

Notice of Funding Opportunity
Application due Thursday, August 13, 2026









TBI State Partnership Program

Opportunity number: HHS-2026-ACL-AOD-TBSG-0026



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Before you begin

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

SAM.gov registration (this can take several weeks)

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

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

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

[See Step 2: Get Ready to Apply](#)

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on Thursday, August 13, 2026.



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



Step 1:

Review the Opportunity

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Basic information

Administration for Community Living (ACL)

Administration on Disabilities

ODSI

Advancing state partnerships to transform traumatic brain injury services and support.

Summary

The Traumatic Brain Injury (TBI) State Partnership Program aims to support designated state lead agencies. This NOFO will support you in strengthening statewide services and support systems for people with TBI. Activities to accomplish this include:

- Maintaining a state advisory board.
- Carrying out a comprehensive state plan.
- Providing resource facilitation.
- Improving coordination, access, and person-centered outcomes across service systems.

You'll be expected to participate, collaborate, and coordinate with federally-supported workgroups to share learnings, improve systems, and align TBI initiative nationally.

Funding details

Type: Cooperative agreement

Expected total program funding over the performance period: \$6,376,351

Expected total program funding per budget period: \$6,376,351

Total expected awards: 32

Funding range per applicant per budget period: \$190,000 to \$205,000

We plan to fund awards in three 12-month budget periods for a three-year period of performance from September 30, 2026 to September 29, 2029.



Have questions?

See [Contacts and Support](#).

Key facts

Opportunity name:

TBI State Partnership Program

Opportunity number:

HHS-2026-ACL-AOD-TBSG-0026

Federal assistance listing:

93.234

Cost sharing:

33.3% match of total project cost

NOFO version:

Original

Key dates

Application

submission deadline:

August 13, 2026

Optional notice of

intent deadline:

July 20, 2026

Informational webinar:

July 16, 2026 at 2:15 p.m. ET

Expected award date:

September 30, 2026

Expected project

start date:

September 30, 2026

See [intergovernmental review](#) for other submission processes that may apply to this NOFO.

Eligibility

Eligible applicants

Only these types of organizations may apply:

- State governments.
- Territorial governments.
- Federally-recognized Indian tribal governments.
- Native American organizations.

Disqualifying factors

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

We won't consider an application that:

- Is submitted after the [deadline](#).
- Is from an individual, including a sole proprietorship, or a foreign entity.
- Is received in paper format that didn't have a previously approved exemption from ACL.
- Is not from an eligible designated state agency or organization.

Application limits

If you submit the same application more than once under this notice of funding opportunity (NOFO), we will only acknowledge the last on-time submission.

Cost sharing

This award requires cost sharing.

Types of cost sharing

You can meet your match requirement through any combination of:

- Cash contributions from your organization, partners, or other third parties.
- In-kind (non-cash) contributions, such as fairly evaluated services, equipment, space, or supplies.
- Volunteer time and donated use of facilities for meetings or project activities.

You must document the source and valuation of all non-federal contributions in your application budget and budget narrative by budget period.

Cost-sharing commitments

If awarded, you must provide the amount of cost-sharing funds you promised, even if you promised more than the required minimum. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may decrease the amount of funding we give you or use other enforcement actions.

You'll have to include your cost-sharing funds when you fill out your [federal financial reports](#).

Post-award requirements

Before you apply, make sure you understand the requirements that come with an award.

See [Step 6: Learn What Happens After Award](#) for information on regulations that apply, reporting, and more.

Statutory authority

The statutory authority for grants under this funding announcement is contained in the Traumatic Brain Injury Program Reauthorization Act of 2018 (P.L 115-377; (42 U.S.C. 300d-52).

Program description

The public health problem

Traumatic brain injury (TBI) remains a significant public health concern in the United States. It impacts people of all ages, from children and adolescents to older adults. Each year, millions of Americans sustain a TBI, resulting in substantial emergency department visits, [hospitalizations](#), and [deaths](#).^[1] Many people who survive a TBI [experience long-term or permanent functional impairments](#). These affect cognition, physical functioning, emotional regulation, and behavior.^[2] The effects of TBI may appear immediately after the injury. Or they may emerge months or years later, often resulting in chronic health challenges that require coordinated, long-term services and supports.

The impact of TBI extends beyond the individual to families, caregivers, and communities. Individuals with TBI frequently encounter barriers to accessing appropriate services because of fragmented care systems and limited care coordination. In addition, eligibility criteria across service systems varies. These barriers may prevent individuals with TBI from fully participating in employment, education, housing, and community living.^[3]

Program purpose

The purpose of the TBI State Partnership Program is to create and strengthen person-centered statewide service and support systems. These systems should maximize independence, community integration, and overall health and well-being for individuals with TBI, at every age, and the people who support them.

As a result of this program, the Administration on Disabilities (AoD) envisions that individuals with TBI will experience:

- Increased self-determination, independence, and quality of life.
- Improved access to coordinated, person-centered services and supports tailored to individual preferences and needs.
- High-quality, evidence-based services, that reach unserved and underserved populations.

