Administration for Community Living

Administration on Aging

Innovations in Nutrition Programs and Services -Research
HHS-2022-ACL-AOA-INNU-0017
03/10/2022

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ACL Center:
Administration on Aging

Funding Opportunity Title:
Innovations in Nutrition Programs and Services -Research

Funding Opportunity Number:
HHS-2022-ACL-AOA-INNU-0017

Primary CFDA Number:
93.045

Due Date for Letter of Intent:
02/18/2022

Due Date for Applications:
03/10/2022

Date for Informational Conference Call:
02/10/2022

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

Executive Summary

Additional Overview Content/Executive Summary

Through this funding opportunity, the Administration on Aging (AoA), part of the Administration for Community Living (ACL), plans to award approximately 4 cooperative agreements to domestic public or private non-profit entities for a 60-month project period, 5 budget periods, pending the availability of funding.

This funding opportunity provides for competitive grants to be awarded under the Older Americans Act (OAA) Title III authority to develop and implement evidence-based practices for enhancing senior nutrition programs.

There are two types of projects which will be funded under this Funding Opportunity:

PROJECT TYPE A – *Demonstrate Congregate Meal Program Impact on Nutrition, Socialization, Health and Well-being Outcomes*, and

PROJECT TYPE B – *[Evaluate and Sustain Effective, Non-Traditional Senior Nutrition Program Delivery Models.](#)*

Applicants may only apply for *either* Project Type A *or* Project Type B of this Funding Opportunity

These cooperative agreements have an anticipated start date of August 1, 2022.
A separate announcement (HHS-2022-ACL-AOA-INNU-0040) invites applications for Innovations in Nutrition Services and Program Replication projects.
An informational conference call will be held Thursday, February 10 at 2:00pm EST. The dial-in information is below:
Toll Free Number: 888-970-4135
Passcode: 4864439
A recording will be available approximately one hour after the call concludes at the following number:
Toll Free Playback Number: 800-819-5739

I. Funding Opportunity Description

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

The SNP includes congregate and home-delivered meals, nutrition screening, assessment, counseling and education, as well as opportunities to increase human connection. Meals are required to meet the 2020-2025 Dietary Guidelines for Americans as well as the Dietary Reference Intakes. OAA programming is person-centered and provides a mix of services to meet the widely differing needs of a diverse population of older adults.[1]
These services help older adults maintain their physical, mental and social health and manage nutrition-related diseases such as heart disease, hypertension, and diabetes.[2] SNP participants benefit from information on healthy aging and access to additional HCBS services such as transportation, benefits counseling, physical activity programs, and evidence-based workshops (eg, chronic disease self-management, falls prevention, etc). Additional purposes of OAA services, including nutrition services, focus on addressing the social determinants of health, which are defined in Healthy People 2030 as "the conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks." Social determinants of health include access to healthy food, food security, social connectedness and availability of community-based nutrition programs. [3]

Applicants' proposals must focus on creating partnerships between Universities, Tribal Colleges and Universities (TCUs), or other research organizations in collaboration with aging services network organizations to test innovative programs or practices for the SNP. Testing and evaluating efforts may focus on enhancing the quality, effectiveness and sustainability of older adult nutrition programs services in times of emergencies but also must be sustainable during non-emergency situations.

Applicants *must* reference previously funded ACL Innovation in Nutrition projects to prevent duplication of efforts [4].

Applicant proposals must align with health equity approaches [5] and the OAA by targeting services to underserved older adults with greatest social and economic need, to permit such individuals to remain in home and community-based settings. The at-risk population should include older adults who formerly participated in the congregate nutrition program and other community-based programs, whose activity levels, access to healthy food, as well as opportunities to connect socially with others, grocery shop, obtain medical care, and exercise may have declined or changed significantly during coronavirus 2019 pandemic (COVID-19) . These individuals, who previously were vigorous and independent, may have experienced declines in nutritional health, food security, physical capabilities, mental health and social connection.

Prospective applicants should consult ACL programmatic evaluations of the SNP [6], the National Survey of OAA Participants [7], relevant national datasets [7,8] and the Inter-university Consortium for Political and Social Research (ICPSR) [9] while preparing their submission.

Purpose and Goals of this Announcement:
Objective 1 (Project Type A) – Demonstrate Congregate Meal Program Impact on Nutrition, Socialization, Health and Well-being Outcomes
Objective 2 (Project Type B) – Evaluate and Sustain Effective, Non-Traditional Senior Nutrition Program Delivery Models

Funding Opportunity At A Glance

Funding Option	Number of Awards	Purpose	Eligible Applicants	Match Required
Project Type A: Demonstrate Congregate Meal Program Impact on Nutrition, Socialization, Health and	A total of approximately 4 cooperative agreements. 60-month project period with five 12-month budget	The goal of this project is to demonstrate that Congregate Meal Program services, practices or policies positively impact SNP participants by reducing hunger/ food insecurity/malnutrition,	Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations	Applicant must provide a 25% match of total project budget (cash

Well-being Outcomes	periods Pending the availability of federal funding.	enhancing socialization and health and well-being. Projects must have strong potential for replication by the aging services network and sustainability using OAA Title IIIC-1 (congregate meal) funding.	(American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education.	and/or in-kind)
Project Type B: Evaluate and Sustain Effective, Non-Traditional Senior Nutrition Program Delivery Models		Test and validate non-traditional programs, practices or policies that have emerged or experienced significant innovation during COVID-19 that have shown some level of effectiveness and have strong potential for replication by the aging services network and sustainability.		

Project Type A – Demonstrate Congregate Meal Program Impact on Nutrition, Socialization, Health and Well-being Outcomes.

The goal of this project is to demonstrate that Congregate Meal Program services, practices or positively impact SNP participants by reducing hunger/food insecurity/malnutrition, enhancing socialization and/or health and well-being. Projects must have strong potential for replication by the aging services network and sustainability using OAA Title IIIC-1 (congregate meal) funding. The project research design must incorporate at least one of the following research frameworks: Randomized Controlled Trial (RCT) or Cohort study.

