



Administration for Community Living

Administration on Disabilities

Community Based Transition Partnership Implementation

HHS-2021-ACL-AOD-DDCI-0105

07/13/2021

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ACL Center:

Administration on Disabilities

Funding Opportunity Title:

Community Based Transition Partnership Implementation

Funding Opportunity Number:

HHS-2021-ACL-AOD-DDCI-0105

Primary CFDA Number:

93.632

Due Date for Letter of Intent:

Due Date for Applications:

07/13/2021

Date for Informational Conference Call:

06/15/2021

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

AoD seeks to fund up to five (5) three-year implementation grants for existing UCEDDs to convene partnerships in states that will implement plans to ensure community integration, through equitable and sustainable community-based transition pilots for youth and adults with intellectual and developmental disabilities ID/DD including those from unserved and/or underserved communities transitioning to community living.

Understanding the growing need to improve youth transition services, Congress appropriated additional funds to the University Centers for Excellence in Developmental Disabilities Education, Research and Service (UCEDD) program to support Community Based Transition partnerships. For decades, UCEDDs have trained university students, practicing professionals, direct service providers, and policy makers in meeting the needs of individuals of all ages with ID/DD. They have launched a range of clinical services such as dental health, behavioral health, adult literacy, and pediatric care. Additionally, UCEDDs have made significant contributions through research to improve the quality of life for youth and adults with ID/DD. Furthermore, UCEDDs work on a variety of issues to improve the transition of youth and young adults with ID/DD. They are experienced at working with non-profit, community-based service provider organizations. With this additional funding, UCEDDs will be able to improve transition practices. UCEDDs are in a unique position to advance promising practices leading to better transition experiences for youth and adults with ID/DD including those from unserved and/or underserved communities.

I. Funding Opportunity Description

Background:

Starting early in life, individuals with intellectual and developmental disabilities (ID/DD) and their families often manage the complex work of navigating multiple delivery systems that provide services, resources, and supports to meet their needs to live and thrive in the community. With the onset of early adolescence, navigating these systems becomes even more complex as students start the transition process for life after school.

Youth transition services are intended to prepare students for successful transition and full integration to community living; however, when students with ID/DD and families begin the process, many find it difficult to follow and unresponsive to their needs. Unfortunately, many students exit school without pre-employment skills, plans for employment, placement in postsecondary education, or adequate health care in place. A significant number directly enter segregated institutions, including day programs and sheltered workshops, often earning sub-minimum wages, which limits integration and participation in community life.

Data from the National Longitudinal Transition Studies (NLTS1 &NLTS2) indicated that post-school outcomes for youth with disabilities are lower than their peers without disabilities in education, employment and independent living. Specifically, those who come from culturally and linguistically diverse background are even further behind. Findings from NLTS2 indicated African Americans (48%) and Hispanic (53.6%) individuals with disabilities were less likely to be employed up to 8 years after graduating from high school compared to their white peers with disabilities (65.5%). Additionally, African American and Hispanic young adults with disabilities reported making a lower hourly wage and received fewer benefits (e.g. health insurance) through their jobs than their white peers with disabilities. [\[1\]](#)

There are systemic challenges to achieving a seamless transition to participation in community living, including a lack of:

- Direct service providers (DSP) to support living independently;
- Access to safe, affordable, and accessible housing;
- Post-secondary and employment opportunities;

- Adequate health care services; and
- Affordable, accessible transportation.

Further, the nature of the developmental disability delivery systems, which are often fragmented, is complex and challenging. Payments for services may come from different sources, and each service has its own eligibility rules and requirements. [\[2\]](#) All have been exacerbated by COVID-19 and are most evident in unserved and underserved communities, including urban and rural areas. [\[3\]](#) Without effective transition services, youth with ID/DD face a cliff at the end of their school experience, often falling off that cliff with few opportunities to live independently in the community.

The weaknesses across youth transition services leave many unserved and/or underserved. Improvements to youth transition services are needed to facilitate changes and better coordinate supports across a wide range of services including health care, social supports, leisure, career guidance, housing, education, financial literacy, and employment. Significant improvements will lead to positive post-school outcomes including community living for youth and adults with ID/DD across racial, ethnic, and cultural groups.

