the transfer of rights does not occur if the student is under guardianship. The transfer also will not occur if the school uses a separately established non-judicial educational representative process to determine that the student cannot provide informed consent to educational decisions and to appoint another person (usually a family member) as the adult student's educational representative. It is typically at this point when parents and school personnel may question the competency of the young adult and the parent seeks guardianship. As a result, whether intentional or unintentional, school professionals may be suggesting to parents that they seek guardianship as a way of keeping informed of their child's educational plan.

Often guardianship is not necessary to meet the needs of an individual who may need support managing his or her personal and financial affairs. There are alternatives that provide a range of decisional supports for individuals with ID/DD. These include substitute decision-making authority in specific areas, Powers of Attorney, supported-decision-making, home-making assistance, joint bank accounts, daily call services, bill paying services, and medical or educational release forms to allow the sharing of confidential information with supporters. There is concern, however, about the extent to which youth with ID/DD, family members, and school personnel are aware of these alternatives.

There has been increased effort to raise awareness about alternatives to guardianship to create more opportunities for individuals with ID/DD to have better decisional supports. From 2014 to 2019, the Administration on Aging (AoA) and AoD jointly funded the National Resource Center for Supported Decision Making (SDM) to increase awareness of the benefits of SDM as an alternative to guardianship. As a result, SDM has become a more widely accepted alternative to guardianship by a number of groups, including parents, school systems, case managers, court systems, and policymakers. [10]

Despite these and other efforts, there remains a need to pay particular attention to youth with ID/DD to break the school-to-guardianship pipeline. In doing so, it is essential that youth with ID/DD, their families, and the school personnel who support them have access to accurate information to make thoughtful and informed choices that lead to alternatives to guardianship and supports individuals with ID/DD leading fully self-determined lives, thereby improving their overall quality of life.

This Funding Opportunity:

AoD seeks to fund one (1) five-year grant to create and maintain an Alternatives to Guardianship Youth Resource Center (the Center) focused on diverting high school students with ID/DD away from guardianship to less restrictive decisional supports. As a result of this project, AoD envisions:

- Students with ID/DD will have more decisional options upon completion of high school;
- Fewer young adults with ID/DD will be subject to guardianship;

- Parents and school personnel at all levels will be more knowledgeable about alternatives to guardianship; and
- Youth participating in this project will experience improved post-school outcomes such as post-secondary education experience and/or employment.

Below are the key activities for the project that should be described in the application for funding.

Partnerships:

The application should describe two distinct partnerships with key stakeholders and partners: (1) An advisory committee that will guide the overall work of the project; and (2) a national coalition that will work to raise awareness about alternatives to guardianship.

The advisory committee will guide the overall work of the Center. In terms of membership, at least 75% of the advisory committee should be youth and young adults (ages 14-25) with ID/DD, including those from unserved and underserved populations. The committee will advise the Center in all its activities listed in this FOA, including the following:

- Overall plan for and evaluation of the Center,
- Resource development and dissemination, and
- Selection of states participating in the Community of Practice and Youth Ambassadors program participants.

The Center will establish a coalition composed of national organizations representing individuals with ID/DD, families, and various school personnel, such as teachers, school administrators, and other related service staff. The national coalitions will engage in a collaborative process with the Center, the states in the Community of Practice, and the Youth Ambassadors to raise awareness through their organizations about alternatives to guardianship. The application should provide proposed members of the national coalition and Memoranda of Understanding with the proposed partners outlining how the organization will assist with the dissemination and outreach.

Background Research:

The application should describe how the following background research activities will be conducted:

1. An environmental scan regarding guardianship and its alternatives consisting of at least a review and analysis of:

   a) Current state laws/policies;
   b) A sample of current State and local educational agencies policies/practices;
   c) Alternatives to guardianship practices; and
   d) Promising practices or success stories about youth transition strategies that lead to alternatives to guardianship.

2. An assessment from multiple and diverse perspectives, including youth with ID/DD, families, and school personnel, on current practices and perspectives to identify where change is needed and effective strategies for making change.

