



Administration for Community Living

Administration on Aging

Lifespan Respite Care Program: Advancing the Recruitment, Training and Retention of Respite
Care Providers

HHS-2024-ACL-AOA-LRSP-0065

09/05/2024

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ACL Center:

Administration on Aging

Funding Opportunity Title:

Lifespan Respite Care Program: Advancing the Recruitment, Training and Retention of Respite Care Providers

Funding Opportunity Number:

HHS-2024-ACL-AOA-LRSP-0065

Primary CFDA Number:

93.072

Due Date for Letter of Intent:

08/15/2024

Due Date for Applications:

09/05/2024

Date for Informational Conference Call:

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

Executive Summary

Additional Overview Content/Executive Summary

The U.S. Administration for Community Living (ACL), Administration on Aging (AoA), is providing this competitive grant opportunity to eligible entities for implementing special projects under the authority granted in Section 2903 of the Lifespan Respite Care Act of 2006 (P.L. 109-442). These special projects will complement the work of the ACL-funded [Lifespan Respite Technical Assistance and Resource Center \(TARC\)](#) awarded to the [ARCH National Respite and Resource Center](#). The special project described in this Notice of Funding Opportunity (NOFO) is expected to concentrate on advancing the use of the recently developed [National Respite Care Provider Training](#) (NRCPT), first developed under the 2020 Lifespan Respite Care Special Projects grant (#90LRSP0001).

Through this NOFO, ACL/AoA plans to award one (1) Cooperative Agreement in the amount of up to \$1,250,000 for a three-year, fully-funded project with a single 36-month budget.

The successful application will reflect a collaborative approach among a consortium of organizations working in a well-defined partnership, with one entity acting as the fiduciary and programmatic lead. The successful applicant, and any partners, should expect considerable involvement of the ACL/AoA Federal Program Officer responsible for the Lifespan Respite Care Program in all aspects of the design and implementation of the activities outlined below. The applicant must possess direct, in-house experience and expertise to lead the project and carry out the desired activities described in this NOFO.

Grantees are required to match 25% of the total project's costs from non-federal cash and/or in-kind resources.

I. Funding Opportunity Description

Like many countries, the United States is experiencing a serious crisis in the direct care workforce. Direct Care Workers are also known as Direct Service Workers (DSW) or Direct Support Professionals (DSPs) and may include home health aides, home care workers, certified nursing assistants, personal or residential care assistants and respite providers, etc. Many people with disabilities and older adults and their family caregivers are unable to access the services they need to live in the community, including respite services, because there are not enough trained providers. ACL is committed to finding solutions to this crisis and has committed significant resources in a variety of areas to help address it.

In 2020, ACL funded the first *Lifespan Respite Special Projects to Strengthen Program Development, Implementation and Sustainability* (#90LRSP0001) to focus on several critical areas of respite service delivery, including the need for a cadre of well-trained, competent respite

care providers. The ARCH National Respite Network and Resource Center (ARCH), the ACL-funded technical assistance resource center for the Lifespan Respite Care Program, in collaboration with the [National Academy for State Health Policy](#) and the [Respite Care Association of Wisconsin](#) field tested and evaluated a competency-based online respite provider training curriculum for entry-level respite providers. That effort resulted in the development and roll out of the [National Respite Care Provider Training](#) (NRCPT).

Given the success of the NRCPT in the states where it was piloted and the initial promise it demonstrates as an effective tool for the recruitment, training, and retention of respite care workers, ACL is interested in taking the NRCPT to the next level in a variety of areas. This NOFO seeks to accomplish that goal as described below.

The initiative supports and advances President Biden's [Executive Order on Increasing Access to High-Quality Care and Supporting Caregivers](#), signed April 18, 2023. This executive order directs federal agencies to take more than 50 actions including those that could expand access to home and community-based services; grow and strengthen the direct care workforce; support family caregivers; and more — giving us a unique opportunity to transform our long-term care systems and mitigate the challenges faced by family, kin, and tribal caregivers.