Numerous studies have demonstrated the impact of congregate and home-delivered meals in improving the nutrition, socialization and health/well-being of older adults yet some gaps exist, especially regarding congregate meal programs. [10] To address research gaps, Project Type A focuses on creating a strong research framework for demonstrating positive impacts of congregate meals (virtual, hybrid or in-person) to enhance SNP participants' experience of meaningful socialization, improved health status and increased well-being. Findings are anticipated to be impactful for identifying evidence-based and forward-looking approaches to Title III-C implementation.

The following definitions are provided:

Socialization – Enhancing the opportunity for human connection with the intent to prevent or reduce social isolation.

Health - "a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity (illness)." [11]. Health includes physical (eg, oral health, chronic disease risk, etc) as well as mental and behavioral (eg, depression, suicide risk, etc) health.

Well-being - generally includes global judgments of life satisfaction and feelings ranging from depression to joy.[12]

Health and well-being impacts should aim at delaying the onset of adverse health conditions and assisting individuals in gaining access to nutrition and other disease prevention and health promotion services that delay the onset of health conditions resulting from poor nutritional health or sedentary behavior.

Project Type B – Evaluate and Sustain Effective, Non-Traditional Senior Nutrition Program Delivery Models

It is critical that ACL work with the aging services network to validate and/or test new models especially in light of COVID-19 to modernize services to ensure that nutrition services are achieving their intended outcomes, and that every dollar is spent effectively to ensure the sustainability of these services. Translating the knowledge generated by this research into evidence-based models for delivering the SNP and programs at the community level is essential to ensuring the continued efficacy and efficiency of the nutrition programs.

Due to COVID-19, the SNP has experienced significant transformations in service types and delivery methods as well as surge in numbers of persons served by the program. Stay-at-home orders, illness and heightened vulnerability of older adults to the virus– along with the closing of many workplaces, senior centers and meal sites – has and continues to greatly impact the SNP eligible population as well as the SNP workforce (including volunteers), resources (food, protective equipment, etc), services (grab-and-go meals, etc) and operations (delivery frequency, virtual programming, data collection, etc). Guidelines and information regarding these changes can be found on the ACL and NRCNA websites. [13,14]

Project B proposals will evaluate and sustain non-traditional SNP services, practices or policies that have emerged or experienced significant innovation during COVID-19 that have shown some level of effectiveness and have strong potential for replication by the aging services network and sustainability.

Examples of non-traditional SNP services, practices and policies include but are not exclusively listed below:

Congregate meals:
Group dining in "centers without walls" locations; restaurant partnerships; grab-and-go meals that offer opportunities for participants to dine together; "virtual congregate dining" - persons dining together entirely on-line; "hybrid congregate dining" - persons dining together while two or more in an in-person setting and others participate on-line, food trucks in park settings or visiting housing sites, "tailgating" meals, drive-in movie gatherings that include meals.

Home-delivered meals:
Contactless home delivery; grab-and-go meals; phone or virtual safety and wellness interventions; changing eligibility criteria; instituting prioritizing systems.

Cross-cutting:
Phone or virtual intakes/assessments/nutrition education; reducing or eliminating full-time on-

site administrative work; intergenerational meals, programs or education; efficient data reporting approaches, policies or service delivery practices when participants experience multiple shifts between home-delivered and congregate meals; effective cross-referrals based on person-centered approaches; participant technology utilization; enhanced cultural meal offerings; shifting to online recordkeeping, communications and/or reporting; using specialty vendors to serve clients with special needs (eg, specific health needs); redesigning volunteer utilization or staff assignments.

References
[1] Administration for Community Living. Nutrition Services. https://acl.gov/programs/health-wellness/nutrition-services
[2] Administration for Community Living, Program Evaluations and Reports, https://acl.gov/programs/program-evaluations-and-reports#
[3] Department of Health and Human Services Office of Health Promotion and Disease Prevention. (2021) Healthy People 2030, Social Determinants of Health. https://health.gov/healthypeople/objectives-and-data/social-determinants-health
[4] Administration for Community Living, Innovations in Nutrition Programs and Services, https://acl.gov/programs/nutrition/innovations-nutrition-programs-and-services-0
[5] Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Health Equity. https://www.cdc.gov/chronicdisease/healthequity/index.htm
[6] Administration for Community Living, Program Areas, Health, Wellness and Nutrition, Nutrition Services (Programmatic Evaluation). https://acl.gov/programs/health-wellness/nutrition-services
[7] Administration for Community Living, AGing, Independence, and Disability (AGID) Data Portal, Aging and Disability Data Files, NPS. https://agid.acl.gov/DataFiles/NPS/ .
[8] US Department of Agriculture, Agricultural Research Service, Research, Datasets. https://www.ars.usda.gov/research/datasets/
[9] Inter-university Consortium for Political and Social Research, https://www.openicpsr.org/openicpsr/
[10] CDC Community Preventive Services Task Force Findings Report, Effectiveness of Home-delivered and Congregate Meal Services for Older Adults, https://www.thecommunityguide.org/content/tffrs-nutrition-home-delivered-and-congregate-meal-services-older-adults
[11] World Health Organization, https://www.who.int/about/governance/constitution
[12] Health-Related Quality of Life, Well-Being Concepts. https://www.cdc.gov/hrqol/wellbeing.htm
[13] Administration for Community Living, For the Aging and Disability Networks, COVID-19 Response. https://acl.gov/covid19/aging-and-disability-networks
[14] National Resource Center on Nutrition and Aging, COVID-19 Resources. https://acl.gov/senior-nutrition/senior-nutrition-covid-19-home

Statutory Authority
Further Extending Government Funding Act, P.L. 117-70

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)
Estimated Total Funding:
$2,000,000
Expected Number of Awards:
4
Award Ceiling:
$600,000
Per Budget Period

Award Floor:
$400,000
Per Budget Period

Length of Project Period:
60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Through this funding opportunity, the Administration on Aging (AoA), part of the Administration for Community Living (ACL), plans to award approximately 4 cooperative agreements to domestic public or private non-profit entities for a 60 month project period, pending the availability of funding.

