Administration for Community Living

Administration on Aging

National Adult Protective Services Training Center
HHS-2021-ACL-AOA-EJRC-0101
06/01/2021

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ACL Center:
Administration on Aging

Funding Opportunity Title:
National Adult Protective Services Training Center

Funding Opportunity Number:
HHS-2021-ACL-AOA-EJRC-0101

Primary CFDA Number:
93.747

Due Date for Letter of Intent:
The LOI date will generate once the Synopsis is published if Days or a Date are entered.

Due Date for Applications:
06/01/2021

Date for Informational Conference Call:
04/21/2021

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

Executive Summary

Additional Overview Content/Executive Summary

This funding opportunity will establish, by awarding one cooperative agreement, a National APS Training Center (NATC) to advance federal priorities to improve safety and well-being of those experiencing adult maltreatment by building the capacity of adult protective services professionals and improving the organizations that recruit, train, supervise, manage, and retain

them. The NATC will complete a broad range of activities that promote promising and evidence-informed practice, support leadership development, improve agency culture and climate, and design and implement organizational interventions that address issues of worker recruitment, retention, and agency culture and climate. Through this initial opportunity, ACL plans to award one (1) cooperative agreement at approximately $1,500,000 per year, for up to two (2) years.

I. Funding Opportunity Description

BACKGROUND

AOA and The Office of Elder Justice and Adult Protective Services

All people have the right to live their lives with dignity and respect, free from abuse of any kind. Unfortunately, far too many older adults and people with disabilities are abused, neglected or exploited. The Administration for Community Living (ACL) is committed to developing systems and programs that prevent abuse from happening, protecting people from abusive situations, and supporting people who have experienced abuse to help them recover. Within ACL and the Administration on Aging (AoA), the Office of Elder Justice and Adult Protective Services (OEJAPS) plans, manages, coordinates, and supports programs that encourage justice, prevent abuse, and provide protection and support to those in need. ACL has committed resources to several important projects designed to meet the goals of coordinating federal elder justice efforts, exploring new prevention and intervention models, and providing up-to-date research and information to professionals and the public. ACL and OEJAPS serve as the federal home for adult protective services, a social services program provided by state and local governments serving older adults and adults with disabilities who need assistance because of abuse, neglect, self-neglect, or financial exploitation (adult maltreatment). In all states, APS is charged with receiving and responding to reports of adult maltreatment and working closely with clients and a wide variety of allied professionals to maximize client safety and independence. Additionally, ACL-funded programs in every state provide civil legal counsel and representation to older people with economic or social need in order to preserve their independence, choice, and financial security. These programs are designed to help older people understand their rights, exercise informed decision-making, and benefit from the support and opportunities promised by law.

The Role of APS Workforce Development Initiatives

Workforce development initiatives in the field of adult protective services are critical. A lack of adequate training resources and investment was identified as early as 2002.[1] A March 2011 GAO Report observed that caseloads of adult maltreatment continue to grow, and to grow in complexity, and that program officials have stated it is difficult to maintain adequate staffing levels and training. The GAO Report also noted that APS program funding has not kept pace with program needs, and when overall state funding decreases, training is often the first area to be reduced or eliminated. The National Adult Protective Services Association (NAPSA) received seed funding from AOA in FFY 2005 (under Grant No. 90-AM-2792) to begin development of a "train the trainer" model for APS programs and two initial content modules. NAPSA later worked with additional funders to develop a full complement of 23 "Core Competency" modules that identify a minimum set of knowledge and skills for APS workers. However, the consensus opinion of APS workers, administrators, and researchers, as reported to ACL in 2016 and 2020, was that the investment and availability of training for APS

programs remained at insufficient levels notwithstanding prior efforts[2], and a 2021 study by Liu & Ross[3] concluded that states should consider how they can increase their ability to provide training to their APS staff.

A goal of ACL and OEJAPS throughout its history of working to advance elder justice and elder rights has been to ensure that the workforce responding to adult maltreatment within both states and tribes has access to evidence-based information to improve performance of the difficult task of working with individuals who have been abuse, neglected, or exploited. While there has been positive movement in understanding how best to meet the needs of those experiencing adult maltreatment, the long-standing issue of recruiting, preparing, and retaining adequate numbers of staff continues to be a problem for APS agencies. ACL and OEJAPS has deployed a multi-pronged approach to building the capacity of the APS workforce, among these are:

- State Grants to Enhance Adult Protective Services, demonstration grants to help address gaps and challenges in state APS systems;
- Voluntary Consensus Guidelines for State APS Systems, informed by research and input from stakeholders to provide APS administrators information about effective APS practices and policies;
- National Adult Maltreatment Reporting System (NAMRS), a data system that collects annually both summary and de-identified case-level data on APS investigations submitted by states;
- National APS Technical Assistance Resource Center, which serves as the focal point for ACL's overall approach to providing technical assistance and guidance to ACL grantees and state APS programs to improve state APS administration and practices;
- Research Agenda for Adult Protective Services, providing guidance to researchers, APS programs, and funders on the gaps in knowledge related the practices, efficacy, and outcomes of APS.

