Administration for Community Living

Administration on Aging

National Center on Elder Abuse (NCEA)
HHS-2017-ACL-AOA-ABRC-0213
Application Due Date: 05/16/2017

National Center on Elder Abuse (NCEA)

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Department of Health & Human Services
Administration for Community Living

ACL Center:	Administration on Aging
Funding Opportunity Title:	National Center on Elder Abuse (NCEA)
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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.

Executive Summary

Established by Section 202(d) of the Older Americans Act (OAA) in 1992, the National Center on Elder Abuse (NCEA) serves as a national resource center dedicated to addressing elder abuse, neglect, and exploitation[1] (referred to herein as “elder maltreatment”). The NCEA is operated as a grant program and provides relevant information, materials, and support to enhance state and local efforts to prevent and address elder maltreatment in a manner that respects individual self-determination and autonomy so that all older Americans may live with dignity. NCEA disseminates information to professionals and the public, and it provides technical assistance to states and to community-based organizations. The NCEA makes available resources; provides consultation, education, and training; identifies and provides information about promising practices and interventions; answers inquiries and requests for information; and operates a listserv forum for professionals.

Through this funding opportunity announcement, the Administration for Community Living plans to award a total of one (1) cooperative agreement to run the National Center on Elder Abuse (NCEA). 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 are eligible to apply under this announcement. The use of subcontractors, subgrantees, or consultants to execute the proposal's programmatic activities may not constitute more than 20% of the total level of effort required to carry out the proposed activities for any budget period/year. Grantees are required to match at least 25% of the total program costs from non-federal cash or in-kind resources.

[1] The definitions of abuse, neglect and exploitation are taken from the Older Americans Act, Section 102:

(1) The term ''abuse'' means the willful—

(A) infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish; or

(B) deprivation by a person, including a caregiver, of goods or services that are necessary to avoid physical harm, mental anguish, or mental illness.

(18) (A) The term 'exploitation' means the fraudulent or otherwise illegal, unauthorized, or improper act or process of an individual, including a caregiver or fiduciary, that uses the resources of an older individual for monetary or personal benefit, profit, or gain, or that results in depriving an older individual of rightful access to, or use of, benefits, resources, belongings, or assets.

(38) The term 'neglect' means-

(A) the failure of a caregiver (as defined in paragraph (18)(B) or fiduciary to provide the goods or services that are necessary to maintain the health or safety of an older individual; or

(B) self-neglect.

I. Funding Opportunity Description

Elder maltreatment is a significant and altogether too frequently experienced public health and human rights problem. The most recent data available on the prevalence of elder maltreatment suggests that at least 10% of older Americans—approximately 5 million persons—experienced emotional, physical, or sexual abuse, financial exploitation and neglect each year, and many of them experienced it in multiple forms.[i]

In addition, data from state Adult Protective Services (APS) agencies show an increasing trend in reports of elder maltreatment.[ii] These increases are concerning, particularly because other research estimates that as few as 1 in 23 cases of elder abuse,[iii] and 1 in 44 cases of financial exploitation,[iv] ever come to the attention of authorities, suggesting an even higher level of incidence than the data reflect.

Significant and serious health consequences ensue from the experience of elder maltreatment. Older adults who experience even modest forms have dramatically higher (300%) morbidity and mortality rates than those who have not experienced maltreatment.[v] Victims are four times more likely to be admitted to a nursing home[vi] and three times more likely to be admitted to a hospital.[vii] Older adults who are victims of violence have more health care problems than other older adults, including increased bone or joint problems, digestive problems, depression or anxiety, chronic pain, high blood pressure, and heart problems.[viii],[ix],[x],[xi],[xii],[xiii] Those experiencing maltreatment have significantly higher levels of psychological distress and lower perceived self-efficacy than older adults who have not been victimized.[xiv] For older survivors of sexual violence, the negative health impacts of abuse are even more pronounced.[xv]