Desired Goal and Anticipated Outcomes

The goal of this project is to strengthen and advance the recently developed National Respite Care Provider Training (NRCPT). ACL anticipates achieving, at a minimum, the following broad outcomes as a result of this project:

1. Enhanced awareness and usage of the NRCPT.
2. Improved retention of respite providers.
3. Streamlined access for caregivers to trained respite providers.

Priority Areas and Desired Activities

Over the course of the three-year project, ACL expects several key areas of focus will be addressed. Applicants to this NOFO should describe their approaches for undertaking the following activities in support of ACL's overall goal and objectives:

1. **Support greater uptake and use of the NRCPT in new and emerging respite service delivery areas (e.g., states and local communities), nationwide.** The NRCPT was field tested in [ten pilot states](#) across the U.S. The NRCPT includes a competency-based and enhanced entry-level respite provider training curriculum and a specialized recruitment campaign. Applicants should describe how they will support increased use of the NRCPT in more states, allowing for further refinement and enhancements to the program, as needs are identified.
2. **Develop and test approaches for connecting trained providers to family caregivers and those they support, across the age and disability spectrum (e.g., respite and provider registries or similarly accessible modalities).** Ensuring the availability of a cadre of trained respite providers is an important step in meeting the service needs of family caregivers. However, it is critical that there be effective pathways for connecting the available respite providers to the families that need them. In this regard, ACL wishes to see the development and testing of possible approaches for fostering effective connections between respite providers and the families needing their assistance.

3. **Develop, test, and implement methods for retaining respite providers, including opportunities for career advancement and upward mobility.** Recruiting and training of respite providers are two critical steps in ensuring the availability of well-trained respite providers. Retaining them and ensuring they are supported along a career path is equally as important. Applicants should propose how they would develop and test approaches for ensuring the retention of respite workers once they are trained and in the workforce. Additionally, ensuring opportunities for career advancement and upward mobility within the workforces should also be top of mind and considered as part of this project.
4. **Adapt the NRCPT for use among limited English-speaking populations, for whom career options are often limited.** According to [PHI](#), the direct care workforce, which includes those that provide respite services, is primarily composed of women and people of color, many of whom are lower income and face barriers to education and work in other fields or settings. Approximately one in four direct care workers (26 percent) was born outside the United States, with a range from 21 percent of nursing assistants and residential care aides to 31 percent of home care workers. Additionally, this field often relies heavily on immigrants to fill positions. PHI also noted that approximately one in four direct care workers (26 percent) was born outside the United States. Where opportunities are identified, ACL desires that this project identify and undertake additional opportunities to adapt the NRCPT for use among diverse, limited English-speaking populations, other than Spanish-speaking individuals, for whom the training has already been translated.
5. **Develop a framework for establishing a base of evidence for the effectiveness of the NRCPT.** ACL has a long history of supporting the development and use of evidence-based/informed approaches across a variety of program areas to achieve its mission and goals. In this regard, ACL wishes to explore the degree to which establishing a base of evidence for the NRCPT is feasible and possible. To that end, applicants should describe their approach to employing the findings from the current evaluation of the NRCPT and determining the extent to which the establishment of feasible and possible steps may be needed to accomplish that aim.

When developing proposals, applicants should carefully consider the approaches they will take to organizing this three-year, fully funded project, including the cadence that will be used to address the above priority areas and desired activities. Additionally, applicants should feel free to identify other, related areas for consideration and development that could be considered relevant to this NOFO.

IMPORTANT: Applications will be scored, in part, on the extent to which the applicant demonstrates the expertise and capacity to undertake a project of this scope and intent. To that end, applications will be reviewed, in part, on the extent to which such expertise is demonstrated on the part of the applicant and/or attained through key partnerships on the project.

Additional Application Elements

Post-Award Workplan and Budget Finalization Period

ACL recognizes the challenges posed by a 30-day window in which to complete applications and provide a highly detailed workplan for the project. Therefore, the successful grantee will be permitted up to three (3) months post award to work with the ACL program officer to finalize

their overall project approach, workplan and, if necessary, refine budget allocations across tasks. The ACL program officer will work closely with grantee and relevant partners throughout this period to ensure a successful refinement of the workplan and overall budget prior to the formal launch of project activities.