Understanding the growing need to improve youth transition services, Congress in Fiscal Year (FY) 2020 appropriated additional funds to the University Centers for Excellence in Developmental Disabilities Education, Research and Service (UCEDD) program to support Community-Based Transition partnerships. The Administration for Community Living (ACL) funded 10 community-based transition partnership planning grants to the following UCEDDs:

- ARIZONA- Northern Arizona University
- GEORGIA- University of Georgia
- IOWA – University of Iowa
- KANSAS- University of Kansas
- MISSISSIPPI- University of Southern Mississippi
- NEW YORK- University of Rochester
- SOUTH CAROLINA - University of South Carolina
- TENNESSEE- Vanderbilt University
- WASHINGTON, DC – Georgetown University
- WISCONSIN – University of Wisconsin

These grants focused on various areas related to transition, including transition to employment, adult health care, and parenting.

In FY 2021, Congress appropriated additional funds for the UCEDD community-based partnership transition projects. ACL intends to build off the work started through the planning grants and continue to support these community-based transition partnership projects by funding up to five three-year implementation grants. Through this funding opportunity, ACL seeks to increase:

- Community integration of youth and adults with ID/DD in unserved and underserved communities through more culturally competent, coordinated, and sustainable community-based transition services and supports.
- Independence, social capital, self-determination, community integration, and participation of youth and adults with ID/DD in unserved and underserved communities transitioning to community living.

This project supports AoD priorities of:

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

It will also support the Administration's priorities to address the COVID-19 pandemic, racial inequities, and the American economy. ACL recognizes that strengthening the transition process for youth with ID/DD is a critical component to addressing multiple inequities and creating better opportunities for living well in the community.

Project Description and Required Activities:

The Administration on Disabilities (AoD) seeks to fund up to five three-year Community-Based Transition Partnership Implementation (CBT) grants to existing UCEDDs that were previous recipients of the FY 2020 community-based transition partnership planning grants. Applicants should respond to this funding announcement by submitting proposals that describes the approach they will take, if funded, to lead the community-based transition partnerships convened under the planning grants in the implementation of a sustainable, culturally competent community-based transition pilot for youth and young adults with ID/DD, including those from unserved and/or underserved communities. Applicants should explain how they plan to implement the required activities outlined in this subsection below along with any other activities they deem necessary to achieve the outcomes for this funding opportunity.

1. Community-based Partnership

Applicants should describe how the community-based transition partnership (the partnership) will continue to be supported and engaged to implement the plan for the community-based transition pilot. The partnership must continue to be led by a University Center for Excellence in Developmental Disabilities Education, Research, and Service (42 U.S.C. 15061 et seq.) and include but not be limited to, the following:

- Non-profit community-based service provider organization(s)
- Consumer Advisory Council (CAC) affiliated with the UCEDD
- Local businesses or local governments or other key stakeholders
- State self-advocacy organization
- Youth and adults with ID/DD
- State DD Partners

The application should describe the plan for ensuring the group is diverse with regard to race, religion, ethnicity, disability, gender, gender identity, sexual orientation, location, and other factors not listed. This group will meet regularly to inform the project's workplan and activities, and applicants should ensure they budget appropriately for every youth to fully participate in these meetings, including the cost of reasonable accommodations, virtual meeting platforms, and potentially stipends for the young adults' time. Applicants should describe whether they will recruit new members and how they will be recruited to ensure diversity.

The application should describe the methods planned for ensuring active and meaningful engagement of all partnership members in all aspects of the project.

The application should describe a plan of operation for how the partnership will be managed to ensure the goals and objectives for the project are achieved, including how they will use a consensus-based, participatory process in implementing the plan and carrying out the activities of the project.

A signed Memorandum of Understanding (MOU) between the applicant and members of the consortium must be submitted as part of the application. The MOUs should specify expectations of consortium member participation.

The application should describe how the members of the partnership participated in the development of the application.

2. Implementation of the Community-based Pilot

The application should describe the overall approach for implementing the plan developed for the community-based pilot, including how the pilot will be managed. This should include a workplan that clearly outlines an overall implementation strategy and methodology that will support accomplishing specific measurable goals and objectives for each year of the three-year project period. This workplan should include a timeline that identifies key personnel to implement each phase of the plan. The applicant should also provide the quantitative projections of the accomplishments to be achieved and a chronological order of key milestones with target dates including the sequence and timing of activities for each of the partners.

