Administration on Disabilities

Office of Independent Living Programs

Centers for Independent Living Competition—Guam

Opportunity number: HHS-2025-ACL-AOD-IL-0019

Contents

Before you begin

If you believe you are a good candidate for this funding opportunity, secure your SAM.gov and Grants.gov registrations now. If you are already registered, make sure your registrations are active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

See Step 2: Get Ready to Apply

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

See Step 2: Get Ready to Apply

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on June 16, 2025.

> To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.

Step 1:
Review the Opportunity

In this step

Basic information

Administration for Community Living

Administration on Disabilities

Office of Independent Living Programs

Helping people in Guam with significant disabilities to live independently.

Summary

This program funds Centers for Independent Living to provide services to people with significant disabilities, as authorized by the Rehabilitation Act of 1973, as amended (the Act).

Centers funded must provide at least the following core services:

- Information and referral.
- Independent living skills training.
- Peer counseling.
- Individual and systems advocacy.
- Services that:
  - Help people transition from nursing homes and other facilities to the community.
  - Assist those at risk of entering facilities.
  - Help youth transition to postsecondary life.

Funding details

Type: Grant

Expected total program funding over the performance period: $110,326

Expected awards: 1

Funding per applicant per budget period: $110,326

CIL awards are funded annually with each annual award having a two-year period of performance. For example, the first year of this award would have a performance period of September 1, 2025 to August 31, 2026. The next annual award would run from September 1, 2026 to August 31, 2027.

Have questions?
See Contacts and Support.

Key facts

Opportunity name: Centers for Independent Living Competition – Guam

Opportunity number: HHS-2025-ACL-AOD-IL-0019

Announcement type: New

Federal Assistance Listing: 93.432

Statutory authority number: 29 U.S.C. Section 796f-1 and Section 711 and Section 722 of the Rehabilitation Act of 1973, as amended

Key dates

Application submission deadline: June 16, 2025

Informational webinar: May 16, 2025

For webinar information, please ask Peter Nye at peter.nye@acl.hhs.gov or (202) 795-7606.

Expected award date: September 1, 2025

Expected start date: September 1, 2025

See other submissions for other time frames that may apply to this NOFO.

Eligibility

Eligible applicants

Only these types of organizations may apply:

- Applicants are required to be consumer-controlled, community-based, cross-disability, nonresidential, private nonprofit agencies.

All types of private nonprofit entities may apply, including:

- Indian tribal organizations (American Indian, Alaskan Native, Native American).
- Faith-based organizations.
- Community-based organizations.

If the applicant does not meet the prior eligibility requirements and is not a nonprofit, the designated state entity may still apply under section 724 of the Act (29 U.S.C. 796f-3). (See the selection process section.)

Geographic area

- You must propose to serve areas identified as unserved or underserved by the territory of Guam.
- You must demonstrate in your project narrative how a proposed new center is consistent with the design for a statewide network of centers in Guam's Plan for Independent Living.

Legal authority

Your organization must have the legal authority to:

- Carry out the purpose of title VII, part C of the Rehabilitation Act (29 U.S.C. subpart 3, Centers for Independent Living).
- Perform the functions listed in section 725(b) and (c) of the Act (29 U.S.C. 796f-4) and 45 CFR part 1329, subpart C, within a community located in Guam.
- Receive and administer:
    - Funds under 45 CFR part 1329, State Independent Living Services and Centers for Independent Living.
    - Funds and contributions from public or private sources that may support a center.
    - Funds from other public and private programs.

- Plan, conduct, administer, and evaluate a center, consistent with the standards and assurances in sections 725(b) and (c) of the Act ([29 U.S.C. 796f-4](#)) and subpart C of [45 CFR part 1329](#).

Completeness and responsiveness criteria

We will review your application to make sure it meets these requirements:

- Is from an organization that meets all eligibility criteria.
- Requests funding within the listed [funding range](#).
- Is submitted by the [deadline](#).

Cost sharing

This program has no cost-sharing requirement. If you choose to include cost-sharing funds, we won't consider it during review. However, we will hold you accountable for any funds you add, including through reporting.