Elder maltreatment takes a sizeable toll on the health and well-being of our nation's economy. It is estimated that older Americans lose a minimum of $2.6 billion annually due to elder financial abuse and exploitation. [xvi] There is a personal cost as well, and that must not be forgotten. Elder maltreatment threatens a person's independence, undermines one's dignity, and imperils physical and financial safety. Considering these factors together—the threat to human dignity and safety, higher rates of chronic conditions for victims of abuse, and higher costs of trauma associated with elder maltreatment—we are faced with a human rights, public health, and economic imperative to prevent and intervene to reduce incidence and redress the harm caused to those who are subjected to maltreatment.

The federal interest to address the problem of elder abuse, neglect, and exploitation began in 1962, when

Congress authorized payments to states to establish protective services for adults through the Public Welfare Amendments to the Social Security Act. Most recently in 2010, Congress passed the Elder Justice Act, the first piece of comprehensive legislative authority designed to address and combat elder abuse, neglect, and exploitation. As of 2015, 49 states had a designated agency to address elder abuse under the auspices of Adult Protective Services.

As the effective and visible federal advocate for older Americans, the Administration for Community Living (ACL) has been committed to protecting seniors from maltreatment for many years. Since 1972, agencies under ACL have administered a number of programs promoting elder justice and elder rights, including the Older Americans Act programs for the Long-Term Care Ombudsman Program, the OAA Title VII Elder Abuse, Neglect, and Exploitation Program, and the National Center on Elder Abuse (NCEA).

The first iteration of the NCEA was created in 1988 as an information clearinghouse demonstration project on abuse, neglect, and exploitation, with the goals of identifying promising practices in prevention and treatment, serving as a repository of research, and conducting demonstration projects to promote effective and coordinated responses to elder abuse, neglect, and exploitation. Along with the establishment of the OAA Title VII Elder Abuse, Neglect, and Exploitation Program in 1992, amendments were also made to Title II of the OAA to permanently establish and maintain the NCEA.

Since 1992, when the NCEA was permanently established pursuant to Section 202(d) of the OAA, the NCEA has served as a national resource center dedicated to addressing elder maltreatment. The NCEA is operated as a grant program and provides relevant information and materials, and supports efforts to enhance state and local efforts to prevent and address elder maltreatment. NCEA disseminates information to professionals and the public, and it provides technical assistance to states and to community-based organizations. The NCEA makes available resources; provides consultation, education, and training; identifies and provides information about promising practices and interventions; answers inquiries and requests for information; and operates a listserv forum for professionals.

The NCEA has become a valued resource to many professionals working with elders who have experienced maltreatment, including but not limited to Adult Protective Services (APS); national, state, and local aging networks; law enforcement; health care professionals; domestic violence networks; Working Interdisciplinary Networks of Guardianship Stakeholders (WINGS) coalitions, community-based multi-disciplinary teams and others.

CITATIONS

[i] Acierno R, Hernandez MA, Amstadter AB, et al. Prevalence and correlates of emotional, physical, sexual, and financial abuse and potential neglect in the United States: the National Elder Mistreatment Study. *American Journal of Public Health*. 2010; 100:292-297.

[ii] Teaster PB, Dugar T, Mendiondo M, Abner EL, Cecil KA, Otto JM. *The 2004 Survey of Adult Protective Services: Abuse of Vulnerable Adults 18 Years Of Age And Older*. National Center on Elder Abuse: Washington, DC. Retrieved May 8, 2015 from:

http://www.ncea.aoa.gov/Resources/Publication/docs/APS_2004NCEASurvey.pdf

[iii] Multiple studies to measure the incidence and prevalence of elder maltreatment have been undertaken in recent years. Including:

National Research Council. (2003) Elder Mistreatment: Abuse, Neglect and Exploitation in an Aging America. Washington, D.C.: The National Academies Press;

Lachs, Mark, et al. (2011); Under the Radar: New York State Elder Abuse Prevalence Study Final Report. Lifespan of Greater Rochester, Inc.: Weill Cornell Medical Center of Cornell University and New York City Department for the Aging.

