

Administration for Community Living

Administration on Aging

National Resource Center on Nutrition and Aging
HHS-2021-ACL-AOA-PPNU-0090
05/24/2021

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ACL Center:
Administration on Aging

Funding Opportunity Title:
National Resource Center on Nutrition and Aging

Funding Opportunity Number:
HHS-2021-ACL-AOA-PPNU-0090

Primary CFDA Number:
93.045

Due Date for Letter of Intent:
The LOI date will generate once the Synopsis is published if Days or a Date are entered.

Due Date for Applications:
05/24/2021

Date for Informational Conference Call:
04/22/2021

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

Through this funding opportunity, the Administration on Aging (AoA), part of the Administration for Community Living (ACL), plans to award one grant to a domestic public or private non-profit to support a National Resource Center on Nutrition and Aging (NRCNA). The funding shall consist of no more than $1,000,000 each year for a five-year project period, contingent upon the continued availability of federal funds. This funding opportunity is designed to support the national aging network, former and future Innovation in Nutrition (INNU) grantees, and other Older Americans Act stakeholder organizations in the development and expansion of nutrition programs in their states and communities. In this capacity, the NRCNA shall help states, tribes and communities transform their services so that the nutrition services network remains prepared, relevant and sustainable during normal operations as well as

emergencies.

The NRCNA assists and collaborates with AoA to meet the Older Americans Act Section 205 (provide technical assistance and instruction, training and publications; disseminate information about healthful diets, food safety, the connection between nutrition and regular physical activity, etc); Section 214 (Nutrition Education); Section 301(develop the capacity and foster the development and implementation of comprehensive and coordinated systems to serve older individuals); Section 311 (Nutrition Services Incentive Program) and Section 330 (Nutrition Services authorized).

The NRCNA will provide training, technical assistance and support to the State Units on Aging (SUA), Area Agencies on Aging (AAA) and Local Nutrition Program (LSP) providers in every state, territory and the District of Columbia. The award will be made in the form of a cooperative agreement because AoA will be substantially involved. This cooperative agreement has an anticipated start date of September 1, 2021.

Applicants should have significant experience with the aging network and extensive knowledge of the Older Americans Act nutrition program. Specifically, the applicant must have demonstrated experience supporting a wide range of LSPs, SUAs, AAAs, and other aging service provider organizations.

Applicants should have:

- Ability, capability, and capacity to provide training, information sessions, and technical assistance to the aging network and partner organizations via conferences, webinars, issue briefs, blogs, and other effective delivery methods, as appropriate.
- Ability, capability, and capacity to assist AoA in developing guidance for states to meet expectations of the nutrition portions of the Older Americans Act, with particular reference to Sections 205, 214, 311 and 330.
- Ability, capability, and capacity to provide expert input on nutrition programs policies and issues, in consultation with AoA.
- Ability, capability, and capacity to support AoA in assessing quality, impact and reach of its program efforts related to Older Americans Act nutrition programs, including the Innovations in Nutrition Services and Programs (INNU) grants.
- Ability, capability, and capacity to innovate the provision of Older Americans Act nutrition services by providing tools and resources that promote program excellence, service quality, business acumen and models for social entrepreneurship.

An informational conference call will be held on 4/22/2021 at 1pm ET
The dial-in information is below:
Toll Free Number: 800-369-3357; Passcode: 8427255
A recording will be available approximately one hour after the call concludes at the following number:
Toll Free Playback Number: 800-839-4229

I. Funding Opportunity Description

Background

Overview of the Senior Nutrition Program (SNP)

The Older Americans Act (OAA), administered by the Administration for Community Living, (ACL) provides funding to support a wide array of home and community-based services (HCBS) within a long-term services and support system. The purpose of these services is to maximize the independence, well-being and health of older adults and allow them to live at home for as long as possible. The OAA Title IIIC Senior Nutrition Program (SNP) helps older Americans remain healthy and independent in their communities by providing meals and related services in a variety of community settings (including congregate facilities, such as senior centers) and via home-delivery to older adults. ACL funds services in all 50 states, the District of Columbia, and five territories through a network of 622 area agencies on aging and more than 7,000 local nutrition service providers through Title IIIC [1].

Services are provided to adults age 60 and older and spouses of any age in Title III programs. The OAA creates an option for programs to offer meals to limited, additional populations; further eligibility criteria are determined by states and local entities. [1]

The purposes of the SNP are to: a) reduce hunger, food insecurity and malnutrition, b) promote socialization, and c) promote health and well-being by delaying the onset of adverse health conditions and assisting individuals in gaining access to nutrition and other disease prevention and health promotion services that delay the onset of health conditions resulting from poor nutritional health or sedentary behavior. Services target older adults who are low-income, minority, rural, those with limited English proficiency and those at risk for institutionalization.

