



Administration for Community Living

Administration on Disabilities

Projects of National Significance: Self-Advocacy Resource and Technical Assistance Center

HHS-2021-ACL-AOD-DNRC-0073

07/26/2021

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ACL Center:

Administration on Disabilities

Funding Opportunity Title:

Projects of National Significance: Self-Advocacy Resource and Technical Assistance Center

Funding Opportunity Number:

HHS-2021-ACL-AOD-DNRC-0073

Primary CFDA Number:

93.631

Due Date for Letter of Intent:

06/14/2021

Due Date for Applications:

07/26/2021

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 Administration on Disabilities (AoD) within the Administration for Community Living (ACL) will fund one (1) project to continue and expand a self-advocacy resource and technical assistance center (the center). This center advances ACL's support of the national self-advocacy movement by serving as a resource that strengthens statewide and local self-advocacy organizations, creates and disseminates self-advocacy resources, provides leadership development opportunities for people with intellectual and developmental disabilities (ID/DD),

and strengthens the network of civil rights organizations working on behalf of people with ID/DD. As a result of this grant, AoD envisions that:

- People with ID/DD will have the information they need and will be seen as valuable members of society;
- People with ID/DD will be seen as valued contributors to other organizations;
- People with ID/DD will have more opportunities for economic mobility and security;
- People with ID/DD will have more independence and self-sufficiency; and
- More people with ID/DD will live safely in the community

I. Funding Opportunity Description

A. Purpose

The Administration on Disabilities (AoD) within the Administration for Community Living (ACL) seeks to fund one (1) five-year grant to maintain and expand a center that is a national, person-centered, culturally competent resource that empowers and supports the national self-advocacy movement. This center will serve as a national resource that:

- Further strengthens statewide and local self-advocacy organizations,
- Creates and disseminates self-advocacy resources,
- Provides leadership development opportunities for people with intellectual and developmental disabilities (ID/DD), and
- Strengthens the network of civil rights organizations working on behalf of people with ID/DD.

The center will be guided by principles of independent living, self-determination, and intersectionality. (These definitions are included at the end of Section I.) Partnerships with entities supporting traditionally unserved and underserved communities of people with intellectual and developmental disabilities (ID/DD) – including individuals from racially and ethnically diverse populations and individuals who use augmentative and alternative communication are critical to the success of this project.

B. Program History / Background

ACL's mission is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, their families, and their support networks. ACL was created around the fundamental principle that older adults and people of all ages with disabilities should be able to live where they choose, with the people they choose, and with the ability to participate fully in their communities. By funding services and supports provided by networks of

community-based organizations and with investments in research, education, and innovation, ACL helps make this principle a reality for millions of Americans.

The self-advocacy movement is a human and civil rights movement led by individuals with ID/DD. Self-advocacy is a term of personal identity, focusing on one's political power and right to self-determination. The self-advocacy movement works to ensure that individuals with ID/DD can make their own decisions, speak for themselves and for others with disabilities, and take control over their lives. The goal is to ensure that people with ID/DD have the same rights, responsibilities, and opportunities as people without disabilities. In the words of two leaders from the self-advocacy community:

"Self-advocacy is about independent groups of people with disabilities working together for justice by helping each other take charge of our lives and fight discrimination. It teaches us how to make decisions and choices that affect our lives so we can be more independent. It also teaches us about our rights, but along with learning about our rights we learn responsibilities. The way we learn about advocating for ourselves is by supporting each other and helping each other gain confidence in ourselves so we can speak out for what we believe in."[1]

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) supports self-advocacy in multiple places. For example, when defining self-determination activities, the DD Act references the importance of self-advocacy and ensuring that individuals with developmental disabilities have "support, including financial support, to advocate for themselves and others, to develop leadership skills, through training in self-advocacy, to participate in coalitions, to educate policymakers, and to play a role in the development of public policies that affect individuals with developmental disabilities." [2] When describing the State Councils of Developmental Disabilities, the DD Act clearly mandates the Councils "establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities." [3] For two other DD Act programs (The University Centers of Excellence on Developmental Disabilities (UCEDDs) and the Protection and Advocacy Systems (P&A)), the DD Act emphasizes the importance of having representation on their governing bodies from 'self-advocacy' organizations. [4]