National Scope and Reach

ACL expects that the grantee and any partners will be working at the national level for the entirety of the project. Projects of a local scope or those confined to a single state, region, or area of the country will not be considered for funding.

Reliance on Other Technical Assistance Efforts

Applicants and their collaborating partners will be encouraged to avail themselves of the range of technical assistance and support available to them, including (but not limited to):

- [The Lifespan Respite Technical Assistance and Resource Center](#)
- [The Direct Care Workforce Technical Assistance Center](#)
- [Center on Holocaust Survivor Care/Jewish Federations Institute on Aging and Trauma](#)
- [Older Adults Equity Collaborative](#) (OAEC)
- [National Center for Advancing Person-Centered Planning and Services](#)
- [Bridging Aging and Disabilities Networks at NACDD](#);
- [National Resource Center on LGBTQ+ Aging](#);
- Resource centers for [Older Indians](#), [Alaska Natives](#), and [Native Hawaiians](#);

Sub-grants and/or subcontracts

Provision of funding for sub-grantees or subcontracts to carry out specific activities is expected, as ACL believes this project will have a greater likelihood of success when a range of organizations or individual subject matter experts undertake the work and/or the applicant identifies a gap in expertise necessary to fully complete project goals and objectives. Applicants should describe their rationale and criteria for selecting sub-grantees/subcontractors, including their approaches for monitoring progress and ensuring successful completion of all tasks.

Accessibility and [508 Compliance Requirements](#)

ACL requires that all information and materials developed by the grantee and partners for dissemination, regardless of method, will be fully accessible (i.e., 508-compliant), and meet the cultural and linguistic needs of the intended audience.

Project Sustainability

ACL expects to realize tangible, measurable, and sustainable outcomes from the grantee and its partners. Proposals should contain a plan for sustaining the project's work after federal funding ends. Applicants will be scored, in part, on the extent to which a plan is included and appears feasible and likely.

Project Outcomes and Evaluation

Projects of this nature are best undertaken with clear and measurable outcomes known at the time of application along with a feasible plan for measuring the overall project's impact. Therefore, applicants are expected to propose outcomes that demonstrate the project's impact

(i.e., the change that is anticipated to occur because of the work) and a plan for conducting an evaluation of the project.

Statutory Authority

The statutory authority for grants under this program announcement is contained in Title XXIX of the Public Health Service Act (42 U.S.C. 201 et seq.), as amended by the Public Health Service Act P.L.109-442. (Catalog of Federal Domestic Assistance 93.072).

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$1,250,000

Expected Number of Awards:

1

Award Ceiling:

\$1,250,000

Per Project Period

Award Floor:

\$950,000

Per Project Period

Length of Project Period:

Other

Additional Information on Project Periods and Explanation of 'Other'

36-month project period with 36-month budget period (fully funded)

III. Eligibility Information

1. Eligible Applicants

For FY 2024 the below guidance is provided to advance the Administration's policy, as stated in E.O. 13985, to "pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality." This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By advancing equity in our NOFOs, we can "create opportunities for the improvement of communities that have been historically underserved, which benefits everyone."

Based on statutory requirements in Section 2903 of the Lifespan Respite Care Act, as amended, under Title XXIX of the Public Health Service Act (42 U.S.C 300ii-2), awards may only be made to public or private nonprofit entities.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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

This funding opportunity will be administered as a Cooperative Agreement. As such, the successful applicant should expect substantial ACL involvement in grant activities as appropriate or requested, including reviewing products for compliance with federal grant rules and participating in planning and training activities, which will be determined by the needs and priorities of the grantee and ACL. The terms and conditions for this cooperative agreement are as follows and will be incorporated by reference in the Notice of Award (NOA).

