



**Administration for Community Living**

Administration on Disabilities

Centers for Independent Living Competition - American Samoa

HHS-2022-ACL-AOD-IL-0014

06/13/2022

## Table of Contents

|                                                                               |    |
|-------------------------------------------------------------------------------|----|
| Executive Summary .....                                                       | 2  |
| Additional Overview Content/Executive Summary .....                           | 2  |
| I. Funding Opportunity Description .....                                      | 4  |
| II. Award Information .....                                                   | 6  |
| III. Eligibility Information .....                                            | 7  |
| 1. Eligible Applicants .....                                                  | 7  |
| 2. Cost Sharing or Matching .....                                             | 8  |
| 3. Responsiveness and Screening Criteria .....                                | 8  |
| IV. Application and Submission Information .....                              | 9  |
| 1. Address to Request Application Package .....                               | 9  |
| 2. Content and Form of Application Submission .....                           | 11 |
| Letter of Intent .....                                                        | 11 |
| Project Narrative .....                                                       | 11 |
| Summary/Abstract .....                                                        | 12 |
| Proposed Approach .....                                                       | 12 |
| Outcomes .....                                                                | 12 |
| Project Management .....                                                      | 13 |
| Organizational Capability .....                                               | 13 |
| Collaborations .....                                                          | 13 |
| Budget Narrative/Justification .....                                          | 14 |
| Work Plan .....                                                               | 14 |
| Letters of Commitment from Key Participating Organizations and Agencies ..... | 14 |
| 3. Unique Entity Identifier and System for Award Management (SAM) .....       | 15 |
| 4. Submission Dates and Times .....                                           | 16 |
| 5. Intergovernmental Review .....                                             | 17 |
| 6. Funding Restrictions .....                                                 | 17 |
| 7. Other Submission Requirements .....                                        | 18 |
| V. Application Review Information .....                                       | 18 |
| 1. Criteria .....                                                             | 18 |
| 2. Review and Selection Process .....                                         | 20 |
| 3. Anticipated Announcement Award Date .....                                  | 20 |
| VI. Award Administration Information .....                                    | 20 |
| 1. Award Notices .....                                                        | 20 |

|                                                                |    |
|----------------------------------------------------------------|----|
| 2. Administrative and National Policy Requirements.....        | 20 |
| 3. Reporting.....                                              | 21 |
| 4. FFATA and FSRS Reporting.....                               | 21 |
| VII. Agency Contacts .....                                     | 21 |
| VIII. Other Information .....                                  | 22 |
| The Paperwork Reduction Act of 1995 (P.L. 104-13).....         | 22 |
| Appendix.....                                                  | 22 |
| Instructions for Completing Required Forms .....               | 23 |
| Budget Narrative/Justification- Sample Format .....            | 33 |
| Instructions for Completing the Project Summary/ Abstract..... | 38 |

**ACL Center:**

Administration on Disabilities

**Funding Opportunity Title:**

Centers for Independent Living Competition - American Samoa

**Funding Opportunity Number:**

HHS-2022-ACL-AOD-IL-0014

**Primary CFDA Number:**

93.432

**Due Date for Letter of Intent:**

05/16/2022

**Due Date for Applications:**

06/13/2022

**Date for Informational Conference Call:**

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 for Community Living's (ACL) mission is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, their families, and their support networks. The Administration for Community Living was created around the fundamental principle that older adults and people of all ages with disabilities should be able to live where they choose, with the people they choose, and with the ability to participate fully in their communities. By funding services and supports provided by networks of community-based organizations and with investments in research, education, and innovation, ACL helps make this principle a reality for millions of Americans.

The Centers for Independent Living (CIL) program provides grants for the provision of Independent Living (IL) services to individuals with significant disabilities as authorized by the Rehabilitation Act of 1973, as amended. At a minimum, centers funded by the program are required to provide the following core services:

- Information and referral;
- Independent Living skills training;
- Peer counseling;
- Individual and systems advocacy; and
- Services that facilitate transition from nursing homes and other institutions to the community, assistance to those at risk of entering institutions, and facilitate the transition of youth to postsecondary life.