Program description

Statutory authority

29 U.S.C. Section 796f-1; Section 711 and Section 722 of the Rehabilitation Act of 1973, as amended.

Background

Centers for Independent Living (CILs):

- Are consumer-driven agencies that work with people with significant disabilities.
  - A "person with a significant disability," in this context, means a person with a severe physical or mental impairment whose ability to function independently in the family or community or whose ability to obtain, maintain, or advance in employment is substantially limited and for whom the delivery of independent living services will improve the ability to function, continue functioning, or move toward functioning independently in the family or community or to continue in employment, respectively (29 U.S.C. 705(21)(B)).
- Provide independent living services focused on enabling people to achieve independence in their community.
- Were created under title VII, part C, section 721 of the Act and amended by the Workforce Innovation and Opportunity Act in 2014 (29 U.S.C. subpart 3, Centers for Independent Living).
- Must adhere to standards in section 725 of the Act (29 U.S.C. 796f-4).

Required activities, standards, and assurances

Under this program, we require you to carry out certain activities. Section 725 of the Act (29 U.S.C. 796f-4) requires that you meet certain standards and provide certain assurances. We describe these in this section. Be sure to address them all in your project narrative.

Approach

See [project narrative](#), [approach](#).

Your center must conduct the following activities:

- Help people with significant disabilities to develop and achieve their independent living goals.
- Promote and practice the independent living philosophy, including:
  - Consumer control of decision-making, service delivery, management, policy setting, and direction in the center.
  - Self-help and self-advocacy.
  - Development of peer relationships and peer role models.
  - Equal access for people with significant disabilities to all services, programs, activities, resources, and facilities within their communities, whether public or private, regardless of funding sources.
- Offer services to people with various types of significant disabilities, including underserved people, as described in [title VII](#), Independent Living Services and Centers for Independent Living.
- Ensure that consumers are eligible for its services, without excluding anyone based on their type of disability.
- Work to increase the availability and improve the quality of community options for independent living.
- Provide independent living core services and, as appropriate, a combination of other independent living services. These core services are:
  - Information and referral.
  - Independent living skills training.
  - Peer counseling.
  - Individual and systems advocacy.
  - Services that:
    - Help people transition from nursing homes and other facilities to the community.
    - Help those at risk of entering facilities.
    - Help youth who have left secondary education with Individualized Education Programs (IEPs) transition to postsecondary life.
- Provide the other independent living services, which are:
  - Counseling services.
  - Services related to securing housing or shelter.

- ◦ Rehabilitation technology.

- ◦ Mobility training.

- ◦ Services and training for individuals with cognitive and sensory disabilities.

- ◦ Personal assistance services.

- ◦ Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services.

- ◦ Consumer information programs on rehabilitation and independent living services available under the Rehab Act.

- ◦ Education and training necessary for living in a community and participating in community activities.

- ◦ Supporting living.

- ◦ Transportation.

- ◦ Physical rehabilitation.

- ◦ Therapeutic treatment.

- ◦ Provision of needed prostheses and other appliances and devices.

- ◦ Individual and group social and recreational services.

- ◦ Training to develop skills specifically designed for youths who are individuals with disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options.

- ◦ Services for children.

- ◦ Services under other federal, state, or local programs designed to provide resources, training, counseling, or other assistance, of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with disabilities.

- ◦ Appropriate preventive services to decrease the need of individuals assisted under this Act for similar services in the future.

- ◦ Community awareness programs to enhance the understanding and integration into society of individuals with disabilities.

- ◦ Such other services as may be necessary and not inconsistent with the provision of the Rehab Act.

- • Increase the capacity of communities within the center's service area to meet the needs of people with significant disabilities.

- • Notify people with significant disabilities who could benefit from services about the client assistance program, including contact information.

- Conduct aggressive outreach about the center's services to reach people with significant disabilities who are unserved or underserved by programs under this title, especially minority groups and urban and rural populations.

Outcomes

See **project narrative**, **outcomes**.

As you carry out your project, you must evaluate your program each year, prepare an annual report, and keep records that enable you to meet your performance standards. Your reports must include:

- How well the center complies with the standards.
- The number and types of people with significant disabilities receiving services through the center.
- The types of services provided through the center, and the number of people receiving each type of service.
- The sources and amounts of funding for the center.
- The number of people with significant disabilities employed by the center, including in management and decision-making positions.
- If possible, a comparison of the center's activities in prior years with those in the most recent year.

Project management

See **project narrative**, **project management**.