The SNP includes congregate and home-delivered meals, nutrition screening, assessment, counseling and education, as well as opportunities to increase human connection. Meals are required to meet the 2020-2025 Dietary Guidelines for Americans as well as the Dietary Reference Intakes. OAA programming is person-centered and provides a mix of services to meet the widely differing needs of a diverse population of older adults.[2] These services help older adults maintain their physical, mental and social health and manage nutrition-related diseases such as heart disease, hypertension, and diabetes.[3] SNP participants benefit from information on healthy aging and access to additional HCBS services such as transportation, benefits counseling, physical activity programs, and evidence-based workshops (eg, chronic disease self-management, falls prevention, etc).

Additional purposes of OAA services, including nutrition services, focus on addressing the social determinants of health, which are defined in Healthy People 2030 as "the conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks." Social determinants of health include access to healthy food, food security, social connectedness and availability of community-based nutrition programs. [4]

OAA Title IIIC SNP stakeholders and partner organizations (“network”) include, but are in no way limited to: AoA grantees, sub-grantees and contractors including SUAs, AAAs and LSPs; aging and disability network organization and advocacy groups; academic institutions, non-profits, faith-based organizations, business partners; ACL national resource centers, and

professional membership organizations. AoA stakeholder grantees include Innovations in Nutrition Programs and Services awardees. [5]

Coronavirus Impacts

Due to the coronavirus 2019 (COVID-19) pandemic, the SNP has experienced significant transformations in service types and delivery methods as well as surge in numbers of persons served by the program. Stay-at-home orders, illness and heightened vulnerability of older adults to the virus– along with the closing of many workplaces, senior centers and meal sites – has and continues to greatly impact the SNP eligible population as well as the SNP workforce (including volunteers), resources (food, protective equipment, etc), services (groceries, grab-and-go meals, etc) and operations (delivery frequency, virtual programming, data collection, etc). Guidelines and information regarding these changes, as well as funding and financial requirements, are fully detailed at the ACL website. [6,7]

Resource Center Designated Website

In January 2021, AoA launched seniornutrition.acl.gov which shall continue to be the NRCNA website. The website supports OAA nutrition program stakeholders and also has consumer-facing content. AoA funded a NRCNA through a competitively awarded cooperative agreement that ended in December 2020. Resources developed under that cooperative agreement have been partially integrated into the current website, and additional historical artifacts may continue to be added to the new NRCNA website, as determined by AoA.

The current funding opportunity is designed to build upon these NRCNA and AoA accomplishments and make further progress to support the SNP network so it will remain prepared, relevant and sustainable.

Purpose

Through this opportunity, AoA intends to fund a National Resource Center on Nutrition and Aging (NRCNA) to leverage and strengthen Title IIIC SNP efforts across the nation, and to work collaboratively with the SNP network to accomplish the following:

Goal 1: Provide technical assistance, education, and resources for the national SNP network to develop impactful, cost-effective and person-centered services that align with the purposes of the OAA Title IIIC.

Priorities and Objectives: Applicants should provide a detailed plan for addressing each objective outlined below:

- Training, Technical assistance and Educational Materials –
    - Provide training and educational opportunities based on network needs, which include providing written short briefs (tip sheets) and webinars (500+ attendance) on nutrition program organizational topics such as: hunger, food insecurity and malnutrition, food equity and equality, culturally diverse menu planning, culinary/kitchen skills, effectively working with a food vendor, calculating the total cost of a meal, site management, development of a diversified funding stream, and/or programmatic marketing.

- Provide tools and resources that develop program excellence, service quality, business acumen and models for social entrepreneurship.
- Provide rapid response technical assistance in times of emergency.
- Promote best practices, innovations, and science-informed programming that the SNP network offers, to include but not limited to, practices during the pandemic.
- Assess the needs of the various target audiences and their respective, preferred method/s for obtaining technical assistance and guidance. (Design and layout of resources are recommended to be consistent with the best practices for Health and Nutrition Literacy Clear Communication Index (https://health.gov/healthliteracyonline/) and sufficiently field tested to assure easy access and comprehension by all users.)

- Web-Based Clearinghouse – Assist AoA to ensure seniornutrition.acl.gov is a comprehensive web-based clearinghouse of SNP network resources and high quality training for the SNP network as well as advocacy and informational materials for consumers. The grantee will assist with creating materials and content for the NRCNA website. Resources must meet 508-complaince standards. (note: NRCNA content will be reviewed by AoA/ACL prior to posting to seniornutrition.acl.gov.)
- Subject Matter Expertise – Designate staff and develop formal partnerships, collaborations, and other arrangements in order to provide grantees with subject matter experts with varying expertise including (at minimum): older adult nutrition, SNP policy and procedures, foodservice, healthcare contracting, business skills.
- Peer Exchange & Learning Collaboratives – Facilitate peer exchange dialogue and information sharing among aging network organizations in a variety of formats, corresponding to different levels and types specific needs of peer program applicant organizations (e.g. round tables, site visits, webinars). Build the business capacity of SNPs through learning collaborative cohorts.
- Quality Improvement - Develop and implement a mechanism for continuous quality improvement for technical assistance that evaluates impact on advancing SNP network which includes needs assessments to identify priority topic areas and the level and type of technical assistance to be provided. The NRCNA should identify gaps in the available support and resources while building upon previous worthwhile initiatives. The NRCNA should coordinate with, and not duplicate, the efforts of others stakeholder organizations.
- Support ACL –
    - Respond to requests for data, information, presentation tools, and administrative assistance, as needed. This includes but is not limited to assistance with gathering, summarizing and analyzing information, data and other relevant resources to support congressional inquiries, including by the Government Accounting Office, and the Office of Management and Budget. Requests as such may require very quick turnaround times.
    - Provide expert input on OAA nutrition program policies, implementation practices, guidance documents and issues relevant to program success, in consultation with AoA.