In 2016, ACL first funded the Self-Advocacy Resource and Technical Assistance Center (SAR-TAC), which produces and disseminates accessible, easily read information that enables individuals with ID/DD to make choices and gives them greater control over their lives. Receiving information in an accessible manner and knowing how to use it is vital to living in the community. SAR-TAC maintains a website with hundreds of resources including toolkits, recorded webinars, and videos. The Center provides technical assistance to state and local self-advocacy organizations and has implemented a fellowship program with four cohorts with six fellows each. These fellowships provide people with ID/DD employment opportunities, leadership skills, training on the use of technology, and experience in planning, organizing, networking, asking for support when needed, problem solving, and speaking in public.

The COVID-19 pandemic amplified the need for individuals with ID/DD to receive information in a way that they can use it, given that the majority of people with ID/DD are dependent on

other people for some of their most basic and personal needs. In response, the current center used a variety of methods for individuals with ID/DD to receive information in ways that they could use it. Along with creating and disseminating resources for people with ID/DD during the pandemic, the resource center collaborated with federal and state agencies, such as the Occupational Health and Safety Administration (OSHA), to translate their guidelines into easy-to-understand information that is accessible by people with ID/DD. The grantee also created a Plain Language Toolkit on COVID-19. This toolkit includes easy-to-understand information on how to keep safe in the community and at work during the pandemic. Finally, the Center has hosted zoom calls serving as community forums to share resources and information in an accessible manner.

This project supports the AoD priorities of:

- Promoting health equity,
- Achieving economic security and mobility,
- Protecting rights and preventing abuse, and
- Empowering individuals, communities, families.

It will also support the Administration's priorities to address the COVID-19 pandemic, racial inequities, and the American economy. ACL recognizes that strengthening self-advocacy and leadership of individuals with ID/DD is a critical component to addressing the multiple inequities and living well in the community.

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

C. Program Goals

ACL seeks to continue supporting the strengthening of the self-advocacy movement by funding one (1) five-year grant to continue and expand a center. ACL's long-term goals for this project are that people with ID/DD will:

- Be seen as equal partners;
- Have more opportunities for employment and other means of obtaining income;
- Have increased independence and be more self-sufficient; and
- Live safely in the community.

In large part, the success of the project will be seen when:

- The general public is more aware of the rights and abilities of people with ID/DD;
- People with ID/DD have more information about major current events and disasters/emergencies;
- Self-advocacy organizations are seen as a resource by federal, state, and local agencies as well as others, including people with ID/DD;
- The center is recognized as a unique and valuable resource, particularly for its expertise in translating documents and other helpful tools into easy to read language;
- The center is able to leverage funds from other sources;
- More people with ID/DD are employed; and
- People with ID/DD have less anxiety because they have access to information they understand and can use to make informed decisions.

D. Required Activities

As an applicant, you should respond to this funding announcement by submitting a proposal that describes the approach you will take, if funded, to maintain and expand a self-advocacy resource and technical assistance center as a person-centered, culturally competent resource center to empower and support the national self-advocacy movement. You should explain how you plan to implement the required activities listed here along with other activities you believe necessary to achieve the outcomes listed above.

1. Advisory Committee

Your application should describe how your project will form and receive guidance from an advisory committee. The application should describe how advisory committee members will be recruited and selected, ensuring that at least 75% are people with ID/DD. The application should also describe how the diversity will be ensured and that the advisory committee is diverse with regard to race, religion, age, ethnicity, disability, gender, gender identity, sexual orientation, location, and other factors not listed. The advisory committee will direct the project in all its activities including, but not limited to, developing criteria for materials to be posted on the website; selecting fellows; and choosing the topics for webinars, YouTube videos, fact sheets, and toolkits. The advisory committee will assist the project in determining to which agencies it will offer technical assistance in translating the agencies' guidance and resources into easy-to-understand information. Finally, the advisory committee will help create and will ultimately approve the plan to evaluate the project.