The ACL will carry out the following activities for the cooperative agreement:

- Perform the day-to-day federal responsibilities of grants management while working with the grantee to ensure all requirements for the grant are met.
- Assist the grantee's project leadership and partners in understanding the policy concerns and/or priorities of ACL by conducting periodic briefings and by carrying out ongoing consultations.
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project.
- Provide guidance to the grantee, as necessary, in making sub-awards (i.e., subgrants/contracts) as permitted in this funding opportunity announcement.
- Provide guidance to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
- Review and provide technical advice to the grantee on all work products and other project deliverables and processes.
- Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program.
- Work with the grantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured, and continuous improvement occurs.
- Attend and participate in major project events as appropriate.

The grantee will execute the responsibilities of the cooperative agreement, as listed below:

- Fulfill all requirements of the grant initiative as detailed in this program announcement.
- Immediately inform, and collaborate with, the ACL on any in-scope modification of the work plan.

- In collaboration with the ACL program officer, successfully complete a *Post-Award Workplan and Budget Finalization Period*, not to exceed three (3) months
- Participate in (at least) monthly meetings with the ACL program officer, and/or the other grantees and partners to this initiative (more frequent meetings will be expected during the post-award project planning and alignment period);
- Provide drafts of all press releases and social media announcements prior to release;
- Provide preliminary and other working drafts of all products and deliverables to the ACL program officer for review;
- Ensure that all materials and products are fully accessible and developed in accordance with 508 compliance standards;
- Prior to dissemination, provide final drafts of all products and deliverables to the ACL program officer for accessibility and 508-compliance review and remediate any issues identified;
- As appropriate, collaborate with ACL on the identification and selection of steering committee members, if established, and any subject matter experts/advisory consultants to the project;
- Evaluate the impact of overall project activities and ensure quality assurance systems are in place.
- Share information with ACL, national and local organizations, and other entities as appropriate.
- Report semi-annually on project accomplishments, challenges, and progress towards measurable objectives.
- Work with the ACL program officer to assess the performance results reported semiannually and jointly develop strategies to address those areas requiring improvement.

ACL will assist the grantee in understanding the strategic goals and objectives, policy perspectives, and priorities of the ACL Administrator/Assistant Secretary for Aging and the Department of Health and Human Services, by sharing such information by way of email, conference calls, briefings, memos, and other consultations. The ACL program officer will provide technical assistance and guidance on issues related to grant management and implementation, including the execution of the cooperative agreement. The program officer will also share information with the grantee about other federally sponsored projects and activities relevant to activities funded under this announcement. Once a cooperative agreement is in place, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the mutual agreement of both parties, except where ACL is authorized under the Terms and Conditions of award, 45 CFR Part 74 or 92, or other applicable regulation or statute to make unilateral amendments. When an award is issued, the cooperative agreement terms and conditions from the program announcement are incorporated into the Notice of Award by reference.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that fail to meet each of the following responsiveness criteria described below will not be reviewed and will receive no further consideration:

- The applicant proposes a project of national scope and reach.

Application Screening Criteria

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

- Applications must be submitted electronically to: <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the due date listed in Section IV.3 Submission Dates and Times.
- 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 font size of not less than 11 point.
- The Project Narrative must not exceed 25 pages. NOTE: The Project Work Plan, MOU/MOA, Letters of Commitment, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 25-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

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

- - At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
 - All applicants must have a UEI and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Effective June 11, 2018, when registering or renewing your

registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [SAM.GOV Quick Start Guide for Financial Assistance Registrations](#).

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

1.
 - Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
 - Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:
2. Register in SAM prior to submitting an application or plan;
3. 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
4. Provide its UEI number in each application or plan to submit to the OPDIV.

