**Administration for Community Living**

Administration on Aging

FY2024 Elder Justice Innovation Grants- Option 1
HHS-2024-ACL-AOA-EJIG-0011
06/18/2024

# Table of Contents

**ACL Center:**

Administration on Aging

**Funding Opportunity Title:**

FY2024 Elder Justice Innovation Grants- Option 1

**Funding Opportunity Number:**

HHS-2024-ACL-AOA-EJIG-0011

**Primary CFDA Number:**

93.747

**Due Date for Letter of Intent:**

Date will be generated on synopsis publication

**Due Date for Applications:**

06/18/2024

**Date for Informational Conference Call:**

04/25/2024

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

# Executive Summary

## Additional Overview Content/Executive Summary

The Elder Justice Innovation Grants program supports the development and advancement of knowledge and approaches in new and emerging issues related to elder justice. Funded projects

will contribute to the improvement of the field of adult maltreatment prevention and intervention at large by undertaking initiatives such as developing programs, interventions, materials, etc., or by establishing and/or contributing to the evidence-base of knowledge. Through this program announcement, ACL plans to award up to five (5) cooperative agreements, ranging from $350,000 - $500,000 per year for a 24-month project period, to support new and existing elder shelter models in addressing emergency and transitional supportive housing needs and wrap around services for older adults, including those with disabilities, experiencing abuse, neglect and/or exploitation across the country.

# I. Funding Opportunity Description

**Background/Justification**

When an older adult experiences maltreatment severe enough to risk their safety, there can be an immediate and emergent need to relocate. However, it is often challenging to find stable, safe, affordable, and effective emergency and transitional housing options that also address the accompanying needs for services to support the older adult so they can return to a more permanent housing solution within their community.  Elder shelters have arisen as a supported housing option to address these gaps.

Elder shelters provide, or outsource to community providers, supportive emergency and transitional housing options to older adults, including adults over age-60 with disabilities, who are experiencing abuse, neglect and/or exploitation and to assist with the range of service needs unique to older adults.(1)  These services are designed to be comprehensive, personalized supports and resources to address the complex issues and challenges that often accompany the maltreatment experience and can interfere with the older adult obtaining long-term housing stability. These services include, but are not limited to, stable and permanent housing solutions, legal services, transportation, life skills, education, counseling, and services to address trauma. The experience of elder maltreatment and the tools required to help them recover from the trauma of their experience will differ across individuals depending on their background and cultural experiences.(2)  These challenges are often further heightened amongst marginalized populations including Black, Indigenous, and People of Color, as well as economically poor, religious, non-U.S. citizen and LGBTQ+ populations.

In many cases, existing domestic violence programs are not designed to address the complex housing and service needs of older adults.  For example, while elder abuse can include intimate partner violence, it also includes family violence, as well as abuse, neglect and/or exploitation committed by a third party against the older adult, which is outside of the eligibility requirements of most domestic violence shelters. Moreover, the abuse of older individuals may present quite differently when compared to younger adults.  Notably, abusers may reduce the frequency of physical violence and instead use control tactics through economic coercion, psychological abuse, and verbal threats.(3)  A comparison of older and younger women victims found that older women were less likely to be working and more dependent on public income sources and they were more likely to be widowed.(4)  This confluence of differences in the experience of abuse for older adults compared to younger adults also affect the types of supports and services that each group needs. Domestic violence shelters are often not equipped to provide the continuum of medical, housing, and social service care most needed by older adults. For example, research on emergency shelters and short-term supportive housing for older women

found that services for older women are not as readily available and do not adequately accommodate their specific needs such as assistance with medications, support groups, and accessible environments.(5)  Finally, domestic violence shelters typically can only shelter individuals between 30-60 days (6), while cases involving older adults are more complex and take longer to stabilize, often well beyond this time frame.