PROJECT PURPOSE

In June 2020, ACL's National APS Technical Assistance Resource Center conducted a study of the impact of the COVID-19 pandemic on APS programs.[1] Among the program and administration challenges identified by APS programs were:

- APS worker physical, health, and mental health safety and well-being
- Observation and assessment of clients without being able to make face-to-face visits
- Lack of plans and training for responding to a public health emergency (versus natural disaster)
- How to efficiently work remotely, often without equipment, infrastructure, or management practices to support remote work
- Supporting and interfacing with other community-based organizations in serving APS clients when their resources and capacity were equally hindered.

The Coronavirus Relief Supplemental Appropriations Act of 2021 and the American Rescue Plan Act of 2021 include a total of $376 million to support APS clients impacted by the COVID-19 pandemic. ACL is required to distribute at least $200 million of those funds to state APS programs through formula grants.

Among all 56 state-level APS programs (50 states, DC, and 5 territories), the most identified

needed activity is training for APS staff related to improving how they serve APS clients impacted by the COVID-19 pandemic. To address this universally identified training need, ACL has designated funding to collect, develop, curate, and make widely available e-training for APS workers and administrators to improve and enhance their capacity to serve clients impacted by the COVID-19 pandemic. This activity will be carried out through the establishment of the National APS Training Center (NATC). This funding opportunity is initially for two (2) years.

[1] Teaster, P.B., Roberto, K.A., Hoyt, E., Savla, J., Fua, I., & Kebede, B. (2020). Adult Protective Services Study on the Impact of COVID-19: Findings from State Administrator Survey and Interviews with Local APS Staff. Submitted to the Administration for Community Living, U.S. Department of Health and Human Services and carried out under contract No. HHSP 233201500042I.

PROJECT REQUIREMENTS

1. **Target Audience**

There are two (2) target audiences for this opportunity. The first audience is direct APS caseworkers who conduct intakes, investigations, and provide limited or on-going case management services to clients. The second audience is state and local APS supervisors responsible for the oversight, management, and support of local APS workers. The primary target audience of the NATC is APS, and future opportunities may target additional sub-sectors under the APS umbrella.

In order to successfully reach its target audiences and achieve its goals for participation and use of NATC tools and resources, the grantee must engage its intended consumers in the development and refinement of its training activities and products. The project will seek feedback from members of its target audience(s) throughout the project period to better understand workforce development needs, inform project activities, review curricula and product-related content, and proposed dissemination strategies. A component of this engagement is to understand the issues around equity, racial justice, and equal opportunity, impacting the people served by APS who are from underrepresented and underserved communities, and ensuring that those experiences inform the training and workforce initiatives carried out under this grant.

2. **Project Activities and Strategies**

Knowledge Development and Management

Under this funding opportunity, the NATC will, in a systematic way, collect, develop, curate, store, and manage a training library for APS to address the training needs of APS workers during the COVID-19 pandemic. Activities for Knowledge Development and Management include:

- Assessing the current training needs of all 56 state-level APS programs regarding improving and enhancing their work during the COVID-19 pandemic;
- Developing a prioritized list of training topics;
- Identifying existing evidence-based/informed trainings either in the field of APS;
- Identifying gaps in existing training for the prioritized list of topics and proposing a feasible, sound, and swift approach to filling those gaps with evidence-based information;

- Collecting, developing, and curating trainings and maintaining in an organized and cost-effective manner.

Distribution & Dissemination
ACL believes the most cost-effective manner to deliver trainings to all 56 state-level APS programs is via an e-learning or learning management platform. In this way, training can be delivered to all staff while minimizing duplication of effort. For this opportunity, the grantee is expected to:

- Identify at least three (3) options to acquire a web-based, structured, knowledge-management or e-learning system/platform to store, distribute, and deliver trainings and future workforce development information (if the platform/system does not have existing FedRAMP Authorization to operate, the grantee will work through the process to obtain an Authority to Operate from ACL);
- Develop a dissemination strategy and timeline that focuses on key target audiences, for specific purposes, understanding what these target audiences need to know, and effectively getting this information to them;
- Produce detailed procedures, materials, and other products about trainings and information available through NATC and how to access;
- Ensure all materials and information are compliant with ADA Section 508 standards as published on HHS website to ensure accessibility
- Leverage innovative, low-cost, and web-based technologies for storing, disseminating, and delivering APS training and workforce information.