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

- - The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities.
 - You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or

individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

- After you electronically submit your application, you will receive an automatic acknowledgment from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

Lori Stalbaum

Office of Caregiver and Supportive Services

Email: Lori.Stalbaum@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter Of Intent 08/15/2024

08/15/2024

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:

Administration for Community Living

Lori Stalbaum

Office of Supportive and Caregiver Services

Email: Lori.Stalbaum@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 25-30 pages; 30 pages is the maximum length allowed. Project Narratives that exceed 40 pages will have the additional pages removed and only the first 30 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 30-page limit. All other sections noted below are included in the limit. A new requirement for all Project Narratives is a section that explains the equity experience of the project team.

The sample components of the Project Narrative counted as part of the 30-page limit include:

Summary/Abstract
Problem Statement
Goal(s) and Objective(s)
Proposed Intervention
Special Target Populations and Organizations
Outcomes
Project Management
Evaluation
Dissemination
Organizational Capability
Equity Experience of Project Team

Summary/Abstract

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

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the problem and the proposed intervention is designed to address. This section should also include how the project will potentially impact the target populations of family caregivers being addressed.

Goals and Objectives

This section should consist of a description of the project’s goal(s) and major objectives. The stated goal(s) and objectives(s) should tie directly to the priority area/option being addressed. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

Proposed Intervention

This section should provide a clear and concise description of the intervention or approach(es) you are proposing to use to address the problem described in the “Problem Statement”. You should also describe the rationale for using the intervention or approaches being proposed, including factors such as: “lessons learned” for similar projects or initiatives; factors in the larger environment that have created the “right conditions” for the intervention or approach (e.g., existing social or economic factors that you’ll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

Special Target Populations and Organizations

This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project. This section should also describe whether,

and if so, how the proposed intervention will target disadvantaged populations, including limited-English speaking populations, those of greatest economic need and those of greatest social need. Applicants should pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. **(NOTE: ACL will not fund any project that does not include measurable outcomes).** This section should also describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the optional work plan grid ("Project Work Plan – Sample Template") under "Measurable Outcomes" in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large.

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits the end user. It demonstrates a measurable change in functional status, mental well-being, knowledge, skill, attitude, awareness, or behavior. It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: 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 ACL network; new knowledge that can contribute to the field of community living; a measurable increase in community awareness; or a measurable increase in persons receiving services. 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 outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe how the outcome(s) will be measured and reported. Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design.

Project Management

This section should include a clear delineation of the roles and responsibilities of project staff, consultants, subject matter experts, 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, (i.e., measure of performance towards the goals stated in the funding opportunity announcement and for your specific intervention/activities) 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, including the work of sub-contractors and/or sub-grantees.

Evaluation

This section should describe the specific outcomes (e.g., changes in programs, organizations, and/or communities) expected as a result of this funding as well as method(s), techniques and tools that will be used to: 1) determine whether the proposed intervention achieved its anticipated outcome(s), and 2) document the “lessons learned” – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

Dissemination

This section should describe the method that will be used to disseminate the project’s results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policymaking, including and especially those parties who would be interested in replicating the project. Projects funded under this announcement will be expected to work with one another and other technical assistance efforts to ensure dissemination of all activities, products, and information.

Organizational Capability

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or 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. It should also include the organization’s capability to sustain some or all project activities after federal financial assistance has ended.

This description should cover the capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

Equity Experience of Project Team

This section should provide a comprehensive description of the approach to and staff experience in advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality will be included in this section. See the Biden/Harris Administration’s [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, dated January 20, 2021](#) for additional information.

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

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

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

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

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

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

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

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

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

4. Submission Dates and Times

Due Date for Applications 09/05/2024

09/05/2024

Date for Informational Conference Call:

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

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

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

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

Support Desk Case Number and must keep a record of it.

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

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

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

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

7. Other Submission Requirements

V. Application Review Information

1. Criteria

Applications will be scored by assigning a maximum of 100 points across five standard categories used for All ACL grant programs. Applicants should be sure the content of their applications addresses or answers each of the questions in the sub-categories listed below:

- a. Project Relevance & Current Need - (10 points)
- b. Approach - (40 points)
- c. Budget – (20 points)
- d. Project Impact - (20 points)
- e. Organizational Capacity - (10 points)

Project Relevance & Current Need

Maximum Points: 10

1. Does the application adequately and appropriately describe the key problem(s) and/or need(s) to be addressed?

2. Does the applicant clearly describe the need for respite provider training, recruitment, and retention?
3. Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge?