To be eligible for funding, an applicant must--

(a) Be a consumer-controlled, community-based, cross-disability, non-residential, private nonprofit agency;

(b) Have the power and authority to--

(1) Carry out the purpose of Part C of title VII of the Rehabilitation Act of 1973, as amended and perform the functions listed in section 725(b) and (c) of the Rehabilitation Act of 1973, as amended and subparts F and G of 45 CFR part 1329 within a community located within a State or in a bordering State; and

(2) Receive and administer--

(i) Funds under 45 CFR part 1329;

(ii) Funds and contributions from private or public sources that may be used in support of a center; and

(iii) Funds from other public and private programs;

(c) Be able to plan, conduct, administer, and evaluate a center consistent with the standards and assurances in section 725(b) and (c) of the Rehabilitation Act of 1973, as amended and subparts F and G of 45 CFR part 1329;

(d) Either--

(1) Not currently be receiving funds under Part C of chapter 1 of title VII of the Rehabilitation Act of 1973, as amended; or

(2) Propose the expansion of an existing center through the establishment of a separate and complete center (except that the governing board of the existing center may serve as the governing board of the new center) at a different geographical location;

(e) Propose to serve one or more of the geographic areas that are identified as unserved or underserved by the States and Outlying Areas listed under Estimated Number of Awards; and

(f) Submit appropriate documentation demonstrating that the establishment of a new center is consistent with the design for establishing a statewide network of centers in the State Plan for Independent Living (SPIL) of the State or Outlying Area whose geographic area or areas the applicant proposes to serve.

Funding for new centers in a State is awarded on a competitive basis, and shall be consistent with

the provisions of the State Plan for Independent Living setting forth the design of the State for establishing a statewide network of Centers for Independent Living. To continue receiving CIL program funding, centers must demonstrate minimum compliance with the following evaluation standards: promotion of the IL philosophy; provision of IL services on a cross-disability basis; support for the development and achievement of IL goals chosen by the consumer; efforts to increase the availability of quality community options for IL; provision of IL core services; resource development activities to secure other funding sources; and community capacity-building activities.

With this funding opportunity ACL plans to fund one (1) grant to establish a CIL in American Samoa (\$159,762) to provide services for individuals with significant disabilities residing in American Samoa.

### **I. Funding Opportunity Description**

Centers for Independent Living (CILs) are consumer driven agencies that work with individuals with significant disabilities. CILs provide independent living services focused on enabling an individual to achieve independence in their community. CILs were created under Title VII Part C Section 721 of the Rehabilitation Act of 1973, as amended (by the Workforce Innovation and Opportunity Act in 2014) and must adhere to standards set forth in Section 725 of the Rehabilitation Act. Therefore applicants must address the following:

1. How the center will facilitate the development and achievement of independent living goals selected by individuals with significant disabilities who seek such assistance by the center to live independently in their communities.
2. How the center will promote and practice the independent living philosophy of:
  - a) consumer control of the center regarding decision-making; service delivery; management; and establishment of the policy and direction of the center;
  - b) self-help and self-advocacy;
  - c) development of peer relationships and peer role models; and
  - d) equal access for individuals with significant disabilities, within their communities, to all services, programs, activities, resources, and facilities whether public or private and regardless of funding sources.
3. How the center will provide services on a cross-disability basis for individuals with all different types of significant disabilities, including individuals with significant disabilities who are members of populations that are unserved or underserved by Title VII - Independent living Services and Centers for Independent living.
4. How the center will assure eligibility for services at the center for independent living will be determined by the center, and will not be based on the presence of any one or more specific significant disabilities.
5. How the center will work to increase the availability and improve the quality of community options for independent living in order to facilitate the development and achievement of independent living goals by individuals with significant disabilities.
6. How the center will provide independent living core services and, as appropriate, a combination of any other independent living services that must include the following core services:

Information and referral;

- Independent Living skills training;
- Peer counseling;
- Individual and systems advocacy; and
- Services that facilitate transition from nursing homes and other institutions to the community, assistance to those at risk of entering institutions, and facilitate the transition of youth to postsecondary life.

7. How the center will conduct activities to increase the capacity of communities within the service area of the center to meet the needs of individuals with significant disabilities.
8. How the center will conduct resource development activities to obtain funding from sources other than Chapter 1 – Individuals with Significant Disabilities.