There are several examples of domestic violence shelters that have specialized programs that focus on coordinating, either on site or with partner agencies, for elder shelter and supportive services. These examples, however, are mostly designed for older adults who can perform their activities of daily living independently.  These domestic violence shelters generally are not set up to accommodate older individuals who have physical or cognitive needs.  Additionally, these older adults may require a range of services not typically available in domestic violence shelters.

One of the first elder shelters was integrated into a long-term care setting.  This type of elder shelter can benefit from the trained staff, supportive services, relationships with external partners, and activities already in place in long-term care setting to meet the needs of older adults who have experienced abuse so severe that they have had to relocate out of their own homes.(7)  While it has produced positive results for both the elder clients served and potential cost savings for stakeholders (8), currently this type of elder shelter is found in only 25 local communities in the U.S.

In addition to a traditional, stand-alone shelter model or a model based out of a long-term care setting, other initiatives have emerged that locate elder shelters in various alternative settings to address both the emergency and transitional housing and service needs of older adults, including those with disabilities, who have experienced abuse, neglect and/or exploitation.  For example, Adult Protective Services (APS) agencies have coordinated with housing providers in their communities to find safe emergency housing options and to provide a range of supportive services for older adults and adults with disabilities to escape unsafe living situations and to mitigate the abuse, neglect, and/or exploitation they are experiencing.


**Funding Opportunity Description**

The purpose of this funding opportunity is to support the proliferation of appropriate, acceptable, and effective emergency and transitional housing and supportive services for older adults, including those with disabilities, who are experiencing abuse, neglect and/or exploitation. In particular, ACL seeks applications that propose innovative and cost-effective approaches for providing emergency shelter and supportive services to older adults, including those with disabilities, and that propose practical strategies to implement those approaches.  Proposed activities and efforts should reflect ACL's commitment to a person-directed approach that is based on people's strengths, assets, goals, culture, and expectations, along with their needs, and is based on the belief that all individuals have the right to exercise choice in, and control of, the services they receive.

As a result of these grants, ACL expects the following outcomes:

1. Improved knowledge of elder shelter models that are successful in:

   - Providing emergency shelter /transitional housing to older adults, including those with disabilities, who have experienced abuse, neglect, and/or exploitation,

- Providing appropriate, acceptable, person-directed, and trauma-informed supportive services, and
- Transitioning older adults from emergency housing back to stable, safe, and permanent housing of their choice.

2. Identification of the mechanisms that contribute to effective, sustainable, and replicable elder shelter models.

3. Improved understanding of optimal methods for determining and measuring which services or combinations of services produce better outcomes for older adults, including those with disabilities, who have experienced abuse, neglect and/or exploitation.

4. Improved understanding of effective approaches to equity and accessibility to respond to the unique and diverse needs in underserved populations among older adults, including those with disabilities, who have experienced abuse, neglect and/or exploitation.

5. Improved capacity of local communities to meet the emergency shelter and supportive service needs older adults, including those with disabilities, who have experienced abuse, neglect, and/or exploitation.

Strong applications will describe how they will determine and measure which services or combinations of services produce better outcomes for older adults, increase access to emergency shelter and supportive services, and address disparities among underserved and minority older adult populations. As part of their proposal, applications must include and/or address all the following:

1. Within three (3) months of the grant award, grantees are expected to have completed a needs assessment to understand the gaps in emergency shelter and supportive service delivery for older adults, including those with disabilities, to be served by this project. The needs assessment must include the identification of disparities, and specialized cultural and linguistic needs.
2. Proposed interventions to provide emergency shelter/transitional housing and related supportive services to older adults, including those with disabilities, who have experienced abuse, neglect, and exploitation are evidence-informed and/or evidence-based and incorporate a person-directed, trauma-informed approach (9).
3. Identify and provide referral pathways to support services (e.g., healthcare services, counseling, legal services, and assistance with obtaining benefits, etc.) and propose approach/es to assist older adults to obtain more permanent, safe, and sustainable housing.
4. Evaluation: Applications must include a description of the method/s that will be employed to successfully measure whether the project has achieved its proposed outcome(s), as well as the overall goal for this funding opportunity. If an evaluator will be engaged for the project, applicants should include this information in the project narrative, and in the budget if there is an associated cost or in-kind contribution.