Under this competition, AoA/ACL will award cooperative agreements in the amount of $400,000 - $600,000 for each of the five 12-month budget periods, subject to availability of funds. This award is competitive, and applications will be evaluated in part on applicants' stated plan of action and their demonstrated capacity to effectively and expeditiously begin implementing their grant activities within sixty days of their grant award.

Cooperative Agreement Terms

As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this funding opportunity announcement will result in a cooperative agreement which provides for the substantial involvement and collaboration of ACL/AoA in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award. Once a cooperative agreement is in place, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time as long as it stays within the original confines of the proposed project description. Major changes may affect the integrity of the competitive review process. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the execution of an award notice. When an award is issued the cooperative agreement terms and conditions from the program announcement are incorporated by reference unless ACL is authorized under the Terms and Conditions of award, 45 CFR Part 75, or other applicable regulation or statute to make unilateral amendments.

The grantee agrees to execute the responsibilities outlined below:

1. Fulfill all of the requirements of the grant initiative as outlined in this funding opportunity, as well as carry out project activities as reviewed, approved, and awarded in the grantee workplan.

2. Participate in regular technical assistance related calls, as determined by ACL, to improve the effectiveness of the activities carried out under this Agreement.
3. Communicate with ACL in the execution of the work plan and in understanding the programmatic and budgetary issues of the project. Based on these discussions and emerging issues in the field, if necessary, the grantee will revise the project work plan and/or budget detailing expectations for major activities and products.
4. Engage approximately 25% of your target participants by the end of Year 2, 50% of participants by the end of Year 3, 75% of participants by the end of Year 4, and 100% of participants by the end of Year 5.
5. Commit to sending 1-2 project staff to a yearly Innovations in Nutrition grantee convening. Attendance is expected annually for the duration of your grant activities (including any no-cost extension period, if applicable). As part of that commitment, include funds in each budget year for 1-2 people to attend the convening (assume Washington, D.C. per diem amount).
6. Participate in any national research or evaluations of the proposed program.
7. Participate in dissemination related activities such as webinars and conference sessions by sending 1-2 project staff to a minimum of one nutrition and/or aging conferences annually.
8. Commit to sharing replication materials via a Capstone Project as advised by the ACL project officer for potential aging services network replication of this project.
9. Ensure continuity of the project by creating contingency plans should staff turnover or delays in hiring staff occur.
10. Comply with all other reporting requirements, as outlined in Section VI of this funding opportunity and the Notice of Award.
11. Include the following language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL supported publications and forums describing projects or programs funded in whole or in part with ACL funding. "*This project was supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling $XX with XX percentage funded by ACL/HHS and $XX amount and XX percentage funded by non-governmental source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor are an endorsement, by ACL/HHS, or the U.S. Government.*"

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

1. Assist the grantee project leadership in understanding the strategic goals and objectives, policy perspectives, and priorities of AoA, ACL, the U.S. Department of Health and Human Services, and other federally sponsored projects and activities relevant to activities funded under this funding opportunity.
2. Perform the day-to-day Federal responsibilities of managing a Cooperative Agreement and work with the grantee to ensure that the minimum requirements for the grant are met.
3. Provide technical advice and assistance in conjunction with the National Nutrition and Aging Resource Center to the grantee regarding project activities related to the fulfillment of the goals and objectives of this grant.

4. Communicate with the grantee principle investigator regularly, and at such other times as are agreed upon, to improve the effectiveness of the activities carried under this Agreement.
5. Work cooperatively with the grantee on programmatic, evaluation and budgetary issues to be addressed by the grantee project and, as necessary, collaborate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or AoA.

III. Eligibility Information

1. Eligible Applicants

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

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
Yes

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

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

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

match. A common error applicants make is to match 25% of the federal share, rather than 25% of the project's total cost.

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered 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.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria
Applications must indicate a match of 25% of the project's total cost.
Applications that fail to meet the responsiveness criteria described below will not be reviewed and will receive no further consideration.

Application Screening Criteria
All applications will be screened to assure a level playing field for all applicants. **Applications that fail to meet the six screening criteria described below will not be reviewed and will receive no further consideration.**
In order for an application to be reviewed, it must meet the following screening requirements:

1. Applications must be submitted electronically via https://www.grants.gov by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Times New Roman or Arial**.
3. The Project Narrative must not exceed 20 pages. **NOTE**: The Project Work Plan, Letters of Commitment, Organizational Chart, Budget Narrative/Justification, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit.
4. Applications must include a Budget Narrative/Justification for years 1, 2, 3, 4 and 5 along with a combined Budget Narrative/Justification for the proposed 60 -month budget period. The proposed combined Budget Narrative/Justification must not exceed the total federal 5-year award ceiling of $3,000,000.
5. Applications must include a Project Workplan for years 1, 2, 3, 4 and 5.
6. Application abstract and narrative (Proposed Innovation and Approach Section) must clearly state whether they are applying for either Project Type A or Project Type B of this funding opportunity.

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

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

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

- Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:

1. Register in SAM prior to submitting an application or plan;

2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and

3. Provide its DUNS number in each application or plan to submit to the OPDIV.

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.

- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711.

- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

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

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

Ms. Judy Simon
Administration on Aging (AoA)
202.795.7381
judy.simon@acl.hhs.gov

2. Content and Form of Application Submission
Letter of Intent

Due Date for Letter Of Intent 02/18/2022

02/18/2022
Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The

purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to:

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

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

Project Narrative

The Project Narrative is one of the most important components of the application. It will be used as the primary basis to determine whether your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should provide a clear and concise description of your project.