Background

Congressional funding for traumatic brain injury (TBI) programming began when the Traumatic Brain Injury Act of 1996 (P.L. 104-166) was enacted. The current authorizing legislation, the Traumatic Brain Injury Program Reauthorization Act of 2018 (P.L. 115-377; 42 U.S.C. 300d–52), increased authorization levels for both the TBI State Partnership

Program and the TBI Protection and Advocacy Program. It also gave the Secretary the authority to determine the best administrative fit for this initiative. The Secretary designated the Administration for Community Living (ACL) as the administering agency.

This funding opportunity helps states connect people with TBI to the services and supports they need at any age. States that receive funding must collaborate with each other through workgroups to tackle shared challenges, share what works, and improve outcomes for people with TBI.

Program goals

The goals of this funding opportunity are as follows:

Enhance cross-agency collaboration to improve TBI services.

This is measured by:

- At least four cross-agency meetings annually.
- An increase in joint initiatives among partner agencies.
- A 15% increase in stakeholder participation, based on meeting attendance.

Identify and reduce barriers to TBI support.

This is measured by:

- A completed bi-annual needs assessments.
- A 10% reduction in reported service gaps over the project period.

Provide a clear picture of statewide demographics, resources, and program impact.

This is measured by:

- One annual statewide report including demographics, resources, and outcomes.
- 100% participation from funded grantees in reporting.

Build a coordinated public investment system that is equitable, evidence-based, and effective.

This is measured by:

- A 10% reduction in reported service access barriers.
- Annual stakeholder satisfaction ratings of at least 80% positive.

Outcomes

The expected outcomes for people with TBI are:

- Increased self-determination, independence, overall health and well-being, and quality of life for all individuals with TBI at every age.
- Increased access to TBI services and supports that are person-centered, culturally competent, and evidence-based.

Required activities

State TBI advisory board

You will establish an advisory board within the appropriate state health department, American Indian consortium, or other department.

Your state TBI advisory board will bring together stakeholders to:

- Identify the needs of people with TBI.
- Coordinate efforts across systems statewide.

You'll maintain an advisory board with representation that includes:

- State, territory, region, or Native American consortium agencies.
- Public, nonprofit, and private health organizations.
- Other disability advisory or planning groups.
- Organizations representing individuals with traumatic brain injury.
- State or local injury control programs, if available.
- A substantial number of individuals with TBI and/or their family members.

Individuals with TBI have the right to be engaged in and lead the decision-making processes related to their services and supports. To promote these rights, you'll ensure that your state TBI advisory board comprises:

- At least 50% of people with TBI. If your state TBI advisory board does not meet the 50% goal, you'll implement strategies to bring the board into compliance within the first 12 months.
- Family members of individuals with TBI.
- Representation from Centers for Independent Living and/or the State Independent Living Council.
- Representation from an Aging and Disability Resource Center, if one exists in your state.
- Representation from your state's Protection and Advocacy agency.
- Representation from your state's long-term care ombudsman.
- Representation from a TBI Model System Center (funded by the National Institute on Disability, Independent Living, and Rehabilitation Research [NIDILRR]), if one exists in your state.
- Representation from across the state, from both rural and urban areas.

If you do not meet these requirements and do not make significant progress toward meeting them within the first 12 months of the award, ACL may:

- Increase monitoring.

- Require more frequent (quarterly) reporting.
- Switch from advanced payments to reimbursement payments.
- Take away funds.

TBI state plan

Within the first 12 months of the award, you'll develop a strategic state plan to guide TBI efforts for this award in your state. The state plan will be a living document that:

- Helps your state decide how best to improve the services and supports for people living with TBI, at all ages.
- Provides information as a foundation to advance statewide systems of TBI services.
- Describes how you'll target and deliver services and address known gaps in services.

To develop the state plan, you'll:

- Carry out a clear process to develop it.
 - If you're a previous recipient of a TBI state partnership grant, you can build upon your previous state plan. It will be the basis for review and updates to meet program goals.
- Collaborate with the State TBI State Advisory Board.
- Use data to identify gaps in services, prioritize key populations, and ensure you tailor the plan to the specific needs of your state's population.
 - Data sources include state needs assessments, population demographics, and other public data sources.
 - By integrating these data sources, you'll ensure the state plan is evidence-based, equitable, and aligned with program objectives.

TBI resource facilitation

Individuals with TBI often need individualized assistance to connect with community support services. Resource facilitation (RF) is an evidence-based, personalized intervention. It promotes access between people with TBI and their support networks, as well as the appropriate community-based resources, supports, and services. You'll establish or increase the capacity of a statewide resource facilitation service that assists people with TBI, their family members, and their support networks.

TBI grantee work groups

TBI State Partnership Program work groups are collaborative teams of recipients that focus on individual topics, needs, and issues that affect people with TBI.

If awarded, you'll actively participate in at least 3-4 national or state work groups each year. You'll identify which work group you participate in based on your state's greatest need, interest, and expertise. Participation may include:

- Attending regular in-person/virtual meetings.
- Contributing to shared resources, tools, or strategies.
- Applying work group outcomes to your state's activities and grant deliverables.