Your center must:

- Develop resources to obtain funding from sources other than chapter 1 of the Act – Individuals with Significant Disabilities (29 U.S.C. part A).
- Ensure that people with disabilities design and operate the center.
- Comply with the standards in section 725 of the Act (29 U.S.C. 796f-4(b)).
- Establish clear priorities through three year program and financial planning goals for the center, including:
    - Overall goals or a mission.
    - A work plan for achieving the goals or mission.
    - Specific objectives, service priorities, and types of services to be provided.
    - How your proposed activities are consistent with the most recent three-year State Plan for Independent Living under section 704 of the Act (29 U.S.C. 796c).

- Use sound organizational and staffing practices, including employing and promoting qualified people with significant disabilities, as required under section 503 of the Act ([29 U.S.C. 793](#)).
- Practice sound fiscal management.
- Submit to the Statewide Independent Living Council a copy of its approved funding application and the annual report required in section 725(c)(8) of the Act ([29 U.S.C. 796f-4](#)).
- At the end of each fiscal year, prepare and submit a report to the Office of Independent Living Programs (OILP) that contains the information described in section 725(c)(8) of the Act and information regarding how well the center complies with the standards in section 725(b) ([29 U.S.C. 796f-4](#)).
- Develop and use independent living plans described in section 704(e) of the Act ([29 U.S.C. 796c](#)) to achieve its goals.

Organizational capability

See [project narrative](#), [organizational capability](#).

The center will need to:

- Meet all [eligibility](#) requirements for this funding.
- Be governed by a board in which a majority of members are people with significant disabilities.
- Ensure that the majority of the staff, including people in decision-making positions, are people with disabilities.
- Train center staff on how to serve unserved and underserved populations, including minority groups and urban and rural populations.

Collaborations

See [project narrative](#), [collaborations](#).

You should plan to collaborate with other groups, including those listed here.

The federal government

Establish and maintain a partnership with the Administration on Disabilities (AoD) and its Office of Independent Living Programs (OILP). This relationship should foster a shared accountability for outcomes and activities requiring close collaboration, including federal initiatives involving the CILs.

CILs

- Establish a partnership with other CILs. This relationship should improve CIL operations in the areas of:

- Organizational competency, particularly program and fiscal business practices.
- Performance and outcomes.
- Statutory compliance.
- Positioning of CILs as leaders and agents of systems change, capacity building, and advocacy.

Other key stakeholders

- Establish a partnership with the Statewide Independent Living Council to enhance the relationship among the CIL networks in each state and territory and:
  - Collaborate to develop and carry out outcomes-based measurement, and increase understanding and collection of outcomes across CIL network programs.
  - Address issues related to CIL network collaboration.
  - Address pressing disability issues in the states and territories.
- Establish a partnership among CILs and other relevant federally funded and non-federally-funded entities and programs. Include those funded under the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA) to ensure CILs can help improve outcomes for people with disabilities.

Other groups to identify and address emerging priorities and needs

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

- Identify and discuss emerging issues and practices.
- Develop programs, resources, or strategies on emerging issues and priorities that fulfill consumers' needs.

Funding policies and limitations

For guidance on some types of costs we do not allow or restrictions on them, see CFR § 75.420, General Provisions for Selected Items of Cost.

Funding policies

- Meals are allowed only in limited circumstances linked to program activities, like during travel or when approved in advance by ACL. See Allowable Costs and Activities, Exhibit 4: Selected Items of Cost, Meals in the HHS Grants Policy Statement (PDF).
- Certain telecommunications and video surveillance equipment. See 2 CFR 200.216 to make sure this does not apply to any proposed equipment in your application.

- Support beyond the first budget year will depend on:
    - Appropriation of funds.
    - Satisfactory progress in meeting your project's objectives.
    - A decision that continued funding is in the government's best interest.
    - If the awarded applicant is a DSE, the application will be competed again next year until a community-based, non-profit, disability-led organization applies. If there is no such applicant, the DSE may continue to be awarded as long as the prior points apply.
- If we receive more funding for this program, we will consider:
    - Funding more applicants.
    - Extending the period of performance.
    - Awarding supplemental funding.

See also program-specific limitations.

Unallowable costs

- Construction or major rehabilitation of buildings.
- Basic research, such as scientific or medical experiments.
- Continuation of existing projects without expansion or new and innovative approaches.