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

The Project Work Plan, Letters of Commitment, Organizational Chart and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections in the list below are included in the limit.
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 include numbers, ideas, or other material that are not their own.

The required components of the Project Narrative counted as part of the 20-page limit include:

- Abstract
- Problem Statement
- Goal(s) and Objective(s)
- Approach
- Outcomes
- Project Management and Organizational Capability
- Evaluation
- Dissemination

To assist reviewers in scoring your application, applicants are required to organize their proposal using the headings above.

Summary/Abstract

Project Types A and B:
This section should provide a description of the proposed project, not to exceed one page, including: whether the proposed project is Project Type A or B, 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" in the Appendix.

Problem Statement

Project Type A:
This section should describe, in both quantitative and qualitative terms, the nature and scope of the food insecurity/malnutrition/hunger, socialization and health and well-being issues the proposed SNP service, practice or policy is designed to address. This section should include how the project will potentially affect targeted and at-risk populations of older adults who are greatest social and economic need, which may include those who have experienced reduced activity levels, access to healthy food and social connections due to COVID-19. Target populations include, but are not limited to, individuals who are Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons who live in rural areas. This section should also outline how the proposed project has strong potential for replication by the aging services network and sustainability using OAA Title IIIC-1 (congregate meal) funding.

Project Type B:
This section should describe, in both quantitative and qualitative terms, the nature and scope of the COVID-19 pandemic and recovery issue the proposed non-traditional program, practice or policy is designed to address. This section should include how the project will potentially affect targeted and at-risk populations of older adults who are greatest social and economic need, which may include those who have experienced reduced activity levels, access to healthy food and social connections due to COVID-19. Target populations include, but are not limited to, individuals who are Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons who live in rural areas. This section should also outline how the proposed project has strong potential for replication by the aging services network.

Goal(s) and Objective(s)

Project Type A and Project Type B: This section should consist of a description of the project's goal(s) and major objectives, and how they will be accomplished. Unless the project involves multiple, complex innovations, we recommend you have only one overall goal.

Approach

Project Type A: This section should clearly describe the following:

- Describes how the project plans to demonstrate that congregate meal program services, practices or policies positively impact SNP participants by reducing food insecurity/hunger/malnutrition, enhancing socialization and/or health and well-being. Socialization approaches should enhance the opportunity for human connection.

- Contains a clear and concise description of the congregate meal program service, practice or policy program and how it is anticipated to impact participant outcomes.
- Describes how the project idea distinctly addresses the issues described in the "Problem Statement" and includes the rationale and justification for proposing the particular project.
- Indicates a specific approach for the service, practice or policy development and implementation.
- States how the service, practice or policy has strong potential for replication by the aging services network and sustainability using OAA Title IIIC-1 (congregate meal program) funding.
- Explains how the proposed innovation enhances health equity and targets services to underserved older adults with greatest economic need, to permit such individuals to remain in home and community-based settings, as indicated in the OAA.
- Includes any major barriers that have been encountered with the service, practice or policy and how the project will be able to overcome those barriers.
- States the role and makeup of any strategic partnerships which are planned to accomplish the innovation, including other organizations, supporters, and/or consumer groups.
- Indicates a partnership between a University, Tribal College and University (TCU), or other research organization, in collaboration with an aging services network organization(s).

Project Type B: This section should clearly describe the following:

- Describes how the project tests and validates the effectiveness of non-traditional programs, practices or policies that have emerged or experienced significant innovation during COVID-19 that have shown some level of effectiveness. If socialization approaches are included, they should enhance the opportunity for human connection.
- Contains a clear and concise description of the non-traditional program, practice or policy that has emerged or experienced significant innovation during COVID-19 that has shown some level of effectiveness.
- Describes how the project idea distinctly addresses the COVID-19 pandemic and recovery issues described in the "Problem Statement" and includes the rationale and justification for proposing the innovation.
- Indicates a specific approach for program or practice development and implementation which includes a definition of the non-traditional program, practice, or policy.
- States how the program or practice has strong potential for replication by the aging services network and sustainability.
- Includes specific components and ideas that make this application innovative and non-traditional and amenable for broad implementation throughout the aging services network.
- Explains how the proposed innovation enhances health equity and targets services to underserved older adults with greatest economic need, to permit such individuals to remain in home and community-based settings, as indicated in the OAA.

- Includes any major barriers that were encountered during COVID-19 or the significant innovation and how the project will be able to overcome those barriers.
- States the role and makeup of any strategic partnerships which are planned to accomplish the innovation, including other organizations, supporters, and/or consumer groups.
- Indicates a partnership between a University, Tribal College and University (TCU), or other research organization, in collaboration with an aging services network organization(s).

Outcomes

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

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. 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.

Project Type A
This section of the project narrative must:

- Clearly identify the measurable outcome(s) that will result from the project.
- Indicate that project's outcomes are related to EACH of the OAA intents (specifically: 1) reduce hunger, food insecurity and malnutrition, 2) promote socialization (socialization approaches increase opportunities for human connection), and 3) promote health and well-being by delaying the onset of adverse health conditions, through the provision of meals and associated nutrition services to vulnerable older adults who are in greatest social and economic need.).
- Describes how the project's findings will benefit the aging and nutrition network at large, and not produce results counterproductive to the mission of the OAA.

- Discuss plans for how the research results will be published in multiple peer-reviewed journals and be consistent with ACL's Public Access Plan (https://acl.gov/news-and-events/announcements/updated-acl-public-access-plan-available)

Project Type B
This section of the project narrative must:

- Clearly identify the measurable outcome(s) that will result from the project.
- Indicate that project's outcomes are related to EACH of the OAA intents (specifically: 1) reduce hunger, food insecurity and malnutrition, 2) promote socialization and 3) enhance health and well-being by delaying the onset of adverse health conditions, through the provision of meals and associated nutrition services to vulnerable older adults who are in greatest social and economic need.)
- Describe how the project's findings will benefit the aging and nutrition network at large, and not produce results counterproductive to the mission of the OAA.
- Discuss plans for how the research results will be published in multiple peer-reviewed journals and be consistent with ACL's Public Access Plan (https://acl.gov/news-and-events/announcements/updated-acl-public-access-plan-available)

Project Management and Organizational Capacity

Project Types A and B
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, 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.