Work group topics will be identified through structured processes that may include:

- Emerging issues.
- Input from your state TBI advisory board.
- Priorities outlined in your state plan or needs assessment.

You'll identify the top 3-4 topics you will address and list areas of expertise and interest.

Work group topics and participation may be updated annually to reflect evolving priorities and emerging needs.

You will need to include in your application your description of how you will support staff participation in work groups and ensure alignment with your overall grant activities and deliverables.

Program sustainability plan

You'll be expected to create and carry out a reasonable project sustainability plan so you can continue project activities after federal funding ends. We encourage you to consider a range of potential approaches to ensure that your project is sustainable.

Data collection and performance reporting

You'll need to collect data that demonstrates the impact of grant activities. To do this, plan to:

- Establish a process that ensures you can trace the line from federal investments to the impact on individuals with TBI and their families.
- Set a baseline and specific, measurable targets to annually assess whether you are achieving the goals of the project.

Required performance measures

Plan to measure the following:

- Enhance cross-agency collaboration to improve TBI services. Measured by:
 - At least 4 cross-agency meetings annually.
 - An increase in joint initiatives among partner agencies.
 - A 15% increase in stakeholder participation, based on meeting attendance.

- Identify and reduce barriers to TBI support. Measured by:
 - Completion of bi-annual needs assessments.
 - A 10% reduction in reported service gaps over the project period.
- Provide a clear picture of statewide demographics, resources, and program impact. Measured by:
 - One annual statewide report that includes demographics, resources, and outcomes.
 - 100% participation from funded recipients in reporting.
- Build a coordinated public investment system that is equitable, evidence-based, and effective. Measured by:
 - A 10% reduction in reported service access barriers.
 - Annual stakeholder satisfaction ratings of at least 80% positive.

Dissemination

You'll provide statewide data. And you'll work with ACL, the TBI Technical Assistance and Resource Center, and other state or federal partners as needed to submit common data elements. This data will be used to generate indices, products, technical assistance, and services that are useful to TBI stakeholders.

Grantee meetings

You'll participate in two national or regional TBI-related conferences convened by ACL or ACL partners annually. These events provide recipients with the opportunity to:

- Learn from each other.
- Share educational resources and promising practices.
- Expand partnerships across states.

In your budget and budget narrative, include funding for at least two individuals to participate in two meetings annually.

Optional activities

You may use funding from this NOFO for other activities support the [purpose of this program](#). Here are a few example activities:

- Host training sessions or events for service professionals in your state who work with people with TBI.
- Provide training for people with TBI on areas of interest. These may include employment, advocacy, independent living skills, peer support, TBI self-management, health promotion, or cross-disability systems change.
- Screen people for TBI.

- Provide information and referral services.
- Establish or support statewide TBI registries and reporting procedures for TBI incidents.
- Establish or enhance a TBI Home and Community-Based Services (HCBS) waiver within your state.
- Establish or enhance a TBI trust fund in the state.
- Perform a needs and resources assessment for specific sub-populations of people with TBI.
- Host or present at conferences.
- Establish or enhance a peer or family mentorship program or support groups.

These examples are meant to give you a few ideas. They don't include everything that's allowed. You may propose other activities that meet the [purpose of this program](#).

Definitions

Person-centered planning

A process directed by the person with TBI, with assistance as needed, that identifies their strengths, preferences, needs (clinical and support), and desired outcomes. It results in a person-centered service plan. The process ensures that the services provided to the person with TBI also support community integration, self-determination, and maximum independence.^[4]

Resource facilitation

A person-centered, goal-directed process that helps people with TBI and their families to identify, access, coordinate, and monitor needed services and supports across systems. Resource facilitation includes assessing strengths and needs, developing individualized goals, navigating public and private resources, coordinating across agencies, advocacy, and ongoing follow-up to promote community integration, stability, and long-term outcomes.^[5]

Traumatic brain injury (TBI)

A traumatic brain injury, according to the Brain Injury Association of America, is when an external physical force causes a change in brain function or shows evidence of brain damage. These injuries can range from mild concussions to severe brain trauma and are considered acquired brain injuries. This means they occur after birth, not from congenital conditions or degenerative diseases.^[6]

Cooperative agreement terms

Cooperative agreements require substantial ACL project involvement after an award is made. There are specific roles for both you and ACL.

Your responsibilities

- Collaborate with ACL on any in-scope modifications and commencement of the work plan within 45 days of the award.
- Implement the proposed grant activities.
- Evaluate the impact of overall project activities and ensure quality assurance systems are in place.
- Share information with ACL; the TBI State grantees; national, state, and local partner organizations; and other entities as appropriate.
- Work with the ACL TBI State Partnerships Program project officer to evaluate performance results reported semiannually and jointly develop strategies to address those areas requiring improvement.
- Submit resumes of potential key staff hires as detailed under HHS grants prior approval requirements.