Resource Development and Broad-Based Outreach/Dissemination:

The application should describe how the information generated from the background research will be used to develop a wide variety of culturally competent resources (e.g., materials, tools, instructional strategies, best practices) to divert youth with ID/DD away from guardianship. These resources should be 508-complaint and tailored to several audiences, such as youth with ID/DD, parents, teachers, vocational rehabilitation (VR) counselors, and school district officials. The resources will be used for a variety of purposes, including assisting youth with ID/DD learn how to make their own decisions and increasing parent and school personnel knowledge of alternatives to guardianship. The application should describe a dissemination and outreach plan that includes:

- A variety of culturally competent strategies that will be used to disseminate the resources to multiple audiences, in multiple languages, and in a variety of formats including plain language, American Sign Language videos, and YouTube videos.
- How evidence-based strategies will be used to tailor information to certain audiences, such as teachers and school administrators.
- A plan for developing and delivering high quality trainings using technology and other means to train youth with ID/DD, parents and other family members, teachers, principals, VR counselors, and school district officials regarding alternatives to guardianship for youth with ID/DD transitioning from high school.
- Outreach strategies using the national coalition, states participating in the Community of Practice, and the Youth Ambassadors.

Community of Practice:

The application should describe how a Community of Practice (CoP) comprised of between 10-15 state teams will be created to increase awareness, build capacity, and improve state strategies that will lead to increased use of alternatives to guardianship. The application should describe how the applicant will:

- Recruit and select state teams comprised of youth, parents, teachers, and other school professionals;
- Ensure cultural and linguistic diversity on the state teams;
- Ensure state team is co-lead by a youth with ID/DD; and
- Support and manage the state teams to include a plan for bi-monthly learning exchanges to discuss success stories, best practices, and challenges.

Youth Leadership Development:

A key feature of the Resource Center will be establishing a Youth Ambassadors (YAS) Program comprised of 8-10 youth annually for a total of 40-50 YAS over the life of the grant. YAS will receive training, leadership development, and mentoring to serve as a point of contact in their state and offer technical assistance to youth with ID/DD in transition and their parents or guardians. The applicant should describe how they will recruit and select YAS who are 14-25 years of age, have an ID/DD, and use SDM in his or her daily life. The application should describe the YAS program that will be offered to train and support youth with ID/DD to serve as an expert and point of contact in their state and offer technical assistance to youth with ID/DD in transition and their parents or guardians, including the:

- Training, leadership development, and mentorship opportunities;
- Plan for the national coalition to support, engage with, and provide information to the YAS.

Finally, the applicant should describe how they will develop the requirements and expectations for serving as an ambassador, including any financial supports that might be provided for serving as an ambassador.

Evaluation:

The application for funding should describe an evaluation plan for how success will be measured. The evaluation plan will include a logic model that shows the relationships between the project's goals, activities, outputs, and the following outcomes:

- Students with ID/DD have more decisional options upon completion of high school;
- Fewer young adults with ID/DD are subject to guardianship;
- School personnel at all levels are more knowledgeable about alternatives to guardianship; and
- Youth participating in this project experience improved post-school outcomes such as post-secondary school experience and/or employment.

The project is expected to employ formative and summative evaluation techniques for continuous progress monitoring to make performance adjustments and to ensure outcomes are being achieved.

Sustainability:

An expected outcome of this project will be sustainability of the efforts to increase alternatives to guardianship for youth with the ID/DD and to provide resources that assist with diverting students away from guardianship. During the course of the project, efforts should be made to generate the sufficient resources and strategies for organizational, financial and/or community sustainability to continue and refine the work. This should include sustainability of YAS program.

Statutory Authority

Developmental Disabilities Assistance and Bill of Rights Act of 2000 Pub. L. 106-402,Section

161(2) (B), (C) and (D)

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$1,500,000
Expected Number of Awards:	1
Award Ceiling:	$300,000 Per Budget Period
Award Floor:	$250,000 Per Budget Period
Length of Project Period:	60-month project period with five 12-month budget periods

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

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

The successful applicant will be an organization that meets the following criteria:

- Provided signed letters of commitment from key partners and collaborators named in the proposal and identifying their specific role in the project.

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 20 pages. **Project Narratives that exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

Unsuccessful submissions will require authenticated verification from 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
Katherine Cargill-Willis
AoD

Phone Number: 2027957322
E-mail: Katherine.Cargill-Willis@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter of Intent: **05/20/2020**
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

Katherine Cargill-Willis

Administration on Disabilities

katherine.cargill-willis@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 15 to 20 pages; 20 pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether 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. The sample components of the Project Narrative counted as part of the 20-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

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

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 youth with disabilities, their families and educational 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: an increase in the number of students with I/DD who have more decisional options on completion of high school; a decrease in the number of high school students with I/DD subject to guardianship; an increase of public knowledge regarding alternatives to guardianship; or an increase of income, work and responsibility for youth.