Acierno, R, Hernandez, M, et al. (2010) Prevalence and Correlates of Emotional, Physical, Sexual, and Financial Abuse and Potential Neglect in the United States: The National Elder Mistreatment Study. *Am J*

Public Health; 100(2): 292–297.

[iv] Lachs, Mark, et al. (2011) Under the Radar: New York State Elder Abuse Prevalence Study Final Report. Lifespan of Greater Rochester, Inc.: Weill Cornell Medical Center of Cornell University and New York City Department for the Aging.

[v] Lachs MS, Williams CS, O'Brien S, Pillemer KA, Charlson, ME. The Mortality of Elder Mistreatment. Journal of the American Medical Association 1998; 280:428-432.

[vi] Lachs, M., Williams, C.S., O'Brien, S., & Pillemer, K. (2002). Adult Protective Service use and nursing home placement. *The Gerontologist*, 42(6), 734-739.

[vii] Dong, X.Q., & Simon, M.A. (2013). Elder abuse as a risk factor for hospitalization in older persons. *JAMA Internal Medicine*, 173(10), 911-917.

[viii] Bitondo Dyer C, Pavlik VN, Murphy KP, Hyman DJ. The high prevalence of depression and dementia in elder abuse or neglect. *Journal of the American Geriatrics Society*. 2000; 48:205-208.

[ix] Burt M, Katz B. Rape, robbery, and burglary: responses to actual and feared criminal victimization, with special focus on women and the elderly. *Victimology: An International Journal*. 1985; 10:325-358.

[x] Mouton CP, Espino DV. Problem-orientated diagnosis: health screening in older women. *American Family Physician*. 1999; 59:18-35.

[xi] Fisher BS, Regan SL. The extent and frequency of abuse in the lives of older women and their relationship with health outcomes. *The Gerontologist*, 2006; 46:200-209.

[xii] Coker A, Davis K, Arias I, et al. Physical and mental health effects of intimate partner violence for men and women. *American Journal of Preventive Medicine*. 2002; 23:260-268.

[xiii] Stein M, Barrett-Connor E. Sexual assault and physical health: findings from a population-based study of older adults. *Psychosomatic Medicine*. 2000; 62:838-843.

[xiv] Comijs HC, Penninx BWJH, Knipscheer KPM, and van Tilburg W. Psychological distress in victims of elder mistreatment: the effects of social support and coping. *Journal of Gerontology*, 1999; 54B:240-245.

[xv] Stein M, Barrett-Connor E. Sexual assault and physical health: findings from a population-based study of older adults. Psychosomatic Medicine. 2000; 62:838-843.

[xvi] Metlife Mature Market Institute (MMI). (2011). The MetLife Study of Elder Financial Abuse: Crimes of Occasion, Desperation, and Predation Against America's Elders. Report prepared for the MetLife Mature Market Institute by the National Committee for the Prevention of Elder Abuse and the Center for Gerontology at Virginia Polytechnic Institute and State University. Retrieved November 26, 2013 from: https://www.metlife.com/mmi/research/elder-financial-abuse.html

Statutory Authority

The statutory authority for grants under this program announcement is contained in Title II, Section 202 (d) (42 U.S.C. 3012) of the Older Americans Act, as amended by the Older Americans Act Amendments of 2006, P.L. 109-365. (Catalog of Federal Domestic Assistance 93.048).

Under this funding opportunity, ACL envisions the NCEA will continue to serves as a national resource center dedicated to the prevention of elder mistreatment, and will tailor its activities to meet the special needs of disadvantaged populations, including limited-English speakers and other underrepresented groups, to carry out its mission:

National, state, and local partners in the field will be fully prepared to ensure that older Americans will live with dignity, integrity, independence, and without abuse, neglect, and exploitation.

