



Administration for Community Living

Administration on Disabilities

UCEDD National Training Initiative to Support people with Intellectual and Developmental
Disabilities with Co-Occurring Mental or Behavioral Health Disabilities

HHS-2021-ACL-AOD-DDTI-0095

07/26/2021

Table of Contents

Executive Summary	2
Additional Overview Content/Executive Summary	2
I. Funding Opportunity Description	3
II. Award Information	8
III. Eligibility Information	9
1. Eligible Applicants	9
2. Cost Sharing or Matching	9
3. Responsiveness and Screening Criteria	15
IV. Application and Submission Information	16
1. Address to Request Application Package	16
2. Content and Form of Application Submission	17
Letter of Intent	17
Project Narrative	18
Summary/Abstract	18
Statement of Need	18
Goals and Objectives	19
Proposed Approach	19
Target Populations and Organizations	19
Outcomes	19
Project Management	19
Evaluation	20
Dissemination	20
Organizational Capability	20
BUDGET NARRATIVE / JUSTIFICATION	20
WORK PLAN	20
LETTERS OF COMMITMENT	21
3. Submission Dates and Times	21
4. Intergovernmental Review	22
5. Funding Restrictions	22
6. Other Submission Requirements	23
V. Application Review Information	23
1. Criteria	23
2. Review and Selection Process	25

3. Anticipated Announcement Award Date	26
VI. Award Administration Information	26
1. Award Notices	26
2. Administrative and National Policy Requirements	26
3. Reporting	26
4. FFATA and FSRS Reporting	27
VII. Agency Contacts	27
VIII. Other Information	27
The Paperwork Reduction Act of 1995 (P.L. 104-13)	28
Appendix	28
Instructions for Completing Required Forms	29
Budget Narrative/Justification- Sample Format	39
Instructions for Completing the Project Summary/ Abstract	44

ACL Center:

Administration on Disabilities

Funding Opportunity Title:

UCEDD National Training Initiative to Support people with Intellectual and Developmental Disabilities with Co-Occurring Mental or Behavioral Health Disabilities

Funding Opportunity Number:

HHS-2021-ACL-AOD-DDTI-0095

Primary CFDA Number:

93.632

Due Date for Letter of Intent:

06/26/2021

Due Date for Applications:

07/26/2021

Date for Informational Conference Call:

06/16/2021

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

Executive Summary

Additional Overview Content/Executive Summary

The Administration on Disabilities (AoD), Administration for Community Living (ACL) will award up to five competitive, five-year National Training Initiative (NTI) grants to existing University Centers for Excellence in Developmental Disabilities Education, Research, and

Service (UCEDDs). This opportunity will pay for the federal share of grants to UCEDDs to convene multi-disciplinary teams of intellectual and developmental disability state agency personnel and mental and behavioral health state agency personnel with the goal of developing and implementing a shared training infrastructure tailored to the state's needs, combined with improving coordination between the two agencies in collaboration with other key partners around the services they jointly provide to people with co-occurring mental health and intellectual and developmental disabilities.

I. Funding Opportunity Description

A. Purpose / Statement of Need

Up to 40 percent of people with intellectual and developmental disabilities (ID/DD) experience co-occurring mental illness, but there are few established promising practices for supporting the care needs of these individuals. [1] People with these co-occurring disabilities often require services and supports from two or more separate state systems including state mental health agencies and state agencies providing developmental disabilities services. Individuals with these co-occurring disabilities have reported a significant lack of coordination and collaboration across the service systems. At the same time, service providers and administrators have reported that they do not have the resources available to serve this population. [2] Challenges facing this population appear at the disability identification, service qualification, and service provision stages and are often further complicated by varying cultural norms across the systems.