   *Please Note*: Grantee evaluations of their projects facilitate the government in assessing whether programs are effective in producing positive change. Therefore, ACL is committed to providing technical assistance to grantees with the refinement and carrying out of a project's evaluation plan. Technical assistance to the grantees

will be provided primarily by ACL program staff via regular conference calls and email correspondence. Applicants should be prepared to include progress and information/data on the project's outcomes and the evaluation in semi-annual reports and at other times as agreed upon by the grantee and ACL.

5. <u>Logic Model</u>: A logic model is required for this opportunity and it should be included as an attachment to the application. A sample logic model is included as an attachment. Developing a logic model clarifies thinking and aids an organization in identifying outcomes and ways to document and measure progress toward defined objectives. During program design and planning, developing a logic model assists in formalizing program strategy and enhance the ability to explain and illustrate program concepts to key stakeholders. Applicants should use the logic model in organizing their proposal. As a condition of award, within the first six months of the project new grantees will be asked to make any necessary revisions to the logic model of their project. More information on logic models can be found within "ACL's Logic Model Guidance (10)."

6. <u>Final Report</u>:  HHS grants policy requires all recipients of grant funding to submit a final project report. In addition to this report, grantees must submit to ACL a final report, document, or briefing paper that discusses the funded project, its results, and implications for replication.

More information about the requirements for an application's project narrative can be found in Section IV. Application and Submission Information.

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References:
(1) Elder Abuse and Its Prevention: Workshop Summary. (2013). In Policy File. National Academy of Sciences.
(2) Smucker, Sierra, Jirka Taylor, Ivy Todd, Emily Hoch, Monique Martineau, Deven Clark, Meagan Cahill, and Esther M. Friedman, Evaluability Assessment and Evaluation Options for an Elder Abuse Shelter Model. Santa Monica, CA: RAND Corporation, 2023. https://www.rand.org/pubs/research_reports/RRA931-2.html
(3) Crockett, C., Brandl, B., & Dabby, F. C. (2015). Survivors in the Margins: The Invisibility of Violence Against Older Women. Journal of elder abuse & neglect, 27(4-5), 291–302. https://doi-org.ezproxyhhs.nihlibrary.nih.gov/10.1080/08946566.2015.1090361
(4) Lundy, M., Grossman, S.F. Domestic Violence Service Users: A Comparison of Older and Younger Women Victims. J Fam Viol 24, 297–309 (2009). https://doi-org.ezproxyhhs.nihlibrary.nih.gov/10.1007/s10896-009-9230-y

(5) Weeks, L. E., Stilwell, C., Gagnon, D., Dupuis-Blanchard, S., MacQuarrie, C., & Jackson, L. A. (2021). Initiatives to Support Older Women Who Experience Intimate Partner Violence. Violence against women, 27(15-16), 3011–3029. https://doi-org.ezproxyhhs.nihlibrary.nih.gov/10.1177/1077801220988355

Leblanc K., Weeks L. E. (2013). Are transition houses equipped to meet the needs of women in midlife and older? Journal of Family Violence, 28(6), 535–545. https://doi-org.ezproxyhhs.nihlibrary.nih.gov/10.1007/s10896-013-9525-x

