



Administration for Community Living

Administration on Disabilities

Projects of National Significance: Empowering Youth with Intellectual and Developmental
Disabilities to Manage Their Healthcare Transitions

HHS-2021-ACL-AOD-DNCE-0100

07/12/2021

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ACL Center:

Administration on Disabilities

Funding Opportunity Title:

Projects of National Significance: Empowering Youth with Intellectual and Developmental Disabilities to Manage Their Healthcare Transitions

Funding Opportunity Number:

HHS-2021-ACL-AOD-DNCE-0100

Primary CFDA Number:

93.631

Due Date for Letter of Intent:

06/11/2021

Due Date for Applications:

07/12/2021

Date for Informational Conference Call:

06/01/2021

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

I. Funding Opportunity Description

A. Purpose

The Administration for Community Living (ACL) seeks to fund one (1) five-year grant to create and maintain a national, person-centered, culturally competent resource center to empower youth with intellectual and developmental disabilities (ID/DD) in directing their own healthcare transitions from pediatric to adult models of care. The center will work to increase self-determination, independence, and quality of life for youth with ID/DD as they transition into

adult models of care. The center will focus on resources for youth, approximately ages 12-26, while also providing resources for families, guardians, and other support networks.

The resource center will be guided by principles of independent living, self-determination, and intersectionality. (These definitions are included at the end of Section I.) Partnerships with entities supporting traditionally unserved and underserved youth, including youth from racially and ethnically diverse populations, youth who use augmentative and alternative communication, and youth who are disconnected from ongoing supports and systems (such as youth transitioning out of the juvenile justice or foster care systems) are critical to the success of this project.

B. Background

Healthcare transition is “the purposeful, planned movement of adolescents and young adults with chronic physical and medical conditions from child-centered to adult-oriented health care systems.” [1] Every year, 750,000 young people with disabilities enter adulthood but healthcare delivery for these young adults has not kept pace.[2] As a result, the amount of healthcare provided to adults with disabilities by pediatric providers and pediatric models of care is far too great.[3]

There are additional factors for youth and young adults with intellectual and developmental disabilities (ID/DD) who may need more in-depth support to make these transitions. Youth with ID/DD may have difficulty locating appropriate healthcare providers, and benefits programs supporting these youth may be subject to age cut-offs. Additionally, youth with ID/DD may be unaware of their rights and responsibilities that govern their access to healthcare.

The American Academy of Pediatrics, American Academy of Family Physicians, and American College of Physicians-American Society of Internal Medicine have stated that, “[a]fter the age of majority, all youth deserve to be treated as adults and to experience an adult model of care,” even when they require decision-making support or are under legal guardianship.[4] This project aims to facilitate this process by empowering youth with ID/DD to direct their own healthcare transitions.

This project will complement a number of the AoD initiatives aimed at reducing health disparities as well as projects empowering youth:

- The *Alternatives to Guardianship Youth Resource Center* at University of Massachusetts, Boston;
- The *Partnering to Transform Health Outcomes with Persons with Intellectual Disabilities and Developmental Disabilities (PATH-PWIDD)* at Rush University, College of Nursing; and
- The *Center for Dignity in Healthcare for People with Disabilities* at the University of Cincinnati Center for Excellence in Developmental Disabilities; and
- AoD’s ID/DD data equity initiative

This project will be a critical activity as part of AoD’s strategic priority to promote health equity of individuals with disabilities. It will also support the Administration’s priorities to address the

COVID-19 pandemic, racial inequities, and the American economy by building back better. ACL recognizes that a leading contributor to racial inequities and health disparities for individuals with ID/DD is lack of access to health care.

This project is funded under the Projects of National Significance (PNS) within the Developmental Disabilities Assistance and Bill of Rights Act, which defines the purpose of PNS as a program to "create opportunities for individuals with developmental disabilities to directly and fully contribute to, and participate in, all facets of community life; and support the development of national and State policies that reinforce and promote, with the support of families, guardians, advocates, and communities, of individuals with developmental disabilities, the self-determination, independence, productivity, and integration and inclusion in all facets of community life of such individuals." [5]

C. Program Goals

As a result of this project, ACL envisions the following long-term outcomes:

- Increased self-determination, independence, and quality of life for youth with ID/DD;
- Increased access for youth with ID/DD to culturally competent, person-centered healthcare services and supports; and,
- Increased collaboration across AoD health equity programs and national resource centers, to share best practices and connect the constellation of ACL health equity investments to improve overall quality of life for people with ID/DD. Some of these initiatives include:
 - The *Alternatives to Guardianship* initiative at University of Massachusetts, Boston;
 - The *Partnering to Transform Health Outcomes with Persons with Intellectual Disabilities and Developmental Disabilities (PATH-PWIDD)* at Rush University, College of Nursing;
 - The *Center for Dignity in Healthcare for People with Disabilities* at the University of Cincinnati Center for Excellence in Developmental Disabilities; and
 - AoD's ID/DD data equity initiative.

ACL also anticipates the following shorter-term outcomes:

- Youth with ID/DD gain an understanding of their legal rights and responsibilities in a healthcare setting;
- Youth with ID/DD understand and learn how to proactively plan for medical appointments and procedures;
- Youth with ID/DD learn to lead their medical appointments and interaction with medical professionals;
- Youth become more comfortable engaging with medical professionals;
- Youth with ID/DD learn about the co-occurring health conditions they may experience;
- Youth learn to lead their at-home healthcare routines such as medication management;
- Youth with ID/DD make decisions about their healthcare and wellness next steps, in consultation with providers, family members, and adult guardians as appropriate; and

- Family members and adult guardians learn how to effectively support youth in transition to adult providers.

D. Activities

Applicants should respond to this funding announcement by submitting proposals that demonstrate the approach they will take, if funded, to create and maintain a national, person-centered, culturally competent resource center to empower youth with ID/DD in directing their own healthcare transitions from pediatric to adult models of care. Applicants should explain how they plan to implement the required activities outlined in this subsection below along with any other activities they deem necessary to achieve the outcomes listed in Subsection C above.

Landscape Analysis

The grantee will perform a landscape analysis of existing efforts across the country that will include identifying current and persistent gaps in services and supports, with particular attention to unserved and underserved populations. This analysis will help inform the subsequent program activities and training and resource topics, as well as provide an opportunity to develop partnerships. Applicants should describe their process for undertaking the landscape analysis and identify how they will include multiple and diverse perspectives in the process. Applicants should also describe how youth with ID/DD will be included in this process.

Resource Development and Dissemination

Applicants should describe how they will use the information generated from the landscape analysis to identify and develop a variety of multi-modal resources for youth with ID/DD as well as for their family members and support networks. Applicants should describe how they will ensure that the resources will be cognitively accessible, culturally competent, and evidence-informed. Applicants should identify a sampling of potential resources and describe a dissemination plan for these resources, including dissemination to youth who may be traditionally underserved, including youth from racially and ethnically diverse populations, youth who use augmentative and alternative communication, and youth who are disconnected from ongoing supports and systems (such as youth transitioning out of the juvenile justice or foster care systems).

Steering Committee

The grantee will develop a steering committee comprised entirely of transition-aged youth with ID/DD. Applicants should describe their plan for developing this steering committee and ensuring the group is diverse with regard to race, religion, ethnicity, disability, gender, gender identity, sexual orientation, location, and other factors not listed. This group will meet regularly to inform the project's workplan and activities, and applicants should ensure they budget appropriately for every youth to fully participate in these meetings, including the cost of reasonable accommodations, virtual meeting platforms, and potentially stipends for the young adults' time. Applicants should describe how they will recruit, support, and engage with the steering committee.

Community of Practice

The grantee will develop a community of practice (CoP) comprised of ACL network

organizations (e.g., Centers for Independent Living, State Councils on Developmental Disabilities, University Centers for Excellence in Developmental Disabilities, Protection and Advocacy agencies), state agencies, healthcare professionals, and other organizations including any self-advocacy and youth-led organizations within the state. Applicants should describe how they will develop the CoP and provide targeted technical assistance to the CoP through an accessible virtual platform not less than quarterly. Applicants should describe how they will ensure this group is diverse with regard to race, religion, ethnicity, disability, gender, gender identity, sexual orientation, location, and other factors not listed. Applicants should describe how they will recruit, structure, and engage with the community of practice.

Collaboration with ACL National Resource Centers

In order to facilitate coordination of ACL health equity initiatives and maximize health outcomes for youth with ID/DD, the grantee will regularly convene a meeting of related ACL national resource centers, including, but not limited to

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

Applicants should describe how they will collaborate with this group to maximize the flow of information and the sharing of promising practices and challenges among programs.