The 2008-2009 National Core Indicators Consumer Survey Report [3] provided outcome data on 11,569 adults receiving state and local developmental disabilities services and found significant differences in outcomes between individuals with and without co-occurring mental health disabilities. The data showed that individuals with co-occurring ID/DD and mental health disabilities were more likely to live in a group home than an independent living setting. Additionally, those with co-occurring ID/DD and mental health disabilities were somewhat less likely to be in excellent or very good health and were more likely to be overweight or obese. While no significant statistical difference was found among rates of employment between these groups, people with co-occurring ID/DD and mental health disabilities earned less income than individuals with ID/DD only. Individuals with co-occurring ID/DD and mental health disabilities also were less likely to report having friends and were significantly more likely to report feeling lonely. ACL seeks to improve these circumstances for people with ID/DD and mental health disabilities through this cross-systems training initiative.

In 2003, the National Association of State Mental Health Program Directors (NASMHPD) hosted a meeting titled *Co-Occurring Mental Illness and Developmental Disabilities: Systems Barriers and Strategies for Reform*. A report was issued following the meeting. Meeting participants reported one of the significant barriers to coordination was a lack of cross-training among professionals. Meeting participants agreed that at a minimum, cross-training should include the following components:

- How to identify the occurrence of mental illness
- How mental illness can affect one's behavior
- Where to refer individuals for mental illness support

- How to assess for history of trauma
- How to consult with and learn from support staff
- How to educate family members and other support systems, where appropriate, in non-clinical supports
- How to provide services in the least restrictive environment.

A 2019 report from The Arc entitled *Training Needs of Professionals who Serve People with I/DD and Mental Health Needs and their Families* [\[4\]](#) identified five prominent gaps in professional knowledge:

1. Misperceptions around the capabilities of people with I/DD and mental health challenges
2. Uncertainty on how to effectively communicate with people with I/DD and mental health
3. No strength-based or keen understanding of the needs of people with both I/DD and mental health challenges
4. Lack of understanding of available programs and services and how service systems interact
5. Uncertainty on how to collaborate across the disability, education, and mental health systems

ACL anticipates that successful applicants will at-minimum address these gaps.

This project will complement several AoD initiatives aimed at reducing health disparities:

- The Partnering to Transform Health Outcomes with Persons with Intellectual Disabilities and Developmental Disabilities (PATH-PWIDD) at Rush University, College of Nursing; and
- The Center for Dignity in Healthcare for People with Disabilities at the University of Cincinnati Center for Excellence in Developmental Disabilities;
- Mental Health and Developmental Disabilities (MHDD) National Training Center and
- AoD's ID/DD data equity initiative.

As such, this project will be a critical activity as part of AoD's strategic priority to promote health equity of individuals with disabilities. It will also support the Administration's priorities to address the COVID-19 pandemic, racial inequities, and the American economy. ACL recognizes that a leading contributor to racial, health, and economic inequities for individuals with ID/DD with co-occurring mental health disabilities is lack of access coordination between DD and mental health service systems to support living well with a disability.

B. Program History / Background

Recognizing the growing need to strengthen community-based services and supports for people with co-occurring intellectual and developmental disabilities and mental health disabilities, ACL/AoD invested in The National Training Center for Mental Health and Intellectual and Developmental Disabilities (NTC-MHIDD) as a National Training Initiative (NTI). The NTC-

MHIDD is a collaboration between the UCEDDs at the University of Kentucky, University of Alaska Anchorage, and Utah State University that offers an extensive online training portal, in-person trainings at major conferences, and an on-site leadership institute in MHIDD for UCEDD/LEND staff and trainees.[\[5\]](#)

These NTI grants will build upon the foundations of this ACL initiative with a specific focus on training multi-disciplinary teams comprised of state agency staff, program administrators, service providers, and other relevant stakeholders [to create more seamless cross-systems collaboration](#).