Goal 2: Provide high quality, tiered and responsive technical assistance to ACL grantees.
Priorities and Objectives: Under this goal, the applicant must provide a detailed plan for addressing the priority area outlined below:

- Tiered Technical Assistance - Provide assistance using a tiered approach, to approximately 50 Innovation in Nutrition Services and Programs (INNU) grantees via:
    - Managing administrative aspects of monthly grantee meetings and grant management activities. Develop and deploy a system to track and respond to technical assistance requests.
    - Developing resources, webinars, in-person and virtual training and break-out sessions at national educational meetings to help ACL grantees develop capacity for, deliver, and sustain their projects.
- Subject Matter Expertise – Designate staff and develop formal partnerships, collaborations, and other arrangements in order to provide grantees with subject matter experts with varying expertise including (at minimum): older adult nutrition, SNP policy and procedures, foodservice, healthcare contracting, business skills.
- Grantee Outcomes – Identify, maintain and publish INNU grantee progress, outcomes and lessons learned through various learning opportunities. Create analysis and summarizing documents that evaluate grantee progress, major achievements and summarize impact.
- Replication products - Direct and manage Capstone projects completed by each grantee, which is housed on the ACL website.

Goal 3: Provide national leadership by acting as an advocate for the SNP, to ensure the network's continued strength and sustainability.
Priorities and Objectives: Under this goal, the applicant must provide a detailed plan for addressing the priority area outlined below:

- Partnerships – Maintain and develop critical partnerships, collaborations, and coalitions with other national organizations, including those representing culturally diverse populations, as well as ACL Resource Centers, to fully engage the network, diversify resources and dispel misinformation.
- Advocacy - Strengthen the network by broadly supporting AoA/ACL's mission and full complement of services/supports.
- OAA intents - Provide broad leadership in all areas of the OAA Title IIIC SNP.
- Equity and Equality - Identify promising practices to ensure equity, equality and the needs of underserved populations are supported. (The U.S. Department of Health and Human Services defines health equity as attainment of the highest level of health for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and healthcare disparities.)[9]
- Interpret Data - Translate data, literature (including grey literature) and government reports into easily understandable and actionable information with the goal of demonstrating AoA and the SNP network's alignment with the OAA Title IIIC intents.
- National Conferences – Collaborate with existing conferences to attend, conduct sessions for grantees/network, showcase programs and best practices, highlight AoA grantees,

provide opportunity for professional interaction and offer awareness and education on available resources.

- Communications –
    - Draft social media and other communications for AoA/ACL review and posting via seniornutrition.acl.gov or other AoA/ACL communication channels.
    - Develop blogs, articles, podcasts, videos, newsletters and other content on a periodic basis on issues salient to nutrition services for multiple distribution channels, including for submission for publication in peer-reviewed journals. All content must achieve compliance with Section 508 of the Rehabilitation Act
    - Engage in cutting edge activities to raise awareness of the senior nutrition program among professionals and the public, including, but not limited to, developing, updating, and disseminating materials and/or programs related to Senior Nutrition Program month (March, annually) in collaboration with AoA/ACL.
    - Use existing AoA platforms to host and maintain listservs as well as manage, network with and monitor activities on the seniornutrition.acl.gov collaboration tool.
    - Provide information and resources that are accessible across NRCNA staff, consultants and subject matter experts to facilitate timely and appropriate deployment of a seamless support to the SNP network, grantees and ACL.

- NRCNA Promotions – develop and deploy a communications strategy to inform, on a regular basis, professionals, policymakers, and the public of key events and emerging, state-of-the art developments, information, and opportunities.
    - The grantee shall ensure that all logos and taglines for the Resource center are used on trainings, written materials, electronic alerts, a professional listserv, aging and nutrition network resource needs assessments, etc. All products created under the Project Work Plan will be identified to the public as NRCNA products even if they are created by NRCNA subcontractors.

    - Appropriate acknowledgement of AoA/ACL support must be noted on all materials, as appropriate. The promotional materials are considered formal deliverables and will be subject to review and approval by AoA/ACL.