Other Partnerships

ACL expects that no one single organization will be able to completely fulfill the priority areas addressed in this project. Therefore, applicants should describe how they plan to partner with other organizations, particularly those representing the needs of traditionally unserved and underserved youth, including youth from racially and ethnically diverse populations, youth with disabilities with intersectional identities, youth who use augmentative and alternative communication, and youth who are disconnected from ongoing supports and systems (such as youth transitioning out of the juvenile justice or foster care systems). While the applicant organization must be the fiscal and programmatic lead, applicants should clearly define their key partners' roles throughout the application materials (e.g., work plan, budget, project narrative).

Website and Social Media

The grantee will create a robust public facing website on which to host resources created by the grantee as well as relevant resources developed by partners in the field. Applicants should describe how they will create the website and ensure that it and the posted resources will be fully 508-compliant and conform to the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. The website must also comply with all relevant security and privacy regulations governing federally supported websites. Applicants should describe how the website and the resources they will develop as the grantee will be branded so that it is clear to the public and others that they were developed with the support of ACL. The grantee will also use social media to promote the website and the overall project.

Mobile Application (App)

The grantee will create a downloadable mobile app designed to help youth manage their individual healthcare transitions. Applicants should describe how they will create the app and include features for tracking appointments, medical history, and medication management. The app may also include features for family members or other trusted support networks to assist youth in managing their care. The app must be 508-compliant and conform to the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. The app must also comply with all relevant security and privacy regulations governing federally supported mobile applications.

Evaluation

Applicants should describe how they will use evidence-based methods for evaluating how well they are achieving the project outcomes. Applicants should describe their approach to evaluation that will be able to successfully measure whether or not the project has achieved its proposed outcomes. Applicants should include qualitative and quantitative methods in their approach.

Applicants should link the evaluation activities to the intended outcomes in Section C *Program Goals* above.

Sustainability

Through this funding opportunity, ACL expects to realize tangible, measurable, and sustainable advancements for the healthcare transitions of people with intellectual and developmental disabilities. Applicants should propose a range of potential approaches for ensuring the sustainability of project efforts after federal funding has ended.

Independent Living, Self-Determination, and Intersectionality

The success of this project is dependent on all components of the application, in addition to where specifically mentioned, aligning with the principles of independent living, self-determination, and intersectionality.

E. Definitions

- ***Independent Living*** is a philosophy grounded in consumer control, the idea that people with disabilities are the experts on their own needs and can best decide how to live, work, and participate in their communities.[6]
- The Developmental Disabilities Assistance and Bill of Rights Act defines ***self-determination activities*** as “activities that result in individuals with developmental disabilities, with appropriate assistance, having:
 - the ability and opportunity to communicate and make personal decisions;
 - the ability and opportunity to communicate choices and exercise control over the type and intensity of services, supports, and other assistance the individual receives;
 - the authority to control resources to obtain needed services, supports, and other assistance;
 - opportunities to participate in, and contribute to their communities; and

- support, including financial support, to advocate for themselves and others, to develop leadership skills, through training in self-advocacy, to participate in coalitions, to educate policymakers, and to play a role in the development of public policies that affect individuals with developmental disabilities.”[7]
- **Intersectionality** is an analytical framework that describes how individual characteristics like race, class, gender identity, disability, sexual preference, and socioeconomic status intersect to have a compounded impact on the individual.[8]

References:

- [1] Blum RW, Garrell D, Hodgman C: Transition from child-centered to adult-oriented care: systems for adolescents with chronic health conditions. *J Adolesc Health* 14:570–576, 1993.
- [2] Scal, P., & Ireland, M. (2005). Addressing transition to adult health care for adolescents with special health care needs. *Pediatrics*, 115: 1607-1612. Retrieved from <http://pediatrics.aappublications.org/content/115/6/1607.full.pdf>.
- [3] Baghat, Santi K.M. vol. 5, National Collaborative on Workforce and Disability for Youth, 2012, Transition’s Missing Link: Health Care Transition. Retrieved from <http://www.ncwd-youth.info/wp-content/uploads/2018/03/policy-brief-05.pdf>.
- [4] Crane, Samantha. “The Transition to Adulthood for Youth with ID/DD: A Review of Research, Policy and next Steps .” Policy Brief , Autistic Self Advocacy Network, July 2013, autisticadvocacy.org/wp-content/uploads/2013/12/HealthCareTransition_ASAN_PolicyBrief_r2.pdf.
- [5] *An Act to Improve Service Systems for Individuals with Developmental Disabilities, and for Other Purposes*. (PL 106-442) U.S. G.P.O., 2000.
- [6] “About Independent Living.” National Council on Independent Living, 30 May 2019, ncil.org/about/aboutil/.
- [7] *An Act to Improve Service Systems for Individuals with Developmental Disabilities, and for Other Purposes*. (PL 106-442) U.S. G.P.O., 2000.
- [8] Crenshaw, Kimberlé (1989) "Demarginalizing the Intersection of Race and Sex: A Black Feminist Critique of Antidiscrimination Doctrine, Feminist Theory and Antiracist Politics," University of Chicago Legal Forum: Vol. 1989, Article 8.

Statutory Authority

Developmental Disabilities Assistance and Bill of Rights Act of 2000

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$ 485,000

Expected Number of Awards:

1

Award Ceiling:

\$ 485,000

Per Budget Period

Award Floor:

\$ 450,000

Per Budget Period

Length of Project Period:

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

Additional Information on Project Periods and Explanation of 'Other'

The terms and conditions for this cooperative agreement are as follows and will be incorporated by reference in the Notice of Award (NOA).

The ACL project officer agrees to execute the responsibilities of the cooperative agreement outlined below:

1. Perform the day-to-day federal responsibilities of managing a grant initiative and work with the grantee to ensure that the minimum requirements for the grant are met. Conduct regular conference calls to ensure goals and objectives are being met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee's project, and, as necessary, collaborate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
3. Share information with the grantee about other federally sponsored projects and other activities relevant to the interests of the grantee and their activities.
4. Work with the grantee on the development and implementation of quality assurance systems to ensure that performance is measured and continuous improvement occurs.
5. 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.
6. Attend and participate in major project events as appropriate.

The grantee will agree to execute the responsibilities of the cooperative agreement outlined below:

1. Fulfill all of the requirements of the grant initiative as detailed in this program announcement.
2. Collaborate with ACL on any in-scope modifications and execution of the work plan initially within 45 days of the award.
3. Document the impact of overall project activities and ensure quality assurance systems are in place.
4. Share information with ACL, national, state and local partner organizations, and other entities as appropriate.
5. Work with the ACL program project officer to evaluate performance results reported semi-annually and jointly develop strategies to address those areas requiring improvement.
6. Submit resumes of potential key staff hires as detailed under HHS grants prior approval requirements.

7. Report semi-annually on project accomplishments, challenges, and progress towards measurable objectives.
8. Acknowledge that the Government retains all rights to all data, reports, and websites/webpages created and/or compiled as a result of this grant and agree that no information furnished to or generated by the grantee in the performance of this grant shall be released to the public by the grantee without the prior approval of the project officer.
9. Ensure all virtual materials and platforms are in compliance with Section 508 of the Rehabilitation Act of 1973 and conform to Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria.

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

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

N/A

Application Screening Criteria

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

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

1. Applications must be submitted electronically via <https://www.grants.gov> by 11:59 p.m., Eastern Time, by the due date listed in section IV.3 Submission Dates and Times.
2. The Project Narrative section of the Application must be double-spaced, on 8.5" x 11" plain white paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Calibri or Arial.
3. The Project Narrative must not exceed 25 pages. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Logic Model, Letters of Commitment, Organizational Charts, and Résumés/Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 25-page limit.
4. Applications must contain a budget request that is equal to or more than the "Award Floor" amount and not more than the "Award Ceiling" amount as found in Section II of this funding opportunity announcement.

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

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

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

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

- Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:
 1. Register in SAM prior to submitting an application or plan;
 2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 3. Provide its DUNS number in each application or plan to submit to the OPDIV.

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711.

- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.
- After you electronically submit your application, you will receive an automatic acknowledgement from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

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

2. Content and Form of Application Submission

Letter of Intent

06/11/2021

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

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to: Dana Fink dana.fink@acl.hhs.gov 202.795.7604

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Calibri or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 20 to 25 pages; 25 pages is the maximum length allowed. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Logic Model, Letters of Commitment, Organizational Charts, and Résumés/Vitae of Key

Personnel are not counted as part of the Project Narrative for purposes of the 25-page limit, but all of the other sections noted below are included in the limit.