Each application should include an organizational capability statement and vitae for key project personnel; key personnel and other key staff should have appropriate training and experience in disciplines required to conduct all proposed activities.
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. A plan to ensure project continuity should be noted, to address staffing turnover, delays or changes.

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. The application should indicate how the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

Please attach short vitae for key project staff only. Also include information about any

contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

Evaluation

This section should outline the specific evaluation framework that will be used to determine the effectiveness of the intervention(s).

This section should also describe the specific method(s), techniques and tools that will be used to: 1) determine whether the identified program or practice innovation achieved its anticipated outcome(s), and 2) document the "lessons learned" – both positive and negative - that will be useful to people interested in replicating the program or practice, if it proves successful. **The applicant must indicate whether an ACL-approved measure has been selected, and if not, the rationale for and validity of the respective selected alternative measures.** Should an applicant wish to use other measures, the application must explain and demonstrate the validity of those measures and why they are justified.

Project Type A
Applicants must propose an RCT or cohort study and commit to incorporating at least one evaluation measure from EACH category listed below relating to the SNP intent(s).
Project Type B
Applicants must propose a strong research framework to test and validate the intervention and commit to incorporating an evaluation measure from EACH category listed below relating to SNP intent(s).

EVALUATION MEASURES
The following are examples of measures to use, which are considered approved by ACL.

Select at least one evaluation measure from EACH category
CATEGORY I: NUTRITION (food insecurity, hunger, malnutrition)
ACL Evaluation Measures

   A. National Survey of Older Americans Act Participants:
       https://agid.acl.gov/CustomTables/NPS/Year/
   B. ACL SNP Evaluation measures: Evaluation of the Title III-C Elderly Nutrition Services Program at https://acl.gov/programs/program-evaluations-and-reports#

Food security status

   A. Six question food security screening: Gundersen, C., Engelhard, E., Crumbaugh, A., & Seligman, H. (2017). Brief assessment of food insecurity accurately identifies high-risk US adults. Public Health Nutrition, 20(8), 1367-1371. doi:10.1017/S1368980017000180
   B. Two question food security screening: Lee, J., Johnson, M., Brown, A., Nord, M., Food Security of Older Adults Requesting Older Americans Act Nutrition Program in Georgia Can Be Validly Measured Using a Short Form of the U.S. Household Food Security Survey Module, *The Journal of Nutrition*, Volume 141, Issue 7, July 2011, Pages 1362–1368, https://doi-org.ezproxyhhs.nihlibrary.nih.gov/10.3945/jn.111.139378

 Dietary Assessment:

A. National Institutes of Health, National Cancer Institute, Dietary Assessment Primer https://dietassessmentprimer.cancer.gov/

B. Healthy Eating Index 2015: Susan M. Krebs-Smith, Tusa, Rebecca E. Pannucci, Amy F. *et al,* Update of the Healthy Eating Index: HEI-2015, Journal of the Academy of Nutrition and Dietetics, Volume 118, Issue 9, 2018, Pages 1591-1602, ISSN 2212-2672, https://doi.org/10.1016/j.jand.2018.05.021.

Malnutrition

A. Determinants for Malnutrition: Volkert D, Kiesswetter E, Cederholm T, *et al*. Development of a Model on Determinants of Malnutrition in Aged Persons: A MaNuEL Project. Gerontology and Geriatric Medicine. January 2019. doi:10.1177/2333721419858438

B. Malnutrition Screening Tools, Malnutrition Assessment and Interventions for Community-Living Older Adults: Dwyer, J.T., Gahche, J.J., Weiler, M. *et al.* Screening Community-Living Older Adults for Protein Energy Malnutrition and Frailty: Update and Next Steps. Journal of Community Health, Volume 45, Pages 640–660, 2020. https://doi-org.ezproxyhhs.nihlibrary.nih.gov/10.1007/s10900-019-00739-1

CATEGORY 2: ENHANCING SOCIALIZATION (socialization approaches increase opportunities for human connection)

ACL Evaluation Measures

A. National Survey of Older Americans Act Participants: https://agid.acl.gov/CustomTables/NPS/Year/

B. ACL SNP Evaluation measures: Evaluation of the Title III-C Elderly Nutrition Services Program at https://acl.gov/programs/program-evaluations-and-reports#

Social Isolation and Loneliness

A. Social/Role Activities Limitations. Self-Management Resource Center, https://www.selfmanagementresource.com/docs/pdfs/English_-_social-role_activities_limitations.pdf

B. National Academies of Sciences, Engineering, and Medicine. 2020. Social isolation and loneliness in older adults: Opportunities for the health care system. Washington, DC: The National Academies Press. https://doi.org/10.17226/25663.