To achieve this mission, the following objectives have been established for the NCEA:

1. Develop and disseminate *information* for targeted groups of professionals to increase the identification and reporting of elder abuse, neglect, and exploitation, and to guide programs that protect older people.

2. Provide *tools* to increase the ability of professionals, especially those of the aging network and community-based agencies who have access to frail seniors on a daily basis, to identify, address, and prevent elder abuse, neglect, and exploitation.

Promote *systems change* by fostering the development of programs, models, and initiatives that measurably decrease the incidence of elder abuse, neglect, and exploitation.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$960,958
Expected Number of Awards:	1
Award Ceiling:	$1,000,000 Per Budget Period
Award Floor:	$960,958 Per Budget Period
Average Projected Award Amount:	$960,958 Per Budget Period
Length of Project Period:	36-month project with three 12-month budget periods

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 are eligible to apply under this announcement.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

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

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

ACL is establishing the following minimum criteria to assess whether applications received by ACL are minimally responsive to the goals and objectives of this funding opportunity. Applications that do not meet the following responsiveness criteria will be administratively eliminated and will not be reviewed. To pass screening for responsiveness, applications must meet the following criteria:

1. Application addresses the goals and objectives set forth in Section I, (Funding Opportunity Description);
2. Applicant organization has demonstrated expertise in all aspects of elder maltreatment and experience with interpersonal violence;
3. Applicant organization has demonstrated experience operating a large resource center serving state-wide, regional, or national audiences and stakeholders;
4. Applicant organization has demonstrated capacity to run a national resource center that provides technical assistance and conducts activities on a wide array of programs and efforts relevant to the prevention, intervention, or response to elder maltreatment and experience with interpersonal violence, including but not limited to interventions such as public awareness, research and translating research to practice, direct services, training, multidisciplinary teams, and more.
5. Applicant provides a project director for this project who is a national leader in elder maltreatment, and who will work on this project in a significant capacity.

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 http://www.grants.gov by 11:59 p.m., Eastern Time, **listed in section IV.3 Submission Dates and Times.**
2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of not less than 11, preferably Times New Roman or Arial.**
3. The Project Narrative must not exceed 20 pages. **Project Narratives that exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20 page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from http://www.grants.gov or http://www.acl.gov/Funding_Opportunities/ Announcements/Index.aspx.

Please note, ACL is requiring applications for all announcements to be submitted electronically through http://www.grants.gov. The Grants.gov (http://www.grants.gov) registration process can take several days. If your organization is not currently registered with http://www.grants.gov, please begin this process immediately. **For assistance with http://www.grants.gov, please contact them at** support@grants.gov **or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.**

- At the http://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 through http://www.grants.gov ;because of the time involved to complete the registration process.
- All applicants must have a DUNS number (http://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. Applicants should finalize a new, or renew an existing, registration at least two weeks before the application deadline. 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/ transcript/ SAM_Quick_ Guide_Grants_ Registrations-v1.6. ;pdf.
- The agency is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the agency:
  - May determine that the applicant is not qualified to receive an award; and
  - May use that determination as a basis for making an award to another applicant.

Note: Once your SAM registration is active, you will need to 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 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 be:

1. Be registered 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.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

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 1-866-705-5711 or by using this link to access a guide: http://www. ;white house.gov/ sites/default/files/omb/grants/duns_num_guide.pdf.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- **Your application must comply with any page limitation requirements described in this Program Announcement.**
- After you electronically submit your application, you will receive an automatic acknowledgement from http://www.grants.gov that contains http://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form from http://www.grants.gov.

U.S. Department of Health and Human Services

Administration for Community Living

Aiesha Gurley

Office of Elder Justice and Adult Protective Services

Phone Number: (202) 795-7358

E-mail: aiesha.gurley@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Letter of Intent

Due Date for Letter of Intent: **04/13/2017**

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

U.S. Department of Health and Human Services
Administration for Community Living
Aiesha Gurley
Office of Elder Justice and Adult Protective Services
Email: aiesha.gurley@acl.hhs.gov
Fax: 202-795-7358

Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a standard font size of not less than 11, preferably Times New Roman 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 1 to 20 pages; 20 pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The suggested outline of the Project Narrative follows, and is consistent with the Screening Criteria found in Section V.1 below:

The abstract is not counted towards the 20-page Narrative limit.