Approach

Maximum Points: 40

Goals and Objectives

1. Does the proposal clearly state its intended goal and objectives?
2. Does the overall project, as proposed, align with the goals and objectives desired by ACL?

Work Plan

1. Does the application include, at a minimum, a high level work plan for each year of the project years?
2. Does it include sensible and feasible estimates of timeframes for the accomplishment of tasks presented?
3. Does the work plan include objectives and tasks that are linked to measurable outcomes?
4. Are the anticipated roles and responsibilities of project staff, consultants, subject matter experts, and other partners clearly defined and linked to specific objectives and tasks?

Methods of Addressing the Problem(s)

1. Does the applicant propose a cohesive method for addressing the problem?
2. Based on the information provided by the applicant, is it likely the proposed approach will achieve specified goals?
3. Does the project account for known barriers and opportunities that exist in the larger state environment that may impact the project's success?
4. Does the application address how the project will target unserved/underserved populations, including limited-English speaking populations?

Collaboration, Partnerships and Steering Committee (10 points)

1. Does the proposal appear to optimize the use of potential partnerships with key individuals, organizations and/or consumer groups, as appropriate?
2. Does the makeup and anticipated role of the project's steering committee (if proposed) appear to be sufficient to guide the work of the project?

Budget

Maximum Points: 20

1. Has a budget narrative covering the entire proposed 3-year project and budget period been included (if no budget narrative is included, this section will receive a score of "zero")?
2. Is the budget justified with respect to the adequacy and reasonableness of resources requested and activities proposed?
3. Are the resources requested consistent with the scope of the proposed project activities?

4. Are budget line items clearly delineated and consistent with work plan objectives?

Project Impact

Maximum Points: 20

Project Outcomes

1. Are the project outcomes as proposed specific, measurable, and consistent with the objectives and purpose of the proposed project?
2. Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the target audiences and the field as a whole?

Project Evaluation

1. Does the application include an evaluation plan?
2. Does the project evaluation reflect a thoughtful and well-designed approach that will measure whether the project has achieved its proposed outcome(s)?
3. Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?
4. Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field?

Sustainability

1. Does the application include a clear and feasible plan for sustaining activities beyond the period of federal funding?
2. Is there a plan to use, where possible, other funding sources to expand and enhance the proposed activities?

Dissemination

1. Does the proposed dissemination plan consider the differing needs of intended audiences?
2. Does the dissemination plan include multiple means for delivering information, resources and other materials associated with the project?
3. Does the proposed dissemination plan include an understanding of the requirement that disseminated information, regardless of the dissemination method, will be fully accessible, e.g., 508-compliant?

Organizational Capacity

Maximum Points: 10

Project Staffing and Qualifications

1. Do the proposed project director(s), key staff, consultants, and advisors to the project have the background, experience, and other qualifications required to carry out their designated roles?
2. 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?

Organization and Management

1. Does the applicant demonstrate the capacity to lead the project?

2. Does the application adequately describe the applicant's ability and plan to partner with other entities as necessary to achieve the goals of the project?
3. Does the applicant demonstrate the experience, knowledge, and expertise in working in the subject areas described in the NOFO?

2. Review and Selection Process

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/30/2024

VI. Award Administration Information

1. Award Notices

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

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

2. Administrative and National Policy Requirements

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

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

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

Applicants may follow their own procurement policies and procedures when contracting with

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

3. Reporting

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

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$30,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

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

VII. Agency Contacts

Project Officer

First Name:

Lori

Last Name:

Stalbaum

Phone:

202-795-7444

Office:

Office of Supportive and Caregiver Services

Grants Management Specialist

First Name:

Aiesha

Last Name:

Gurley

Phone:

202-795-7358

Office:

Office of Grants Management

VIII. Other Information

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity, The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/>.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harassment>.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see

<https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

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

If you receive an award, HHS may terminate it if any of the conditions in [2 CFR 200.340\(a\)\(1\)-\(4\)](#) are met. No other termination conditions apply.