2. Partnerships

Your application should describe partnerships and collaborative activities with at least three (3) distinct groups, including:

Other federal agencies, state and local government agencies, and nonprofit organizations: The center will reach out to a variety of other agencies and organizations to make them aware of their services and offer them expert technical assistance in translating essential documents into easy-to-read, plain, and clear language. This will assist agencies in translating their important information (e.g., updates on COVID-19 vaccines and returning to work during and after the

pandemic) into fact sheets that are easy to use for people with ID/DD. Your application should describe how you will reach out to agencies such as the Centers for Disease Control; the Occupational Safety and Health Administration; the Office of Special Education and Rehabilitation Services; the Rehabilitation Services Administration; and others and encourage them to make use of the center's translation services.

AoD Technical Assistance Providers: In order to facilitate coordination of ACL-funded outreach efforts (e.g., development and dissemination of accessible resources) to people with ID/DD, the grantee will regularly convene a meeting of related AoD technical assistance providers. These TA providers include, but are not limited to, the [UCEDD Resource Center](#), the [Training and Advocacy Support Center](#), and the [Information and Technical Assistance for Councils on Developmental Disabilities](#). Applicants should describe how they will convene this group to maximize the coordination of information and outreach to people with ID/DD. Your application should also describe how they will offer and encourage the other TA centers to take advantage of their translation services to create more accessible resources.

Civil Right Organizations: The center will actively seek out opportunities to collaborate with other civil rights organizations that have similar goals but for whom disability is not a primary focus. These activities include sharing mutually beneficial information; inviting representatives to speak on webinars and accepting invitations to speak on their webinars; and translating information into easy to read, clear information for people with ID/DD. These collaborations will provide the center an opportunity to educate other civil right organizations about disability issues.

3. Website

Your application should describe a plan to support a website for the center. Your plan should include how you will create or build off an existing website and identify additional resources, best practices, training curriculum, and success stories to post on the website. Your application should describe how you will reach out to partners (e.g., other federal agencies, other technical assistance providers, civil rights organizations) to seek out additional resources and, if necessary, modify existing resources so they can be easily understood.

4. Resource Development, Translation, and Dissemination

Your application should include a plan for how you will identify and translate key documents and other important information that is critical for the public to know, including the ID/DD community, into an easy-to-read format. (For example, information from the website of the Occupational Safety and Health Administration related to maintaining safety at work during COVID.) This plan should consist of several parts:

- The center will collect, develop, and refine a wide variety resources for its website. These resources will include, but not be limited to, tools to assist state and local self-advocacy organizations; resources on employment, information on current events; and information about supported-decision making.
- The center will develop, identify, and modify resources for several purposes and audiences including, but not limited to, its own website, ACL, the Centers for Disease Control, the Occupational Safety and Health Administration, the Office of Special Education and Rehabilitation Services, and the Rehabilitation Services Administration.

- The center will support regional self-advocacy organizations building relationships and securing contracts with state and local agencies to develop easy to read documents.
- The center will also collaborate with other AoD/ACL grantees to ensure essential documents are available in easily read language. This collaboration will require that the center reach out and communicate to other entities:
 - The need for easily understandable information,
 - The center expertise and ability to modify information from other partners and agencies, and
 - The center's willingness to assist the entities to modify selected guidance into easily understood resources.

5. Leadership Development

Your application should describe a plan to support a leadership fellows program that collaborates with other technical assistance providers, other DD network grantees, non-profit organizations, and civil rights organizations to create innovative leadership experiences for people with ID/DD. Your application should describe how such organizations will play an active role in recruiting fellows for this program and assist in placements in meaningful employment opportunities. Your application should also describe how the center will award leadership fellow mini-grants annually for at least six community organizations for a length of one-year, no later than the 8th month of the first year of this project. Your application should describe how the center will prepare guidance for the recipients of the mini-grants on:

- Recruiting methods for the Leadership Fellows;
- Qualifications for the Leadership Fellows;
- Topics to be researched; and
- How to measure the success of the Fellowships.

The budget should include funds for providing stipends for leadership experiences for people with ID/DD. You should demonstrate in your application how you will pay particular attention and seek guidance to recruit fellows from unserved and underserved populations.

6. Technical Assistance

Your application should include a plan to provide one-on-one technical assistance to local self-advocacy organizations that request it. Your application should describe how the center will provide technical assistance by teleconferences and quarterly webinars. Your application should also describe how the center will develop training materials and provide technical assistance on issues related to self-advocacy organizations including, but not limited to:

- Working with advisors;
- Building consensus;
- Recruiting young people;
- Grant writing, securing 501(c)(3) nonprofit status;
- Growing leaders; and
- Working with other non-disability organizations.