A measurable outcome is not a measurable "output", such as a final report; results from the environmental scans; a website with printable factsheets and other tools; a disseminate strategy; the number of meetings with school officials; quarterly webinars; the solicitation for COPs; the solicitation for Youth Ambassadors; tools from the project.

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. All tools and other materials disseminated must be 508

compliant.

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

Other

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

Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover all five (5) 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.

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 included as attachments with your application submittal.

3. Submission Dates and Times

Due Date for Applications: **06/29/2020**

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.

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

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 should be emailed to katherine.cargill-willis@acl.hhs.gov

Katherine Cargill-Willis
AoD
Switzer
330 C. St SW
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. Dissemination Plan

e. Evaluation

f. Sustainability

g. Organizational Capacity

Project Relevance & Current Need — Maximum Points:15

Applications should be evaluated based on the following criteria:

1. Clearly establishes the need to address the school to guardianship pipeline for youth with ID/DD and demonstrates an understanding of the issue using relevant data and current research. **(5 Points)**
2. Clearly describes how individuals with ID/DD and their family members were consulted in the development of the application and provides evidence that feedback from such representatives was utilized in developing the project proposal, including the goals and goal-related activities. **(3 Points)**
3. Shows a direct relationship between the needs identified based on research, data, and planning studies and feedback from individuals with ID/DD and their family members and the goals and goal-related activities in the project proposal. **(3 Points)**
4. Clearly describes how the implementation of the project will benefit individuals with ID/DD and enhance and increase alternatives to guardianship for youth completing high school. **(4 Points)**

Approach — Maximum Points:35

Applications should be evaluated based on the following criteria:

1. Clearly describes an overall strategy and methodology in a well-reasoned manner that will appropriately accomplish the specific goals and objectives for the project to include projected measurable and attainable goals. **(4 Points)**
2. Clearly describes the scope and detail of how the work will be accomplished and

includes a detailed work plan outlining the personnel, timeline, and quantitative projections of the accomplishments to be achieved by the project and a chronological order of approach with target dates, including the sequence and timing. **(4 Points)**

3. Includes a clear plan to recruit and collaborate with an advisory committee with at least 75% of the members being youth and young adults (ages 14-25) with ID/DD to guide the Resource Center. The plan ensures that the advisory committee will have representation from unserved and underserved groups. **(3 Points)**
4. Provides a detailed plan to form a national coalition to promote alternatives to guardianship nationwide. The plan includes strategies to recruit representatives from national organizations representing individuals with ID/DD, families, and school personnel, including teachers, school administrators, and other service-related staff. The application describes how this coalition will advance through their organizations alternatives to guardianship across the nation. **(3 Points)**
5. Includes a clear plan, including a complete outline, for conducting an environmental scan of guardianship and it?s alternatives to include current state laws/policies, current State and local educational agencies policies/practices, and promising practices or success stories about youth transition strategies that lead to alternatives to guardianship. **(2 Points)**
6. Outlines a clear plan for conducting an assessment from multiple and diverse perspectives, including youth with ID/DD, families, and school personnel, on current practices and perspectives to identify where change is needed and effective strategies for making change. **(3 Points)**
7. Clearly describes how the information generated from the background research will be used to develop a wide variety of culturally competent resources (e.g., materials, tools, instructional strategies, best practices) to divert youth with ID/DD away from guardianship. **(2 Points)**
8. Fully describes a plan to create a Community of Practice (CoP) comprised of between 10-15 state teams to increase awareness, build capacity, and improve state strategies that will lead to increased use of alternatives to guardianship, including strategies that will be used to recruit and select state teams comprised of youth, parents, teachers, and other school professionals; ensure cultural and linguistic diversity on the state teams; ensure state team is co-lead by a youth with ID/DD; and support and manage the state teams to include a plan for bi-monthly learning exchanges to discuss success stories, best practices, and challenges. **(5 Points)**
9. Provides a complete plan to establish a Youth Ambassadors (YAS) Program that will provide training, leadership development, and mentoring for youth with ID/DD to serve as a point of contact in their state and offer technical assistance to youth with ID/DD in transition and their parents or guardians, including strategies to recruit and select YAS who are 14-25 years of age, have an ID/DD, and use SDM in his or her daily life. **(3 Points)**
10. Clearly describes the YAS program to train and support youth with ID/DD to serve as an expert and point of contact in their state and offer technical assistance to youth with ID/DD in transition and their parents or guardians, including the: Training, leadership development, and mentorship opportunities; and plan for the national coalition to support, engage with, and provide information to the YAS. **(3 Points)**
11. Describes the plan for developing the requirements and expectations for serving as an

ambassador, including any financial supports that might be provided for serving as an ambassador. **(3 Points)**