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

a. Legal Name: (REQUIRED): Enter the name that the organization has registered with the System for Award Management (SAM), formally the Central Contractor Registry. Information on registering with SAM may be obtained by visiting the Grants.gov website (<https://www.grants.gov>) or by going directly to the SAM website (www.sam.gov).

b. Employer/Taxpayer Number (EIN/TIN): (REQUIRED): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. In addition, we

encourage the organization to include the correct suffix used to identify your organization in order to properly align access to the Payment Management System.

c. Organizational UEI (REQUIRED): If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records.

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

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

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

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

A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

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

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

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

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

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

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

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

<https://www.house.gov/>

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

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

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

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

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

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

19. Is Application Subject to Review by State Under Executive Order 12372 Process?

Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

expect to have contracts awarded and funded until quarter three, reflect those costs in that quarter.

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

Line 6c: Travel: Enter total costs of all travel (local and non-local) for staff on the project.

NEW: Local travel is considered under this cost item not under Other. Local transportation (all travel which does not require per diem is considered local travel). Do not enter costs for consultant's travel - this should be included in line 6h.

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

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

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

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

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

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

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

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

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

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

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

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

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

Line 6j: **Indirect Charges:** Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency.

State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. Indirect Costs can only be claimed on Federal funds, more specifically, they are to only be claimed on the Federal share of your direct costs. Any unused portion of the grantee's eligible Indirect Cost amount that are not claimed on the Federal share of direct charges can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

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

Line 7: **Program Income:** As appropriate, include the estimated amount of income, if any, you expect to be generated from this project that you wish to designate as match (equal to the amount shown for Item 15(f) on Form 424). **Note:** Any program income indicated at the bottom of Section B and for item 15(f) on the face sheet of Form 424 will be included as part of

non-Federal match and will be subject to the rules for documenting completion of this pledge. If program income is expected, but is not needed to achieve matching funds, **do not** include that portion here or on Item 15(f) of the Form 424 face sheet. Any anticipated program income that will not be applied as grantee match should be described in the Level of Effort section of the Program Narrative.

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

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

					Total 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 <i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i> A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	\$5,600	\$0	\$5,880	\$11,480	Federal 2 consultants @ \$100/hr for 24.5 hours each = \$4,900 Printing 10,000 Brochures @ \$.05 = \$500 Local conference registration fee (name conference) = \$200 Total \$5,600 In-Kind Volunteers

					15 volunteers @ \$8/hr for 49 hours = \$5,880
Indirect Charges	\$20,934	\$0	\$0	\$20,934	21.5% of salaries and fringe = \$20,934 IDC rate is attached.
TOTAL	\$140,294	\$40,866	\$5,880	\$187,060	

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

4.																			
5.																			
6.																			

NOTE: Please do not infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place. The **goal** of this project is to improve the delivery and quality of respite services available to families

across age and disability spectrums by expanding and coordinating existing respite systems in Delaware. The **objectives** are: 1) to improve lifespan respite infrastructure; 2) to improve the provision of information and awareness about respite service; 3) to streamline access to respite services through the Delaware ADRC; 4) to increase availability of respite services. Anticipated **outcomes** include: 1) families and caregivers of all ages and disabilities will have greater options for choosing a respite provider; 2) providers will demonstrate increased ability to provide specialized respite care; 3) families will have streamlined access to information and satisfaction with respite services; 4) respite care will be provided using a variety of existing funding sources and 5) a sustainability plan will be developed to support the project in the future. The expected **products** are marketing and outreach materials, caregiver training, respite worker training, a Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.