Upon request, the center will provide technical assistance to self-advocacy organizations, businesses, and other organizations on ways to include people with ID/DD in their communication, employment, and other related matters. Your application should include a description of how you will respond to such requests for technical assistance and also to requests from individuals with ID/DD.

Hosting a national conference is permissible but not required under this activity; however, if you propose a national conference in your application, please describe how you will work with AoD to finalize and receive approval of the agenda for the conference.

7. Webinars and Video Meetings

Your application should include a plan to gather research for and conduct webinars. The plan should include collaboration with the advisory committee and other civil rights organizations to select relevant topics, ensure webinars are culturally competent, and make certain notifications are disseminated to a wide a variety of audiences.

Your application should also include a plan to hold virtual meetings. These meetings should be based on current events and should be a forum for people with ID/DD to share their thoughts and feelings. Your application should include an approach to collaborate with other civil rights organizations to ensure that meetings are culturally competent and welcoming and that notifications are disseminated to a wide a variety of audiences.

8. Evaluation

Your application for funding should describe the process you will use for collecting data that shows the impact of grant activities and the success of the project, including in the areas below. Your application should include a logic model that shows the clear relationships between the project's activities, outputs, and desired outcomes (i.e., ACL's long-term goals). ACL's envisioned goals are:

- People with ID/DD have the information they need and are seen as valuable members of society;
- People with ID/DD are seen as valued contributors to other organizations;
- People with ID/DD have more opportunities for economic mobility and security;
- People with ID/DD have more independence and self-sufficiency; and
- More people with ID/DD live safely in the community.

9. Sustainability

An expected outcome of this project is the sustainability of a self-advocacy resource and technical assistance center to provide resources and technical assistance to people with ID/DD, their families, professionals, agencies, and other organizations. Your application should include a plan to identify what activities of the center will be sustained after federal funding has ended. The plan should include ways to generate the sufficient resources and strategies for organizational, financial, and/or community sustainability to continue and refine the work beyond the end of the funding period.

F. Definitions

Administration on Disabilities Technical Assistance Providers (AoD TA providers): The Association of University on Centers on Disabilities (AUCD), the National Association of Councils on Developmental Disabilities (NACDD), and the National Disability Rights Network (NDRN).

Easy-to-Read: Key information for living well and safely must be accessible for people with ID/DD. For purposes of this funding opportunity, a document that is easy to read will be easy to understand by people with ID/DD and others who have difficulty reading English at an advanced level. An easy-to-read formatted document will:

- Follow the rules of Plain Language as described at <https://plainlanguage.gov/>
- Be clear and easy to understand
- Contain approximately one picture for every idea
- Avoid using acronyms
- Include significant white space (e.g., large spaces between paragraphs)
- Limit the number of ideas on a single page

Self-Advocacy: There are two predominant conceptualizations of self-advocacy and people with ID/DD. One views self-advocacy as a skill that people with ID/DD need to develop and/or acquire to make their needs known in requesting necessary supports and accommodations, while the other frames self-advocacy as a civil rights movement that has empowered people with ID/DD to shift power from professionals and parents to people with disabilities and has laid the groundwork for important innovations in service delivery, such as the use of person-centered planning and services and self-directed supports (Abery, Olson, Poetz, & Smith 2019).[6]

Unserved and Underserved: The term includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.[7]

References:

- [1] Caldwell, J. (2011). Disability Identity Development of Leaders in the Self-Advocacy Movement. Intellectual and Developmental Disabilities.
- [2] United States, Congress, The Developmental Disabilities and Bill of Rights Act of 2000. Sec. 102. P. 1687 (27).
- [3] Ibid. Sec. 124 P. 1698 (4)
- [4] Ibid. Sec. 154. P. 1722 (3) and Sec. 144 P. 1717 (1)
- [5] *An Act to Improve Service Systems for Individuals with Developmental Disabilities, and for Other Purposes.* (PL 106-442) U.S. G.P.O., 2000.[6] “About Independent Living.” National

Council on Independent Living, 30 May 2019, ncil.org/about/aboutil/.