[1] Administration for Community Living. Nutrition Services. https://acl.gov/programs/health-wellness/nutrition-services
[2] Administration for Community Living, Program Evaluations and Reports, https://acl.gov/programs/program-evaluations-and-reports#
[3] Administration for Community Living, Aging and Disability Networks, https://acl.gov/programs/aging-and-disability-networks
[4] Department of Health and Human Services Office of Health Promotion and Disease Prevention. (2021) Healthy People 2030, Social Determinants of Health. https://health.gov/healthypeople/objectives-and-data/social-determinants-health
[5] Administration for Community Living, Innovations in Nutrition Programs and Services, https://acl.gov/programs/nutrition/innovations-nutrition-programs-and-services-0
[6] Administration for Community Living, Coronavirus 2019, https://acl.gov/COVID-19
[7] Administration for Community Living, Programs, Survival Guide: Navigating COVID-19

Guidance for Those Administering Title IIIC Programs. https://acl.gov/programs/survival-guide-navigating-covid-19-guidance-those-administering-title-iiic-programs

Statutory Authority
Consolidated Appropriations Act, 2021 Division H – Departments of Labor, Health, and Human Services, and Education, and Related Agencies Appropriations Act, 2021

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$ 1,000,000

Expected Number of Awards:
1

Award Ceiling:
$ 1,000,000
Per Budget Period

Award Floor:
$ 900,000
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'
This is a new Cooperative Agreement with the following terms. As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of AoA in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.
The **grantee** agrees to execute the responsibilities outlined below:

- Fulfill all the requirements of the grant initiative along with mutually agreeable staffing levels as outlined in this program announcement, as well as carry out project activities as reviewed, approved, and awarded.
- Communicate with the AoA project officer monthly or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
- Comply with all reporting requirements, as outlined in Section VI of this Funding Opportunity and the Notice of Award.
- Clearly delineate the grantee's approach for maintaining regular contact with ACL, including participation in monthly meetings and annual review meeting. Include plans to respond to ACL requests and technical support.
- Establish plans for documenting key project decisions.
- Propose an approach for ensuring adequate ACL feedback on key project deliverables.
- Propose a work schedule for the project, including key project milestones, and due dates, and artifacts and deliverables.

- Specify grantee responsibilities, including responsibilities for roles and corresponding personnel assignments, and if applicable, sub-grantees.
- Propose project controls that facilitate project performance measurement, quality assurance, and improvement against the work breakdown or other structure.
- Develop and incorporate a Continuous Quality Improvement (CQI) plan.
- Additional meetings and communications may be requested by ACL or the Grantee, which will be arranged upon mutual agreement and availability.
- Establish performance and service levels and reporting intervals for specific tasks.
- Include the following disclaimer on all products produced using this grant funding:

"This (report/document/etc.) was supported in part by a cooperative agreement (No. XXX) from the Administration on Aging (AoA), Administration for Community Living (ACL), U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official AoA, ACL, or DHHS policy."

The **AoA project officer** agrees to execute the responsibilities outlined below:

- Perform the day-to-day Federal responsibilities of managing a cooperative agreement and work with the grantee to ensure that the minimum requirements for the grant are met.
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or AoA.
- Assist the grantee project leadership in understanding the strategic goals and objectives, policy perspectives, and priorities of AoA, ACL, and the U.S. Department of Health and Human Services; and about other federally sponsored projects and activities relevant to activities funded under this announcement.
- Provide technical advice to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
- Attend and participate in major project events, as appropriate.
- Communicate with the grantee project director monthly, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

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 if 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. 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. When an award is issued, the cooperative agreement terms and conditions from the program announcement are incorporated by reference.

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:
Yes

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.**

Under this ACL program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-federal resources. In other words, for every three (3) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in the "Instructions for Completing Requested Forms." You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the federal share, rather than 25% of the project's total cost.
There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered inkind (third party) donations. Examples of non-federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. ACL encourages you to not exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria
Applications that fail to meet the responsiveness criteria described below will not be reviewed and will receive no further consideration.

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 Times New Roman or Arial**.
3. The Project Narrative must not exceed 20 pages. **Project Narratives that exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. **NOTE**: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit.

Unsuccessful submissions will require authenticated verification from 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 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 containshttps://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form fromhttps://www.grants.gov.

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

Ms. Judy Simon
202.795.7381
judy.simon@acl.hhs.gov

2. Content and Form of Application Submission
Letter of Intent

Due Date for Letter Of Intent 04/30/2021

The LOI date will generate once the Synopsis is published if Days or a Date are entered. 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:

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. The deadline for submission of the letter of intent is (Insert date here). Letters of intent should be sent to:

U.S. Department of Health and Human Services
Administration for Community Living
Ms. Judy Simon
judy.simon@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a standard font size of not less than 11, preferably Times New Roman or Arial.