3. Evaluation to assess progress and determine outcomes from the project

The application should describe how process evaluation techniques will be used to analyze implementation of the plan and project activities to determine, among other things: (a) the extent to which the plan and project is implemented as planned, (b) the barriers to implementation, and (c) areas for project improvements/refinements. The applicant will also describe how summative evaluation techniques will be used to determine project success in meeting the intended outcomes of the project in terms of an increase in the:

- Community integration of youth and adults with ID/DD in unserved and underserved communities through more culturally competent, coordinated, and sustainable community-based transition services and supports.

- Independence, social capital, self-determination, community integration, and participation of youth and adults with ID/DD in unserved and underserved communities transitioning to community living.

The evaluation should also describe the successful components of the community-based transition model for replication.

4. Resource Development and Knowledge Translation

The application should describe the plan for developing resources needed to support implementation of the community-based transition pilot as well as to share information about the community-based transition model with general public and amongst the UCEDDs. The application should describe how the partnership will be utilized in making the information developed under this project available to the general public. The applicant should also provide a plan to disseminate findings from this project for implementation in other sites and/or states.

5. Sustainability

An expected outcome of this project will be sustainability of the community-based transition model. During the project, efforts should be made to generate the sufficient resources and strategies for organizational and financial sustainability to ensure work remains viable and current.

[1] Lipscomb, S., Haimson, J., Liu, A.Y., Burghardt, J., Johnson, D.R., & Thurlow, M.L. (2017). *Preparing for life after high school: The characteristics and experiences of youth in special education. Findings from the National Longitudinal Transition Study 2012. Volume 2: Comparisons across disability groups: Full report* (NCEE 2017-4018). Washington, DC: U.S. Department of Education, Institute of Education Sciences, National Center for Education Evaluation and Regional Assistance.

Newman, L., Wagner, M., Knokey, A. M., Marder, C., Nagle, K., Shaver, D., & Swarting, M. (2011). *The post-high school outcomes of young adults with disabilities up to 8 years after high school* (A report from the National Longitudinal Transition Study-2 [NLTS2; NCSE 2011-3005]). Menlo Park, CA: SRI International.

[2] Successful Transitions: A Report of the NCIOM Task Force on Transitions for People with Developmental Disabilities, July 2017; <http://doi.org/10.1352/1934-9556-54.4.260>.

[3] <https://www.rutgers.edu/news/impact-covid-19-underserved-communities>

Statutory Authority

AoD is the lead agency in ACL, HHS for administering the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. 15001, et seq.). The DD Act authorizes under Subtitle D University Centers for Excellence in Developmental Disabilities for Education, Research, and Service (UCEDDs) section 152:

"(d) ADDITIONAL GRANTS.-- For any fiscal year in which each Center described in subsection (a) receives a grant award of not less than \$500,000 under subsection (a) (adjusted in accordance with subsection (b)), after making the grant awards, the Secretary may make grants under section 151(a) for activities described in section 153(a) to additional Centers, or

additional grants to Centers, for States or populations that are unserved or underserved by Centers due to such factors as (1) population; (2) a high concentration of rural or urban areas; or (3) a high concentration of unserved or underserved populations."

II. Award Information

Funding Instrument Type:

G (Grant)

Estimated Total Funding:

\$ 750,000

Expected Number of Awards:

5

Award Ceiling:

\$ 250,000

Per Budget Period

Award Floor:

\$ 125,000

Per Budget Period

Length of Project Period:

36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

The Administration on Disabilities seeks to fund up to five, three-year Community-Based Transition Partnership Implementation (CBT) grants to existing UCEDDs that were previous awardees of the FY20 Community-Based Transition Partnership Planning grants. These awardees will continue to lead state partners in the implementation of sustainable and equitable community-based transition pilots for youth and adults with ID/DD across racial, ethnic, and cultural groups, inclusive of those from unserved and/or underserved communities and urban or rural areas transitioning to community living.