(6) Lyon, E., Lane, S., & Menard, A. (2008). A multi-state study of domestic violence shelter experiences, final report. https://www.ojp.gov/pdffiles1/nij/grants/225025.pdf
(7) Levin, M.K., Reingold, D., & Solomon, J. (2020). Elder Abuse Shelter Programs: From Model to Movement. Generations, 44(1) 74-80. https://www.springalliance.org/wp-content/uploads/2020/08/Fact-Sheet-Elder-Abuse-Shelter-From-Model-to-Movement.pdf
(8) Smucker, S., Friedman, E., Cahill, M., Taylor, J., Daly, J., & Shih, R. (2021). An Initial Evaluation of the Weinberg Center for Elder Justice's Shelter Model for Elder Abuse and Mistreatment. Santa Monica, CA: RAND Corporation. Retrieved April 10, 2024 from https://www.rand.org/pubs/research_reports/RRA931-1.html
(9) See https://acl.gov/programs/strengthening-aging-and-disability-networks/advancing-care-holocaust-survivors-older#:~:text=PCTI%20was%20envisioned%20as%20a,programs%2C%20policies%2C%20and%20procedures
(10) See https://acl.gov/sites/default/files/programs/2020-10/ACL%20Logic%20Model%20Guidance.pdf

**Statutory Authority**
Sections 411 of the Older Americans Act, as amended, and Title XX of the Social Security Act, Subtitle B, the Elder Justice Act of 2009, Section 2042.

# II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$5,825,000

Expected Number of Awards:
5

Award Ceiling:
$500,000
Per Budget Period

Award Floor:
$350,000
Per Budget Period

Length of Project Period:
24-month project period with two 12-month budget periods
Other

**Additional Information on Project Periods and Explanation of 'Other'**

This funding opportunity is one of three under ACL's Elder Justice Innovation Grants (EJIG) program. The total funding available for the EJIG program is $5,825,000. Under this competition, ACL will award approximately five (5) new, cooperative agreements ranging from $350,000 - $500,000 each. The project period will be for 24-months (or, 2 years), and the budget periods will be two (2), 12-month periods. Applications for continuation funding beyond the initial year will be reviewed on a non-competitive basis, subject to the availability of funds, contingent on satisfactory progress of the grantee, and a determination by ACL that continued funding will be in the best interest of the government.

This funding opportunity announcement is for new cooperative agreements. As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of ACL in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

By accepting an award under this funding opportunity announcement, the **grantee** agrees to execute the responsibilities outlined below:

1. Fulfill all of the requirements of the grant initiative as outlined in this program announcement, as well as carry out project activities as reviewed, approved, and awarded.
2. Collaborate with the Administration for Community Living (ACL) in the execution of the work plan and collaborate with ACL in understanding the programmatic and budgetary issues of the project. Based on these negotiations 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 during the grant period.
3. Meet with the ACL project officer at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
4. Create products and/or materials under this award that are accurate, objective, unbiased, free of errors, and of high quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product in order for the ACL project officer to have at least 10 business days to ensure the product meets the requirements set forth in the program announcement and cooperative agreement.
5. Submit to the ACL project officer a final, clean copy of all data developed or supported with these grant funds, in the format in which it was developed or produced, as provided for in the HHS Grants Policy Statement and referenced in the Notice of Award. The HHS Grants Policy Statement defines "data" as: "recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data" (HHS Grants Policy Statement, Part II, "Rights in Data", page II-69).
6. Include the following disclaimer on all products produced using grant funding, including those produced by sub-awards: "This (report/document/etc.) was supported, in part, by a grant (No. XXX) from the Administration for Community Living (ACL), U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions.

Therefore, points of view or opinions do not necessarily represent official ACL or DHHS policy."

The ACL project officer will execute the responsibilities outlined below:

1. Perform the day-to-day federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL, and the Department of Health and Human Services by conducting periodic briefings and by carrying out ongoing consultations. ACL will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the grantee and their activities.
4. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 10 business days, the ACL project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement and this cooperative agreement.
5. Provide consultation to the grantee in identifying emerging issues and modifying work plan as necessary.
6. Meet with the grantee project director at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

Upon execution of this cooperative agreement, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the mutual agreement of both parties, except where ACL is authorized under the Terms and Conditions of award, 45 CFR Part 74 or 92, or other applicable regulation or statute to make unilateral amendments. When an award is issued the cooperative agreement terms and conditions from the program announcement are incorporated by reference.