For guidance on some types of costs that we restrict or do not allow, see 45 CFR part 75, General Provisions for Selected Items of Cost.

Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. As of January 2025, the salary rate limitation is $225,700. We will update this limitation in future years. See Further Consolidated Appropriations Act (2024).

Indirect costs

Indirect costs are for a common or joint purpose across more than one project and that cannot be easily separated by project.

There are two methods to calculate indirect costs:

- **Method 1 — Approved rate.** You currently have an indirect cost rate approved by your cognizant federal agency.
- **Method 2 — *De minimis* rate.** Per 2 CFR 200.414(f), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as

direct costs. This rate is 15% of modified total direct costs (MTDC). See 45 CFR § 75.2 for the definition of MTDC. You can use this rate indefinitely.

Program income

Program income is money earned as a result of your award-supported project activities. You must use program income for the purposes and under the conditions of the award. Find more about program income at 45 CFR 75.307.

Step 2:

Get Ready to Apply

In this step

Get registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to SAM.gov Entity Registration and select **Get Started**. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.

When you register or update your SAM.gov registration, you must agree to the financial assistance general certifications and representations. You must agree to those for grants specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

Grants.gov

You must also have an active account with Grants.gov. You can see step-by-step instructions at the Grants.gov Quick Start Guide for Applicants.

Need help? See Contacts and Support.

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to Search Grants at Grants.gov and search for opportunity number HHS-2025-ACL-AOD-IL-0019. You can also find materials at Applying for Grants on our website.

After you select the opportunity, we recommend that you select the **Subscribe** button to get updates.

Join the informational call

An informational conference call will be held on:

- May 16, 2025
- 1 to 3 p.m. ET

We will provide general information on this funding opportunity. You must register for this call in advance. Contact peter.nye@acl.hhs.gov to register for this call (and receive the Zoom link).

Get technical assistance

We will provide individual technical assistance on:

- May 23, 2025

- 3 to 4 p.m. ET

Please, ask Peter Nye at peter.nye@acl.hhs.gov or (202) 795-7606 for information about this technical assistance call.

If you would like individual technical assistance, you must request it in advance.

Step 3:
Prepare Your Application

In this step

Application contents and format   20

Application contents and format

Applications include five main components. This section includes guidance on each. Make sure you include each of these:

Component	Grants.gov Submission Form
Project abstract	Use the Project Abstract Summary form.
Project narrative	Use the Project Narrative Attachment form.
Budget justification narrative	Use the Budget Narrative Attachment form.
Attachments	Insert each in the Other Attachments form.
Standard forms	Upload using each required form.

See requirements for the optional notice of intent and other submissions.

Your organization's authorized official must certify your application.

If you don't provide the required documents, your application is incomplete. See completeness and responsiveness criteria to understand what may disqualify your application from consideration.

Required format for project and budget justification narratives

Font: Times New Roman or Arial

File format: PDF

Color: Black

Font size: 12-point font

Footnotes and text in graphics may be 10-point.

Spacing for project narrative main content: Single-spaced

Spacing for budget justification narrative: Single-spaced

Spacing for project summary, tables, footnotes: Single-spaced

Margins: 1-inch

Include page numbers.

Project abstract

Provide a brief project summary of no more than 265 words. You will need to include:

- **Goals:** Broad overall purpose, like a mission statement that says what you want to do and your vision for the future if your organization receives this award.
- **Objectives:** Narrow, specific, and clear steps toward the goals. These are the "how's" to achieve the goals.
- **Outcomes:** These are the measurable results of a project. Include expected changes among those served, such as clients, systems, organizations, and communities. These should tie directly to your goals and those of this funding.
- **Products:** The materials and other deliverables you expect to generate through the project.

Project narrative

Page limit: 20 pages

File name: Project Narrative

The project narrative is the most important part of the application. We use it as the primary basis to decide whether your project meets the statutory requirements and to review its merit. The project narrative should give a clear and concise description of your project.

Please study the [merit review criteria](#) to make sure you answer all questions and cover all topics reviewers will look at.

Problem statement

Describe the problem that your center plans to solve.

Goals and objectives

- **Goals:** Broad overall purpose, like a mission statement that says what you want to do and how you want to do it.
- **Objectives:** Narrow, specific, and clear steps toward the goals. These are the "hows" to achieve the goals.