3. **Collaboration**

As noted above, there have been some efforts already to support APS workforce development. The NATC grantee is expected to collaborate with other federal and non-federal partners, projects, and efforts that support APS workforce development.

4. **Rights in Data**

Applicants should be fully aware that Under 45 CFR Section 75.322(b), ACL reserves a *royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use copyrightable works developed (or for which ownership was purchased)* under this cooperative agreement for Federal purposes, *and to authorize others to do so*, including to disseminate the works and findings. The federal government right to such copyrightable works and data are explained further in the HHS Grants Policy Statement. For this funding opportunity, this means that grantees *may not* withhold from ACL data, information, or materials produced or collected from or by this project, except as protected by privacy laws/regulations. In such instance, the grantee must notify ACL immediately upon discovery that something collected or obtained by this project has privacy restrictions that are not consistent with this policy. By the end of the project period, the grantee must be prepared to turn over to ACL the hosting and management of an operational e-platform in its entirety that includes all materials collected, developed, and curated under this grant.

Please Note: The HHS Grants Policy Statement defines "data" as "recorded information,

regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data."

ACL also understands that the outcomes and results from this opportunity may be such that the grantee would like to publish an article or report on the project's results, or disseminate the outcomes and results in some other public way. Per the HHS Grants Policy Statement (January 1, 2007), page II-69: "In general, [grant] recipients own the rights in data resulting from a grant-supported project or program….[A]ny publications, data, or other copyrightable works developed under an HHS grant may be copyrighted without OPDIV prior approval." That is, grantees under this funding opportunity do not need to seek approval from ACL to publish reports, articles, or other material about their projects.

5. **Planning, Implementation, and Sustainability Phases**

As this project is propelled by the needs and challenges presented by the COVID-19 pandemic, ACL expects the successful applicant will be one with the ability to balance thoughtful planning with the capacity to meet aggressive project milestones and targets. While revision of implementation strategies may be appropriate later in the project period, ACL expects the NATC grantee to follow the general timeline outlined below for Year-1:

- 30 days after Notice of Award (NOA): project is fully functioning;
- 60 days after NOA: initial planning phase complete;
- 90 days after NOA: implementation phase begins;
- 4 months after NOA: first on-line learning/training available to users;
- 10 months after NOA: year 1 assessment/evaluation conducted;
- 11 months after NOA: deliver Year-1 assessment/evaluation to federal project officer.

6. **Evaluation**

Grantee evaluations of their projects facilitate the government in assessing whether programs are effective in producing positive change. ACL is committed to using the most rigorous methods that are appropriate to the evaluation questions and feasible within budget and other constraints. Under this opportunity, the grantee will design and implement a rigorous evaluation using multiple measures to document and determine the effectiveness of their work carrying out the three (3) program activities and strategies listed above.

Evaluations can produce several types of evidence to demonstrate success. A learning organization with a culture of continual improvement requires many types of evidence, including not only evaluation but also descriptive research studies, performance measures, financial and cost data, survey statistics, and approaches to using information, such as regular data-driven reviews of performance and progress. The NATC grantee is expected to employ both qualitative and quantitative methods in its evaluation of process and outcome measures. The grantee will have considerable flexibility to implement an evaluation plan that will contribute to and promote evidence- based strategies, practices, and programs.

[1] Otto, J. M. (2002). Program and administrative issues affecting adult protective services. *The*

Public Policy and Aging Report, 12(2), 3–7.
[2] See: Voluntary Consensus Guidelines for State APS Systems (https://acl.gov/sites/default/files/programs/2020-05/ACL-Guidelines-2020.pdf) and Research Agenda for Adult Protective Services (https://acl.gov/sites/default/files/programs/2020-10/APS%20Research%20Agenda.pdf).
[3] Pi-Ju Liu & Leslie Ross (2021) Adult Protective Services Training: A Brief Report on the State of the Nation, Journal of Elder Abuse & Neglect, 33:1, 82-95, DOI: 10.1080/08946566.2020.1845271
[4] Teaster, P.B., Roberto, K.A., Hoyt, E., Savla, J., Fua, I., & Kebede, B. (2020). Adult Protective Services Study on the Impact of COVID-19: Findings from State Administrator Survey and Interviews with Local APS Staff. Submitted to the Administration for Community Living, U.S. Department of Health and Human Services and carried out under contract No. HHSP 233201500042I.