Budget Maximum Points:10

Applications should be evaluated based on the following criteria:

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

Dissemination Plan Maximum Points:15

Clearly describes a dissemination and outreach plan that provides for:

1. A variety of culturally competent strategies that will be used to disseminate 508 compliant resources to multiple audiences, in multiple languages, and in a variety of formats including plain language, American Sign Language videos, and YouTube videos. **(4 Points)**
2. The use of evidence-based strategies to tailor information to certain audiences, such as teachers and school administrators. **(3 Points)**
3. Developing and delivering high quality trainings using technology and other means to train youth with ID/DD, parents and other family members, teachers, principals, VR counselors, and school district officials regarding alternatives to guardianship for youth with ID/DD transitioning from high school. **(4 Points)**
4. Outreach strategies using the national coalition, states participating in the Community of Practice, and the Youth Ambassadors. **(4 Points)**

Evaluation Maximum Points:10

Applications should be evaluated based on the following criteria:

1. The application outlines an overall valid and reliable methodology that uses quantitative and qualitative techniques to determine if the needs identified and discussed are being met and if the results, outcomes and benefits are being achieved. **(3 Points)**
2. The application includes a logic model with the need, activities, outputs, immediate intermediate outcomes to demonstrate the extent to which goals and objectives achieved support the ultimate outcomes of this project outlined in the Description section of this funding opportunity. **(4 Points)**
3. The application describes how the impact of the project?s various activities on the

effectiveness of the project will be measured. **(3 Points)**

Sustainability	Maximum Points:5

The application includes a sustainability plan that will generate the sufficient resources and strategies for organizational sustainability, financial sustainability and/or community sustainability to continue and refine the work, including the Youth Ambassadors Program. **(5 Points)**

Organizational Capacity	Maximum Points:10

Applications should be evaluated based on the following criteria:

1. The application provides information on the lead applicant and partners? expertise and ability to address the school to guardianship pipeline, develop the overall processes for the structure and design, the implementation, and evaluation of the project at local and state levels. **(4 Points)**
2. The application shows evidence that key project personnel possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope and complexity, effectively. Includes biographical sketches and or Curricula Vitae, of all key project personnel. **(3 Points)**
3. Describes in detail the roles, responsibilities, and time commitments of each proposed project staff including all team members that are appropriate to the successful implementation of the project. **(3 Points)**

2. Review and Selection Process

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

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

outlined under section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

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

Federal Awarding Agency Review of Risk Posed by Applicants

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).

3. Anticipated Announcement Award Date

Applicants should learn whether or not their applications were awarded by August 1, 2020.

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

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.

Semi-annual performance are due 30 days after the performance period. For this project that is September 30th and March 1st. These reports must be submitted in Grant Solutions.

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

Katherine Cargill-Willis
Program Specialist
Administration on Disabilities
Administration for Community Living
The U.S. Department of Health and Human Services
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Grants Management Specialist

LaDeva T. Harris
Grants Management Specialist
Administration on Disabilities

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ladeva.harris@acl.hhs.gov

VIII. Other Information

References:

1. National Council on Disability, Turning Rights Into Reality: How Guardianship and Alternatives Impact the Autonomy of People with Intellectual and Developmental Disabilities, June 2019, accessed April 15, 2020, https://ncd.gov/sites/default/files/NCD_Turning-Rights-into-Reality_508_0.pdf
2. Bradley, V., Hiersteiner, D., St.John, J., Bourne, M. (2019). What do NCI data reveal about the guardianship status of people with IDD? [Data Brief] Retrieved from https://protect2.fireeye.com/url?k=9100baf6-cd5493dd-91008bc9-0cc47a6d17cc-929d403d357cf00e&u=https://www.nationalcoreindicators.org/upload/core-indicators/NCI_GuardianshipBrief_April2019_Final.pdf
3. Martinis, Jonathan G. April 16, 2020. https://courts.delaware.gov/publicguardian/docs/JonathanMartinis-SupportedDecisionMaking.pdf
4. What Is Self-Determination and Why It Is Important?" National Gateway to Self-Determination, n.d. Accessed April 16, 2020. http://www.ngsd.org/everyone/what-self-determination
5. Developmental Disabilities Assistance and Bill of Rights Act of 2000, Sec. 102.
6. Bradley, V., Hiersteiner, D., St.John, J., Bourne, M. (2019). What do NCI data reveal about the guardianship status of people with IDD? [Data Brief] Retrieved from https://protect2.fireeye.com/url?k=9100baf6-cd5493dd-91008bc9-0cc47a6d17cc-929d403d357cf00e&u=https://www.nationalcoreindicators.org/upload/core-indicators/NCI_GuardianshipBrief_April2019_Final.pdf
7. Bradley, V., Hiersteiner, D., St.John, J., Bourne, M. (2019). What do NCI data reveal about the guardianship status of people with IDD? [Data Brief] Retrieved from https://protect2.fireeye.com/url?k=9100baf6-cd5493dd-91008bc9-0cc47a6d17cc-929d403d357cf00e&u=https://www.nationalcoreindicators.org/upload/core-indicators/NCI_GuardianshipBrief_April2019_Final.pdf
8. National Council on Disability, Turning Rights Into Reality: How Guardianship and Alternatives Impact the Autonomy of People with Intellectual and Developmental Disabilities, June 2019, accessed April 15, 2020, https://ncd.gov/sites/default/files/NCD_Turning-Rights-into-Reality_508_0.pdf
9. Ibid
10. National Council on Disability, Turning Rights Into Reality: How Guardianship and Alternatives Impact the Autonomy of People with Intellectual and Developmental