Our responsibilities

- Perform the day-to-day federal responsibilities of managing a grant initiative and work with the grantee to ensure that the minimum requirements for the grant are met.
- Conduct monthly conference calls to ensure goals and objectives are being met.
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, collaborate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
- Share information with the grantee about other federally sponsored projects or activities relevant to the interests of the grantee and their activities.
- Work with the grantee on the development and implementation of performance measures and quality assurance systems to ensure that performance is measured and continuous improvement occurs.
- Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and they do not violate federal, departmental, or agency grant rules.
- Attend and participate in major project events as appropriate.
- Provide guidance and technical assistance on required performance measurement.

Managing disagreements

If disagreements arise, they will be addressed through collaborative discussions between you and the ACL program officer. If resolution cannot be reached, the matter will be escalated to the ACL grants management officer and program leadership for final determination.

Funding policies and limitations

Changes in HHS regulations

As of October 1, 2025, HHS adopted [2 CFR 200](#), with some exceptions included in [2 CFR 300](#). These regulations replace those in 45 CFR 75.

Policies

All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations, and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate: racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.

- We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.
- Support beyond the first budget period will depend on:
 - Appropriation of funds.
 - Satisfactory progress in meeting your project's objectives.
 - A decision that continued funding is in the government's best interest.
- If we receive more funding for this program, we will consider:
 - Funding more applicants.
 - Extending the period of performance.
 - Awarding supplemental funding.
- You may not use funds from this NOFO for any diversity, equity, inclusion, and accessibility (DEI and DEIA) activities. This includes:
 - DEI- or DEIA-related research.

- Activities that discriminate based on race, color, religion, sex, national origin, or other protected traits.
- Under this NOFO, you can't continue existing projects without expansion or new and innovative approaches.
- Meals are allowed only in limited circumstances linked to program activities, like during travel or when approved in advance by ACL. See Allowable Costs and Activities, Exhibit 4: Selected Items of Cost, Meals in the [HHS Grants Policy Statement](#).
- There are restrictions on certain telecommunications and video surveillance equipment. See [2 CFR 200.216](#) to make sure this does not apply to any proposed equipment in your application.

Unallowable costs

- Construction or major rehabilitation of buildings.
- Basic research, such as scientific or medical experiments.
- For guidance on other types of costs that we restrict or do not allow, see General Provisions for Selected Items of Costs of the Uniform Guidance, [2 CFR 200.420](#).

Program-specific limitations and policies

This funding cannot be used for building projects, major renovations, basic research, continuing the same work without expanding it or adding something new, or providing direct home and community-based services to an individual. Meals usually cannot be paid for with these funds unless a federal exception applies, and grantees must follow all federal rules for grants, purchasing, and telecommunications. Applicants must provide the required non-federal match of \$1 for every \$2 in federal funds, support a state TBI Advisory Board with at least 50 percent members who are individuals with TBI within the first 12 months, provide at least one full-time staff position, develop a state TBI plan with people who have lived experience and family members or support networks, establish brain injury resource facilitation practices, budget for at least two people to attend two national or regional TBI conferences each year, and meet all required reporting, data collection, and sustainability expectations.

Indirect costs

Indirect costs are those shared across multiple projects and not easily separated.

To charge indirect costs you can select one of two methods:

Method 1 — Approved rate. If you currently have an indirect cost rate approved by your cognizant federal agency, you may use that rate.

Method 2 — *De minimis* rate. If you do not have a negotiated indirect cost rate, you may elect to charge a *de minimis* rate (see [2 CFR 200.414\(f\)](#)). This rate may be up to 15% of modified total direct costs (MTDC). See the definition of MTDC ([2 CFR 200.1](#)). You can use this rate indefinitely.

You may not charge costs included in your indirect cost pool as direct costs.

Subawards

As the prime recipient, you must maintain a substantive role in the project. This means that you conduct funded activities and provide services necessary and integral to completing the project.

Monitoring your subrecipient's activities alone as described in [2 CFR 200.332](#) is not a substantive role.

We do not fund awards where your role is primarily a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

All subrecipients must have a Unique Entity Identifier (UEI) through the System for Award Management (SAM.gov).

Subrecipients must meet the [eligibility requirements](#) of this NOFO.

Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. You may not use awarded funds to pay a salary at a higher rate than the rate for Executive Level II.

For the Executive Level II salary, please see [the Office of Personnel Management information on executive and senior level employee pay](#).

The salary limitation reflects a person's base salary (including any portion of the salary that is paid with indirect costs). It does not include fringe benefits or any income the person is allowed to earn outside of the duties of the applicant organization.

This salary limitation also applies to subawards, contracts, and subcontracts under an ACL grant or cooperative agreement.

Program income

If you earn any money from your award-supported project activities (known as program income), you must use it for the purposes and under the conditions of the award. Find more about program income at [2 CFR 200.307](#).



Step 2: Get Ready to Apply

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Get registered 21

Find the application package

The application package has all the forms you need to apply. You can search for it at [Grants.gov](#) using opportunity number HHS-2026-ACL-AOD-TBSG-0026. Then select the Package tab.