Proposed intervention

See **[program description](#), [approach](#)** and **[merit review criteria](#), [approach](#)**.

- Describe how your center will conduct all the activities described in the [program description](#), [approach](#).

- Describe how you will observe the standards and assurances in section 725 of the Rehabilitation Act ([29 U.S.C. 794f-4](#)).
- Describe your organization's experience working with people with significant disabilities and providing independent living services.

Special target populations and organizations

Describe how your center will serve unserved and underserved populations, including minority groups and urban and rural populations.

Outcomes

See **[project narrative](#)**, **[outcomes](#)**.

Describe how will evaluate your program each year, prepare an annual report, and keep records that enable you to meet your performance standards, such as:

- How well the center complies with the standards.
- The number and types of people with significant disabilities receiving services through the center.
- The types of services provided through the center, and the number of people receiving each type of service.
- The sources and amounts of funding for the center.
- The number of people with significant disabilities employed by the center, including in management and decision-making positions.
- If possible, a comparison of the center's activities in prior years with those in the most recent year.

Project management

See **[project narrative](#)**, **[project management](#)**.

Describe how the applicant will do the following:

- Develop resources to obtain funding from sources other than chapter 1 of the Act – Individuals with Significant Disabilities ([29 U.S.C. part A](#)).
- Ensure that people with disabilities design and operate the center.
- Comply with the standards in section 725 of the Act ([29 U.S.C. 796f-4(b)](#)).
- Establish clear priorities through one- and two-year program and financial planning goals for the center, including:
  - Overall goals or a mission.
  - A work plan for achieving the goals or mission.
  - Specific objectives, service priorities, and types of services to be provided.

  - How your proposed activities are consistent with the most recent three-year State Plan for Independent Living under section 704 of the Act ([29 U.S.C. 796c](#)).

- Use sound organizational and staffing practices, including employing and promoting qualified people with significant disabilities, as required under section 503 of the Act ([29 U.S.C. 793](#)).
- Practice sound fiscal management.
- Submit to the Statewide Independent Living Council a copy of its approved funding application and the annual report required in section 725(c)(8) of the Act ([29 U.S.C. 796f-4](#)).
- At the end of each fiscal year, prepare and submit a report to the designated state unit or the administrator that contains the information described in section 725(c)(8) of the Act and information regarding how well the center complies with the standards in section 725(b) ([29 U.S.C. 796f-4](#)).
- Develop and use independent living plans described in section 704(e) of the Act ([29 U.S.C. 796c](#)) to achieve its goals.

Organizational capability

See **[project narrative](#), [organizational capability](#)**.

Describe how the applicant meets or will be able to meet the following requirements:

- Meet all [eligibility](#) requirements for this funding.
- Be governed by a board in which a majority of members are people with significant disabilities.
- Ensure that the majority of the staff, including people in decision-making positions, are people with disabilities.
- Train center staff on how to serve unserved and underserved populations, including minority groups and urban and rural populations.

Equity experience of project team

Please describe the experience of members of the project team in increasing equity for:

- Rural populations.
- Other demographic groups that have been unserved and underserved in Guam.

Budget justification narrative

Page limit: None

File name: Budget Justification Narrative

The budget justification narrative supports the information you provide in Standard Form 424-A. See standard forms.

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities
- The restrictions on spending funds. See funding policies and limitations.

Justify all the costs, including showing how you calculated them.

To create your budget justification narrative, see the ACL example format.

HHS uses the definitions for equipment and supplies in 2 CFR 200.1. The definitions set the threshold for equipment to the lesser of the recipient's capitalization level at $10,000 and the threshold for supplies to below that amount.

Attachments

Page limit: None

You will upload attachments in Grants.gov using the Other Attachments Form.

Work plan

You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how will measure outcomes and processes.

- Describe how you will address all the items and reporting requirements in the program description, outcomes.
- To complete your work plan, see the project work plan sample template on our website.
- In your work plan, identify the measurable outcomes that will result from the project.
- You can also explain any element of your work plan more fully in this section.

You should focus on the clarity and nature of your proposed outcomes, not on the number of outcomes.

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your cognizant agency for indirect costs. If you use the *de minimis* rate, you do not need to submit this attachment.

Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.

- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.

- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.

- Any of these documents for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Resume and job descriptions

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications.