Disabilities, June 2019, accessed April 15, 2020, https://ncd.gov/sites/default/files/NCD_Turning-Rights-into-Reality_508_0.pdf

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 before completing Item 18 and the Budget Information Sections A, B and C noted below.

All budget information entered under item 18 should cover the total project period. For sub-item 18a, enter the federal funds being requested. Sub-items 18b-18e is considered matching funds.

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

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

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

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

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

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

Standard Form 424A

NOTE: Standard Form 424A is designed to accommodate applications for multiple grant

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

Note: This area is not meant to be one whereby an applicant merely divides the requested funding by four and inserts that amount in each quarter but an area where thought is given as to how your estimated expenses will be incurred during each quarter. For example, if you have

initial startup costs in the first quarter of your award reflect that in quarter one or you do not expect to have contracts awarded and funded until quarter three, reflect those costs in that quarter.

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement
Applicants requesting funding for multi-year grant programs are REQUIRED to provide a combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding. A separate Budget Narrative/Justification is also REQUIRED for each potential year of grant funding requested.
For your use in developing and presenting your Budget Narrative/Justification, a sample format with examples and a blank sample template have been included in these Attachments. In your Budget Narrative/Justification, you should include a breakdown of the budgetary costs for all of the object class categories noted in Section B, across three columns: Federal; non-Federal cash; and non-Federal in-kind. Cost breakdowns, or justifications, are required for any cost of $1,000 or for the thresholds as established in the examples. The Budget Narratives/Justifications should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Non-Federal cash as well as, sub-contractor or sub-grantee (third party) in-kind contributions designated as match must be clearly identified and explained in the Budget Narrative/Justification The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms.

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

In the Justification: Identify the project director, if known. Specify the key staff, their titles,

and time commitments in the budget justification.

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

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

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

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

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

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

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

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

Line 6f: **Contractual**: Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Note: The 33% provision has been removed and line item

budget detail is not required as long as you meet the established procurement standards. Also include any awards to organizations for the provision of technical assistance. Do not include payments to individuals on this line. Please be advised: A subrecipient is involved in financial assistance activities by receiving a sub-award and a subcontractor is involved in procurement activities by receiving a sub-contract. Through the recipient, a subrecipient performs work to accomplish the public purpose authorized by law. Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services. In either case, you are encouraged to clearly describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

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

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

Line 6h: **Other**: Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to individual consultants, postage, space and equipment rentals/lease, printing and publication, computer use, training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

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

- *Meals are generally unallowable except for the following:*
- *For subjects and patients under study(usually a research program);*
- *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., Headstart);*
- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;*

- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*
- *Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances (Note: the sole purpose of the grant award is to hold a conference).*

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency. This is optional for applicants that have not included indirect costs in their budgets.

Budget Narrative/Justification - Sample Format

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

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

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

					2 chairs @ $300 $600 2 cabinets @ $200 $400 **Non-Fed Cash** 2 Laptop computers $3,000 Printer cartridges @ $50/month $300 Consumable supplies (pens, paper, clips etc…) @ $180/month $2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502 Volunteer Coordinator = $11,669 Total $30,171 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600 **In-Kind** **Volunteers** 15 volunteers @ $8/hr for 49 hours = $5,880

Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

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

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

Project Work Plan - Sample Template

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.

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