# III. Eligibility Information

## 1. Eligible Applicants

For FY 2024 the below guidance is provided to advance the Administration's policy, as stated in E.O. 13985, to "pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality." This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By

advancing equity in our NOFOs, we can "create opportunities for the improvement of communities that have been historically underserved, which benefits everyone."

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 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.**

**Match Requirement:** Applicants will provide 20% of the project's total cost. ACL must hold recipients accountable for their projected commitments of non-federal resources. This includes those at or above the statutory requirement. We place match commitments in the Notice of Award (NOA). Not meeting the committed match amount may result in the disallowance of federal funds. You will need to report matching funds in Federal Financial Reports.

**Calculating the Match:** Under this program, ACL will fund no more than 80% of the project's total cost, which means that you must cover at least 20% of the project's total cost with non-federal resources. In other words, for every $4 you receive in federal funding, you must contribute at least $1 in non-federal resources. A common error applicants make is to match 20% of the federal share, rather than 20% of the project's total cost.

**Types of Match:** There are two types of match: 1) non-federal cash and 2) non-federal in-kind. You can meet your match requirement through any combination of:

- Cash contributed by the applicant organization
- Cash contributed by partners or other third parties
- In-kind (non-cash) contributions from third parties

## 3. Responsiveness and Screening Criteria

**Application Responsiveness Criteria**

Applications that do not meet the following responsiveness criteria will be administratively eliminated and will not be reviewed. The successful applicant under **this opportunity** will be organizations that meet the following responsiveness criteria:

1. Demonstrated knowledge of abuse, neglect, and exploitation of older adults.
2. Demonstrated knowledge of emergency and transitional housing/shelters.
3. Demonstrated capacity and experience to design, plan, and execute projects of similar scope and magnitude.
4. Letters of Commitment are included for agencies, organizations, consultants, or entities that are specifically named to carry out any aspect of the project, other than the applicant. The letters of commitment are on the letterhead of the committing entity, details the specific role and resources/activities that will be provided in support of the applicant's project, and are signed.
5. CVs/Resumes are included for each person identified as "key personnel," each of whom is an authorized representative of the highest court of the state.
6. Application includes a budget covering all 2 years (24 months) of the project.
7. Application includes a work plan covering all 2 years (24 months) of the project.

**Application Screening Criteria**
All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the three (3) screening criteria described below will not be reviewed and will receive no further consideration.

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

1. Applications must be submitted electronically via http://www.grants.gov by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times.**
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Times New Roman or Arial.**
3. The Project Narrative must not exceed 20 pages. **Project Narratives that exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Abstract, Project Work Plan, Bibliography/Works Cited, Letters of Commitment, Vitae of Key Project Personnel, Budget, and Logic Model are **NOT** counted for purposes of the 20-page limit.

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

# IV. Application and Submission Information

# 1. Address to Request Application Package

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

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

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

- At the https://www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a UEI 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 UEI number in each application or plan to submit to the OPDIV.

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities.
- 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 acknowledgment from https://www.grants.gov that contains https://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form from https://www.grants.gov.

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

## 2. Content and Form of Application Submission

## Letter of Intent

Number of Days from Publication 30

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

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

c/o Eden Ruiz-Lopez
Office of Elder Justice and Adult Protective Services
E-mail:  Eden.Ruiz-Lopez@acl.hhs.gov

# Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 16 to 20 pages; 20 pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

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

- Project Relevance and Current Need
- Proposed Approach
- Dissemination
- Special Target Populations
- Outcomes, Evaluation, and Impact
- Organizational Capability and Capacity

The components of the Project Narrative that are required but NOT counted as part of the 20-page limit include:

- Project Abstract
- Bibliography/Works Cited
- Budget Narrative/Justification
- Project Work Plan
- Letters of Commitment
- Vitae of Key Project Personnel
- Logic Model

# Project Abstract

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

# Project Relevance and Current Need

This section should describe the nature and scope of the particular problem or issue the application is designed to address. Strong applications will demonstrate that the proposed project is justified in terms of the most recent, relevant, and available information, evidence-informed and/or evidence-based practices, and/or new and cutting-edge research.