III. Eligibility Information

1. Eligible Applicants

Entities eligible to apply for funds under this funding opportunity announcement are the 67 current AoD grantees that are designated as UCEDDs. Applications will only be accepted from the 67 UCEDDs listed at <https://acl.gov/programs/aging-and-disability-networks/national-network-university>. Applications from other entities not designated as a current UCEDD will not be reviewed. Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

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.**

2.A. General Cost Sharing / Matching Requirement: Yes

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

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

Additionally, UCEDD grantees are required to meet a non-federal share of the project cost, in accordance with Section 154(d) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

2 B. Reduced Match

Section 154 (d)(2) of the DD Act states:

In the case of a project whose activities or products target individuals with developmental disabilities who live in an urban or rural poverty area, as determined by the Secretary, the Federal share of the cost of the project may not be more than 90 percent of the necessary costs of the project, as determined by the Secretary.

DEFINITIONS

Poverty area: Census tracts or block numbering areas (BNAs) where at least 20 percent of residents are below the poverty level.

Urban Area: Collective term referring to all areas that are urban. For Census 2000, there are two types of urban areas: urban clusters and urbanized areas.

Urban Cluster (UC): A densely settled territory that has at least 2,500 persons but fewer than 50,000.

Urbanized Area (UA): An area consisting of a central place(s) and adjacent territory with a general population density of at least 1,000 persons per square mile of land area that together have a minimum residential population of at least 50,000 persons. The U.S. Census Bureau uses published criteria to determine the qualification and boundaries of UAs.

Rural: Territory, population and housing units not classified as urban. Rural classification cuts across other hierarchies and can be in metropolitan or non-metropolitan areas. Rural can include frontier, which are places having a population density of six or **fewer** persons - per square mile.

TWO-TIER ELIGIBILITY SYSTEM FOR REDUCED MATCH

To meet the requirements in the DD Act, AoD has developed a system that UCEDDs can use to request a reduced match on the core grant. Such a request is optional and not a requirement for UCEDDs.

AoD will use a two-tiered system for determining eligibility for the reduced match:

Tier 1: UCEDDs in States where the poverty rate is equal to or greater than the official national poverty rate would automatically qualify for the reduced match.

Tier 2: UCEDDs in States with a poverty rate not equal to or greater than the official national poverty rate would have to show that the UCEDD activities target individuals with developmental disabilities in urban or rural poverty areas. In doing so, the UCEDD would demonstrate that at least 25 percent of the UCEDD projects target individuals with developmental disabilities who live in urban and rural poverty areas by providing the following information to AoD:

1. The current State poverty rate;
2. A full listing of all the UCEDD's current projects [this can be generated from the National Information Reporting System (NIRS)];
3. Identify which UCEDD activities are targeting individuals with developmental disabilities living in urban and rural poverty areas by stating whether the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban and rural poverty area through some other means.

A UCEDD seeking to establish eligibility for a reduced match through means other than showing an activity is associated with one or more of the Urban and Rural Poverty Indicators must include in its application other information that establishes that its activities are targeted to benefit individuals with developmental disabilities in an urban or rural poverty area.

Because there are no federal poverty rates for Puerto Rico, Guam, and the Virgin Islands, these jurisdictions can qualify for the reduced match by establishing that the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban or rural poverty area through some other means.

The table below shows the Urban or Rural Poverty Indicators that will be used to determine eligibility for the reduced match.

Urban and Rural Poverty Indicators	Description
Empowerment Zones and Enterprise Communities (EZ/EC)	Areas designated by the U.S. Department of Agriculture as communities with high rates of poverty. The UCEDD project would have to be implemented in an EZ/EC.
Food Stamps	The Food Stamp Program helps low-income people and families buy the food they need for good health. The UCEDD project would have to target individuals with Developmental Disabilities and their families who receive food stamps.
National School Lunch Program (NSLP) - also referred to as Free and Reduced Lunch Program	NSLP is a federally assisted meal program operating to provide low-cost or free lunches to children. The UCEDD project would have to be implemented in a school that qualifies for the NSLP.
Head Start	The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families. The UCEDD project would have to work with a Head Start program.
Housing Assistance	The U.S. Department of Housing and Urban Development has a variety of housing assistance programs, such as Section 8 housing assistance programs. The UCEDD project would have to target individuals with Developmental Disabilities and their families who are receiving Federal housing assistance
Medicaid	Title XIX of the Social Security Act is a Federal/State entitlement program that pays for medical assistance for certain individuals and families with low incomes and resources. The UCEDD project would have to target individuals with Developmental Disabilities and their families who are Medicaid-eligible.