We recommend that you select the **Subscribe button** from the View Grant Opportunity page for this NOFO to get updates.

You can also find materials at [Applying for Grants on ACL's website](#).

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, [contact Grants.gov](#) for assistance.

Get registered

SAM.gov

You must have an active account with SAM.gov to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the [financial assistance general certifications and representations \[PDF\]](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

Grants.gov

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

Need help? See [Contacts and Support](#).



Step 3:

Build Your Application

In this step

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Application checklist

Make sure that you have everything you need to apply. You will find the forms in Grants.gov.

Narratives

Item	Grants.gov form	Page limit
<input type="checkbox"/> Project narrative	Use the Project Narrative Attachment form.	20 pages
<input type="checkbox"/> Budget narrative	Use the Budget Narrative Attachment form.	None

Attachments

Insert each in a single Other Attachments form.

Item	Page limit
<input type="checkbox"/> Indirect cost agreement	None
<input type="checkbox"/> Commitment letters	None
<input type="checkbox"/> Proof of nonprofit status	None
<input type="checkbox"/> Resumes and job descriptions	None

Other required forms

Use each required form in Grants.gov.

Item	Page limit
<input type="checkbox"/> Application for Federal Assistance (SF-424)	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	None
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)	None
<input type="checkbox"/> Key Contacts form	None
<input type="checkbox"/> Grants.gov Lobbying form (Certification Regarding Lobbying)	None
<input type="checkbox"/> Project/Performance Site Location form	None

Application contents and format

This section includes guidance on each component found in the application checklist.

Application page limit: 20 pages

Submit your information in English and express whole number budget figures using U.S. dollars.

Required format

Required format for project and budget narratives.

Font: Times New Roman or Arial

Format: PDF

Size: 11-point font

Footnotes and text in graphics may be 10-point.

Spacing for project narrative main content: Double-spaced

Spacing for budget narrative: As needed

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

Margins: 1-inch

Include page numbers.

Project narrative

Page limit: 20

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

Be sure to cite all your sources. Merit reviewers may lower your score if you do not.

Also study the merit review criteria under each section to make sure you answer all questions and cover all topics reviewers will look at.

Project summary

Provide a brief project summary of no more than 265 words. Write it for the general public. You will need to include:

- **Goals:** Broad overall purpose, like a mission statement that says what you want to do and where you want to be.
- **Objectives:** Narrow, specific, and clear steps toward the goals. These are the “how” to achieve the goals.
- **Overall approach:** General overview of what you will do.
- **Outcomes:** These are the measurable results of a project. Include expected changes among those served, such as clients, systems, organizations, and communities. These should be tied directly to your goals and those of this funding.
- **Products:** The materials and other deliverables you expect to generate through the project.
- **Duration:** The anticipated start and end dates of the period of performance.

Project relevance and current need

Problem statement

Show a clear understanding of the needs of people living with TBI in your state, including family members and support networks. Use current quantitative and qualitative data to reflect your state’s demographics, disparities, and service landscape.

To accomplish this, include the following in your application:

- Document the needs of people with TBI, family members, and support networks using data from planning studies, surveys, focus groups, or other sources.
- Describe the availability of existing services and supports, including identified gaps.
- Demonstrate your understanding of the state context, including demographics, disparities, resources, and barriers to access.
- Clearly connect identified needs, gaps, and barriers to your proposed goals, objectives, and strategies.

Goals and objectives

Make sure your goals and objectives are specific, realistic, and measurable, and directly address the needs you described.

- Clearly explain the purpose of your project, making sure the purpose is based on the needs you identified in the problem statement.
- Show how your goals and objectives are consistent with the stated purpose of the project.

- Describe the impact the project will have on individuals if you meet your goals, such as improvements in access, independence, participation, or other meaningful outcomes.

Table: Scoring criteria

Reviewers will evaluate the extent to which the applicant provides:	Point value
<p>A problem statement that:</p> <ul style="list-style-type: none"> • Documents the needs of people with TBI, family members, and support networks using data from planning studies, surveys, focus groups, or other sources. • Describes the availability of existing services and supports, including identified gaps. • Demonstrates your understanding of the state context, including demographics, disparities, resources, and barriers to access. • Clearly connects identified needs, gaps, and barriers to your proposed goals, objectives, and strategies. 	10 points
<p>Goals and objectives that:</p> <ul style="list-style-type: none"> • Are specific, realistic, and measurable, and that directly respond to the needs described in the problem statement. • Show how the goals and objectives match the stated purpose of the project and logically follow from it. • Describe how the project's goals will have a direct impact on individuals living with TBI achieving independence, supporting participation, or achieving other meaningful outcomes. 	10 points

Approach

Proposed intervention

Present a clear, feasible, and comprehensive approach to strengthening a person-centered system of services and supports for people with TBI at all ages.

Project management

State TBI advisory board

In your application:

- Include a roster (existing or proposed) of a state TBI advisory board that meets criteria in [the program description](#).
- Describe how individuals with TBI will be actively and meaningfully engaged as decision-makers.
- Demonstrate how you'll incorporate authentic leadership from individuals with TBI and input from family members and underserved populations.