1. Project Relevance and Current Need
2. Approach

III. Outcomes and Evaluation

IV. Organizational Capacity

1. Bibliography/Works Cited (The Bibliography/Works Cited section is reviewed, but not counted towards the 20-page Narrative limit)

VI. Budget Narrative/Justification (The Budget Narrative/Justification will be scored, but not counted towards the 20-page Narrative limit)

VII. Project Work Plan (The Project Work Plan section is reviewed, but not counted towards the 20-page Narrative limit)

VIII. Letters of Commitment from Key Participating Organizations and Agencies (The Letters of Commitment section is reviewed, but not counted towards the 20-page Narrative limit)

Summary/Abstract

This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract."

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address.

Specifically for this funding opportunity, this section should detail how the project is intended to affect its targeted population(s), including older adults, their caregivers, specific subgroups within those populations, and the systems involved in the prevention, identification, and/or response to elder abuse, neglect, and exploitation. It is recommended that applicants focus their problem statement on the specific aspects of the programmatic and policy considerations bearing on the development of elder abuse prevention and intervention programs and the roles of the national, state, and local agencies responsible for their operation as it pertains to their proposed activities, rather than providing a broad or sweeping historical overview that is not directly related to the proposed interventions and activities. Strong applications will demonstrate that the proposed project is justified in terms of the most recent, relevant, and available information and knowledge about elder maltreatment prevention and intervention, evidence-based practices, and/or new and cutting-edge research.

Goals and Objectives

Applications should describe the project's goal(s) and major objectives. In this section, describe your project's detailed goal(s) in relation to the overarching goals and objectives ACL has for the NCEA described in Section I. Furthermore, applicants should identify here if they are proposing any objectives in addition to the five (5) outlined in Section I.3.

Proposed Intervention

Applications should provide a clear and concise description of the intervention and activities proposed to meet the goals and objectives of this FOA as stated in Section I and to address the problem(s) described in the above section "Project Relevance and Current Need." Applications should explain the rationale for using a particular intervention and to present a clear connection between identified system gaps/needs and the proposed activities.

In Section I.3 (Funding Opportunity Description), ACL identifies three (3) goals and five (5) objectives for the NCEA. Applications may propose more objectives, but at a minimum must address the five (5) in Section I.3 of this funding opportunity. For all identified objectives and activities in a proposal, applicants must detail/describe:

- Identify a sample of the agencies/organizations they believe are important targets for each of the objectives/activities;
- Describe the criteria, methods, and frequency they would use to carry out all of the proposed activities and processes under each objective;
- Describe how they will integrate into annual work plans activities identified via collaborations;
- Describe how the applicant will integrate into annual work plans new information, research, and practice to remain relevant, current, and state of the art; and
- Describe the methods to be employed to measure and ensure quality and relevance of activities undertaken to meet the project's objectives.

Further, this section should identify any major barriers that are anticipated, and how the project will be able to overcome those barriers.

Special Target Populations and Organizations

Applicants should describe whether, and if so, how, the proposed intervention will target hard-to-reach populations, including limited-English speaking populations, those of greatest economic need, and/or those of greatest social need. Additionally, the application should identify what stakeholder groups will be involved and/or targeted to ensure success of the project. Be sure to describe the role and makeup of any strategic partnerships that will be critical for successfully implementing the intervention, including other organizations, supporters, and/or consumer groups.

Outcomes

ACL expects that nationwide dissemination of products and knowledge will occur. As a state-of-the-art resource center, ACL is seeking applications that reflect knowledge of current best practices and innovations in using technology, social media platforms, and other communication tools. All appropriate findings and products will be posted on the NCEA website (hosted by ACL) as determined in conjunction with the ACL project officer. Therefore, applicants should propose other/additional innovative approaches to informing parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, especially to those parties who would be interested in replicating a project, policy, initiative, etc.