C. Program Goals

Through this initiative, there are immediate and longer-term outcomes. Immediate outcomes for the multi-disciplinary teams are:

- Increased understanding of the roles and responsibilities of key partners
- Better understanding of the existing strengths and challenges of local and states service delivery
- Initial development of promising practices on how to refer to appropriate services and supports
- Initial understanding how to create culturally competent, person-centered services and supports

Longer-term outcomes for this project include:

- Increased understanding of how people with co-occurring ID/DD and mental health disabilities can receive integrated care
- Increased knowledge among state and local agency personnel outside of the multi-disciplinary team on how to refer to appropriate services and supports
- Initial removal of barriers to services and supports by state agencies for people with co-occurring ID/DD and mental health disabilities
- Increased knowledge among ID/DD and mental health state agencies in collaboration with key strategic partners on how to effectively support people with intellectual and developmental disabilities with mental-behavioral health needs at the local level (inclusive of receiving appropriate diagnoses)
- Improved services and supports for people with co-occurring ID/DD and mental health disabilities, including services and supports that are more culturally competent, person-centered, affordable, and integrated that allow them to remain in the community

D. Major Activities

The UCEDD receiving this award will convene within their state a multi-disciplinary team, including personnel from state mental health agencies and state agencies providing intellectual and developmental disabilities services. To address the unique challenges of the state, this team

must include at least three additional partner agency representatives who could be representatives from agencies focused on substance use, criminal or juvenile justice, early intervention, and/or child and family services, or other related agencies. People with co-occurring ID/DD and mental health disabilities should be meaningfully engaged in the formation of this team. The team may also include representatives from advocacy organizations and direct support professionals.

Applicants should respond to this funding announcement by submitting a proposal that describes the approach they will take, if funded, to convene this multi-disciplinary team and develop and implement a shared training infrastructure tailored to their state's needs, combined with improving coordination between agencies and collaboration with other key partners around the services they jointly provide to people with co-occurring mental health and intellectual and developmental disabilities. Applicants should explain in their applications how they plan to implement the required activities listed here along with other activities they deem necessary to achieve this goal and the outcomes listed above. People with co-occurring ID/DD and mental health disabilities should be included at all stages of planning and implementing this project, including those who are unserved and underserved. The term unserved and underserved communities here refers to populations sharing a particular characteristic that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

The project activities will occur in three phases.

Phase One: Landscape Analysis

Each grantee will complete a landscape analysis of existing state and local systems of care designed to support people with ID/DD and mental health disabilities. The landscape analysis should identify specific state resources, needs, gaps, and priorities that can be addressed through training that will lead to more seamless cross-systems collaboration. The landscape analysis should also address the needs of people with ID/DD and mental health disabilities who may be disconnected from traditional systems as well as a variety of unserved and underserved communities.

Phase Two: Development of Action Plan

Based on the findings of the landscape analysis, each grantee will form initial state teams and work with them using a consensus-based process to develop an action plan that will identify goals and address the training needs for the state and provide for the training of personnel affiliated with the ID/DD and mental health systems. Each UCEDD grantee will serve as the lead program and as a project liaison and will identify and recruit state interdisciplinary teams of staff from key programs to form the teams. The team members, recipients of the training, and other relevant components should be determined based on the findings of the landscape analysis. People with ID/DD and co-occurring mental health disabilities should be meaningfully engaged in the development of the action plan. The action plan should identify the:

- Training resources that will be used, including any that need to be developed, existing training that can be integrated or adapted, and the methods and plan for developing new training materials.
- Methods for addressing cultural and linguistic diversity
- Methods for reaching unserved and underserved populations
- Personnel to whom training will be conducted e.g. supervisors, front-line staff, specific state agency personnel.
- The timeline for the training experience
- Learning objectives for the training
- A sustainability plan for maintaining training and resources beyond the duration of federal funding
- A method for evaluating the project goals outlined in Section C, above.

Phase Three: Implementation

Based on the action plan, each grantee will finalize the formation of state teams and the development of training specific to the needs of the state in creating more seamless cross-systems collaboration. Each grantee will then begin implementation of the trainings. Grantees will use summative and formative evaluation techniques for continuous progress monitoring and to ensure the project outcomes listed in Section C above are achieved.