C. Campaign to End Loneliness, Measuring Your Impact on Loneliness in Later Life (UK). https://www.campaigntoendloneliness.org/wp-content/uploads/Loneliness-Measurement-Guidance1.pdf

D. Repository of Positive Psychological Well-Being Scales, Lee Kum Sheung Center for Health and Happiness, Harvard School of Public Health. https://www.hsph.harvard.edu/health-happiness/repository-of-positive-psychological-well-being-scales/

CATEGORY 3: PROMOTING HEALTH AND WELL-BEING

ACL Evaluation Measures

A. National Survey of Older Americans Act Participants: https://agid.acl.gov/CustomTables/NPS/Year/

B. ACL SNP Evaluation measures: Evaluation of the Title III-C Elderly Nutrition Services Program at https://acl.gov/programs/program-evaluations-and-reports#

Population-based Measures

A. Healthy People 2030 Objectives, Department of Health and Human Services, Office of Disease Prevention and Health Promotion, https://health.gov/healthypeople/objectives-and-data/browse-objectives
B. National Committee for Quality Assurance (NCQA), Healthcare Effectiveness Data and Information Set (HEDIS) Measures and Technical Resources, https://www.ncqa.org/hedis/measures/
C. An Environmental Scan of Integrated Approaches for Defining and Measuring Total Population Health by the Clinical Care System, the Government Public Health System and Stakeholder Organizations, National Quality Forum, June 2012. https://www.qualityforum.org/Publications/2012/06/An_Environmental_Scan_of_Integrated_Approaches_for_Defining_and_Measuring_Total_Population_Health.aspx
D. Kottke TE, Gallagher JM, Rauri S, *et al*. New Summary Measures of Population Health and Well-Being for Implementation by Health Plans and Accountable Care Organizations. Prev Chronic Dis 2016;13:160224. DOI: http://dx.doi.org/10.5888/pcd13.160224external icon

Measures of Individuals' Health and Well-Being:

A. Self-Rated Health: Self-Management Resource Center, https://www.selfmanagementresource.com/docs/pdfs/generalhealth.pdf
B. National Health Interview Survey, Department of Health and Human Services, Centers for Disease Control and Prevention. https://www.cdc.gov/nchs/nhis/index.htm
C. Behavioral Risk Factor Surveillance System (BRFSS) Questionnaires, Department of Health and Human Services, Centers for Disease Control and Prevention, https://www.cdc.gov/brfss/questionnaires/index.htm
D. Kroenke, K, Spitzer, RL, Williams, JB, The PHQ-9: Validity of a Brief Depression Severity Measure, Journal of General Internal Medicine. 2001 Sep; 16(9): 606–613.doi: 10.1046/j.1525-1497.2001.016009606.x
E. Utilization of the PHQ-9 to Monitor Depression Symptoms for Adolescents and Adults, Department of Health and Human Services, Agency for Healthcare Research and Quality, AHRQ Publication No. 20-0002 December 2019, https://www.ahrq.gov/sites/default/files/wysiwyg/pqmp/measures/chronic/chipra-245-fullreport.pdf
F. Repository of Positive Psychological Well-Being Scales, Lee Kum Sheung Center for Health and Happiness, Harvard School of Public Health. https://www.hsph.harvard.edu/health-happiness/repository-of-positive-psychological-well-being-scales/
G. 2020 National Survey on Drug Use and Health (NSDUH): Final CAI Specifications for Programming, Substance Abuse and Mental Health Services Administration Center for Behavioral Health Statistics and Quality https://www.samhsa.gov/data/sites/default/files/reports/rpt23244/NSDUHmrbCAISpecs2020.pdf

H. Exercise Behaviors: Self-Management Resource Center, https://www.selfmanagementresource.com/docs/pdfs/English_-_exercise.pdf

The application should include periodic assessment of progress toward implementing the project and outline the extent to which the evaluation will be used to improve the performance of the project through the feedback generated by its periodic assessments.

Dissemination

Project Types A and B
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 which would encourage replication. This section should clearly explain how the grant requirement of sharing replication materials via a Capstone Project will be completed. This section should also discuss how the published research peer-review journal results will be broadly disseminated as well as commitment to presenting at a minimum of one dissemination event (conference, webinar, etc), per ACL request, during each grant year. In addition, all applicants should state their commitment to participating in any national evaluations of the program(s) they have proposed.

Budget Narrative/Justification (application attachment)

Project Types A and B

Applicants are required to provide a detailed Budget Narrative/Justification. Your budget should be aligned with the proposed activities in your Project Narrative and Work Plan. It should also include travel for 1-2 project representatives to one nutrition and/or aging-relevant conference annually and 1-2 project staff to an annual INNU grantee convening (see items #5 and #7 in grantee section of Cooperative Agreement Terms). 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.
Applicants must submit the following:

- Budget Narrative/Justification for Year 1;
- Budget Narrative/Justification for Year 2;
- Budget Narrative/Justification for Year 3;
- Budget Narrative/Justification for Year 4;
- Budget Narrative/Justification for Year 5; and
- A total, combined five-year budget.

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, as well as including required 25% match of the total project budget, is required.

Workplan (application attachment)

Project Types A and B

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover each of the five years of the project period, respectively. 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.

Applicants must submit the following:

- Workplan for Year 1;
- Workplan for Year 2;
- Workplan for Year 3;
- Workplan for Year 4; and
- Workplan for Year 5.

Please use the "Project Work Plan - Sample Template" format as a reference and resource, if desired. This section should describe plans to hire, contract, and/or establish formal referral arrangements with all partners and begin work within sixty days of award. List measurable outcomes in the work plan grid 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.

The project work plan should include the anticipated approach and organization or partner responsible, with timeframes required, for an Institutional Review Board (IRB) approval

The work plan should use August 1, 2022 as the anticipated start date.

Letters of Commitment (application attachment)

Project Types A and B

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

This section must clearly identify at least one key partner that receives OAA Title III funds. Letters of Commitment are not counted towards the 20-page limit of the project narrative.

3. Submission Dates and Times

Due Date for Applications 03/10/2022

03/10/2022

Date for Informational Conference Call:

02/10/2022

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

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

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

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

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

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

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

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

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

4. Intergovernmental Review

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

5. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

6. Other Submission Requirements
V. Application Review Information

1. Criteria

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 following review criteria:

- Abstract
- Problem Statement
- Goal(s) and Objective(s)
- Approach
- Outcomes
- Project Management and Organizational Capability
- Evaluation
- Dissemination
- Budget
- Work Plan
- Letters of Commitment

Project Abstract   **Maximum Points:** 2
- Project Types A and B: Does the abstract include a description of the proposed project that does not exceed one page? (1 point)?
- Project Types A and B: Does it include specific Project Type (A or B), project goals, objectives, outcomes and project products to be developed? (1 point)?