Statutory Authority
The statutory authority for grants under this Program Announcement is contained in Sections 411 of the Older Americans Act, as amended; Title XX of the Social Security Act, Subtitle B, the Elder Justice Act of 2009, Section 2042; the Coronavirus Relief Supplemental Appropriations Act of 2021; and the American Rescue Plan Act of 2021. 45 CFR 75: 45 CFR § 75.203; 2 CFR 200: 2 CFR § 200.204

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$ 1,500,000

Expected Number of Awards:
1

Award Ceiling:
$ 1,500,000
Per Budget Period

Award Floor:
$ 1,250,000
Per Budget Period

Length of Project Period:
24-month project period with two 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'
Under this competition, ACL will award one (1) new, cooperative agreement ranging from $1,250,000 - $1,500,000 per budget period. The project period will be for 24-months (or, 2 years), and the budget periods will be two (2), 12-month periods. Applications for continuation funding beyond the initial year will be reviewed on a non-competitive basis, subject to the availability of funds, contingent on satisfactory progress of the grantee, and a determination by ACL that continued funding will be in the best interest of the government.

Final award decisions will be made by the ACL Administrator and will be based on recommendations of the review panel (See Section V), reviews of past programmatic and grants management compliance as found in Grant Solutions, geographic distribution, and the reasonableness of the estimated cost considering the available funding and anticipated results.

This funding opportunity announcement is for a new cooperative agreement. As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of ACL in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

By accepting an award under this funding opportunity announcement, the **grantee** agrees to execute the responsibilities outlined below:

1. Fulfill all requirements of the grant initiative as outlined in this program announcement, as well as carry out project activities as reviewed, approved, and awarded.
2. Collaborate with the Administration for Community Living (ACL) in the execution of the work plan, and collaborate with ACL in understanding the programmatic and budgetary issues of the project. Based on negotiations and emerging issues in the field, if necessary, the grantee will revise the project work plan and/or budget detailing expectations for major activities and products during the grant period.
3. Evaluate the impact of project activities, and provide recommendations to ACL on ways to enhance the program.
4. Meet with the ACL project officer at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
5. Create products and/or materials under this award that are accurate, objective, unbiased, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product in order for the ACL project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement and cooperative agreement.
6. Submit to the ACL project officer a final, clean copy of all data and materials developed or supported with these grant funds, in the format in which it was developed or produced, as provided for in the HHS Grants Policy Statement and referenced in the Notice of Award. The HHS Grants Policy Statement defines “data” as: “recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data” (HHS Grants Policy Statement, Part II, “Rights in Data”, page II-69).
7. Include the following disclaimer on all products produced using grant funding, including those produced by sub-awards: "This (report/document/etc.) was supported, in part, by a grant (No. XXX) from the Administration for Community Living (ACL), U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions.

Therefore, points of view or opinions do not necessarily represent official ACL or DHHS policy."

The ACL project officer will execute the responsibilities outlined below:

1. Perform the day-to-day federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL, and the Department of Health and Human Services by conducting periodic briefings and by carrying out ongoing consultations. ACL will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the grantee and their activities.
4. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 15 business days, the ACL project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement and this cooperative agreement.
5. Provide consultation to the grantee in identifying emerging issues and modifying work plan as necessary.
6. Meet with the grantee project director at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

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

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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

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

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

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that do not meet **all of** the following **eight (8)** responsiveness criteria will be administratively eliminated and will not be reviewed:

1. The applicant has demonstrated knowledge of APS programs and workforce issues.

2. The applicant has demonstrated expertise in adult learning theory.
3. The applicant has demonstrated success in deploying on-line learning and training platforms.
4. The applicant is substantively and meaningfully involved in the activities of the project and does not appear to be serving as a "conduit" or "pass through" for funding to another organization.
5. Letters of Commitment are included for agencies, organizations, consultants, or entities that are *specifically named* to carry out any aspect of the project, other than the applicant. The letters of commitment are *on the letterhead* of the committing entity, details the *specific role and resources/activities* that will be provided in support of the applicant's project, and are *signed by an individual authorized to make such commitments on behalf of their organization*. (General expressions of support for an applicant are insufficient to meet the criterion of Letters of Commitment.)
6. CVs/Resumes are included for each person identified as "key personnel".
7. Application includes a budget covering all 2 years (24 months) of the project.
8. Application includes a work plan covering all 2 years (24 months) of the project.