Applicants should describe a rigorous evaluation plan that discusses method(s), including pre and post interventions data collection, techniques, and tools that they will use to report on the outcomes achieved including how activities and milestones achieved will support attainment of this project's ultimate desired outcomes. Applicants should describe how data will be collected from interdisciplinary state team participants.

All materials developed for this project should be in multiple accessible formats, including compliance with Section 508 of the Rehabilitation Act of 1973 and conformation to Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria.

[1] The Arc (2019). 2018 Support Needs of People with I/DD and Co-Occurring Mental Health Challenges and their Families. Washington, D.C.:

[2] National Association of State Mental Health Program Directors (NASMHPD). 2004, Serving Individuals with Co-Occurring Developmental Disabilities and Mental Illnesses: Systems Barriers and Strategies for Reform. Alexandria, VA., www.nasmhpd.org/sites/default/files/ServingIndividualswithCoOccurring.pdf.

[3] Human Services Research Institute, National Association of State Directors of Developmental Disabilities Services, NCI Data Brief, Issue 2, April, 2011. www.nationalcoreindicators.org/upload/core-indicators/Data_Brief_--_dual_dx_--_Issue_2_--_April_4_2011_1.pdf.

[4] The Arc (2019). Training Needs of Professionals who Serve People with I/DD and Mental Health Needs and their Families. Washington, D.C.: Author.

[5] "Home." MHDD National Training Center, 20 Aug. 2020, www.mhddcenter.org/.

Statutory Authority

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. 15001, et seq.). The purpose of the DD Act of 2000 is to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, integration and inclusion in all facets of community life, through culturally competent programs [Section 101(b)]. To achieve this purpose, the DD Act authorizes under Subtitle D University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDDs). Section 151(b) of the DD Act of 2000 states that appropriations authorized under section 156(a)(1) and reserved under section 156(a)(2), grants shall be made to University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDDs) to carry out national training initiative grants.

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

II. Award Information

Funding Instrument Type:

G (Grant)

Estimated Total Funding:

\$ 550,000

Expected Number of Awards:

5

Award Ceiling:

\$ 110,000

Per Budget Period

Award Floor:

\$ 100,000

Per Budget Period

Length of Project Period:

60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Section 151(b) of the DD Act of 2000 states that from appropriations authorized under section 156(a)(1) and reserved under section 156(a)(2), grants shall be made to UCEDDs to carry out national training initiative grants. ACL/AoD plans to fund 5 grants at a funding level of up to \$110,000 per year, for five years (60 months), pending the availability of federal funds. Future year amounts are contingent upon annual appropriations.

III. Eligibility Information

1. Eligible Applicants

Section 151(b) of the DD Act states that from appropriations authorized under section 156(a)(1) and reserved under section 156(a)(2), grants shall be made to University Centers for Excellence in Developmental Disabilities [Education, Research, and Service \(UCEDDs\)](#) to carry out national training initiative grants. Entities eligible to apply for funds under this funding opportunity announcement are the 67 current AoD grantees that are designated as UCEDDs. Applications will only be accepted from the 67 UCEDDs listed at <https://acl.gov/programs/aging-and-disability-networks/national-network-university>. Applications from other entities not designated as current UCEDDs will not be reviewed. Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACL, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACL as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

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

Reduced Match

Section 154 (d)(2) of the DD Act states:

In the case of a project whose activities or products target individuals with developmental disabilities who live in an urban or rural poverty area, as determined by the Secretary of HHS, the Federal share of the cost of the project may not be more than 90 percent of the necessary costs of the project, as determined by the Secretary of HHS.