TBI state plan

In your application:

- Describe your strategy to complete or update a needs assessment and develop a state plan based on service gaps and unmet needs.
- Include priorities, measurable objectives, and strategies for collaboration, systems change, and sustainability.
- Reference the Strong Infrastructure Components for Brain Injury Self-Assessment Tool and Implementation Guide.
- Describe how you'll maintain the state plan and use it as a living document.

Screening

In your application:

- Describe existing brain injury screening efforts or gaps in your state.
- Propose a plan to implement screening, collect and use data, and compare data as appropriate.
- Explain how screening will identify needs and reduce barriers to services.

TBI resource facilitation

In your application:

- Describe existing resource facilitation efforts or gaps.
- Propose a strategy to establish or expand a statewide resource facilitation system.
- Explain how this approach will help individuals and families navigate services and supports.

TBI grantee workgroups

In your application:

- Identify at least two workgroup topics of interest or expertise.
- Describe how you'll actively participate in workgroups and support interstate collaboration.

Work plan

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

To create your work plan:

- Use the [Project Work Plan Sample Template](#) on our website.
- Include the project's overall goal, expected outcomes, key objectives, and the major action steps needed to achieve them.
- For each major action step, include start and end dates and the lead responsible person.

Table: Scoring criteria

Reviewers will evaluate the extent to which the applicant provides:	Point value
<p>State TBI advisory board that:</p> <ul style="list-style-type: none"> • Includes a roster (existing or proposed) of a state TBI advisory board that meets criteria in the program description. • Describes how individuals with TBI will be actively and meaningfully engaged as decision-makers. • Demonstrates how you'll incorporate authentic leadership from individuals with TBI and input from family members and underserved populations. 	10 points
<p>TBI state plan that:</p> <ul style="list-style-type: none"> • Describes your strategy to complete or update a needs assessment and develop a state plan based on service gaps and unmet needs. • Includes priorities, measurable objectives, and strategies for collaboration, systems change, and sustainability. • References the Strong Infrastructure Components for Brain Injury Self-Assessment Tool and Implementation Guide. • Describes how you'll maintain the state plan and use it as a living document. 	10 points
<p>Screening that:</p> <ul style="list-style-type: none"> • Describes existing brain injury screening efforts or gaps in your state. 	8 points

Reviewers will evaluate the extent to which the applicant provides:	Point value
<ul style="list-style-type: none"> Proposes a plan to implement screening, collect and use data, and compare data as appropriate. Explains how screening will identify needs and reduce barriers to services. 	
<p>TBI resource facilitation that:</p> <ul style="list-style-type: none"> Describes existing resource facilitation efforts or gaps. Proposes a strategy to establish or expand a statewide resource facilitation system. Explains how this approach will help individuals and families navigate services and supports. 	6 points
<p>TBI grantee workgroups that:</p> <ul style="list-style-type: none"> Identify at least two workgroup topics of interest or expertise. Describe how you'll actively participate in workgroups and support interstate collaboration. 	6 points
<p>Work plan that:</p> <ul style="list-style-type: none"> Connects your period of performance outcomes, strategies and activities, and measures. Provides more detail on how you will measure outcomes and processes. 	5 points

Project impact

Outcomes

Demonstrate that your project will achieve measurable and meaningful results that align with program goals.

In your application:

- Describe clear and realistic expected results.
- Propose measurable outcomes aligned with program goals.
- Explain how your project will improve independence, quality of life, service access, and community integration for individuals with TBI.
- Provide a feasible plan for sustaining project activities beyond federal funding.

Evaluation

The evaluation plan should include:

- A clear, practical procedures for monitoring and evaluating the project, including how you will plan, implement, and report on activities.
- A detailed and feasible plan for collecting data that measures expected outcomes, with measures that align with the program's purpose and accurately show progress.

- The ways you will report performance and evaluation findings and how you will use the results to demonstrate outcomes and drive continuous improvement.
- The capacity to collect, track, manage, and report both process and outcome data, including data required for the evaluation plan.

Table: Scoring criteria

Reviewers will evaluate the extent to which the applicant provides:	Point value
<p>Outcomes with:</p> <ul style="list-style-type: none"> • A clear and realistic expected results. • Measurable outcomes aligned with program goals. • A description of how your project will improve independence, quality of life, service access, and community integration for individuals with TBI. • A feasible plan for sustaining project activities beyond federal funding. 	5 points
<p>Evaluation that describe:</p> <ul style="list-style-type: none"> • A clear, practical procedures for monitoring and evaluating the project, including how you will plan, implement, and report on activities. • A detailed and feasible plan for collecting data that measures expected outcomes, with measures that align with the program’s purpose and accurately show progress. • The ways you will report performance and evaluation findings and how you will use the results to demonstrate outcomes and drive continuous improvement. • The capacity to collect, track, manage, and report both process and outcome data, including data required for the evaluation plan. 	5 points

Capability and expertise

Demonstrate your ability to implement, manage, and sustain the proposed project.