Standard forms

You will need to complete some other standard forms. Upload the following forms at Grants.gov. You can find them in the NOFO application package or review them and their instructions at Grants.gov Forms.

Form	Submission requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Assurances for Non-Construction Programs (SF-424B)	With application.
Other Attachments Form	With application.
Key Contacts	With application.
Project Narrative Attachment Form	With application.
Grants.gov Lobbying Form (Certification Regarding Lobbying)	With application.
Project/Performance Site Location(s)	With application.

Step 4: Learn About Review and Award

In this step

Application review

Initial review

We will review your application to make sure that it meets the completeness and responsiveness criteria. If your application does not meet these criteria, we will not move it to the merit review phase. We won't consider an application that:

- Is from an organization that doesn't meet all the completeness and responsiveness criteria.
- Requests funding above the award ceiling.
- Is submitted after the deadline.

We will not review any pages that exceed the page limit.

Merit review

A panel reviews all applications that pass the initial review. The members use the following **criteria**.

Criterion	Total number of points = 100
Approach	10 points
Outcomes	25 points
Project management, organizational capability, and collaborations	35 points
Budget and budget justification narrative	30 points

Criteria

Approach (Maximum points: 10 points)

See **program description,** approach, and **project narrative, approach**.

- Does the application describe how you will conduct all the activities described in the program description, approach?
- Does the application describe how you will observe the standards and assurances in section 725 of the Rehabilitation Act (29 U.S.C. 796f-4)?
- Does the application describe experience working with people with significant disabilities and providing independent living services?

Outcomes (Maximum Points: 25 points)

Reviewers will score your application on the clarity and nature of your proposed outcomes, not on the number of outcomes.

- Does the application describe how you will address all the items and reporting requirements in the [program description](), [outcomes]()?
- Does the application clearly identify the measurable outcomes that people with significant disabilities will achieve from this project?
- Does the application include a work plan that clearly identifies goals, objectives, measurable outcomes, tasks, lead person assigned, and timelines?

Project management, organizational capability, and collaborations (Maximum points: 35 points)

See program description, organizational capability and project narrative, organizational capability.

- Does the application describe how you will address all the items in the program description, organizational capability?
- Does the application describe how your organization is well positioned to support the project?
- Does the application describe how the proposed project fits into the structure of your organization?
- Does the application provide evidence of facilities, fiscal controls, and other resources needed to achieve project goals?
- Does the application describe how your organization's mission and activities complement and will support the proposed project?
- Does the application clearly explain how this project will interact with other non-IL activities in the organization?

Budget and budget justification narrative (Maximum points: 30 points)

See [budget justification narrative]().

Clarity (0 to 5 points)

- Is the budget clear and easy to understand?

Justification (0 to 10 points)

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

Details (0 to 15 points)

- Does the budget include line-item details and detailed calculations for each budget object class in the Budget Information Form SF-424A? These are:
    - Personnel
    - Fringe benefits
    - Travel
    - Equipment
    - Supplies
    - Contractual
    - Other
    - Indirect costs

We do not consider voluntary cost sharing during merit review.

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov Responsibility / Qualification to check this history for all awards likely to be over $250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see 45 CFR 75.205.

Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of agency-funded projects, including the diversity of project types and geographic distribution.
- The past performance of the applicant. We may choose not to fund applicants with management or financial problems.
- Reasonableness of proposed costs to the expected results and the likelihood you will achieve those results.
- Available funding.

We may:

- Fund applications in whole or in part.

- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this funding opportunity.

The ACL administrator makes all final award decisions.

Award notices

If you are successful, we will email a Notice of Award (NoA) to your authorized official. We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

By drawing down funds, you accept the terms and conditions of the award. The award incorporates the requirements of the program and funding authorities, the grant regulations, the GPS, and the NOFO.

To see what is in a NoA, [see an example](#) on our website.

Step 5:
Submit Your Application

In this step

Application submission and deadlines

See find the application package to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See get registered. You will have to maintain your registration throughout the life of any award.

Deadlines

Application

Due on **June 16, 2025** at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

If you can't submit your application because of problems with Grants.gov, you will need verification for us to consider accepting your application. Call the Federal Service Desk before the application due time and record your tracking number. Save your tracking number and any error messages you receive.

Submission methods

Grants.gov

You must submit your application through Grants.gov. See get registered.