Application Screening Criteria
All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the three (3) screening criteria described below will not be reviewed and will receive no further consideration.

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

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

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

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from 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 or 800-518-4726 between 7:00 a.m. and 9:00 p.m. Eastern Time.

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

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

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

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

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

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

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

Contact person regarding this Program Announcement:
U.S. Department of Health and Human Services
Administration for Community Living

Stephanie Whittier Eliason
U.S. Department of Health and Human Services
Administration for Community Living
Office of Elder Justice and Adult Protective Services
Phone Number: (202) 795-7467
E-mail: stephanie.whittiereliason@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Number Of Days from Publication 30

The LOI date will generate once the Synopsis is published if Days or a Date are entered. 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
Office of Elder Justice and Adult Protective Services
Aiesha Gurley Parry
E-mail: aiesha.gurley@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The maximum length allowed for the Project Narrative is 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.
The components of the Project Narrative counted as part of the 20 page limit include:

- Project Relevance and Current Need
- Approach
- Special Target Populations and Organizations
- Outcomes & Evaluation
- Organizational Capability

The components of the Project Narrative that are **required but NOT counted** as part of the 20-page limit include:

- Project Abstract
- Bibliography/Works Cited
- Budget Narrative/Justification
- Project Work Plan
- Letters of Commitment

Project Abstract

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

Project Relevance and Current Need

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address. Strong applications will demonstrate that the proposed project is justified in terms of the most recent, relevant, and available information, evidence-based practices, and/or new and cutting-edge research.

Approach

This section should include the following types of information:

Goals & Objectives
Applications should describe the proposed project's goal(s) and major objectives, particularly in relation to the goals and objectives identified in Section I.3 (Funding Opportunity Description). Applicants are free to propose objectives in addition to those identified by ACL.

Approach
Applications should provide a clear and concise description of the intervention and activities proposed to meet all the goals and objectives of this NOFO (Notice of Funding Opportunity) as stated in Section I and identified above, and to address the problem(s) or gaps described in the above section "Project Relevance and Current Need." Applications should explain the rationale for using a particular approach/intervention and present a clear connection between identified system gaps/needs and the proposed activities. Further, this section should identify any major barriers that are anticipated, and how the project will be able to overcome those barriers.

Special Target Populations and Organizations

Applicants should describe whether, and if so, how, the proposed intervention will target hard-to-reach populations, including limited-English speaking populations and those of greatest economic or social need. Additionally, the application should identify what stakeholder groups will be involved and/or targeted to ensure success of the project. Be sure to describe the role and makeup of any strategic partnerships that will be critical for successfully implementing the intervention, including other organizations, supporters, and/or consumer groups. Applicants should document how they will reflect ACL's commitment to advancing equity, racial justice, and equal opportunity, including ensuring that the experiences of individuals served by APS who are from underrepresented and underserved communities inform the work in the execution of their grant activities.

Outcomes and Evaluation

Outcomes
This section of the project narrative must clearly identify the measurable outcomes that will result from the project. ACL will not fund any project that does not include measurable outcomes. This section should also describe how the project's findings and results will help to improve both the delivery of training and workforce information to APS programs, as well as the

skills and capacity of those accessing the training and information. Applications will be scored on the nature of the proposed outcomes, as explained below, and **not** on the quantity/number of outcomes cited. It is critical to describe the anticipated outcomes in clear and concise terms. [Measurable outcomes may also be included in the optional work plan grid ("Project Work Plan – Sample Template")].

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

You should keep the focus of this section on describing what outcomes will be produced by the project. You should use the "Evaluation" section below to describe how the outcomes will be measured and reported.

Evaluation
This section should describe the methods, techniques, and tools – both qualitative and quantitative – that will be used to: 1) determine whether or not the project achieved anticipated outcomes, and 2) document the "lessons learned" – both positive and negative - from the project. A component of the evaluation plan must include a discussion of how success will be measured. Evaluations can produce several types of evidence to demonstrate success, including descriptive research studies, performance measures, financial and cost data, survey statistics, data-driven reviews of performance and progress.

Organizational Capacity

In this Section, applicants will describe their overall knowledge, skills, and abilities to carry out the proposed project.

Organizational Capability
Each application should include an organizational capability statement. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work, and the capabilities it possesses. If appropriate, include an organization chart showing the relationship of the project to the larger organization. An organizational chart can be included as an attachment to the project narrative and will not count towards the narrative page limit.