[6] Abery, B. H., Olson, M. R., Poetz, C. L., & Smith, J. G. (2019). Self-determination and self-advocacy: It's my life. In A. S. Hewitt & K. M. Nye-Langerman (Eds.), *Community living and participation for people with intellectual and developmental disabilities* (pp. 117–140).

Washington, D.C.: American Association on Intellectual and Developmental Disabilities.

[7] United States, Congress, The Developmental Disabilities and Bill of Rights Act of 2000. Sec. 102. P. 1688 (32).

Statutory Authority

The Developmental Disabilities Assistance and Bill of Rights Act of 2000

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$ 400,000

Expected Number of Awards:

1

Award Ceiling:

\$ 400,000

Per Budget Period

Award Floor:

\$ 350,000

Per Budget Period

Length of Project Period:

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

Additional Information on Project Periods and Explanation of 'Other'

The amount of federal funds available for this new funding opportunity is anticipated to be up to \$400,000. The Administration for Community Living (ACL) plans to fund one cooperative agreement at a federal share of up to 400,000 each year for a total project period of up to 60 months. Funding for years two, three, four and five of the project period are contingent upon the availability of funds. This is a new cooperative agreement, and ACL will be substantially involved in its activities (as listed in Section I. Funding Opportunity Description) by reviewing and approving technical assistance products and participating in national planning and training activities, in cooperation with state and local self-advocacy centers and the Administration for Community Living.

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

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

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

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

1. Fulfill all of the requirements of the grant initiative as detailed in this funding announcement.
2. Collaborate with ACL on any in-scope modifications and execution of the work plan initially within 45 days of the award.
3. Document the impact of overall project activities and ensure quality assurance systems are in place.
4. Share information with ACL, national, state and local partner organizations, and other entities as appropriate.
5. Work with the ACL program project officer to evaluate performance results reported semi-annually and jointly develop strategies to address those areas requiring improvement.
6. Submit resumes of potential key staff hires as detailed under HHS grants prior approval requirements.
7. Report semi-annually on project accomplishments, challenges, and progress towards measurable objectives.
8. Acknowledge that the Government retains all rights to all data, reports, and websites/webpages created and/or compiled as a result of this grant and agree that no information furnished to or generated by the grantee in the performance of this grant shall be released to the public by the grantee without the prior approval of the project officer.
9. Ensure all virtual materials and platforms are in compliance with Section 508 of the Rehabilitation Act of 1973 and conform to Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria.

Once a cooperative agreement is in place, requests to modify or amend it or the work plan may

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

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

N/A

Application Screening Criteria

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

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

1. Applications must be submitted electronically via <https://www.grants.gov> by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Calibri or Arial**.
3. The Project Narrative must not exceed 25 pages. **Project Narratives that exceed 25 pages** will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. **NOTE:** The Project Work Plan, Letters of Commitment, Organizational Charts, Logic Models, and Resumes/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 <https://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <https://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the application deadline.

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

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

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a DUNS number (<https://fedgov.dnb.com/webform/>) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Effective June 11, 2018, when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing

registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at:

<https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

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

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

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

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

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

Katherine Cargill-Willis
Administration on Disabilities
Phone Number: (202) 795-7322
E-mail: katherine.cargill-willis@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Number Of Days from Publication 20

06/14/2021

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

U.S. Department of Health and Human Services
Administration for Community Living
Katherine Cargill-Willis
Administration on Disabilities
Phone Number: (202) 795-7322
E-mail: katherine.cargill-willis@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 Calibri or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 20 to 25 pages; 25 pages is the maximum length allowed. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the X-page limit, but all of the other sections noted below are included in the limit.

The sample components of the Project Narrative counted as part of the 25-page limit include:

- Statement of Need and Project Relevance
- Special Target Populations

- Approach
- Dissemination Plan
- Organizational Capacity
- Evaluation
- Sustainability

Statement of Need and Project Relevance

This section should describe the need for a self-advocacy resource center. In your description, discuss the importance of providing information to people with ID/DD in a variety of ways. Finally, describe the need for the center to collaborate with state and local agencies, non-profit organizations and civil rights organizations to make their resources more accessible.