The Project Narrative should provide a clear and concise description of your project. ACL recommends that your project narrative include the following components, which will be counted as part of the 25 -page limit:

Summary/Abstract

Statement of Need

Goals and Objectives

Proposed Approach

Independent Living, Self-Determination, and Intersectionality

Outcomes

Organizational Capability and Project Management

Summary/Abstract

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

Statement of Need

Use this section to demonstrate the nature and scope of the issues facing youth with ID/DD as they transition to adult providers and models of care, in both quantitative and qualitative terms.

Goals and Objectives

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

Proposed Approach

Use this section to provide a clear and concise description of the project you propose to use to address the problem you described in the "Statement of Need" including the following required activities:

- Landscape Analysis
- Resource Development and Dissemination
- Steering Committee
- Community of Practice
- Collaboration with ACL National Resource Centers
- Other Partnerships
- Website
- Mobile Application (App)
- Evaluation
- Sustainability

In this section, also, note the major barriers you anticipate and your strategies to overcome them.

Independent Living, Self-Determination, and Intersectionality

In this section, describe how your project will engage the principles of independent living, self-determination, and intersectionality. Describe how youth with ID/DD will be engaged in each component of the project, including youth with ID/DD with intersectional identities and other multiply marginalized youth.

Outcomes

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

Organizational Capability and Project Management

In this section, delineate the roles and responsibilities of project staff, consultants, and partner organizations. Describe how they will contribute to achieving the project's objectives and outcomes. Clearly specify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress (i.e., measure of performance towards the goals); preparation of reports; and communications with partners and ACL. Also, describe the approach you will use to monitor and track progress on the project's tasks and objectives. This section should also cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals. Applicants should demonstrate that the organization has resources and capabilities to support the provision of person-centered services and culturally and linguistically competent services.

BUDGET NARRATIVE/JUSTIFICATION

For the Budget Narrative/Justification, you may use the "Budget Narrative/Justification – Sample Format" found in the Appendix section at the end of this funding announcement. Applicants are encouraged to pay particular attention to this format, which provides an example of the level of detail ACL is looking for. ACL requires that you submit a combined multi-year Budget Narrative/Justification covering the life of the grant as well as a detailed Budget Narrative/Justification for each year of potential grant funding. Applicants should ensure they budget appropriately for every youth to fully participate in the Steering Committee, including the cost of reasonable accommodations, virtual meeting platforms, and potentially stipends for the young adults' time

PROJECT WORK PLAN

Your Project Work Plan should reflect and be consistent with the Project Narrative and Budget Narrative/Justification. In your Project Work Plan, include a statement of the project's overall goal, the anticipated outcome(s), the key objectives, and the major tasks / action steps that you

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

LETTERS OF COMMITMENT

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

3. Submission Dates and Times

Due Date for Applications 07/12/2021

07/12/2021

Date for Informational Conference Call:

06/01/2021

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

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

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

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

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

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

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

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

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

The informational call will take place on June 1, 2021 at 3:00pm Eastern Time. Please use the following call-in information: (877) 950-3161, Participant Code – 2004960#

4. Intergovernmental Review

This program is 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

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

Statement of Need

Maximum Points: 9

To what extent does the application:

- Demonstrate a clear understanding of the nature and scope of the issues facing youth with ID/DD as they transition to adult providers and models of care and the need to improve their health care transitions? (2 points)
- Use both quantitative and qualitative data to identify the need to improve health care transitions for youth with ID/DD, including data on unserved and underserved populations? (2 points)
- Demonstrate that youth with ID/DD and their health needs and goals were included in the process of developing the application and proposed approach? (5 points)

Goals, Objectives, and Outcomes

Maximum Points: 10

To what extent does the application:

- Outline the project’s major goals and objectives in a clear and concise manner that are attainable and address the stated need and achieve the outcomes of the project? (4 points)
- Include proposed outcomes for the project that are clear, realistic, quantifiable, measurable, and consistent with both the program goals as stated in this funding

announcement (Section 1.C.) and the definition of a project outcome contained in Project Work Plan – Sample Template? (3 points)

- Include a logic model that provides an overall conceptual framework for achieving the projects goals and outcome? (3 points)

Proposed Approach

Maximum Points: 45

1. Overall Approach (5 points)

To what extent is the overall approach outlined in the application adequate, reasonable, feasible, appropriate, and likely to result in the desired outcomes?