This section should include a discussion of any current or previous relevant experience and/or the record of the organization in operating projects of similar scale and scope. In this section, applicants should provide a concise description of the level of effort your organization will

expend on substantive, programmatic activities. Throughout the entire project period, ACL expects the applicant organization to be meaningfully and substantively involved in the project, and that this funding opportunity does not serve as a "conduit" or "pass through" for funding to another organization.

Qualifications
This description should cover qualifications, current or previous relevant experience/expertise, and/or the record of those identified as "Key Personnel" and should be directly related to the responsiveness criteria in Section III.3. Include information about any sub-recipients, contractual organization, or persons that will have a significant role in implementing the project and achieving project goals. Vitae/Resumes are required for any individual identified as key project staff. Vitae or resumes should be short and included *as attachments*. Vitae and resumes will not count towards the narrative page limit.

Project Management
This section should include a clear delineation of the roles and responsibilities of project staff, sub-recipients, consultants, and partner organizations, and how they will contribute to achieving the project's objectives and outcomes. It should specify a Project Director who will have day-to-day responsibility for key tasks, such as leadership of project, monitoring the project's on-going progress, preparation of reports, and 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.

Throughout the entire project period, ACL expects the project director will have demonstrated expertise as outlined in Section III.3 to provide sufficient oversight and management of the project, and to have substantial knowledge about and involvement in all aspects of the project. ACL expects the applicant organization and the project director to be meaningfully and substantively involved in the project. Finally, this funding opportunity should not serve as a "conduit" or "pass through" for funding.

Budget Narrative/Justification

The Budget Narrative/Justification may be provided using the format included in this NOFO in the document entitled "Budget Narrative/Justification – Sample Format." 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. Accordingly, for this NOFO applications must include a budget for each of the 2 years of this project.

Because the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, a ***narrative budget justification*** should be included that summarizes the cost estimated *per proposed project, activity, or product*. This budget justification is helpful in assessing the reasonableness of the type and amount of work that is planned and what the applicant expects for the overall cost. Applications may be scored lower if they do not contain enough detail for reviewers to assess the reasonableness of your project budget.

Bibliography/Works Cited

Applicants must document all of their source material. If any text, language and/or materials are from another source, the applicant must make it clear the material is being quoted and where the text comes from. The applicant must also cite any sources when they use numbers, ideas, or other material that is not their own. If the applicant fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce the application's score accordingly, even to the degree of issuing no points at all for an application.

Applications should attach a "Bibliography" or "Works Cited" section to the end of the project narrative to cite sources properly. The bibliography must only contain bibliographic information for sources cited in the Project Narrative. Any entry in the bibliography that is not a source citation, such as an explanatory note, will be removed. This section will not count towards the 20-page limit.

Project Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover each of the two (2) sequential years of the project period. It should include a statement of the project's overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcomes. 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. Applicants may use the "Project Work Plan - Sample Template" format as a reference and resource, if desired. Applications may be scored lower if they do not contain enough detail in the proposed work plan for reviewers to assess the reasonableness and feasibility of your proposal.

Letters of Commitment from Key Participating Organizations and Agencies

Letters of Commitment are required by any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. The letters of commitment must be on the letterhead of the committing agency, must specify the role and resources/activities that will be provided in support of the applicant's project, and must be signed. The organization's expertise, experience, and access to targeted population(s), if applicable, should also be described in the letter of commitment.

Letters of Commitment are different from "Letters of Support." Letters of Support are letters that are general in nature that speak to the writer's belief in the capability of an applicant to accomplish a goal/task. Letters of Support also may indicate an intent or interest to work together in the future. However, letters of support generally lack the specificity required of Letters of Commitment. Moreover, the author of a Letter of Support may not be identified by the work plan as a core/key partner or collaborator. Applicants are free to submit Letters of Support, but they are not required, are not included as part of the review, and they will not be scored.

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. Submission Dates and Times

Due Date for Applications 06/01/2021

06/01/2021

Date for Informational Conference Call:
04/21/2021

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

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

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

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

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

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

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

Unsuccessful submissions will require authenticated verification from http://www.grants.gov indicating system problems existed at the time of your submission. For example, you will be

required to provide an http://www.grants.gov submission error notification and/or tracking number in order to substantiate missing the cut off date.

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

Informational Call:

April 21, 2021
2:00 - 3:00 pm ET

https://hhs.webex.com/hhs/j.php?MTID=m8eafb067cd8abb43d1330036233cdadc

Dial In:

+1-415-527-5035 US Toll
Access code: 199 562 2820

4. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs.