Special Target Populations

In this section, describe how your project will target disadvantaged populations, including racially marginalized communities, limited-English speaking populations, and/or those of greatest economic and social need. The section will also describe how you will collaborate with civil rights organizations to make their information more accessible to people with disabilities.

Approach

Use this section to provide a clear and concise description of the project you propose to use to address the problem you described in the “Statement of Need.” The description should include a plan to identify and develop knowledge based resources; how you will use a variety of strategies to dissemination/share information by developing and maintaining a nationally known website, and conduct webinars; how you will work with AoD TA providers, other agencies and other civil rights organizations to develop fact sheets that are easy to use for people with ID/DD that are readily translated into other languages; how you will develop leadership and employment opportunities for people with ID/DD; how you will conduct webinars and other virtual public meetings; and how you will providing individuals and state and local organizations with technical assistance.

Dissemination Plan

Use the section to describe a process to translate public documents into easy-to-read documents. This plan should consists of several parts as described in Section I. Your explanation should include a plan to collaborate with other agencies to disseminate resources in an accessible manner. Include details in how you will do this in a timely manner and in easily understandable formats. Finally, your application should include a plan to conduct webinars and virtual meetings.

Organizational Capacity

Use this section of your application to describe the capability and capacity of your organization and any partner organizations that will have a significant role in implementing the project and/or

achieving the project goals. Include resumes/vitae for key project personnel. Describe the nature and scope of its work, and its capacity. Also in this section to describe the differences between the roles and responsibilities of project staff, consultants, and partner organizations. Clearly specify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress (i.e., measure of performance towards the goals); preparation of reports; and communications with partners and ACL.

NOTE: Resumes/vitae for project staff along with any organizational charts do not count toward the Project Narrative page limit.

Evaluation

In this section, please include a logic model that clearly identifies the measurable outcome(s) that will result from your project. On a separate page, describe the specific outcomes (e.g., changes in the lives of people with ID/DD you expect as a result of your proposed project. Describe the method(s), techniques, and tools you will use to: 1) determine whether the project 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 your project, if it proves successful. Describe the approach you will use to monitor and track progress on the project's tasks and objectives.

Sustainability

In this section describe the organization's capability to sustain some or all project activities after federal financial assistance has ended. If applicable describe which activities will be sustained after federal financial assistance has ended.

BUDGET NARRATIVE/JUSTIFICATION

For the Budget Narrative/Justification, you may use the "Budget Narrative/Justification – Sample Format" found in the Appendix section at the end of this funding announcement. Applicants are encouraged to pay particular attention to this format, which provides an example of the level of detail ACL is looking for. ACL requires that you submit a combined multi-year Budget Narrative/Justification covering the life of the grant as well as a detailed Budget Narrative/Justification for each year of potential grant funding.

WORK PLAN

Your Project Work Plan should reflect and be consistent with the Project Narrative and Budget Narrative/Justification. In your Project Work Plan, include a statement of the project's overall goal, the anticipated outcome(s), the key objectives, and the major tasks / action steps that you will undertake to achieve the goal and outcome(s). For each major task / action step in the Project Work Plan, identify timeframes involved (including start- and end-dates) and the lead person responsible. You may use the "Project Work Plan - Sample Template" format found in the Appendix section at the end of this funding announcement as a reference and resource.

LETTERS OF COMMITMENT FROM KEY PARTICIPATING ORGANIZATIONS AND AGENCIES

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

3. Submission Dates and Times

Due Date for Applications 07/26/2021

07/26/2021

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>.

4. Intergovernmental Review

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

5. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

6. Other Submission Requirements

V. Application Review Information

1. Criteria

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

- A. Statement of Need and Project Relevance
- B. Approach
- C. Dissemination Plan
- D. Organizational Capacity
- E. Evaluation
- F. Budget and Budget Narrative/Justification
- G. Sustainability

A. Statement of Need and Project Relevance

Maximum Points: 10

To what extent does the application:

- Describe the need for a self-advocacy resource and technical assistance center? **(2 points)**
- Discuss the importance of providing information to people with ID/DD in a variety of ways? **(4 points)**
- Describe the need for the center to collaborate with state and local agencies, non-profit organizations and civil rights organizations to make their resources more accessible? **(4 points)**