This section of the project narrative must clearly identify the measurable outcomes that will result from the project. ACL will not fund any project that does not include measurable outcomes. This section should also describe how the project's findings and results will help other state and/or local elder justice programs throughout the nation address the same or similar problems. In addition to the discussion in the narrative, list measurable outcomes in the optional work plan grid ("Project Work Plan – Sample Template") under "Measurable Outcomes."

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

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

Your application will be scored on the nature of your proposed outcomes not on the number of outcomes cited, and the clarity with which you describe how the outcomes will be measured/evaluated.

Project Management

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

ACL expects that, throughout the grant period, the Project Director will be a demonstrated expert in elder maltreatment prevention and intervention, and have substantial knowledge about and involvement in all aspects of the project. In addition, ACL expects the applicant organization and the project director to be meaningfully and substantively involved in the project. Finally, this funding opportunity should not serve as a "conduit" or "pass through" for funding.

Evaluation

This section should describe the method(s), techniques, and tools that will be used to: 1) determine whether or not the proposed interventions achieved anticipated outcomes, and 2) document the "lessons learned" – both positive and negative - from the project. A component of the evaluation plan should include a discussion of how success will be measured.

Dissemination

ACL expects that nationwide dissemination of products and knowledge will occur. As a state-of-the-art resource center, ACL is seeking applications that reflect knowledge of current best practices and innovations in using technology, social media platforms, and other communication tools. All appropriate findings and products will be posted on the NCEA website (hosted by ACL) as determined in conjunction with the ACL project officer. Therefore, applicants should propose other/additional innovative approaches to informing parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, especially to those parties who would be interested in replicating a project, policy, initiative, etc.

Organizational Capacity Statement

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

This section should include a discussion of any current or previous relevant experience and/or the record of the project team in operating a large resource center and building partnerships, and should address the "responsiveness criteria" outlined in Section III.3. In describing organizational capacity, applicants should clearly limit subrecipients input such that subrecipients' activities do not constitute more than 20% of the level of effort your organization will expend on substantive, programmatic activities.

Qualifications

This description should cover qualifications, current or previous relevant experience, and/or the record of the project team with prevention, intervention, and/or response to elder abuse, neglect, and exploitation. Include information about any contractual organization(s) or persons that will have a significant role(s) in implementing the project and achieving project goals. Please attach short vitae for key project staff only. Vitae or resumes can be included as an attachment and will not count towards the narrative page limit.

Budget Narrative/Justification

The Budget Narrative/Justification may be provided using the format included in this FOA in the document entitled "Budget Narrative/Justification – Sample Format." Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought. Applicants requesting funding for a multi-year grant program are required to provide a detailed Budget Narrative/Justification for each potential year of grant funding requested. Accordingly applications must include a budget for each of the 3 years of this project.

Since the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, a narrative budget justification should be included and summarize the cost estimated per proposed project, activity, or product. This budget justification is helpful in assessing the reasonableness of the type and amount of work that is planned and what the applicant expects for the overall cost.

Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover each of three (3) sequential years of the project period. It should include a statement of the project's overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcomes. For each major task/action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the "Project Work Plan - Sample Template" format as a reference and resource, if desired.

Letters of Commitment from Key Participating Organizations and Agencies

Letters of Commitment are only required if an organization or entity has been specifically named to carry out any aspect of the project. The letters of commitment must be on the letterhead of the committing agency, must specify the role and resources/activities that will be provided in support of the applicant's project, and must be signed. The organization's expertise, experience, and access to targeted population(s), if applicable, should also be described in the letter of commitment.

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

3. Submission Dates and Times

Due Date for Applications: **05/16/2017**

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.

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.