A CIL must also provide satisfactory assurances as may be required in section 725 of the Rehabilitation Act of 1973, as amended. Assurances that should be addressed in the application:

1. How the applicant is an eligible agency;
2. How the center will be designed and operated within local communities by individuals with disabilities, including an assurance that the center will have a Board that is the principal governing body of the center and a majority of which shall be composed of individuals with significant disabilities;
3. How the applicant will comply with the standards set forth in section 725 of the Rehabilitation Act of 1973, as amended;
4. How the applicant will establish clear priorities through annual and three year program and financial planning objectives for the center, including:

(A) overall goals or a mission for the center;

(B) a work plan for achieving the goals or mission;

(C) specific objectives, service priorities, and types of services to be provided; and

(D) how the proposed activities of the applicant are consistent with the most recent 3-year State Plan for Independent Living under section 702;

5. How the applicant will use sound organizational and personnel assignment practices, including taking affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503;
6. How the applicant will ensure that the majority of the staff, and individuals in decision making positions, of the applicant will be individuals with disabilities;
7. How the applicant will practice sound fiscal management;
8. How the applicant will conduct annual self-evaluations, prepare an annual report, and maintain records adequate to measure performance with respect to the standards, containing information regarding, at a minimum—

(A) the extent to which the center is in compliance with the standards;

(B) the number and types of individuals with significant disabilities receiving services through the center;

(C) the types of services provided through the center and the number of individuals with significant disabilities receiving each type of service;

(D) the sources and amounts of funding for the operation of the center;

(E) the number of individuals with significant disabilities who are employed by, and the number who are in management and decision-making positions in the center; and  
(F) a comparison, when appropriate, of the activities of the center in prior years with the activities of the center in the most recent year.

9. How individuals with significant disabilities who could benefit from receiving services at the center will be notified by the center of the existence of the client assistance program and how to contact the client assistance program should their assistance be required;
10. How aggressive outreach regarding services provided through the center will be conducted in an effort to reach populations of individuals with significant disabilities that are unserved or underserved by programs under this title, especially minority groups and urban and rural populations;
11. How staff at Centers for Independent Living will receive training on how to serve such unserved and underserved populations, including minority groups and urban and rural populations;
12. How the center will submit to the Statewide Independent Living Council a copy of its approved grant application and the annual report required in section 725(c)(8).
13. How the center will prepare and submit a report to the designated State unit or the Administrator, as the case may be, at the end of each fiscal year that contains the information described in section 725(c)(8) and information regarding the extent to which the center is in compliance with the standards set forth in section 725(b); and
14. How independent living plans described in section 704(e) will be developed and utilized to achieve goals.

### **Statutory Authority**

The statutory authority for grants under this funding announcement is contained in 29 U.S.C. Sec. 796f-1; Section 711 and Section 722 of the Rehabilitation Act of 1973, as amended.

## **II. Award Information**

Funding Instrument Type:

G (Grant)

Estimated Total Funding:

\$159,762

Expected Number of Awards:

1

Award Ceiling:

\$159,762

Per Budget Period

Award Floor:

\$159,762

Per Budget Period

Length of Project Period:

12-month project period and budget period

**Additional Information on Project Periods and Explanation of 'Other'**

### **III. Eligibility Information**

#### **1. Eligible Applicants**

For FY 2022 the below guidance is provided to advance the Administration’s policy, as stated in E.O. 13985, to “pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.” This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By advancing equity in our NOFOs, we can “create opportunities for the improvement of communities that have been historically underserved, which benefits everyone.”