For instructions on how to submit in Grants.gov, see the Quick Start Guide for Applicants. Make sure your application passes the Grants.gov validation checks. Do not encrypt, zip, or password protect any files.

See Contacts and Support if you need help.

Other submissions

Intergovernmental review

You will need to submit application information for intergovernmental review under Executive Order 12372, Intergovernmental Review of Federal Programs. Under this order,

states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process and others don't.

To find out your state's approach, see the list of state single points of contact. If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, you don't need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, 45 CFR 75.113.

Send written disclosures to ACL at peter.nye@acl.hhs.gov **and** to the Office of Inspector General at grantdisclosures@oig.hhs.gov.

Application checklist

Make sure that you have everything you need to apply:

Component	How to upload	Page limit
☐ **Project abstract**	Use the Project Abstract Summary form.	Yes
☐ **Project narrative**	Use the Project Narrative Attachment form.	Yes
☐ **Budget justification narrative**	Use the Budget Narrative Attachment form.	No
Attachments (7 total)	Insert each in a single Other Attachments form.	
☐ Work plan		No
☐ Indirect cost agreement		No
☐ Commitment letters		No
☐ Proof of nonprofit status		No
☐ Resumes and job descriptions		No
☐ Letters of support		No
☐ Report on overlap		No
Standard forms (8 total)	Upload using each required form.	No
☐ Application for Federal Assistance (SF-424)		No
☐ Budget Information for Non-Construction Programs (SF-424A)		No
☐ Assurances for Non-Construction Programs (SF-424B)		No
☐ Other Attachments Form		No
☐ Key Contacts		No
☐ Project Narrative Attachment Form		No
☐ Grants.gov Lobbying Form (Certification Regarding Lobbying)		No
☐ Project/Performance Site Location(s)		No

Step 6:
Learn What Happens After Award

In this step

Post-award requirements and administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. You can find information at Managing a Grant on our website. We incorporate this NOFO by reference.

- The rules listed in 45 CFR 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, or any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:

  ◦ 2 CFR 200.1, Definitions, Modified Total Direct Cost.

  ◦ 2 CFR 200.1, Definitions, Equipment.

  ◦ 2 CFR 200.1, Definitions, Supplies.

  ◦ 2 CFR 200.313(e), Equipment, Disposition.

  ◦ 2 CFR 200.314(a), Supplies.

  ◦ 2 CFR 200.320, Methods of procurement to be followed.

  ◦ 2 CFR 200.333, Fixed amount subawards.

  ◦ 2 CFR 200.344, Closeout.

  ◦ 2 CFR 200.414(f), Indirect (F&A) costs.

  ◦ 2 CFR 200.501, Audit requirements.

- The rules listed in 45 CFR, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, or any superseding regulations.

- The HHS Grants Policy Statement [PDF] (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.

- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the HHS Administrative and National Policy Requirements [PDF].

Managing changes

After award, either you or ACL may request changes. We manage these using the rules at 45 CFR 75, including 45 CFR § 75.308.

Reporting

If you are successful, you will have to submit financial and performance reports. To learn more about reporting, see Managing a Grant, [Funding Requirements](#) on our website.

Financial and performance reports

The terms and conditions in the Notice of Award will have information on performance and financial reports including:

- How often you will report.

- Any required form or formatting.

- How to submit them.

FFATA and FSRS reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires:

- Data entry at the FFATA Subaward Reporting System for all sub-awards and sub-contracts you issue for $30,000 or more.

- Reporting executive compensation for both recipient and sub-award organizations.

Non-discrimination and assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#) [PDF]). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).

Contacts and Support

In this step

Agency contacts

Program and eligibility

Peter Nye

peter.nye@acl.hhs.gov

202-795-7606

Financial and budget

Aiesha Gurley

aiesha.gurley@acl.hhs.gov

202-795-7358

Review process and application status

Peter Nye

peter.nye@acl.hhs.gov

202-795-7606

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the Federal Service Desk.

Reference websites

- U.S. Department of Health and Human Services (HHS)
- Home Page | ACL Administration for Community Living
- Applying for Grants | ACL Administration for Community Living
- Application Tips | ACL Administration for Community Living
- How to Apply for a Competitive Grant | ACL Administration for Community Living
- Code of Federal Regulations (CFR)
- United States Code (U.S.C.)