4. Intergovernmental Review

This funding opportunity announcement is not subject to the requirements of Executive Order 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., 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: conference grant means the sole purpose of the award is to hold a conference)*

6. Other Submission Requirements

V. Application Review Information

1. Criteria

Applications are scored by assigning a maximum of 100 points across five criteria:

1. Project Relevance & Current Need
2. Approach
3. Project Outcomes, Evaluation, and Impact
4. Organizational Capacity
5. Budget

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

Project Relevance & Current Need	Maximum Points:20

Is the proposal relevant to the intent, goals, and objectives of this funding announcement, as described in Section I? Does the proposed project clearly and adequately identify the current issues in the elder abuse field the proposal intends to address? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge about elder maltreatment prevention and intervention, evidence-based practices, and/or new and cutting-edge research?

Approach	Maximum Points:40

Are the interventions clearly defined and aligned to the goals and objectives? Does the application justify the selected/proposed activities and approaches? Does the application describe how the proposed activities will be carried out? Does the proposal reflect a coherent and feasible approach for successfully addressing the identified problem and achieving the identified outcomes? Does the proposed approach address the requirements in Section I.3 for each of the 5 objectives of the NCEA? Namely, does the application describe the criteria, methods, and frequency which the applicant will employ to meet the objectives? Does the project take into account barriers and opportunities that exist in the larger environment that may impact the project's success?

Does the project identify potential partners and how they will work together for the project's success, as required in Section I.3 for each of the objectives of the NCEA? Does the proposed approach identify and involve in a meaningful way stakeholder groups that are critical for the success of the project? Does the application include hard-to-reach populations, including limited-English speaking populations, in its target population(s) and does the proposed approach to serve these populations reflect understanding of the targeted population(s)?

Is the project work plan clear and comprehensive and cover each of the three (3) years of the project sequentially? Does it include sensible and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific objectives and tasks that link to measurable outcomes? Does the proposal include a clear and coherent management plan? Are the roles and responsibilities of project staff, consultants, and partners clearly defined and linked to specific objectives and tasks?

Will the dissemination plan get relevant and easy to use information in a timely manner to parties that might be interested in making use of them? Does the applicant reflect knowledge of current best practices in using technology, social media platforms and communication tools to reach the project's goals? Does the applicant clearly state what information, tools and systems change the project will achieve?

Budget	Maximum Points:15

Is the budget justified with respect to the adequacy and reasonableness of resources requested? Are budget line items clearly delineated and consistent with work plan objectives (i.e., a clear and strong relationship between the stated objectives, project activities, the work expected to be performed, and what it will cost)? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management, and timely completion of the project? Is a three (3) year budget included that covers the entire proposed project period, as well as a budget covering each individual year?

Project Impact	Maximum Points:15

Are the proposed *outcomes* quantifiable and measurable, consistent with the definition of a project outcomes as described in Section III of the funding opportunity announcement and as contained in "Project Work Plan – Sample Template?" Are the expected project benefits, results, and impact clear, realistic, and consistent with the objectives and purpose of the project, as well as with the funding opportunity? Are the anticipated outcomes of the proposed project likely to be achieved, and will they *significantly benefit* the elder justice field?

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

Organizational Capacity	Maximum Points:10

Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation? Do they have the organizational capacity to run a national resource center that provides technical assistance and conducts activities on a wide array of programs and efforts relevant to the prevention, intervention, or response to elder maltreatment, including multidisciplinary teams, public awareness, research, direct services, and training?

Do the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles? Do they demonstrate expertise in elder maltreatment issues? Do they demonstrate experience operating a large resource center serving state-wide, regional, and national audiences and stakeholders?

Is the applicant agency significantly and meaningfully involved in carrying out the project? Is the project director a national leader in elder maltreatment, and will he/she work on this project in a significant capacity? Are the proposed project director(s), key staff, and consultants dedicating an appropriate amount of time to fulfill their obligations to the project? Are Letters of Commitment from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

2. Review and Selection Process

As required by 2 CFR 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 § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (
http://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 government, 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; geographic distribution, and the likelihood that the proposed project will result in the benefits expected.