You can use smaller font sizes to fill in the Standard Forms and Sample Formats. Twenty pages

is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, Vitae of Key Personnel, and Budget Narrative/Justification are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should provide a clear and concise description of your project. ACL requires that your project narrative include the following components:

1. Project Abstract
2. Project Relevance and Current Need
3. Approach
4. Outcomes and Evaluation
5. Organizational Capacity

Project Abstract

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

Project Relevance and Current Need

This section should:

- Describe your knowledge of the importance of the Title IIIC SNP to enhance the nutritional health, socialization and health/well-being of participating older adults.
- Demonstrate your understanding of the types of issues that Title IIIC organizations at the state, AAA and local level are likely to experience as they expand their capacity and build cost-efficient, sustainable and person-centered services, and the types of leadership, guidance and resources the field is likely to need to address these issues.

Approach

Goals and Objectives
This section should consist of a description of the project's goal(s) and major objectives, including how the project will meet the three goals of this funding opportunity announcement:

Goal 1: Provide technical assistance, education, and resources for the national SNP network to develop impactful, cost-effective and person-centered services that align with the purposes of the OAA Title IIIC.
Goal 2: Provide high quality, tiered and responsive technical assistance to ACL grantees.
Goal 3: Provide national leadership by acting as an advocate for the SNP, to ensure the network's continued strength and sustainability.

Project Description
This section should provide a detailed description of your plans to develop and implement a comprehensive model to provide technical assistance to the Title IIIC SNP network and ACL grantees, as well as provide national leadership to demonstrate the alignment of the SNP network with the intents of the Older Americans Act (OAA).

This section must also describe how you will support timely, accurate technical assistance, training and educational materials relevant for the SNP network to provide impactful, cost-effective and person centered services in alignment with the OAA Title IIIC purposes. This should include offerings through a variety of formats, taking into consideration the various target audiences and their respective, preferred method/s for obtaining technical assistance and guidance. An NRCNA-hosted annual INNU grantee meeting is expected, which may be in conjunction with the grantee's or other aging network organization's national conference.

Describe your planned approach for peer exchanges and outline how you will conduct learning collaboratives to build the business capacity of SNPs. Provide an explanation of how you will assure continuous quality improvement for technical assistance which includes identification of gaps in the available support and how you will avoid duplication of efforts of other stakeholder organizations.

This sections should also describe how you will provide a tiered approach to ACL Innovation in Nutrition Services and Programs (INNU) grantees, and deploy appropriate subject matter experts that meet the needs of these advanced and forward-thinking organizations. Detail how you plan to identify, track and assist with publishing INNU grantee progress, outcomes and lessons learned.

Lastly, describe your planned approach to national leadership and advocacy for the SNP. This should include partnerships, advocacy efforts, alignment with the intents of the OAA Title IIIC SNP, promotion of equity and equality, and collaboration in national conferences and similar events.

Outcomes and Evaluation

Project Outcomes
This section must clearly identify the measurable outcome(s) that will result from the project, as well as how the work of the Center will benefit the public and aging field at large. List measurable outcomes in the work plan grid under "Measurable Outcomes" in addition to any discussion included in the narrative. Please reference the Sample Work Plan Template included in the appendix.

The expected results of the Center's activities should be clear, realistic, and consistent with the priorities and objectives of this funding opportunity announcement.

Any proposed outcomes of the Center should be quantifiable, measurable, and likely to be achieved, and should significantly strengthen and advance the aging network.

Quality Assurance Activities

This section should describe any continuous quality improvement strategies, tools and approaches that will be able to successfully:

- Measure whether the Center is achieving its proposed objectives(s).
- Monitor how well the Center is meeting the needs of its users.
- Measure how well the Center is meeting requirements for collaboration with AoA.
- Monitor how well the Center's work is in alignment with the Work Plan.

Dissemination
This section should describe how the Center will serve as a national clearinghouse and disseminate technical assistance, best practices, resources and information. This plan should include strategies for providing public education, as well as the use of multiple communication systems/channels for delivering guidance and resources for SNP stakeholders and the aging network at large.

Applicants should also describe any relevant experience with nationwide aging network dissemination efforts and clearly state their commitment to cooperating with any broader dissemination led by AoA/ACL and its partners.

Organizational Capacity

Structure and Capacity
This section should:

- Describe how the applicant agency (or the division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. It may be helpful to include an organizational chart as an Appendix to your application.
- Describe the applicant agency's knowledge of the Older Americans Act as well as demonstrated experience supporting a wide range of aging and disability organizations and other stakeholders.
- Describe years of experience, recognition and commitment to providing technical assistance to the aging network and extensive knowledge of the Older Americans Act nutrition program. Specifically, demonstrated experience supporting a wide range of LSPs, SUAs, AAAs, and other aging service provider organizations.
- Detail any current or previous relevant experience and/or record of the project team in supporting the development of business skills, foodservice management, policies and procedures, health care integration, and financial sustainability of aging network organizations.
- Detail any current or previous relevant experience and/or record of the project team in menu planning, foodservice, food safety, older adult nutritional needs, SNP policies and procedures, nutrition education and nutrition counseling.
- Describe any current or previous relevant experience and/or the record of the project team in preparing cogent, useful and 508-compliant reports, publications, and other products relevant to the goals of this funding opportunity, such as resources for the network (i.e., infographics, videos, factsheets, journal articles, etc.) and reports of national significance.