Supplemental Security Income (SSI)	SSI is designed to help aged, blind and disabled people, who have little or no income. It provides cash to meet basic needs for food, clothing and shelter. The UCEDD project would have to target individuals with Developmental Disabilities who are SSI recipients.
Temporary Assistance for Needy Families (TANF)	TANF is a federal poverty program that provides assistance and work opportunities to needy families through grants to States. The UCEDD project would have to target individuals with ID/DD, children with ID/DD, and their families who are TANF recipients.
Other	The UCEDD may provide other indicators of poverty not included in this list. The UCEDD would have to provide adequate
	information to justify use of the 'other' category. In doing so, the UCEDD will have to demonstrate the project is targeting individuals with developmental disabilities in rural and urban poverty areas. AoD will determine the adequacy of the justification for eligibility for a reduced match.

In accordance with the DD Act of 2000, AoD will review all the information submitted by the UCEDD to determine eligibility for the reduced match.

SUGGESTED FORMAT FOR SUBMITTING INFORMATION TO AOD

To streamline the process, below is a suggested format for submitting the information to AoD.

Official National Poverty Rate	11.5
State Poverty Rate	
UCEDD Project Title and Description	Indicators of Poverty
<i>Provide Name of Project and project description</i>	<i>List name of poverty program targeted by project</i>
Of the total UCEDD projects, the percent that is targeting individuals with developmental disabilities living in urban and rural poverty areas	<i>Fill in percentage</i>

STATES IN TIER 1 and TIER 2

Below is a list of the States that fall into Tier1 and Tier 2.

Tier 1	
State	Percent
Louisiana	19.1
Mississippi	19.1
New Mexico	17.2
West Virginia	15.6
Arkansas	15.0
Alabama	14.7
Kentucky	14.2
District of Columbia	13.7
North Carolina	13.6
Georgia	13.3
Florida	12.9
Texas	12.7
Ohio	12.4
Oklahoma	12.4
Nevada	12.2
Arizona	12.1
New York	12.1
Tennessee	12.1
Alaska	11.8
Maine	11.5
United States	11.5
Tier 2	

California	11.4
Indiana	11.1
Missouri	11.0
Michigan	10.7
South Dakota	10.6
Pennsylvania	10.5
Wyoming	10.5
Illinois	10.4
Kansas	10.4
Nebraska	10.3
Montana	10.1
North Dakota	10.1
Idaho	10.0
Oregon	9.8
Rhode Island	9.8
Connecticut	9.7
Virginia	9.7
Hawaii	9.4
Massachusetts	9.2
Colorado	9.1
Vermont	9.0
Washington	8.8
Wisconsin	8.7
Iowa	8.6
New Jersey	8.2

Delaware	7.6
Utah	7.6
Maryland	7.5
Minnesota	7.4
New Hampshire	5.6

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Entities eligible to apply for funds under this funding opportunity announcement are the 67 current AoD grantees that are designated as UCEDDs. Applications will only be accepted from the 67 UCEDDs listed at <https://acl.gov/programs/aging-and-disability-networks/national-network-university>. Applications from other entities not designated as a current UCEDD will not be reviewed. Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for or receive awards made under this announcement.

Application Screening Criteria

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

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

1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Calibri or Arial**.
3. The Project Narrative must not exceed 40 pages. **Project Narratives that exceed 40 pages** will have the additional pages removed and only the first 40 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 40-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from <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 contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

Pamela O'Brien
Office of Intellectual and Developmental Disabilities
Phone Number: (202) 795-7417
E-mail: pamela.obrien@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

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:

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Calibri or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project

Narrative is 40 pages; 40 pages is the maximum length allowed. Project Narratives that exceed 40 pages will have the additional pages removed and only the first 40 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 40-page limit, but all the other sections noted below are included in the limit.

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

- Summary/Abstract
- Problem Statement (Project Relevance and Current Need)
- Goal(s) and Objective(s)
- Proposed Approach
- Special Target Populations and Organizations
- Outcomes
- Project Management (Organizational Capacity)
- Evaluation (Project Impact)
- Dissemination
- Organizational Capability (Organizational Capacity)

Summary/Abstract

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

Problem Statement (Project Relevance and Current Need)

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular transition problems or gaps in existing transition services and models, the proposed transition model is designed to address, including how the project will potentially impact transitioning youth and adults with intellectual and developmental disabilities transitioning to community living.