Problem Statement   **Maximum Points:** 5
- Project Type A: Does this section describe, in both quantitative and qualitative terms, the nature and scope of the food insecurity/malnutrition/hunger, socialization and health and well-being issues the proposed SNP service, practice or policy is designed to address? (2 points)
- Project Type A: Does this section describe how the project will potentially affect targeted and at-risk populations of older adults who are greatest social and economic need, which may include those who have experienced reduced activity levels, access to healthy food and social connections due to COVID-19? Target populations include, but are not limited to, individuals who are Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons who live in rural areas. (1 point)

- Project Type A: Does this section include how the project will potentially affect older adults and have strong potential for replication by the aging services network and sustainability using OAA Title IIIC-1 funding? (2 points)

- Project Type B: Does this section describe, in both quantitative and qualitative terms, the nature and scope of the COVID-19 pandemic and recovery issue the proposed innovation is designed to address? (2 points)
- Project Type B: Does this section describe how the project will potentially affect targeted and at-risk populations of older adults who are greatest social and economic need, which may include those who have experienced reduced activity levels, access to healthy food and social connections due to COVID-19? Target populations include, but are not limited to, individuals who are Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons who live in rural areas. (1 point)
- Project Type B: Does this section include how the project will potentially affect older adults and have strong potential for replication by the aging services network? (2 points)

Goal(s) and Objective(s)   **Maximum Points:** 3
- Project Types A and B: Does this section consist of a description of the project's goal(s) and major objectives, and how they will be accomplished? Unless the project involves multiple, complex innovations, one overall goal is recommended. (2 points)
- Project Types A and B: Are the goals and objectives listed consistent with those noted in the abstract, throughout the narrative and in the work plan? (1 point)

Approach   **Maximum Points:** 25
- Project Type A: Does the project plan to demonstrate that congregate meal program services, practices or policies positively impact SNP participants by reducing food insecurity/hunger/malnutrition, enhancing socialization and/or health and well-being? Do socialization approaches increase opportunities for human connection? (3 points)
- Project Type A: Does this section include a clear and concise description of the congregate meal program service, practice or policy program and how it is anticipated to impact participant outcomes? (5 points)

- Project Type A: Does the project idea distinctly address the issues described in the "Problem Statement"? And, does it include the rationale and justification for proposing this project? (3 points)
- Project Type A: Does this section indicate a specific approach for the service, practice or policy development and implementation? (3 points)

- Project Type A: Does the service, practice or policy has strong potential for replication by the aging services network and sustainability using OAA Title IIIC-1 (congregate meal program) funding? (3 points)
- Project Type A: Does this section explain how the proposed project enhances health equity and targets services to underserved older adults with greatest economic need, to

permit such individuals to remain in home and community-based settings, as indicated in the OAA? (2 points)

- Project Type A: Does this section include any major barriers that have been encountered with the service, practice or policy and how the project will be able to overcome those barriers? (2 points)
- Project Type A: Does this section include role and makeup of any strategic partnerships which are planned to accomplish the innovation, including other organizations, supporters, and/or consumer groups? (2 points)
- Project Type A: Does the project create a partnership between a University, Tribal College and University (TCU), or other research organization, in collaboration with an aging services network organization(s)? (2 points)

- Project Type B: Does the project test and validate the effectiveness of non-traditional programs, practices or policies that have emerged or experienced significant innovation during COVID-19 that have shown some level of effectiveness? Do socialization approaches increase opportunities for human connection? (3 points)
- Project Type B: Does this section contain a clear and concise description of the non-traditional program, practice or policy that has emerged or experienced significant innovation during COVID-19 that has shown some level of effectiveness? (4 points)
- Project Type B: Does the project idea distinctly describe how the project idea addresses the COVID-19 pandemic and recovery issues described in the "Problem Statement" and includes the rationale and justification for proposing the innovation? (3 points)
- Project Type B: Does this section indicate a specific approach for program or practice development and implementation which includes a definition of the non-traditional program, practice or policy? (4 points)

- Project Type B: Does the project include specific components and ideas that make this application innovative and non-traditional and amenable for broad implementation throughout the aging services network? (3 points)
- Project Type B: Does this section explain how the proposed innovation enhances health equity and targets services to underserved older adults with greatest economic need, to permit such individuals to remain in home and community-based settings, as indicated in the OAA? (2 points)
- Project Type B: Does this section include any major barriers that were encountered during COVID-19 or the significant innovation and how the project will be able to overcome those barriers? (2 points)
- Project Type B: Does this section include role and makeup of any strategic partnerships which are planned to accomplish the innovation, including other organizations, supporters, and/or consumer groups? (2 points)
- Project Type B: Will the project create a partnership between a University, Tribal College and University (TCU), or other research organization, in collaboration with an aging services network organization(s)? (2 points)

Outcomes   **Maximum Points:** 15

- Project Type A: Does this section clearly identify the measurable outcome(s) that will result from the project? (4 points)

- Project Type A: Are the project's outcomes related to EACH of the OAA intents (specifically: 1) reduce hunger, food insecurity and malnutrition, 2) promote socialization and 3) enhance health and well-being by delaying the onset of adverse health conditions, through the provision of meals and associated nutrition services to vulnerable older adults who are in greatest social and economic need)? (6 points)

- Project Type A: Does this section also describe how the project's findings will benefit the aging and nutrition network at large, and not produce results counterproductive to the mission of the OAA? (3 points)

- Project Type A: Does this section indicate the research results will be published in multiple peer-reviewed journals and be consistent with ACL's Public Access Plan? (2 points)

- Project Type B: Does this section clearly identify the measurable outcome(s) that will result from the project? (4 points)