DEFINITIONS

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

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

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

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

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

TWO-TIER ELIGIBILITY SYSTEM FOR REDUCED MATCH

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

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

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

Tier 2: UCEDDs in States with a poverty rate not equal to or greater than the official national poverty rate would have to show that the UCEDD activities target individuals with developmental disabilities in urban or rural poverty areas. In doing so, the UCEDD would

demonstrate that at least 25 percent of the UCEDD projects target individuals with developmental disabilities who live in urban and rural poverty areas by providing the following information to AoD:

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

A UCEDD seeking to establish eligibility for a reduced match through means other than showing an activity is associated with one or more of the Urban and Rural Poverty Indicators must include in its application other information that establishes that its activities are targeted to benefit individuals with developmental disabilities in an urban or rural poverty area.

Because there are not Federal poverty rates for Puerto Rico, Guam, and the Virgin Islands, these jurisdictions can qualify for the reduced match by establishing that the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban or rural poverty area through some other means.

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

Urban and Rural Poverty Indicator	Description
Empowerment Zones and Enterprise Communities (EZ/EC)	Areas designated by the U.S. Department of Agriculture as communities with high rates of poverty. The UCEDD project would have to be implemented in an EZ/EC.
Food Stamps	The Food Stamp Program helps low-income people and families buy the food they need for good health. The UCEDD project would have to target individuals with Developmental Disabilities and their families who receive food stamps.
National School Lunch Program (NSLP)	Also referred to as Free and Reduced Lunch Program NSLP is a federally assisted meal program operating to provide low-cost or free lunches to children. The UCEDD project would have to be implemented in a school that qualifies for the NSLP.
Head Start	The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families. The UCEDD project would have to work with a Head Start program.

Housing Assistance	The U.S. Department of Housing and Urban Development has a variety of housing assistance programs, such as Section 8 housing assistance programs. The UCEDD project would have to target individuals with Developmental Disabilities and their families who are receiving Federal housing assistance.
Medicaid Title XIX of the Social Security Act	Is a Federal/State entitlement program that pays for medical assistance for certain individuals and families with low incomes and resources. The UCEDD project would have to target individuals with developmental disabilities and their families who are Medicaid-eligible.
Supplemental Security (SSI)	Is designed to help aged, blind and disabled people, who Income (SSI) have little or no income. It provides cash to meet basic needs for food, clothing and shelter. The UCEDD project would have to target individuals with developmental disabilities who are SSI recipients
Temporary Assistance for TANF	Is a Federal poverty program that provides assistance and Temporary Assistance for Needy Families (TANF) work opportunities to needy families through grants to States. The UCEDD project would have to target individuals with developmental disabilities, children with developmental disabilities, and their families who are TANF recipients.
Other	The UCEDD may provide other indicators of poverty not included in this list. The UCEDD would have to provide adequate information to justify use of the 'other' category. In doing so, the UCEDD will have to demonstrate the project is targeting individuals with developmental disabilities in rural and urban poverty areas. AoD will determine the adequacy of the justification for eligibility for a reduced match.

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

SUGGESTED FORMAT FOR SUBMITTING INFORMATION TO AoD

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

Official National Poverty Rate	11.5%
State Poverty Rate	
UCEDD Project Title and Description	Indicators of Poverty
<i>Provide Name of Project and project description</i>	<i>List name of poverty program targeted by project</i>

Of the total UCEDD projects, the percent that is targeting individuals with developmental disabilities living in urban and rural poverty areas

Fill in percentage

STATES IN TIER 1 and TIER 2

Below is a list of the States that fall into Tier1 and Tier 2.