2. Landscape Analysis (5 points)

To what extent does the application:

- Describe a well-designed process for developing a landscape analysis of existing efforts that will help to identify gaps? (2 points)
- Identify how the applicant will include multiple and diverse perspectives and youth with ID/DD in the landscape analysis development process? (3 points)

3. Resource Development and Dissemination (5 points)

To what extent does the application:

- Describe a well-designed process for developing resources that will be cognitively accessible, culturally competent, and evidence-based? (2 points)
- Describe how the applicant will develop a dissemination plan for resources that is inclusive of youth who are traditionally unserved and underserved, including youth from racially and ethnically diverse populations, youth who use augmentative and alternative communication, and youth who are disconnected from ongoing supports and systems (such as youth transitioning out of the juvenile justice or foster care systems) (3 points)

4. Steering Committee (5 points)

To what extent does the application:

- Describe how the applicant will recruit, support, and engage with a steering committee comprised entirely of transition-aged youth with ID/DD? (3 points)
- Describe how the applicant will ensure this group is diverse with regard to race, religion, ethnicity, disability, gender, gender identity, sexual orientation, location, and other factors not listed? (2 points)

5. Community of Practice (5 points)

To what extent does the application:

- Describe how the applicant will develop a community of practice comprised of ACL network organizations (e.g. Centers for Independent Living, State Councils on Developmental Disabilities, University Centers for Excellence in Developmental

Disabilities, Protection and Advocacy Systems), state agencies, healthcare professionals, and other organizations including any self-advocacy and youth-led organizations within the state? (1 point)

- Describe how the applicant will ensure this group is diverse with regard to race, religion, ethnicity, disability, gender, gender identity, sexual orientation, location, and other factors not listed? (2 points)
- Describe how the applicant will recruit, structure, and provide targeted technical assistance to the Community of Practice? (2 points)

6. Collaboration and Partnerships (5 points)

To what extent does the application:

- Describe how the applicant will engage and partner with the relevant partners for this project, including its specific role(s) to achieve greater health outcomes for youth with ID/DD? (2 points)
- Demonstrate how the applicant will partner with organizations representing the needs of youth with intersectional identities? (2 points)
- Describe how the applicant will regularly collaborate with related ACL national resource centers to share best practices and connect the constellation of ACL health equity investments to improve overall quality of life for people with ID/DD. These resource centers should include: (1 point)
 - The *Alternatives to Guardianship* initiative at University of Massachusetts, Boston;
 - The *Partnering to Transform Health Outcomes with Persons with Intellectual Disabilities and Developmental Disabilities (PATH-PWIDD)* at Rush University, College of Nursing;
 - The *Center for Dignity in Healthcare for People with Disabilities* at the University of Cincinnati Center for Excellence in Developmental Disabilities; and
 - ACL's ID/DD data initiative.

7. Website, Social Media, and Mobile Application (App) (5 points)

To what extent does the application:

- Describe how the applicant will create a robust public facing website on which to host resources, a social media presence, and a downloadable mobile app designed to help youth manage their individual healthcare transitions that includes features for tracking appointments, medical history, and medication management? (2 points)
- Demonstrate how the website and app will be 508-compliant and conform to the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria? (2 points)
- Describe how the applicant will brand the app, the website, and the resources hosted on the website so that it is clear to the public and others that they were developed with the support of ACL? (1 point)

8. Evaluation (5 points)

To what extent does the application:

- Propose how the applicant will use summative and formative methods (both qualitative and quantitative) for evaluating the extent to which they are achieving the project outcomes? (3 points)
- Describe how they will use the data from the evaluations to make improvements to the project? (2 points)

9. Sustainability (5 points)

To what extent does the application describe a range of potential approaches for ensuring the sustainability of project efforts after federal funding has ended?