Also, in this section, describe the roles and makeup of your strategic national (federal and non-federal) partners and any other major collaborators involved in implementing your proposed Center activities, including:

- Information about any key formal agreements in your proposal (attach as an Appendix).
- Information about any contractual organization(s) that will have a significant role(s) in implementing the project and achieving project goals.
- A description about how your proposed Center activities will improve collaboration among health care, state, AAA and local aging, public health, disability and other community-based organizations and stakeholders.
- How you will coordinate with and leverage other complementary initiatives to provide training to, or promote, the Title IIIC SNP.

You should provide evidence of the capability, experience, and commitment of any proposed consultants and a description of your previous collaborative work with these consultants. Relevant products, if applicable, should be clearly labeled and included as an Appendix.

You must also explain how you intend to sustain some or all your proposed Center activities beyond the five-year grant period. Describe any support you expect from other key public and private partners and any other existing funding sources you intend to use to expand or enhance your proposed activities.

Project Management
This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project's objectives and outcomes.

It should:

- Provide a description of the qualifications and experience of the Center's key personnel, including for the Project Director. Please include resumes or CVs.
- Specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; and communications with other partners and ACL.
- Detail the approach that will be used to monitor and track progress on the project's tasks and objectives.

Work Plan

You should also provide five project Work Plans that reflect and are consistent with the Project Narrative and Budget (one for each year in the five years of the project period). The Work Plans should include a statement of the project's overall goals, anticipated outcome(s), key measurable objectives, and the major tasks/action steps that will be pursued to achieve the goals and outcome(s). The Work Plans should also present a detailed timeline of how the priorities and objectives stated in your project description will be achieved, including start- and end-dates and the lead person responsible for completing the task.

The Work Plans should be attached to your application as appendices.

Budget

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 that aligns with the proposed activities in the Project Narrative and Work Plan.

The Budget Narrative/Justification can be provided using the format included in the document, "Budget Narrative/Justification – Sample Format." Applicants are encouraged to pay attention to this document, which provides an example of the level of detail sought.

Applicants must submit the following, separate budgets: Year 1, Year 2. Year 3, Year 4, Year 5, and a total, combined 5-year budget.

Letters of Commitment

You should include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations, consultants and agencies in this part of the application. Any organization or consultant that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator.

Signed letters of commitment should be scanned and included as an appendix. Letters of commitment must be uploaded as part of the applicant package via Grants.gov. Letters of commitment sent by any other means (e.g., postal mail) will not be accepted.

3. Submission Dates and Times

Number Of Days from Publication 60

05/24/2021

Date for Informational Conference Call:
04/22/2021

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

Applications are scored by assigning a maximum of 100 points across six criteria:
1. Project Abstract
2. Project Relevance and Current Need
3. Approach
4. Outcomes and Evaluation
5. Organizational Capacity
6. Budget
7. Work Plan

Applicants must document all their source material. If any text, language and/or materials are from another source, the applicant must make it clear the material is being quoted and where the text comes from. The applicant should also include any sources when they obtain numbers, ideas, or other material that are not their own. **If the applicant fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce their scores accordingly even to the degree of issuing no points at all**.

Project Abstract **Maximum Points:** 2

1. Has the applicant included a brief (no more than 265 word) description of the proposed project? *(1 point)*

2. Does the abstract provided include the following: goal(s), objective(s), outcomes, and product(s) to be developed? *(1 point)*

Project Relevance and Current Need **Maximum Points:** 8

1. Has the applicant demonstrated their knowledge of the importance of the Title IIIC SNP to enhance the nutritional health, socialization and health/well-being of participating older adults? *(3 points)*
2. Does the applicant sufficiently describe their understanding of the types of issues that Title IIIC organizations at the state, AAA and local level are likely to experience as they expand their capacity and build cost-efficient, sustainable and person-centered services, and the types of leadership, guidance and resources the field is likely to need to address these issues? *(5 points)*