Organizational capability

In your application:

- Include staffing equivalent to at least one full-time employee.
- Demonstrate that key staff and consultants are qualified for their roles.

Experience of the project team

In your application:

- Demonstrate your organization’s ability to provide person-centered services and lead systems change.
- Show your capacity to manage, monitor, report, and sustain project activities.

Collaboration

In your application:

- Describe how you’ll build and maintain partnerships with relevant organizations and stakeholders.
- Include letters of commitment that clearly define partner roles and contributions.

Table: Scoring criteria

Reviewers will evaluate the extent to which the applicant provides:	Point value
Organizational capability statement that: <ul style="list-style-type: none"> • Includes staffing equivalent to at least one full-time employee. • Demonstrate that key staff and consultants are qualified for their roles. 	5 points
Experience of the project team that: <ul style="list-style-type: none"> • Demonstrates your organization’s ability to provide person-centered services and lead systems change. • Shows your capacity to manage, monitor, report, and sustain project activities. 	5 points
Collaboration plan that: <ul style="list-style-type: none"> • Describes how you’ll build and maintain partnerships with relevant organizations and stakeholders. • Includes letters of commitment that clearly define partner roles and contributions. 	5 points

Budget narrative

Page limit: None

The budget narrative supports the information you provide in [Standard Form-424A](#).

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

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

When you develop your budget narrative:

- We encourage you to use the [ACL Budget Narrative Sample Format \[PDF\]](#). This format shows the level of detail we are looking for in your application.
- Justify all the costs and show how you calculated them.
- You will need to create a budget narrative that shows all years combined along with separate, detailed budget narratives for each year.
- The budget narrative must show Federal, non-Federal cash, and non-Federal in-kind costs for each object class category; clearly explain major costs, matching funds, and any indirect costs; and include sufficient funds for at least two individuals affiliated with the program to attend two national or regional TBI-related conferences each year.

Reviewers will assess your budget (SF-424A) and your budget narrative to score this section.

Table: Scoring criteria for budget and budget narrative

Reviewers will evaluate the extent to which the applicant provides:	Point value
<p>A budget that:</p> <ul style="list-style-type: none"> • Is reasonable and feasible for each year of the project including: <ul style="list-style-type: none"> ◦ Personnel costs that support proper management and timely completion of the project. ◦ Costs that ensure individuals living with TBI can fully participate in the project. ◦ Costs for all other activities needed to meet the purpose of the project. ◦ Includes a justification that is clear and easy to understand. 	10 points

Attachments

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

Indirect cost agreement

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

Commitment letters

Include signed letters from any organization that will play a significant role in the project. Each letter should confirm the organization's commitment to the project, if funded, and briefly describe its role, responsibilities, and contributions consistent with the work plan. Letters of commitment do not count toward the Project Narrative page limit.

Proof of nonprofit status

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

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of these documents for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Resumes and job descriptions

For key personnel, attach resumes for positions that are filled. For positions that aren't filled, attach the job descriptions with qualifications.

Other required forms

You will need to complete some other forms in Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Form	Submission requirement
<input type="checkbox"/> Application for Federal Assistance (SF-424)	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	None
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)	None
<input type="checkbox"/> Key Contacts form	None
<input type="checkbox"/> Grants.gov Lobbying form (Certification Regarding Lobbying)	None
<input type="checkbox"/> Project/Performance Site Location form	None

Important: Public information

When filling out your SF-424 form, pay attention to Box 15: Descriptive Title of Applicant's Project.

We share what you put there with [USAspending](#). This is where the public goes to learn how the federal government spends their money.

Instead of just a title, insert a short description of your project and what it will do.

[See instructions and examples \[PDF\]](#).



Step 4:

Learn About Review and Award

In this step

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Application review

Initial review

We will review your application to make sure that it meets the responsiveness requirements listed in the [disqualifying factors section](#). If your application does not meet these criteria, we will disqualify it and we will not move it to the merit review (scoring) phase.

We will not review any pages over the page limit.

Scoring process

A panel reviews all applications that pass the initial review. The members use the merit review scoring criteria in the project narrative and budget narrative sections of this NOFO. You can find the specific criteria in each section of the project narrative and in the budget narrative section.

Criteria summary

Heading	Points
Project summary	0 points
Project relevance and current need	20 points
Approach	45 points
Project Impact	10 points
Capability and expertise	15 points
Budget	10 points

Risk review

Before making an award, we review the risk that you will mismanage federal funds or fail to complete the project objectives. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use [SAM.gov](https://sam.gov) Responsibility/Qualification to check this history for all awards likely to be over \$250,000. We also check Exclusions.

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

You can see more details about risk review at [2 CFR 200.206](#).

Selection process

When making funding decisions, we consider:

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

We may:

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

The ACL administrator makes all final award decisions.

Funding preferences for alignment with agency priorities

Before we make final funding decisions, ACL leadership will review all potential awards.

They will check for:

- Adherence to applicable laws.
- Alignment to agency priorities (see [Administration for Community Living's \(ACL\) Mission, Vision & Strategic Priorities](#)).