Budget and Budget Justification

Maximum Points: 9

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

- Are clear and easy to understand; provide detailed justifications for the amounts requested, including a breakdown for each year of the potential funding as well as a combined multi-year budget; and are consistent with the project narrative and objectives for each activity? (3)
- Are reasonable and feasible with respect to the resources requested for each activity; outline reasonable time commitments for the proposed project director and other key personnel that are sufficient to assure proper direction, management, and timely completion of the project; and propose salaries for the project director and other key project personnel that are reasonable and justified? (3)
- Appropriately provide for every youth to fully participate in the Steering Committee, including the cost of reasonable accommodations, virtual meeting platforms, and potential stipends for the young adults' time? (3)

Independent Living, Self-Determination, and Intersectionality

Maximum Points: 9

To what extent does the application:

- Describe how the applicant will engage the principles of independent living, self-determination, and intersectionality? (5)
- Describe how youth with ID/DD will be engaged in each component of the project, including youth with ID/DD with intersectional identities and other multiply marginalized youth? (4)

Organizational Capability and Project Management

Maximum Points: 18

1. Organizational Capability and Project Management Narrative (8 points)

To what extent does the application:

- Demonstrate that the applicant has the experience and expertise to carry out the activities proposed? (6)
- Demonstrate that the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles? (6)
- Demonstrate that the organization has resources and capabilities to support the provision of person-centered services and culturally and linguistically competent services that promote self-determination? (6)

2. Project Work Plan (5 points)

To what extent does the application contain a Project Work Plan that:

- Is a well-designed outline of the project's overall goal, the anticipated outcome(s), the key objectives, and the major tasks / action steps that will assist the applicant in achieving the goal and outcome(s)?
- Identifies reasonable and attainable timeframes including start- and end-dates? Is consistent with the Budget Narrative / Justification and reasonable based on the budget proposed?

3. Letters of Commitment (5 points)

To what extent does the application:

- Include letters of commitment that describe the scope of the collaborations, demonstrate the clear commitment of the partner organizations, and describe the partners' area(s) of responsibility that are consistent with their intended roles and contributions as described in the project narrative and work plan?

2. Review and Selection Process

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

An independent review panel of at least three individuals will evaluate applications that pass the

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

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

3. Anticipated Announcement Award Date

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

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

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

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

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:

Dana

Last Name:

Fink

Phone:

202.795.7604

Office:

dana.fink@acl.hhs.gov

Grants Management Specialist

First Name:

Sean

Last Name:

Lewis

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VIII. Other Information

Below is information that is included in ACL grant opportunities which may be supplemented or modified, as appropriate, for a particular funding opportunity.

Application Elements

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

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

- *SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).*
- *Lobbying Certification, required.*
- *Proof of non-profit status, if applicable*
- *Copy of the applicant’s most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.*
- *Project Narrative with Work Plan, required (See “Project Work Plan – Sample Template” for a formatting suggestions).*
- *Vitae for Key Project Personnel.*
- *Letters of Commitment from Key Partners, if applicable.*

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

HHS. Please see <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-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 ($5\% \times \$1,000,000 = \$50,000$) a detailed breakdown of supplies is not needed. Please note: any supply costs of \$5,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., $5\% \times \$100,000 = \$5,000$ – no breakdown needed).

Line 6f: **Contractual:** Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Note: The 33% provision has been removed and line item budget detail is not required as long as you meet the established procurement standards. Also include any awards to organizations for the provision of technical assistance. Do not include payments to individuals on this line. Please be advised: A subrecipient is involved in financial assistance activities by receiving a sub-award and a subcontractor is involved in procurement

activities by receiving a sub-contract. Through the recipient, a subrecipient performs work to accomplish the public purpose authorized by law. Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services. In either case, you are encouraged to clearly describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

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

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

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

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

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

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 Non-Fed Cash

					Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554 Total 1,254	7
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)	
Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500	

					Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360 Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$ 2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount)

					Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669 Total \$30,171 <i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i> A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	\$5,600	\$0	\$5,880	\$11,480	Federal 2 consultants @ \$100/hr for 24.5 hours each = \$4,900 Printing 10,000 Brochures @ \$.05 = \$500 Local conference registration fee (name conference) = \$200 Total \$5,600 In-Kind Volunteers 15 volunteers @ \$8/hr for 49 hours = \$5,880
Indirect Charges	\$20,934	\$0	\$0	\$20,934	21.5% of salaries and fringe = \$20,934 IDC rate is attached.
TOTAL	\$140,294	\$40,866	\$5,880	\$187,060	

Budget Narrative/Justification - Sample Template

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
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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.														

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.