Approach **Maximum Points:** 25

1. Has the applicant provided a detailed description of their plans to develop and implement a comprehensive model to provide technical assistance to the Title IIIC SNP network and ACL grantees, as well as provide national leadership to demonstrate the alignment of the SNP network with the intents of the Older Americans Act (OAA)? Does this include an annual INNU grantee meeting? *(4 points)*
2. Has the applicant described how they will support timely, accurate technical assistance, training and educational materials relevant for the SNP network to provide impactful, cost-effective and person centered services in alignment with the OAA Title IIIC purposes? Does their approach include offerings through a variety of formats, taking into consideration the various target audiences and their respective, preferred method/s for obtaining technical assistance and guidance? *(4 points)*
3. Has the applicant outlined their planned approach for peer exchanges and conduct learning collaboratives to build the business capacity of SNPs? *(4 points)*
4. Did the applicant describe how they will assure continuous quality improvement for technical assistance which includes identification of gaps in the available support and how they will avoid duplication of efforts of other stakeholder organizations? *(4 points)*
5. Has the applicant described their planned tiered approach to ACL Innovation in Nutrition Services and Programs (INNU) grantees, and how they will deploy appropriate subject matter experts that meet the needs of these advanced and forward-thinking organizations? *(3 points)*
6. Has the applicant detailed how they will identify, track and assist with publishing INNU grantee progress, outcomes and lessons learned? *(3 points)*
7. Is the applicant's planned approach to national leadership and advocacy for the SNPs appropriate with sufficient detail? This should include partnerships, advocacy efforts, alignment with the intents of the OAA Title IIIC SNP, promote equity and equality, and collaboration in national conferences and similar events. *(3 points)*

Outcomes and Evaluation **Maximum Points:** 15

Project Outcomes (5 Points)

1. Are the expected results of the Center's activities clear, realistic, and consistent with the objectives and purpose of the program announcement? *(3 points)*

2. Are the proposed outcomes of the Center quantifiable, measurable, and likely to be achieved? *(2 points)*

Quality Assurance Activities (5 Points)

1. Do the proposed continuous quality improvement strategies reflect a thoughtful and well-designed approach that will be able to successfully measure whether the Center is achieving its proposed objectives(s), and monitor how well the Center is meeting the needs of its users? *(3 points)*
2. Has the applicant described how they will collaborate with AoA and monitor the Center's work is in alignment with the Work Plan? *(2 points)*

Dissemination (5 Points)

1. Based on the dissemination plan, will the Center serve as an effective and timely national clearinghouse to disseminate guidance, resources, technical assistance, best practice examples and information to SNP stakeholders, the aging network and consumers? *(3 points)*
2. Does the applicant describe any relevant experience with nationwide dissemination and clearly state their commitment to cooperating with any broader efforts led by ACL and its partners? *(2 points)*

Organizational Capacity **Maximum Points:** 30

Structure and Capacity (20 points)

1. Has the applicant described how the applicant agency (or the division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses? *(2 points)*
2. Has the applicant described their years of experience, recognition and commitment to providing technical assistance to the aging and disability network, including demonstrated experience supporting a wide range of LSPs, SUAs, AAAs, and other aging service provider organizations? *(3 points)*
3. Does the applicant describe demonstrated knowledge of the Older Americans Act? *(3 points)*
4. Has the applicant detailed any current or previous relevant experience and/or record of the project team in supporting the development of business skills, foodservice management, menu planning, foodservice, food safety, older adult nutritional needs, SNP policies and procedures, nutrition education and nutrition counseling, health care integration, and financial sustainability of aging network organizations through a variety of funding sources, i.e., healthcare, business, philanthropy, donations, public funding, etc.? *(4 points)*
5. Has the applicant described any current or previous relevant experience and/or the record of the project team in preparing cogent, useful and 508-compliant publications, and other products relevant to the goals of this funding opportunity, such as resources for the network (i.e., infographics, videos, factsheets, journal articles, etc.) and reports of national significance? *(3 points)*

6. Has the applicant described how the proposed Center activities will improve collaboration among health care, state, AAA and local aging, public health, disability and other community-based organizations and stakeholders, including how they will coordinate with and leverage other complementary initiatives to provide training to, or promote, the Title IIIC SNP? *(3 points)*
7. Does the applicant explain how their Center intends to sustain some or all its proposed activities beyond the five-year grant period? Does the applicant detail any support expected from other key public and private partners and any other existing funding sources to expand or enhance the proposed activities? *(2 points)*

Project Management (10 points)
Does the applicant 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, including:

1. Providing a description of the qualifications and experience of the Center's key personnel (including resumes or CVs), including for the Project Director and supporting staff with committed hours per week? *(3 points)*
2. Specifying who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's ongoing progress, preparation of reports; and communications with other partners and ACL? *(3 points)*
3. Detailing the approach that will be used to monitor and track progress on the project's tasks and objectives? *(4 points)*

Work Plan **Maximum Points:** 10

1. Has the applicant provided a project Work Plan that reflects and is consistent with the Project Narrative and Budget for all five years of the project period? *(4 points)*
2. Does the workplan include a statement of the project's overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcome(s)? *(3 points)*
3. Does the workplan identify the timeframes involved (including start-and-end-dates) and the lead person responsible for completing the task? *(3 points)*

Budget **Maximum Points:** 5

1. Are the budget and requested resources justified with respect to the adequacy and reasonableness of resources requested? Are budget line items clearly delineated and consistent with work plan objectives and project management commitments?