Goals and Objectives

This section should consist of a description of the project’s goal(s) and major objectives. Unless the project involves multiple, complex strategies, we recommend you have only one overall goal.

Proposed Approach

This section should provide a clear and concise description of the “Approach” you are proposing to use to address the problem described in the “Problem Statement.” You should also describe the rationale for using the particular approach, including factors such as “lessons learned” from similar projects previously tested in your community or in other areas of the country and factors in the larger environment that have created the “right conditions” for the approach (e.g., existing social or economic factors that you’ll be able to take advantage of, etc.). Also note any major

barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the Community based transition Plan for the pilot, including community based non-profit organizations, state DD partners, state self-advocacy organizations; the UCEDD's Consumer Advisory Council (CAC); youth and adults with ID/DD; and local businesses or local governments.

Special Target Populations and Organizations

This section should describe how you plan to involve the state partner non-profit community based organization(s), youth and adults with intellectual and developmental disabilities, the consumer advisory council (CAC) affiliated with the UCEDD, state self-advocacy organizations, state/local businesses or government organizations or other state/local DD organizations in a meaningful way in the planning and development of the proposed project. This section should also describe whether and how the proposed transition pilot will target youth and adults with ID/DD [across racial, ethnic, and cultural groups](#) and in unserved and underserved communities, including limited-English speaking communities, and rural and urban areas.

Outcomes

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

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

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

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it

is trying to achieve through the intervention reflected in the project's design.

Project Management (Organizational Capacity)

This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project's objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress (i.e., measure of performance towards the goals stated in the funding opportunity announcement and for your specific intervention/activities), preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives.

Evaluation (Project Impact)

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

Dissemination

This section should describe the method that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, including and especially those parties who would be interested in replicating the project.

Organizational Capability (Organizational Capacity)

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

This description should cover capabilities of the applicant agency, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organizational chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

BUDGET NARRATIVE / JUSTIFICATION

The Budget Narrative/Justification can be provided using the format included in the document, "Budget Narrative/Justification – Sample Format." Applicants are encouraged to pay particular

attention to this document, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.

WORK PLAN

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

LETTERS OF COMMITMENT

Include signed letters confirming the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. These signed letters of commitment should be included as attachments with your application submittal.

3. Submission Dates and Times

Number Of Days from Publication 60

07/13/2021

Date for Informational Conference Call:

06/15/2021

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 subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under the EO 12372.

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.)
- Note: This grant program meets the ACL definition for training grants. For training grants, applicants must limit the indirect cost rate to eight percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants and renovation and alteration, under this program announcement. For more information on the long form see: https://rates.psc.gov/fms/dca/a21-appx_c.pdf.

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

A letter of intent is not required for this funding opportunity

V. Application Review Information

1. Criteria

Applicants must document all of 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 must also cite any sources when they obtain numbers, ideas, or other material that is 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.

Applications are scored by assigning a maximum of 100 points across the desired review criteria:

- Project Relevance and Current Need
- Goals and Objectives
- Approach
- Project Impact
- Dissemination (Resource Development and Knowledge Translation)
- Sustainability
- Organizational Capacity
- Budget

Project Relevance and Current Need**Maximum Points: 10**

To what extent does the application demonstrate the project relevance and need by summarizing a comprehensive review and analysis (CRA) of the state's transition services and supports through a clear and concise assessment of the following:

- The range of transition models, addressing one or more critical transition points, including but not limited to the following: pediatric to adult healthcare; school to postsecondary education and/or competitive integrated employment or adult day programs to competitive integrated employment; living in intermediate care facilities, nursing homes, group homes, or with aging parents or caregivers, to independent living with support; and foster care to independent living in the community;
- Current transitions services, including gaps in transition services/models for youth and adults with ID/DD across racial, ethnic, and cultural groups and those from unserved and/or underserved communities in the state;
- The state's current systems or policies to support transitions to community living;
- Strategies currently used to support a full range of transition services and supports for youth and young adults with ID/DD in the state;
- Regulations, policies, and procedures at the state and local level to support youth and adults with ID/DD transitioning to community living;
- Existing partnerships and organizations supporting youth and young adults with ID/DD transitioning to community living;
- Other state-specific characteristics relating to transition services for youth and young adults with ID/DD;
- Evidenced-based and promising practices; and
- Barriers in the current transition services and models including those related to COVID-19, racial inequities, and economic factors that impede transitioning to the community. *(10 points)*