TIER 1	
State	Percent (%)
Louisiana	19.1
Mississippi	19.1
New Mexico	17.2
West Virginia	15.6
Arkansas	15.0
Alabama	14.7
Kentucky	14.2
District of Columbia	13.7
North Carolina	13.6
Georgia	13.3
Florida	12.9
Texas	12.7
Ohio	12.4
Oklahoma	12.4
Nevada	12.2
Arizona	12.1
New York	12.1
Tennessee	12.1
Alaska	11.8

Maine	11.5
United States	11.5
TIER 2	
California	11.4
Indiana	11.1
Missouri	11.0
Michigan	10.7
South Dakota	10.6
Pennsylvania	10.5
Wyoming	10.5
Illinois	10.4
Kansas	10.4
Nebraska	10.3
Montana	10.1
North Dakota	10.1
Idaho	10.0
Oregon	9.8
Rhode Island	9.8
Connecticut	9.7
Virginia	9.7
Hawaii	9.4
Massachusetts	9.2
Colorado	9.1
Vermont	9.0
Washington	8.8

Wisconsin	8.7
Iowa	8.6
New Jersey	8.2
Delaware	7.6
Utah	7.6
Maryland	7.5
Minnesota	7.4
New Hampshire	5.6

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications received from entities other than the 67 existing grantees that are designated as UCEDDs and listed at <https://acl.gov/programs/aging-and-disability-networks/national-network-university> will be considered non-responsive and will not be considered for funding under this announcement. Applications disqualified for this reason will not be returned.

Application Screening Criteria

1. Applications must be submitted electronically via <https://www.grants.gov> by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Calibri 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.
4. Applications must contain a budget request that is equal to or more than the "Award Floor" amount and not more than the "Award Ceiling" amount as found in Section II of this funding opportunity announcement.

Unsuccessful submissions will require authenticated verification from <https://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <https://www.grants.gov> submission error

notification and/or tracking number in order to substantiate missing the application deadline.

IV. Application and Submission Information

1. Address to Request Application Package

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

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

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

The [Grants.gov](https://www.grants.gov) registration process can take several days. If your organization is not currently registered, please begin this process immediately. For assistance with <https://www.grants.gov>, please contact them at support@grants.gov or 800-518-4726 between 7:00 a.m. and 9:00 p.m. Eastern Time.

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

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

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

(OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:

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

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.
- After you electronically submit your application, you will receive an automatic acknowledgement from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

Dana Fink
dana.fink@acl.hhs.gov
202.795.7604

2. Content and Form of Application Submission

Letter of Intent

Number Of Days from Publication 30

06/26/2021

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

Dana Fink
dana.fink@acl.hhs.gov
202.795.7604

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 Calibri 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 Resumes/Vitae of Key Personnel, Organizational Chart, and Logic Model 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 should provide a clear and concise description of your project. ACL recommends that your project narrative include the following components, which will be counted as part of the 20-page limit:

Summary/Abstract
Statement of Need
Goals and Objectives
Proposed Approach
Target Populations and Organizations
Outcomes
Project Management
Evaluation
Dissemination
Organizational Capability

Summary/Abstract

Include in this section a brief (265 words maximum) description of the proposed project that includes the project's goals, objectives, outcomes, overall approach (including target population and significant partnerships), and products to be developed.

Statement of Need

Use this section to demonstrate the nature and scope of the particular need for assistance, in both quantitative and qualitative terms.

Goals and Objectives

Use this section to describe the project's goals and major objectives.

Proposed Approach

Use this section to provide a clear and concise description of the project you propose to use to address the problem you described in the "Statement of Need." Also, describe the rationale for using the particular project, 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 the major barriers you anticipate and your strategies to overcome them. Be sure to describe the makeup of any strategic partnerships and the role they will play in your project.

Target Populations and Organizations

In this section, describe how your project will target unserved and underserved populations. The term unserved and underserved communities here refers to populations sharing a particular characteristic that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Outcomes

In this section, clearly identify the measurable outcome(s) that will result from your project. If you use the optional work plan grid found in the Appendix section at the end of this funding announcement, list your measurable outcomes in the grid in addition to including them in the narrative. Also, describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations address the same or similar problems in their communities.) Please keep the focus of this section on describing what outcome(s) will be produced by the project and use the "Evaluation" section below to describe how the outcome(s) will be measured and reported.