- Year 1 *(1 point)*
- Year 2 *(1 point)*
- Year 3 *(1 point)*
- Year 4 *(1 point)*
- Year 5 *(1 point)*

Letters of Commitment **Maximum Points:** 5

1. Does the applicant include detailed letters of support describing and confirming the commitments to the project (should it be funded) made by key collaborating organizations, consultants and agencies? *(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).

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:

Judy

Last Name:

Simon

Phone:
202-795-7381

Office:
judy.simon@acl.hhs.gov

Grants Management Specialist

First Name:
Sherlonda

Last Name:
Blue

Phone:
202-795-7310

Office:
sherlonda.blue@acl.hhs.gov

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 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.

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.)

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

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

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

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

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

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

In the Justification: . For any grant award that has supply costs in excess of 5% of total direct costs (Federal or Non-Federal), you must provide a detailed break down of the supply items (e.g., 6% of $100,000 = $6,000 – breakdown of supplies needed). If the 5% is applied against

$1 million total direct costs (5% x $1,000,000 = $50,000) a detailed breakdown of supplies is not needed. Please note: any supply costs of $5,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., 5% x $100,000 = $5,000 – no breakdown needed).

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

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

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

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

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

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

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	$47,700	$23,554	$0	$71,254	**Federal** Project Director (name) = .5 FTE @ $95,401/yr = $47,700 **Non-Fed Cash** Officer Manager (name) = .5FTE @ $47,108/yr = $23,554 **Total** 71,254
Fringe Benefits	$17,482	$8,632	$0	$26,114	**Federal** Fringe on Project Director at 36.65% = $17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) **Non-Fed Cash** Fringe on Office Manager at 36.65% = $8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person

					Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080 Per Diem: 3 days x 3 staff @ $40/day $360 Total $2,940
Equipment	$10,000	$0	$0	$10,000	No Equipment requested OR: Call Center Equipment Installation = $5,000 Phones = $5,000 Total $10,000
Supplies	$3,700	$5,670	$0	$9,460	**Federal** 2 desks @ $1,500 $3,000 2 chairs @ $300 $600 2 cabinets @ $200 $400 **Non-Fed Cash**

					2 Laptop computers $3,000 Printer cartridges @ $50/month $300 Consumable supplies (pens, paper, clips etc…) @ $180/month $ 2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502 Volunteer Coordinator = $11,669 Total $30,171 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600 **In-Kind**

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

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

3.														
4.														
5.														
6.														

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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

1. Project Director.

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

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

3a. Human Subjects Research. Check **No** if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable. Check **Yes** if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check **Yes** even if the research is exempt from the regulations for the protection of human subjects.

3b. Human Subjects Research. **Yes** if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. Exemptions. In addition, follow the instructions in II. A. Exempt Research Narrative below.

Check **No** if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. Nonexempt Research Narrative in the attached page entitled Definitions for U.S. Department of Education Supplemental Information for the SF-424.

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. (A list of current FWAs is available at: http://ohrp.cit.nih.gov/search/search.aspx?styp=bsc) If the applicant does not have an

approved assurance on file with OHRP, enter None. In this case, the applicant, by signature on the SF-424, is declaring that it will proceed to obtain the human subjects assurance upon request by the designated NIDILRR official. If the application is recommended/selected for funding, the designated NIDILRR official will request that the applicant obtain the assurance within 30 days after the specific formal request.

3c. Human Subjects Narratives. If applicable, please attach your Exempt Research or Nonexempt Research narrative to your submission of the Supplemental Information for the SF-424 form as instructed in item II, Instructions for Exempt and Nonexempt Human Subjects Research Narratives," below.

Note about Institutional Review Board Approval. NIDILRR does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated NIDILRR official will request that the applicant obtain and send the certification to NIDILRR within 30 days after the formal request. **No covered human subjects research can be conducted until the study has NIDILRR clearance for protection of human subjects in research.**

I. Definitions and Exemptions

A. Definitions.

Research

a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

Human Subject

"a living individual about whom an investigator (whether professional or student) conducting research information. (1) If an activity involves obtaining information about a living person by manipulating that person or that persons environment, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be directly or indirectly linked to that individual), the definition of human subject is met.

B. Exemptions.

Research activities in which the only involvement of human subjects will be in one or more of the following six categories of exemptions are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. ***If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption.***

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving*** **educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. [***This exemption applies only to retrospective studies using data collected before the initiation of*** the research.]

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. ***[The standards of this exemption are rarely met because it was*** designed to apply only to specific research conducted by the Social Security Administration and some Federal welfare benefits programs.]

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked Yes for Item 3.b. of the Supplemental Information for the SF 424, the applicant must attach a human subjects exempt research or nonexempt research narrative to the Supplemental Information for the SF-424 form. If you have multiple projects and need to

provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked Yes for item 3.b. and designated exemption numbers(s), attach the exempt research narrative to the Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by NIDILRR that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked No for item 3.b. you must attach the nonexempt research narrative to the Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable.

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are

reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site**(s): If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.