5. Funding Restrictions

The following activities are not fundable:

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

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

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

or subsistence allowances. (Note: conference grant means the sole purpose of the award is to hold a conference.)

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

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

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

6. Other Submission Requirements

V. Application Review Information

1. Criteria

Applications are scored by assigning a maximum of 100 points across five criteria. These scoring categories track with the organization of the Project Narrative described in Section IV.2 above.

A. Project Relevance & Current Need (5 points)
B. Approach (35 points)
C. Special Target Populations (10 points)
D. Project Outcomes, Evaluation, & Impact (15 points)
E. Organizational Capacity (15 points)
F. Budget (20 points)

Project Relevance & Current Need **Maximum Points:** 5

Is the proposal relevant to the intent, goals, and objectives of this funding announcement, as described in Section I? Does the proposed project clearly and adequately identify the current issues the proposal intends to address? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge about APS workforce, evidence-based training, adult learning theory, and/or new and cutting-edge research?

Approach **Maximum Points:** 35

Are the project's *goals and objectives* clearly identified, and are they consistent with the purpose, goals, and objectives of the funding opportunity? If the applicant proposed objectives in addition to those identified by ACL in Section I., are the additional objectives relevant to the goals of this funding opportunity as outlined in Section I.?

Are the *interventions and/or approaches* clearly defined and aligned to the goals and objectives? Does the application justify the selected/proposed activities and approaches? Does the application describe how the proposed activities will be carried out? Does the proposal reflect a coherent and feasible approach for successfully addressing the identified problem and achieving the identified outcomes, goals, and objectives? Does the project take into account barriers and

opportunities that exist in the larger environment that may impact the project's success?

Is the project *work plan* clear and comprehensive and cover each of the two (2) years of the project sequentially? Does it include sensible and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific objectives and tasks that link to measurable outcomes? Are the roles and responsibilities of project staff, consultants, and partners clearly defined and linked to specific objectives and tasks?

Special Target Populations **Maximum Points:** 10

Does the proposed approach identify and involve in a meaningful way stakeholder groups that are critical for the success and sustainability of the project? If other organizations will be involved, does the application demonstrate that the organization/s will be involved in a meaningful way in the planning and implementation of the proposed project?

Does the application describe whether, and if so, how, the proposed intervention will target hard- to-reach populations, including limited-English speaking populations, those of greatest economic or social need, and/or underserved and underrepresented groups? Does the application reflect ACL's commitment to advancing equity, racial justice, and equal opportunity? Does the applicant propose reasonable and achievable strategies to ensure that the experiences of individuals served by APS who are from underrepresented and underserved communities inform the work of the grant activities in a meaningful way?

Project Outcomes, Evaluation, and Impact **Maximum Points:** 15

Are the expected project benefits, results, and impact clear, realistic, and consistent with the objectives and purpose of the project, as well as with this funding opportunity? Are the proposed *outcomes* quantifiable and measurable? Are the anticipated outcomes likely to be achieved? Will the proposed outcomes demonstrate a *significant benefit* to the APS workforce?

Does the project *evaluation* reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the plan include a sufficient number of qualitative and quantitative methods to reliably measure outcomes? Is the evaluation designed to capture "lessons learned" from the overall effort that might be of use to the field and similar projects in the future?

Organizational Capacity **Maximum Points:** 15

Does the applicant organization clearly identify their *capacity and capability* for carrying out the proposed project and evaluation? Does the applicant demonstrate overall knowledge, skills, and abilities to carry out the proposed project as outlined in Section III.3? Is it clear how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work, and the capabilities it possesses? and Does the applicant demonstrate the ability to successfully complete the project?

Do the proposed project director(s), key staff, and consultants have the background, experience, and other *qualifications* required to carry out their designated roles? Do they demonstrate

expertise in APS workforce issues, adult learning theory, and on-line learning/training platforms? Does the project team have a record of success with similar projects, interventions, and programs?

Is the applicant agency *significantly and meaningfully involved* in carrying out the project? Is there a clear delineation of the roles and responsibilities of project staff, consultants, and partner organizations? Does the application describe how partner organizations will contribute to achieving the project's objectives and outcomes? Does the proposal include a clear and coherent management plan? Does the applicant 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? Is the approach that will be used to monitor and track progress on the project's tasks and objectives reasonable and feasible?