Eligible Applicants: To be eligible for funding, an applicant must--

- (a) Be a consumer-controlled, community-based, cross-disability, non-residential, private nonprofit agency;
- (b) Have the power and authority to--
  - (1) Carry out the purpose of Part C of title VII of the Rehabilitation Act of 1973, as amended and perform the functions listed in section 725(b) and (c) of the Rehabilitation Act of 1973, as amended and subparts F and G of 45 CFR part 1329 within a community located within a State or in a bordering State; and
  - (2) Receive and administer--
    - (i) Funds under 45 CFR part 1329;
    - (ii) Funds and contributions from private or public sources that may be used in support of a center; and
    - (iii) Funds from other public and private programs;
- (c) Be able to plan, conduct, administer, and evaluate a center consistent with the standards and assurances in section 725(b) and (c) of the Rehabilitation Act of 1973, as amended and subparts F and G of 45 CFR part 1329;
- (d) Either--
  - (1) Not currently be receiving funds under Part C of chapter 1 of title VII of the Rehabilitation Act of 1973, as amended; or
  - (2) Propose the expansion of an existing center through the establishment of a separate and complete center (except that the governing board of the existing center may serve as the governing board of the new center) at a different geographical location;
- (e) Propose to serve one or more of the geographic areas that are identified as unserved or underserved by the States and Outlying Areas listed under Estimated Number of Awards; and
- (f) Submit appropriate documentation demonstrating that the establishment of a new center is consistent with the design for establishing a statewide network of centers in the State Plan for Independent Living of the State or Outlying Area whose geographic area or areas the applicant proposes to serve.

Domestic private non-profit entities including, Indian tribal organizations (American Indian/Alaskan Native/Native American), faith- based organizations, LGBT, and community-based organizations that meet the above eligibility requirements are eligible to apply.

## 2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

## 3. Responsiveness and Screening Criteria

### Application Responsiveness Criteria

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

### Application Screening Criteria

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

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

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

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 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](mailto: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 UEI and be registered with the System for Award Management (SAM, [www.sam.gov](http://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](http://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 UEI number in each application or plan to submit to the OPDIV.

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities.
- 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

Project Officer: Kimball Gray  
Office of Independent Living Programs (OILP)  
Email: [kimball.gray@acl.hhs.gov](mailto:kimball.gray@acl.hhs.gov)

## 2. Content and Form of Application Submission

### Letter of Intent

Due Date for Letter Of Intent 05/16/2022

05/16/2022

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:

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

*U.S. Department of Health and Human Services  
Administration for Community Living  
Project Officer: Kimball Gray  
Office of Independent Living Programs (OILP)  
Email: [kimball.gray@acl.hhs.gov](mailto:kimball.gray@acl.hhs.gov)*

### Project Narrative

The Project Narrative must be **double-spaced**, on **8.5" x 11"** paper with **1" margins** on **all** 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 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, Organizational Charts, and Résumés/Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 20 page limit include:

- Summary/Abstract
- Proposed Approach
- Outcomes
- Project Management
- Organizational Capability
- Collaborations

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

description of your project. ACL recommends that your project narrative include the following components:

### Summary/Abstract

This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, and outcomes to be achieved by the establishment of a CIL or expansion of an existing center through the establishment of a separate and complete center (except that the governing board of the existing center may serve as the governing board of the new center) at a different geographical location. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract."

### Proposed Approach

This section should also describe how the applicant will operate consistent with the standards and assurances set forth in section 725 of the Rehabilitation Act of 1973, as amended, and describe past experience working with people with significant disabilities and providing independent living services.

### Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. **(NOTE: ACL will not fund any project that does not include measurable outcomes).** List measurable outcomes in the optional work plan grid ("Project Work Plan – Sample Template") under "Measurable Outcomes" in addition to any discussion included in the narrative.

A "measurable outcome" is an observable end-result that describes how a particular service provided that led to goals achieved that resulted in an outcome of an individual living independently in the community. Outcomes describe a change in the degree to which consumers are able to live independently in the community. How will the applicant propose to ensure that the individual maintains their independence after they have achieved their outcome? Grantees should be able to identify outcomes that were impacted specifically by CIL services. Outcomes could also include CIL actions that increased access to services previously unavailable to people with significant disabilities. For example, access added to a building or changes to policy allow people with significant disabilities to be eligible for resources not previously available. Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited.

You should keep the focus of this section of your application outcomes(s) that will be achieved by individuals with significant disabilities accessing the CIL's services. Your application will be scored on the clarity and nature of the outcome(s).

Applicants should be careful to differentiate between outputs and outcomes. Outputs are the activities or products that are most likely to lead to key outcomes, including sustainable independent living. For example a series of classes or documents educating on a topic may lead to definable positive changes in independence of a person with a significant disability. In this example the classes or documents are outputs, while the change in independence experienced by

the attendee is the outcome.