3. Anticipated Announcement Award Date

The anticipated award date is on or around August 1, 2017, with an estimated project start date of September 1, 2017.

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 or U.S. mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and destroyed.

2. Administrative and National Policy Requirements

The award is subject to DHHS 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.
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.

3. Reporting

Effective March 1, 2011, ACL requires the submission of the SF-425 (Federal Financial Report). The reporting cycle will be reflected in the Notice of Award. The ACL program progress report is due semi-annually from the start date of the award and is due within 30 days of the reporting period end date. The final progress report and SF-425 reports are due 90 days after the end of the project period.

Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully completed SF-425 will be required as denoted in the Notice of Award terms and conditions.

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 see the following link: http://www.acl.gov/Funding_Opportunities/Grantee_Info/FFATA.aspx

VII. Agency Contacts

Project Officer

Aiesha Gurley

Aging Specialist

Department of Health and Human Services

aiesha.gurley@acl.hhs.gov

Grants Management Specialist

LaDeva Harris

Grants Management Specialist

Department of Health and Human Services

ladeva.harris@acl.hhs.gov

VIII. Other Information

1. Application Elements

a. SF 424, required – Application for Federal Assistance (See "Instructions for Completing Required Forms" for assistance).

b. SF 424A, required – Budget Information. (See Attachment A for Instructions; See "Standard Form 424A – Sample Format" for an example of a completed SF 424A).

c. 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.

d. 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).

e. Lobbying Certification, required

f. Proof of non-profit status, if applicable

g. Copy of the applicant's most recent indirect cost agreement, 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.

h. Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).

i. Organizational Capability Statement and Vitae for Key Project Personnel.

j. Letters of Commitment from Key Partners, if applicable.

2. 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 which expires on 3/12/17. 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.

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 (http://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 (http://www.grants.gov). Your DUNS number can be verified at http://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: http://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 1/3rd 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 DHHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement 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.**

ACL's Match Requirement:

Under many ACL programs, ACL will fund no more than 75 % of the project?s total cost, which means the applicant must cover at least 25% of the project?s total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project?s total cost (i.e., the amount on line 18g.). This ?three-to-one? ratio is reflected in the following formula which you can use to calculate your minimum required match:

FederalFundsRequested*MatchPercentage = Minimum Match Requirement

Inverse Match Percentage

Examples of varying match levels:

1) $100,000(federalfundsrequested)*5%(match) = $5,263

95%

2) $100,000*25%(match) = $33,333

75%

3) $100,000*35%(match) = $53,846

65%

4) $100,000*45%(match) = $81,818

55%

If the required non-Federal share is not provided by the completion date of the funded project period, ACL will reduce the Federal dollars awarded when closing out the award to meet the match percentage, which may result in a requirement to return Federal funds.

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. See Attachment B.**Section A Budget Summary**

Section A - Budget Summary

Line 5: Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total nonFederal 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 (see instructions for each object class category in Attachment C).

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 break down but you must show the percentage charged for each full/part time employee.

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

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

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

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

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

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

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

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

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

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

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

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

a part of a formal compensation arrangement;

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Non-Profit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification - Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	$47,700	$23,554	$0	$71,254	**Federal** Project Director (name) = .5 FTE @ $95,401/yr = $47,700 **Non-Fed Cash** Officer Manager (name) = .5FTE @ $47,108/yr = $23,554 **Total** 71,254
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 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600 **In-Kind** **Volunteers** 15 volunteers @ $8/hr for 49 hours = $5,880
Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

Budget Narrative/Justification - Sample Template

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

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

Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:
Measurable Outcome(s):

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

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

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

Instructions for Completing the Project Summary/Abstract

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

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

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

Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics that occur as a result of an organization's or program's activities. (Outcomes are the end-point)

Products – materials, deliverables.

- A model abstract/summary is provided below:

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