Project Management

Use this section to delineate the roles and responsibilities of project staff, consultants, and partner organizations. In this section, applicants should identify which three or more required agencies will comprise the interdisciplinary team, in addition to those agencies serving people with ID/DD and mental or behavioral health disabilities. Describe how they will contribute to achieving the project's objectives and outcomes. Clearly specify who will 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); preparation of reports; and communications with partners and ACL. Also, describe the approach you will use to monitor and

track progress on the project's tasks and objectives.

Evaluation

Use this section to describe the specific outcomes (e.g., changes in clients, organizations, and/or communities) you expect as a result of your proposed project. Describe the method(s), techniques, and tools you will use to: 1) determine whether the project 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 your project, if it proves successful.

Dissemination

Use this section to describe how you will disseminate the project's results and findings to others who might be interested, particularly those who are interested in replicating the project in whole or in part. Include details in how you will do this in a timely manner and in easily understandable formats.

Organizational Capability

Use this section of your application to describe the capability and capacity of the applicant and any partner organizations that will have a significant role in implementing the project and/or achieving the project goals. Include resumes/vitae for key project personnel. Describe the organization of the applicant agency (or the particular division of a larger agency that will have responsibility for this project), the nature and scope of its work, and its capacity. Also, include a description of the organization's capability to sustain some or all project activities after federal financial assistance has ended.

NOTE: Resumes/vitae for project staff along with any organizational charts do not count toward the Project Narrative page limit.

BUDGET NARRATIVE / JUSTIFICATION

For the Budget Narrative/Justification, you may use the “Budget Narrative/Justification – Sample Format” found in the Appendix section at the end of this funding announcement. Applicants are encouraged to pay particular attention to this format, which provides an example of the level of detail ACL is looking for. ACL requires that you submit a combined multi-year Budget Narrative/Justification covering the life of the grant as well as a detailed Budget Narrative/Justification for each year of potential grant funding. The budget narrative should clearly outline how funds awarded under this grant will support the administration or operation of the UCEDD. Funds made available through the grant will be use to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.

WORK PLAN

Your Project Work Plan should reflect and be consistent with the Project Narrative and Budget Narrative/Justification. In your Project Work Plan, include a statement of the project's overall

goal, the anticipated outcome(s), the key objectives, and the major tasks / action steps that you will undertake to achieve the goal and outcome(s). For each major task / action step in the Project Work Plan, identify timeframes involved (including start- and end-dates) and the lead person responsible. You may use the “Project Work Plan - Sample Template” format found in the Appendix section at the end of this funding announcement as a reference and resource.

LETTERS OF COMMITMENT

In this part of your application, include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies. Any organization you name in your application as having a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via <http://www.grants.gov>, scan and include signed letters of commitment as attachments. If you are unable to scan the signed letters of commitment, you may fax them to the ACL Office of Grants Management at 202-357-3467 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency/organization name.

3. Submission Dates and Times

Number Of Days from Publication 60

07/26/2021

Date for Informational Conference Call:

06/16/2021

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

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

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

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

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

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

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

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

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

The informational call will take place on June 16, 2021 at 3:00pm Eastern Time. Please use the following call-in information: (877) 950-3161, Participant Code – 2004960#

4. Intergovernmental Review

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

5. Funding Restrictions

- **Note: This National Training Initiative grant program meets the ACL definition for training grants. Therefore, applicants under this program announcement must limit the indirect cost rate to not more than eight (8) percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants, and renovation and alteration.**
- The following activities are not fundable:
 - Construction and/or major rehabilitation of buildings
 - Basic research (e.g. scientific or medical experiments)
 - Continuation of existing projects without expansion or new and innovative approaches

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

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

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

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

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

6. Other Submission Requirements

V. Application Review Information

1. Criteria

A. Project Relevance and Current Need

Maximum Points: 15

To what extent does the application:

- Use existing data and results of past ACL investments to demonstrate the need and relevance for a multi-disciplinary team-based training program to support individuals served by ID/DD and mental or behavioral health systems? (3 points)
- Describe the unique environmental factors of the ID/DD and mental health systems within the state? (4 points)
- Use input from key partners and programs, including individuals with ID/DD currently served by state systems in addressing co-occurring ID/DD and mental health disabilities with a focus on individuals from culturally and linguistically diverse backgrounds and other unserved and underserved individuals? (5 points)
- Demonstrate a clear relationship between the identified needs, research, and project goals? (3 points)

Approach

Maximum Points: 40

To what extent does the application:

- Describe how people with ID/DD and co-occurring mental health disabilities are meaningfully engaged throughout the three primary project stages? (7 points)
- Outline a well-developed work plan that describes the full scope of implementing a culturally competent multi-disciplinary training program? (7 points)
- Include measurable and attainable goals? (6 points)
- Detail a timeline for critical project milestones including the timing of the three phases described in Section I.D. *Major Activities*, above? (5 points)
- Describe an approach for addressing the unique needs of unserved or underserved individuals within the state? (7 points)
- Describe methods for maintaining project sustainability beyond the five years of federal funding? (4 points)
- Describe methods that will be used to disseminate the project's results, findings, and products in multiple accessible formats, including compliance with Section 508 of the Rehabilitation Act of 1973 and conformation to Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria? (4 points)

Budget and Budget Narrative/Justification

Maximum Points: 10

To what extent does the application contain a Budget and a Budget Narrative / Justification that:

- Are clear and easy to understand; provide detailed justifications for the amounts requested, including a breakdown for each year of the potential funding as well as a combined multi-year budget; and are consistent with the project narrative and objectives for each activity? (5 points)
- Are reasonable and feasible with respect to the resources requested for each activity; outline reasonable time commitments for the proposed project director and other key personnel that are sufficient to assure proper direction, management, and timely completion of the project; and propose salaries for the project director and other key project personnel that are reasonable and justified? (5 points)

Project Impact

Maximum Points: 20

To what extent does the application:

- Include a logic model with the activities, outputs, and immediate, intermediate, and long-term outcomes of the project? (6 points)
- Outline an overall valid and reliable methodology that uses summative and formative techniques to determine if the needs identified are being met and if the results, outcomes, and benefits are being achieved? (7 points)
- Describe ongoing monitoring activities structured to gain information that is quantifiable and results in quality improvement of the project for the duration of the five-year project period? (7 points)

Organizational Capability

Maximum Points: 15

To what extent does the application:

- Demonstrate that the applicant has the experience and expertise to carry out the activities proposed and that the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles? (5 points)
- Describes in detail the roles and responsibilities and time commitments of each proposed project staff including all team members appropriate to the successful implementation of the project? (5 points)
- Demonstrate that the organization has resources and capabilities to support the provision of person-centered services and culturally and linguistically competent services? (5 points)

2. Review and Selection Process

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

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/01/2021

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

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

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:

Dana

Last Name:

Fink

Phone:

202.795.7604

Office:

dana.fink@acl.hhs.gov

Grants Management Specialist

First Name:

Medea

Last Name:

Darrington

Phone:

202.795.7388

Office:

Medea.Darrington@acl.hhs.gov

VIII. Other Information

Application Elements

- *SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).*
- *SF 424A, required – Budget Information. (See Appendix for instructions).*
- *Separate Budget Narrative/Justification, required (See “Budget Narrative/Justification - Sample Format” for examples and “Budget Narrative/Justification – Sample Template.”)*

NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi-year detailed Budget Narrative/Justification.

- *SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).*
- *Lobbying Certification, required.*

- *Proof of non-profit status, if applicable*
- *Copy of the applicant's most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.*
- *Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).*
- *Vitae for Key Project Personnel.*
- *Letters of Commitment from Key Partners, if applicable.*

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harassment>.

- 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 7 1,254
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

					<i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i> 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					
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Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

NOTE: Please do not infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place.

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