### **Project Management**

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

### **Organizational Capability**

This section should describe capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in providing independent living services. Neither vitae nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals. Applicants should describe the organizational profile, project management structure and staffing and collaborations or partnerships with other organizations.

The application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency is organized, the nature and scope of its work and/or the capabilities it possesses. It should also include the organization's capability to acquire funding beyond this grant funding amount to provide IL services.

### **Collaborations**

This section should describe existing and proposed collaboration the applicant will initiate and grow if awarded.

#### **a. With the Federal Government**

- i. Establish and maintain a partner-focused working relationship with Administration on Disabilities (AoD) and the Office of Independent Living Programs (OILP) that fosters a shared accountability for overall outcomes and responsibility for specific project efforts requiring close collaboration, including federal initiatives involving the CILs.
- ii. Foster an effective partnership between AoD, OILP, and CILs.

#### **b. With CILs**

- i. Establish a partner-focused working relationship with CILs that facilitates improved CIL operations (in the area of organizational competency with an emphasis on program and fiscal business practices), performance and outcomes; maintenance/achievement of statutory compliance; and positioning of CILs as leaders and agents of systems change, capacity building and advocacy.
- ii. Establish a multi-stakeholder, representative, participatory group to provide guidance and general direction in the design and implementation of the CIL.

#### **c. With Other Key Stakeholders**

i. Establish a partner-focused working relationship with the SILC to enhance the relationship among the CIL networks in each state/territory and:

1. Collaborate to develop and implement outcomes-based measurement and advance understanding and collection of outcomes across CIL network programs.
2. Address issues related to CIL network collaboration.
3. Address pressing disability issues in the States/Territories.

ii. Establish a partner-focused working relationship among CILs and other relevant federally funded and non-federally funded entities and programs, including those funded under IDEA and WIOA to ensure CILs have a contributing role in improving outcomes for people with disabilities

iii. Establish a partner-focused working relationship with federal and state organizations who specialize in mitigating barriers for individuals with disabilities to register to vote, cast their vote, access polling places and develop proficiency in the use of voting systems and technologies, as well as policies, procedures and practices that assist individuals with disabilities in such activities.

d. To Identify and Address Emerging Priorities and Needs

i. Convening groups of experts and representatives, including those from the CIL network and from federal agencies to:

1. Identify and discuss emerging issues and practices; and
2. Develop innovative programs or other relevant resources and strategies on emerging issues and priorities that meet or exceed consumer requirements and expectations.

### **Budget Narrative/Justification**

The Budget Narrative/Justification can be provided using the format included in the document, “Budget Narrative/Justification – Sample Format.” Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.

### **Work Plan**

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

### **Letters of Commitment from Key Participating Organizations and Agencies**

Include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via <http://www.grants.gov>, signed letters of commitment should be scanned and included as attachments. Applicants unable to scan the signed letters of commitment may fax them to the ACL Office of Grants Management

at 202-357-3467 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency name.

### **3. Unique Entity Identifier and System for Award Management (SAM)**

The Grants.gov registration process can take several days. If your organization is not currently registered, please begin this process immediately. For assistance with <https://www.grants.gov>, please contact them at [support@grants.gov](mailto: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 UEI number and be registered with the System for Award Management (SAM, [www.sam.gov](http://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](http://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 UEI number in each application or plan to submit to the OPDIV.

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal

government will use a Unique Entity Identifier (SAM) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to this help [article](#).

- 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>.

#### **4. Submission Dates and Times**

Due Date for Applications 06/13/2022

06/13/2022

Date for Informational Conference Call:

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>.

## 5. 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.

## 6. Funding Restrictions

*The following activities are not fundable:*

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

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

- *Meals are generally unallowable except for the following:*

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

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

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

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

## 7. Other Submission Requirements

### V. Application Review Information

#### 1. Criteria

An independent review panel will evaluate and score applications by assigning a maximum of 100 points across the following review criteria:

|                                           |           |
|-------------------------------------------|-----------|
| Organizational Capability                 | 35 points |
| Approach                                  | 10 points |
| Outcomes                                  | 25 points |
| Budget and Budget Narrative/Justification | 30 points |

#### 1.0 Organizational Capability

**Maximum Points: 35**

##### 1.1 Organizational Profile (5 Points)

- Does the application describe how the applicant is well positioned to support the project and how the proposed project fits into the structure of the applicant's organization?
- Does the application provide evidence of facilities, fiscal controls, and other resources that are adequate to achieve project goals?
- Does the application describe how the applicant's existing mission/purpose and activities are complementary to and will support the proposed IL project? Is the interaction of this project with other non-IL activities within the organization clearly explained?