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

1. Project Director.

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

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

Synopsis

HHS-2024-ACL-AOA-LRSP-0065

Lifespan Respite Care Program: Advancing the Recruitment, Training and Retention of Respite Care Providers

General Information

Summary

Submit Initial Draft

08/02/2024

Document Type

Initial

Record Status

Active

FOA Fiscal Year

2024

FOA FY Processing Year

2024

Program Funding Type

Discretionary

Funding Activity Category

ISS - Income Security and Social Services

Affordable Care Act (ACA)

No

Funding Instrument Type

CA (Cooperative Agreement)

Directed Announcement

No

Administrative Policies

Non-Competing

No

Non-Competing Description

Single Source Justification (4,000 character limit)

Limited Competition

No

Additional Disqualification Factors

FOA History

New Opportunity

Yes

Previously Published Fiscal Year

2020

Previously Published Funding Opportunity Number

HHS-2020-ACL-AOA-LRSP-0432

Information Collection

Expected Number of Applications

3

Award Information

Cost Sharing / Matching Requirement

Yes

Percentage of Cost Sharing / Matching Requirement

25

Expected Number of Awards

1

Estimated Total Funding

\$1,250,000

Estimated Award Ceiling

\$1,250,000

Per Project Period

Estimated Award Floor

\$950,000

Per Project Period

Length of Project Periods

Other

Length of Project Periods Explanation of Other

36-month project period with 36-month budget period (fully funded)

Project Period | Expected Duration in Months

36

Project Type

Demonstration

Eligibility Information

Eligibility Category

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

Additional Information on Eligibility

Public/private non-profit entities. Based on statutory requirements for the Lifespan Respite Care Program authorized by Congress in 2006 under Title XXIX of the Public Health Service Act (42

U.S.C 201), and the Lifespan Respite Care Reauthorization Act of 2020, awards may only be made to public or private nonprofit entities.

Foreign entities are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

Key Dates

Submit Initial FOA Draft

08/02/2024

Estimated Post Date

08/05/2024

Estimated Application Due Date

09/05/2024 11:59 PM

Application Due Date Explanation

Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.

Estimated Award Date

09/30/2024

Estimated Project Start Date

09/30/2024

Estimated Project End Date

09/29/2027

Archive Date

Additional Information

Statutory Authority

The statutory authority for grants under this program announcement is contained in Title XXIX of the Public Health Service Act (42 U.S.C. 201 et seq.), as amended by the Public Health Service Act P.L.109-442. (Catalog of Federal Domestic Assistance 93.072).

Description (Grants.gov/Forecast) (18,000 character limit)

The general purpose of the project is to strengthen and advance the recently developed National Respite Care Provider Training (NRCPT), first developed under the Lifespan Respite Care Program: Special Projects to Strengthen Program Development, Implementation and Sustainability (grant number: 90LRSP0001).

The grantee will undertake activities intended to foster the following advancements to the NRCPT:

1. Promote and support the broader usage of this resource in new and emerging respite service delivery areas (e.g., states and local communities).
2. Identify and leverage opportunities to make the training available in more states and local communities nationwide.

3. Develop and test approaches for connecting newly trained providers to caregivers and other service recipients. (e.g., respite registries or similarly accessible modalities).
4. Identify and develop for implementation and dissemination methods for retaining respite providers, including opportunities for career advancement and upward mobility.
5. Adapt for use among limited English speaking populations, for whom career options are currently limited.
6. Identify a pathway for establishing an evidence-base for the NRCPT.

Through the above activities, the grantee will achieve the following key outcomes:

1. Enhanced awareness and usage of the NRCPT.
2. Improved retention of respite providers
3. Streamlined access for caregivers to trained respite providers.

Funding Opportunity Goal(s)

- Strengthen and advance the recently developed National Respite Care Provider Training (NRCPT), first developed under the Lifespan Respite Care Program: Special Projects to Strengthen Program Development, Implementation and Sustainability (grant number: 90LRSP0001).

Grantor Contact Name

Lori Stalbaum

Grantor Contact Phone

202-795-7444

Grantor Contact Email Address

lori.stalbaum@acl.hhs.gov

Grantor Email Description

Government

Link to Additional Information

<https://acl.gov/grants/open-opportunities>