Goals and Objectives**Maximum Points: 10**

To what extent does the application:

- Outline attainable goals and objectives for the project in a clear and concise manner that addresses the stated need and will achieve the project outcomes? *(4 points)*
- Include proposed outcomes for the project that are clear, realistic, quantifiable, measurable, and consistent with both the program goals as stated in this funding announcement? *(3 points)*
- Include a logic model that provides an overall conceptual framework for achieving the projects goals and outcome? *(3 points)*

Approach**Maximum Points: 35**

To what extent does the application:

- Describe an overall, well-reasoned approach for implementing the plan developed for the community-based pilot that clearly outlines an overall implementation strategy and

methodology that will support accomplishing specific measurable goals and objectives for each year of the three-year project period, including the barriers and challenges to transition? **(5 points)**

- Provide a workplan that clearly outlines an overall implementation strategy and methodology that correlates with accomplishing specific measurable goals and objectives for each year of the three-year project period? **(3 points)**
- Provide the quantitative projections of the accomplishments to be achieved and a chronological order of key milestones with target dates including the sequence and timing of activities for each of the partners? **(3 points)**
- Describe how the community-based transition partnership (the partnership) will continue to be supported and engaged to implement the plan for the community-based transition pilot? **(3 points)**
- Describe the partnership members to include the following:
 - Non-profit community-based service provider organization(s)
 - Consumer Advisory Council (CAC) affiliated with the UCEDD
 - Local businesses or local governments or other key stakeholders
 - State self-advocacy organization
 - Youth and adults with ID/DD
 - State DD Partners **(3 points)**
- Describe the plan for ensuring the partnership is diverse with regard to race, religion, ethnicity, disability, gender, gender identity, sexual orientation, location, and other factors not listed? **(3 points)**
- Describe how the partnership will be engaged and supported through regular meetings? **(3 points)**
- Describe the strategies for supporting the partnership for active and meaningful engagement of all members in all aspects of the project, including to inform the project's workplan and activities? **(3 points)**
- Describe how they will recruit new members and how the recruitment methods will ensure diversity? **(3 points)**
- Describe a plan of operation for how the partnership will be managed to ensure the goals and objectives for the project are achieved, including how they will use a consensus-based, participatory process in implementing the plan and carrying out the activities of the project? **(3 points)**
- Describe how the members of the partnership participated in the development of the application? **(3 points)**

Project Impact

Maximum Points: 15

To what extent does the application:

- Describe how process evaluation techniques will be used to analyze implementation of the plan and project activities to determine, among other things: (a) the extent to which

the plan and project is implemented as planned, (b) the barriers to implementation, and (c) areas for project improvements/refinements? **(4 points)**

- Describe how summative evaluation techniques will be used to determine project success in meeting the intended outcomes of the project in terms of an increase in the:
 - Community integration of youth and adults with ID/DD in unserved and underserved communities through more culturally competent, coordinated, and sustainable community-based transition services and supports.
 - Independence, social capital, self-determination, community integration, and participation of youth and adults with ID/DD in unserved and underserved communities transitioning to community living? **(4 points)**
- Outline a logic model that identifies outputs, specific short-term outcomes, intermediate outcomes and long-term outcomes, and includes metrics, and measures that will be used to prospectively evaluate the beneficial impacts on individuals with ID/DD across racial, ethnic, and cultural groups inclusive of unserved or underserved communities in transitioning to community in the selected transition area of focus. **(3 points)**
- Describe methods for evaluating the successful components of the community-based transition model for replication? **(4 points)**

Dissemination (Resource Development and Knowledge Translation)

Maximum Points: 10

To what extent does the application:

- Describe the plan for developing culturally competent resources needed to support implementation of the community-based transition pilot as well as to share information about the community-based transition model with general public and amongst the UCEDDs? **(4 points)**
- Describe how the partnership will be utilized in making the information developed under this project available to the general public? **(3 points)**
- Describe a plan to disseminate findings from this project for implementation/replication in other sites and/or states? **(3 points)**