##### 1.2 Project Management Structure and Staffing (15 Points)

- Does the application include a listing and detailed description of duties for all key positions required to carry out the project, including individuals with disabilities?
- Does the application include the names of the individuals proposed to fill the key positions?
- Does the application provide evidence demonstrating the skills, knowledge, and experience in performing proposed job duties for staff assigned to key positions?
- Does the application provide all this information for any consultants or staff from other organizations proposed to work on the project?
- If recruitment is necessary, is a recruitment plan proposed?

### **1.3 Collaborations (5 Points)**

- Does the application propose or include collaborations or partnerships with other organizations to provide IL services? Does the application demonstrate that the partner organizations also have a history of working with people with significant disabilities and providing independent living services within the designated service area?

### **1.4 Interested Parties (10 Points)**

- Are letters included from individuals with disabilities or other interested parties from the region to be served?

## **2.0 Approach**

**Maximum Points: 10**

- Does the application describe how the applicant will operate the center consistent with the standards and assurances set forth in section 725 of the Rehabilitation Act of 1973, as amended; and describe past experience working with people with significant disabilities and providing independent living services.

## **3.0 Outcomes**

**Maximum Points: 25**

- Does the application clearly identify the measurable outcome(s) that individuals with significant disabilities will achieve from the establishment of a CIL?

## **4.0 Budget and Budget Narrative/Justification**

**Maximum Points: 30**

### **4.1 Clarity (5 points)**

- Does the application include a budget that is clear and easy to understand?

### **4.2 Justification (10 points)**

- Does the budget in the application provide a detailed justification for the amount requested?

### **4.3 Detail (15 points)**

- Does the application include a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form SF-424A (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Facilities/Construction, Other, Indirect Costs)?

## **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: 09/30/2022

## **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. For additional information, please visit the website.

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:**

Kimball

**Last Name:**

Gray

**Phone:**

202-795-7353

**Office:**

OILP

**Grants Management Specialist**

**First Name:**

Richard

**Last Name:**

Adrien

**Phone:**

202-795-7332

**Office:**

OGM

**VIII. Other Information**

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

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

**Appendix**

**Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements**

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

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

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

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

### Instructions for Completing Required Forms

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

#### a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

**a. Legal Name:** (REQUIRED): Enter the name that the organization has registered with the System for Award Management (SAM), formally the Central Contractor Registry. Information on registering with SAM may be obtained by visiting the Grants.gov website (<https://www.grants.gov>) or by going directly to the SAM website ([www.sam.gov](http://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 UEI** (REQUIRED): If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records.

**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 12<sup>th</sup> 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 1<sup>st</sup> 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. For ACL programs that have a cost-matching requirement (list here), 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 ( $5\% \times \$1,000,000 = \$50,000$ ) 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.,  $5\% \times \$100,000 = \$5,000$  – 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 | <b>Federal</b><br>Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700<br><b>Non-Fed Cash</b><br>Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554<br><b>Total</b><br>1,254 |
|                       | \$17,482      | \$8,632          | \$0                 | \$26,114 | <b>Federal</b>                                                                                                                                                                         |

|                 |         |         |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------|---------|---------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fringe Benefits |         |         |     | <p>Fringe on Project Director at 36.65% = \$17,482</p> <p>FICA (7.65%)</p> <p>Health (25%)</p> <p>Dental (2%)</p> <p>Life (1%)</p> <p>Unemployment (1%)</p> <p><b>Non-Fed Cash</b></p> <p>Fringe on Office Manager at 36.65% = \$8,632</p> <p>FICA (7.65%)</p> <p>Health (25%)</p> <p>Dental (2%)</p> <p>Life (1%)</p> <p>Unemployment (1%)</p>                                                                                                                                        |
| Travel          | \$4,707 | \$2,940 | \$0 | <p><b>Federal</b></p> <p>Local travel: 6 TA site visits for 1 person</p> <p>Mileage: 6RT @ .585 x 700 miles \$2,457</p> <p>Lodging: 15 days @ \$110/day \$1,650</p> <p>Per Diem: 15 days @ \$40/day \$600</p> <p>Total \$4,707</p> <p><b>Non-Fed Cash</b></p> <p>Travel to National Conference in (Destination) for 3 people</p> <p>Airfare 1 RT x 3 staff @ \$500 \$1,500</p> <p>Lodging: 3 days x 3 staff @ \$120/day \$1,080</p> <p>Per Diem: 3 days x 3 staff @ \$40/day \$360</p> |