To the extent allowed by law and court orders, we will give a funding priority to applications that align with agency priorities.

Your application may receive this preference if it demonstrates innovative alignment in strengthening statewide services and support systems for people with TBI.

Merit review criteria also include factors related to ACL's priorities.

Award notices

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

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

[See an example NoA on our website.](#)



Step 5: Submit Your Application

In this step

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Application submission and deadlines

See [find the application package](#) and the [application checklist](#) to make sure you have everything you need.

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

Optional notice of intent

Due on July 20, 2026.

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers we will need to evaluate applications. You do not have to submit a notice of intent to apply.

Please email the notice to shawn.callaway@acl.hhs.gov.

In your email, include:

- The funding opportunity number and title.
- Your organization's name and address.
- A contact name, phone number, and email address.

Application

Deadline

Due on Thursday, August 13, 2026, at 11:59 p.m. ET.

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

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

Submission method

You must submit your application through Grants.gov. See [get registered](#).

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

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

See [Contacts and Support](#) if you need help.

Intergovernmental review

[Executive Order 12372, Intergovernmental Review of Federal Programs](#) does not apply to this NOFO. You do not need to take any action.

You will need to submit application information for intergovernmental review under [Executive Order 12372, Intergovernmental Review of Federal Programs](#).

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

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

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



Step 6: Learn What Happens After Award

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Post-award requirements and administration

Administrative and national policy requirements

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

- All terms and conditions in the Notice of Award. You can find information at [Managing a Grant on our website](#). We incorporate this NOFO by reference.
- The rules listed in [2 CFR 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements, effective October 1, 2025. These replace those in 45 CFR 75, with some exceptions in 2 CFR 300.
- The HHS [Grants Policy Statement \(GPS\)](#). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the [HHS Grants Policy Statement](#), Appendix D: HHS Administrative and National Policy Requirements.
- All anti-discrimination laws: By applying for or accepting federal funds from HHS, recipients certify compliance with all federal antidiscrimination laws and these requirements and that complying with those laws is a material condition of receiving federal funding streams. Recipients are responsible for ensuring subrecipients, contractors, and partners also comply.

Compliance and oversight

Recipients must demonstrate ongoing compliance with the [Administration for Community Living's \(ACL\) Mission, Vision & Strategic Priorities](#) through program design, implementation, performance reporting, fiscal management, and evaluation.

Failure to meaningfully align funded activities with applicable statutory authorities and agency priorities may result in corrective action, additional reporting requirements, enforcement actions, or other remedies consistent with 2 CFR Part 200 and the terms and conditions of the award.

Through alignment with these priorities, funded projects will help ensure that older adults and people with disabilities can live with dignity, independence, and full participation in the communities they call home.

Managing award changes

After award, either you or ACL may request changes. We manage these using the rules at 2 CFR 200 and 300, including [2 CFR 200.308](#) and [2 CFR 300.308](#).

Reporting

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

Financial and performance reports

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

- How often you will report.
- Any required form or formatting.
- How to submit them.

FFATA and FSRs reporting

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

- Data entry at the FFATA Subaward Reporting System for all subawards and subcontracts you issue for \$30,000 or more.
- Reporting executive compensation for both recipient and subaward organizations.



Contacts and Support

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Agency contacts

Program and eligibility

Shawn Callaway

Shawn.Callaway@acl.hhs.gov

(202) 795-7319

Financial and budget

Nicole Dunning

Nicole.Dunning1@acl.hhs.gov

Review process and application status

Shawn Callaway

Shawn.Callaway@acl.hhs.gov

(202) 795-7319

Help with systems

Grants.gov

Grants.gov provides 24/7 support. Hold on to your ticket number.

- Phone: 1-800-518-4726
- Email: support@grants.gov

SAM.gov

If you need help, you can:

- Call 866-606-8220.
- Live chat with the [Federal Service Desk](#).

Reference websites

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

Endnotes

1. Centers for Disease Control and Prevention (CDC). 2024. *Traumatic brain injury & concussion: Data & statistics*. U.S. Department of Health and Human Services. Available at: <https://www.cdc.gov/traumatic-brain-injury/data-research> ↑
2. Vos, P. E., & Diaz-Arrastia, R. 2015. Traumatic brain injury. In: *Handbook of Clinical Neurology*. John Wiley & Sons, Inc. ↑
3. Centers for Disease Control and Prevention (CDC). 2024. *Traumatic brain injury & concussion: Data & statistics*. U.S. Department of Health and Human Services. Available at: <https://www.cdc.gov/traumatic-brain-injury/data-research> ↑
4. 42 C.F.R. § 441.301(c) Home and Community-Based Services Person-Centered Planning Requirements. ↑
5. Brain Injury Association of America; National Association of State Head Injury Administrators (NASHIA), Resource Facilitation practice framework (most recent guidance). ↑
6. Brain Injury Association of America; National Association of State Head Injury Administrators (NASHIA), Resource Facilitation practice framework (most recent guidance). ↑