Sustainability

Maximum Points: 5

To what extent does the application describe a sustainability plan that will:

- Generate the sufficient resources and strategies for organizational and financial sustainability to ensure work remains viable, current, and continue beyond the project period with or without funding? **(3 points)**
- Employ effective and efficient methods for quality assurance, marketing, and maintaining the project over time in collaboration with state, local, and national organizations. (e.g. The UCEDD Resource Center (URC), the UCEDD network, and other relevant stakeholders)? **(2 points)**

Organizational Capacity

Maximum Points: 5

To what extent does the application:

- Include signed Memoranda of Understanding (MOU) between the applicant and members of the partnership which specify expectations of partnership, member

participation, and the roles, responsibilities, and time commitments of each of the partners that are appropriate to the success of the project?

Budget

Maximum Points: 10

To what extent does the application:

- Describe a three-year budget with line-items and detailed calculations for each budget objective, identified on the “Budget Information” form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail enough for the calculation to be duplicated? **(4 points)**
- Provide a breakout by the funding sources identified in Block 18 of the SF-424; a narrative budget justification that describes how the categorical costs are derived; and a discussion of the necessity, reasonableness, and allocability of the proposed costs in relation to the operation of the grant over each of the three year project period? **(3 points)**
- Budget appropriately for every youth to fully participate in meetings, including the cost of reasonable accommodations, virtual meeting platforms, and potentially stipends for the young adults’ time? **(3 points)**

2. Review and Selection Process

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

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their field, and are drawn from academic institutions, non-profit organizations, state and local governments, and federal government agencies. Based on the Application Review Criteria as outlined under section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

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

The grant applications that pass the initial screening will undergo a rigorous review process that follows the requirements of Section 154(c) of the DD Act of 2000. This shall include the following:

1. Peer Review.

All applications submitted shall undergo a technical and qualitative review by peer review groups. Each peer review group will be comprised of approximately three subject matter experts, and shall include UCEDD peers, individuals with disabilities and parents, guardians, or advocates for individuals with developmental disabilities. Based on the Application Review Criteria outlined under section V.1, the reviewers will score the applications, focusing scoring decisions on the identified criteria. Because AOD uses non-Federal reviewers, applicants have the option of omitting from the application copies (not the original) of specific salary rates or amounts for individuals specified in the application budget.

It is recommended **not** to include Social Security Numbers in the application submission.

2. Supplemental Review.

Should the peer review group determine that further review is necessary to make a decision to recommend an application for funding, it will advise AOD of its determination. The peer review group may conduct site visits as part of the supplemental review before recommending an application for funding.

3. Recommendation for Funding.

The peer review group will make a recommendation for funding an application. The recommendations for funding will be the following:

- a. Recommended for funding;
- b. Not recommended for funding.
- c. Need additional information before making a recommendation for funding.

AOD may approve an application only if the application has been recommended by the peer review group unless the requirement for such review and recommendation has been waived by the Secretary of HHS [see Section 154(c)]. AOD may consider other factors or elements, other than the evaluation criteria, such as past performance, ability of the applicant to meet the purpose of the DD Act of 2000, and geographical dispersion and diversity, in reviewing and selecting applications. Successful applicants will be judged on their ability to demonstrate the capacity or the development of the capacity to meet the purpose of the DD Act of 2000.

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:

Pamela

Last Name:

O'Brien

Phone:

(202)795-7417

Office:

Office of Intellectual and Developmental Disabilities

Grants Management Specialist**First Name:**

Sherlonda

Last Name:

Blue

Phone:

(202)795-7310

Office:

Office of Grants Management

VIII. Other Information*Application Elements*

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

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

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

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harrassment>.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

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

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

c. Organizational DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained

by visiting the Grants.gov website (<https://www.grants.gov>). Your DUNS number can be verified at <https://fedgov.dnb.com/webform/>.

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

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

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

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

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

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

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

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

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

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

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

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

congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. See the below website to find your congressional district:

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

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

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

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

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

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

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

contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.

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

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

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

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

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 7 1,254
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)

Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360 Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400

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

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

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

3.																			
4.																			
5.																			
6.																			

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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