B. Approach

Maximum Points: 30

To what extent does the application:

- Describe how an advisory committee consisting of at least 75% of people with ID/DD, was formed and took the lead in developing, writing, and submitting the application? **(5 points)**

- Describe how the project will use a variety of strategies to disseminate or share information by developing and maintaining a nationally known website, and conduct webinars? **(5 points)**
- Describe how the project will work with AoD TA providers, agencies, and other civil rights organizations to develop fact sheets that are easy to use for people with ID/DD that is readily translated into other languages? **(5 points)**
- Describe how the project will develop leadership and employment opportunities for people with ID/DD? **(5 points)**
- Describe how the project will conduct webinars and other virtual public meetings? **(5 points)**
- Describe how the project will provide individuals and state and local organizations with technical assistance? **(5 points)**

C. Dissemination Plan

Maximum Points: 15

To what extent does the application:

- Describe the process the project will use to develop easy-to-read documents and a plan to collaborate with other agencies and other AoD technical assistance providers to develop and disseminate such resources in an accessible manner? **(5 points)**
- Outline how the project will identify and translate key documents and other important information that is critical for the ID/DD community in a timely manner into easy-to-read formats? **(5 points)**
- Include a plan to conduct webinars and virtual meetings? **(5 points)**

D. Organizational Capacity

Maximum Points: 15

To what extent does the application:

- Include evidence that people with ID/DD will play a significant role in the implementation of this grant? **(5 points)**
- Demonstrate the applicant's experience in disability issues important to people with ID/DD and self-advocacy policy and programs? **(3 points)**
- Demonstrate the applicant's knowledge and experience in working with agencies that serve persons with ID/DD and with self-advocates as equal partners? **(3 points)**
- Include a clear delineation of the roles and responsibilities of project staff, consultants, and partner organizations, and how they will contribute to achieving the project's objectives and outcomes? **(4 points)**

E. Evaluation

Maximum Points: 15

To what extent does the application:

- Include a logic model that clearly identifies the measurable outcome(s) that will result from the project and describes the specific outcomes (e.g., changes in the lives of people with ID/DD the projects expects as a result of the proposed project? **(5 points)**
- Describe the method(s), techniques, and tools the project will use to: 1) determine whether the project 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 your project, if it proves successful? **(5 points)**
- Describe the approach you will use to monitor and track progress on the project’s tasks and objectives? **(5 points)**

F. Budget and Budget Narrative/Justification

Maximum Points: 10

To what extent does the application:

- Include a budget and budget narrative/justification describing how each category was developed and shows how each cost is very important to the success of the project? **(5 points)**
- Include a budget and budget narrative/justification for each of the five years of the project with line-item detail and detailed calculations for each budget object class identified on the Budget Information form? **(5 points)**

G. Sustainability

Maximum Points: 5

To what extent does the application:

- Describe the applicant organization’s capability to sustain some or all project activities after federal financial assistance has ended and identify which activities will be continued? **(5 points)**

2. Review and Selection Process

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

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their

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

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

3. Anticipated Announcement Award Date

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

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

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

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

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:

Katherine

Last Name:

Cargill-Willis

Phone:

(202) 795-7322

Office:

Administration on Disabilities

Grants Management Specialist

First Name:

Richard

Last Name:

Adrien

Phone:

(202) 795-7332

Office:

Office of Grant Management

VIII. Other Information

Application Elements

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

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

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

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by

persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harrassment>.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New

- Continuation
- Revision

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

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

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

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

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

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

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

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

b. Employer/Taxpayer Number (EIN/TIN): (REQUIRED): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. In addition, we encourage the organization to include the correct suffix used to identify your organization in order to properly align access to the Payment Management System.

c. Organizational DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website (<https://www.grants.gov>). Your DUNS number can be verified at <https://fedgov.dnb.com/webform/>.

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

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

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

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

A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than

Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In the Justification: Provide a reasonable explanation for items in this category. For example, individual consultants explain the nature of services provided and the relation to

activities in the work plan or indicate where it is described in the work plan. Describe the types of activities for staff development costs.

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554 Total 1,254
	\$17,482	\$8,632	\$0	\$26,114	Federal

Fringe Benefits				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	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.