Are the proposed project director(s), key staff, and consultants dedicating an appropriate amount of time to fulfill their obligations to the project? Are Letters of Commitment from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Budget **Maximum Points:** 20

Is the budget justified with respect to the adequacy and reasonableness of resources requested? Are budget line items clearly delineated and consistent with work plan objectives (i.e., a clear and strong relationship between the stated objectives, project activities, the work expected to be performed, and what it will cost)? Is the time commitment of the proposed director and other key project personnel, as reflected in the budget, sufficient to assure proper direction, management, and timely completion of the project? Is a two (2) year budget included that covers the entire proposed project period, as well as a budget covering each individual year? Does the application include a budget narrative, as requested, that summarizes the budget in terms of major activity/deliverable?

Bibliography/Works Cited **Maximum Points:** 0

Applicants must document all of their source material. If any text, language and/or materials are from another source, the application must make it clear the material is being quoted and where the text comes from. The application must also cite any sources when they use numbers, ideas, or other material that is not their own. If the application fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce the application's score accordingly, even to the degree of issuing no points at all to the application. Applicants have been advised to include a "Bibliography" or "Works Cited" section with the project narrative.

2. Review and Selection Process

As required by 2 CFR Part 200 of the Uniform Guidance, effective January 1, 2016, ACL is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System

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

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

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

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

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

3. Anticipated Announcement Award Date

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

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

VI. Award Administration Information

1. Award Notices

Successful applicants will receive an electronic Notice of Award. The Notice of Award is the authorizing document from the U.S. Administration for Community Living authorizing official,

Office of Grants Management. Acceptance of this award is signified by the drawdown of funds from the Payment Management System. Unsuccessful applicants are generally notified within 30 days of the final funding decision and will receive a disapproval letter via e-mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and will be destroyed.

2. Administrative and National Policy Requirements

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

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:
Stephanie

Last Name:
Whittier Eliason

Phone:
202-795-7467

Office:
Office of Elder Justice and Adult Protective Services

Grants Management Specialist

First Name:
Sean

Last Name:
Lewis

Phone:
202-795-7384

Office:
Office of Grants Management

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).

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

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

d. Address: (REQUIRED) Enter the complete address including the county.

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

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

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

A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-

Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

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

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

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

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

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

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

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

https://www.house.gov/

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

18. **Estimated Funding:** (REQUIRED) If requesting multi-year funding, enter the full amount requested from the Federal Government in line item 18.a., as a multi-year total. For example and illustrative purposes only, if year one is $100,000, year two is $100,000, and year three is $100,000, then the full amount of federal funds requested would be reflected as $300,000. The amount of matching funds is denoted by lines b. through f. with a combined federal and non-federal total entered on line g. Lines b. through f. represents contributions to the project by the applicant and by your partners during the total project period, broken down by each type of contributor. The value of in-kind contributions should be included on appropriate lines, as applicable.

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 75 before completing Item 18 and the Budget Information Sections A, B and C noted below.

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

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

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

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

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

Note: This area is not meant to be one whereby an applicant merely divides the requested funding by four and inserts that amount in each quarter but an area where thought is given as to how your estimated expenses will be incurred during each quarter. For example, if you have initial startup costs in the first quarter of your award reflect that in quarter one or you do not expect to have contracts awarded and funded until quarter three, reflect those costs in that quarter.

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

Applicants requesting funding for multi-year grant programs are REQUIRED to provide a combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding. A separate Budget Narrative/Justification is also REQUIRED for each potential year of grant funding requested.

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

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

In the Justification: Identify the project director, if known. Specify the key staff, their titles, and time commitments in the budget justification.

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

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

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

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

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

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

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

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

Line 6f: **Contractual**: Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Note: The 33% provision has been removed and line item budget detail is not required as long as you meet the established procurement standards. Also include any awards to organizations for the provision of technical assistance. Do not include payments to individuals on this line. Please be advised: A subrecipient is involved in financial assistance activities by receiving a sub-award and a subcontractor is involved in procurement activities by receiving a sub-contract. Through the recipient, a subrecipient performs work to accomplish the public purpose authorized by law. Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services. In either case, you are encouraged to clearly describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

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

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

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

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

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

  In the Justification: Provide a reasonable explanation for items in this category. For example, individual consultants explain the nature of services provided and the relation to

activities in the work plan or indicate where it is described in the work plan. Describe the types of activities for staff development costs.

Line 6i: **Total Direct Charges**: Show the totals of Lines 6a through 6h.

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

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

Fringe Benefits					Fringe on Project Director at 36.65% = $17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) **Non-Fed Cash** Fringe on Office Manager at 36.65% = $8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080 Per Diem: 3 days x 3 staff @ $40/day $360

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

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

Budget Narrative/Justification - Sample Template

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

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

Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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