- Project Type B: Are the project's outcomes related to EACH of the OAA intents (specifically: 1) reduce hunger, food insecurity and malnutrition, 2) promote socialization and 3) enhance health and well-being by delaying the onset of adverse health conditions, through the provision of meals and associated nutrition services to vulnerable older adults who are in greatest social and economic need)? (6 points)

- Project Type B: Does this section also describe how the project's findings will benefit the aging and nutrition network at large, and not produce results counterproductive to the mission of the OAA? (3 points)

- Project Type B: Does this section indicate the research results will be published in multiple peer-reviewed journals and be consistent with ACL's Public Access Plan? (2 points)

Project Management and Organizational Capability **Maximum Points:** 10

- Project Types A and B: Does this section 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? Does this section specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; communications with other partners and ACL? (2 points)

- Project Types A and B: Does this section describe the approach that will be used to monitor and track progress on the project's tasks and objectives? (1 point)

- Project Types A and B: Do key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities? (2 points)

- Project Types A and B: Does this section describe how the applicant agency (or the particular 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? If

appropriate, an organization chart showing the relationship of the project to the current organization is included? (1 point)

- Project Types A and B: Does this section include the organization's capability to sustain some or all project activities after federal financial assistance has ended? Is there a plan to ensure project continuity to address staffing turnover, delays or changes? (2 points)
- Project Types A and B: Does this section indicate the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability? (1 point)
- Project Types A and B: Does this section cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products? (1 point)

Evaluation   **Maximum Points:** 20

- Project Type A: Does this section describe the specific method(s), techniques and tools that will be used to determine whether the proposed program or practice achieved its anticipated outcome(s)? Does the proposal include an RCT or cohort study? (10 points)
- Project Type A: Does the section describe how the project will document the "lessons learned" – both positive and negative - that will be useful to people interested in replicating the intervention, if it proves successful? (2 points)

- Project Type A: Does this section indicate the project will incorporate at least one evaluation measure from EACH category, as listed in the Funding Opportunity Announcement? Does the applicant indicate whether an ACL-approved measure is selected, and if not, the rationale for and validity of the respective selected alternative measures? Is there clear rationale for selection of respective measures? (5 points)
- Project Type A: Does the application indicate the extent to which the plan of evaluation will be used to improve the performance of the project through the feedback generated by its periodic assessments? (3 points)

- Project Type B: Does this section propose a strong research framework and describe the specific method(s), techniques and tools that will be used to determine whether the proposed project achieved its anticipated outcome(s)? (5 points)
- Project Type B: Does the section describe how the project will document the "lessons learned" – both positive and negative - that will be useful to people interested in replicating the intervention, if it proves successful? (2 points)

- Project Type B: Does this section indicate the project will incorporate at least one evaluation measure from EACH category, as listed in the Funding Opportunity? Does the applicant indicate whether an ACL-approved measure is selected, and if not, the rationale for and validity of the respective selected alternative measures? Is there clear rationale for selection of respective measures? (5 points)

- Project Type B: Does the application indicate the extent to which the plan of evaluation will be used to improve the performance of the project through the feedback generated by its periodic assessments? (3 points)

Dissemination   **Maximum Points:** 3
- Project Types A and B: Does the dissemination section describe the method that will be used to disseminate the project's results and findings and does the applicant commit to presenting at a minimum of one dissemination event, per ACL request, annually? (1 point)
- Project Types A and B: Does the applicant commit to sharing replication materials via a Capstone Project? (1)
- Project Types A and B: Does the applicant clearly state their commitment to participating in any national evaluations of the program(s) they have proposed? (1 point)

Budget   **Maximum Points:** 8
- Project Types A and B: Does the budget align with the proposed activities in the Project Narrative and Work Plan, and is it sufficiently detailed as shown in the Funding Opportunity Announcement's Budget Narrative/Justification Sample Format? (1 point)
- Project Types A and B: Does the budget include travel for 1-2 project representatives to one nutrition and/or aging-relevant conference a year and 1-2 project staff to an annual INNU grantee convening? (1 point)
- Project Types A and B: Does the Budget Narrative/Justification include separate Year 1, Year 2, Year 3, Year 4 and Year 5 as well as a total, combined five-year budget? (6 points, 1 point for each budget/narrative/justification)

Workplan   **Maximum Points:** 6
Project Types A and B:
Is there a separate work plan for each year that includes a specific approach indicating how the project goals and objectives will be accomplished?

- Work Plan Year 1 (1 point)
- Work Plan Year 2 (1 point)
- Work Plan Year 3 (1 point)
- Work Plan Year 4 (1 point)
- Work Plan Year 5 (1 point)

Does the work plan indicate the entity responsible for submitting the IRB for approval and the timeframe? (1 point)

Letters of Commitment   **Maximum Points:** 3
Project Types A and B:
Does the application include a confirmation of the commitments to the project (should it be funded) 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. **If the applicant does not directly receive OAA**

Title III funds this section must clearly identify at least one key partner that receives OAA Title III funds.

2. Review and Selection Process

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

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 08/01/2022

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. For additional information, please visit the website.

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (http://www.FSRS.gov) for all sub-awards and sub-contracts issued for $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

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Judy

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

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

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

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

19. **Is Application Subject to Review by State Under Executive Order 12372 Process?** Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

in the Budget Narrative/Justification The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms.

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

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

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

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

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

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

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

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

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

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

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

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

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

Line 6h: **Other**: Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to individual consultants, postage, space and equipment rentals/lease, printing and publication, computer use,

training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

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

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

- *For subjects and patients under study(usually a research program);*

- *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., Headstart);*

- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;*

- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*

- *Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances (Note: the sole purpose of the grant award is to hold a conference).*

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or

another federal agency. This is optional for applicants that have not included indirect costs in their budgets.

Budget Narrative/Justification- Sample Format

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

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

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

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

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

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

3.																	
4.																	
5.																	
6.																	

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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