|             |          |         |     |          |                                                                                                                                                                                                                                                                                                                              |
|-------------|----------|---------|-----|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |          |         |     |          | Total<br>\$2,940                                                                                                                                                                                                                                                                                                             |
| Equipment   | \$10,000 | \$0     | \$0 | \$10,000 | No Equipment requested OR:<br>Call Center Equipment<br><br>Installation<br>= \$5,000<br>Phones<br>= \$5,000<br>Total<br>\$10,000                                                                                                                                                                                             |
| Supplies    | \$3,700  | \$5,670 | \$0 | \$9,460  | <b>Federal</b><br>2 desks @<br>\$1,500 \$3,000<br>2 chairs @<br>\$300 \$600<br>2 cabinets @<br>\$200 \$400<br><b>Non-Fed Cash</b><br>2 Laptop<br>computers \$3,000<br><br>Printer cartridges @<br>\$50/month \$300<br>Consumable supplies (pens, paper,<br>clips etc...)<br>@<br>\$180/month \$<br>2,160<br>Total<br>\$9,460 |
| Contractual | \$30,171 | \$0     | \$0 | \$30,171 | (organization name, purpose of contract and<br>estimated dollar amount)<br>Contract with AAA to provide respite<br>services:<br>11 care givers @ \$1,682<br>= \$18,502                                                                                                                                                       |

|                  |           |          |         |           |                                                                                                                                                                                                                                                                                                                               |
|------------------|-----------|----------|---------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  |           |          |         |           | Volunteer Coordinator<br>= \$11,669<br><br>Total<br>\$30,171<br><br><i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i><br><br>A detailed evaluation plan and budget will be submitted by (date), when contract is made.                                         |
| Other            | \$5,600   | \$0      | \$5,880 | \$11,480  | <b>Federal</b><br>2 consultants @ \$100/hr for 24.5 hours each<br>= \$4,900<br><br>Printing 10,000 Brochures @ \$.05<br>= \$500<br><br>Local conference registration fee (name conference) = \$200<br><br>Total<br>\$5,600<br><br><b>In-Kind</b><br><br><b>Volunteers</b><br>15 volunteers @ \$8/hr for 49 hours<br>= \$5,880 |
| Indirect Charges | \$20,934  | \$0      | \$0     | \$20,934  | 21.5% of salaries and fringe<br>= \$20,934<br><br>IDC rate is attached.                                                                                                                                                                                                                                                       |
| TOTAL            | \$140,294 | \$40,866 | \$5,880 | \$187,060 |                                                                                                                                                                                                                                                                                                                               |

#### Budget Narrative/Justification - Sample Template

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

| Object Class Category | Federal Funds | Non-Federal Cash | Non-Federal In-Kind | TOTAL | Justification |
|-----------------------|---------------|------------------|---------------------|-------|---------------|
| Personnel             |               |                  |                     |       |               |
| Fringe Benefits       |               |                  |                     |       |               |
| Travel                |               |                  |                     |       |               |
| Equipment             |               |                  |                     |       |               |

|                  |  |  |  |  |  |
|------------------|--|--|--|--|--|
| Supplies         |  |  |  |  |  |
| Contractual      |  |  |  |  |  |
| Other            |  |  |  |  |  |
| Indirect Charges |  |  |  |  |  |
| TOTAL            |  |  |  |  |  |

#### Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

NOTE: Please do 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.

### Instructions for Completing the "Supplemental Information for the SF-424" Form

**1. Project Director.**

Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (\*) are mandatory.

**2. Novice Applicant.** Select "Not Applicable To This Program."