# Proposed Approach

*Goal(s) & Objectives*

Applications should describe their proposed project's goal(s) and major objectives in relation to the overarching goal of this program discussed in Section I. "Funding Opportunity Description": Increase the availability of appropriate, acceptable, and effective emergency and transitional housing and supportive services for older adults, including those with disabilities, who are experiencing abuse, neglect and/or exploitation.

Goals include the project's overall purpose, like a mission statement that says what you want to do and where you want to be after the project. Objectives are narrow, specific, and clear steps towards your goals. Applications are free to propose more than one goal and objective. However, application scores will not be based on, nor correspond to, the number of proposed goals or objectives.

*Proposed Activities*

This section should provide a clear and concise description of the approach and activities you are proposing to achieve the project goals and objectives. You should also describe the rationale for using a particular approach, including factors such as: "lessons learned" from previous, similar projects or factors in the larger environment that have created the "right conditions" for the approach. Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers.

Specifically, this section should describe how applicants will determine and deliver services or combinations of services to produce better outcomes for older adults who have experienced abuse, neglect, and/or exploitation, increase access to emergency shelter and supportive services for those individuals, and address disparities among underserved and minority older adult populations. At a minimum, applications must discuss their approach to all the following:

1. The needs assessment requirement;
2. Providing emergency shelter /transitional housing to older adults, including those with disabilities, who have experienced abuse, neglect, and/or exploitation;
3. Providing appropriate, acceptable, person-directed, and trauma-informed supportive services in addition to emergency shelter to those older adults;
4. Transitioning older adults from emergency housing back to stable, safe, and permanent housing of their choice; and
5. Improving the capacity of local communities to meet the emergency shelter and supportive service needs older adults, including those with disabilities, who have experienced abuse, neglect, and/or exploitation.

*Dissemination*

ACL expects that nationwide dissemination of products and knowledge will occur, and ACL will facilitate dissemination of information by posting to ACL-hosted websites. In addition to this method, applicants should propose approaches to informing parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, especially to those parties who would be interested in replicating the projects.

# Special Target Populations and Organizations

This section should describe how the proposed intervention will target disadvantaged populations, including people of color and others such as with limited-English proficiency, those residing in rural areas and individuals with low-income who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. Please describe how you plan to reach underserved/under-resourced communities including but 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.

# Outcomes, Evaluation, and Impact

*Outcomes*

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. ACL has identified in Section I. "Funding Opportunity Description" a set of outcomes expected of the overall effort. As a result of these grants, ACL expects increased knowledge of and capacity to deliver:

1. Effective, acceptable, sustainable, and replicable elder shelter models along with
2. Supportive services that produce better outcomes for older adults, including those with disabilities, who have experienced abuse, neglect and/or exploitation, and that respond to the unique and diverse needs in underserved populations among older adults, including those with disabilities.

This section should also describe how the project's outcomes might benefit the field at large (e.g., help other organizations throughout the nation to address the same or similar problems). Please reference the optional Sample Work Plan Template included in the Appendix Section. You may 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. NOTE: ACL will not fund any project that does not include measurable outcomes.

Applicants are free to propose outcomes in addition to what ACL has established for this funding opportunity. If applicants choose to do so, please be aware that applications are scored on the clarity and nature of your proposed outcomes, not on the number of outcomes proposed. If an applicant identifies additional outcomes, be mindful that a "measurable outcome" is an observable end-result that describes how a particular effort will benefit consumers. It could be an improvement in knowledge or understanding of restoration of individual's sense of safety, empowerment, and access to community resources to promote overall well-being. Outcomes are the measurable results of a project that can include changes in clients, systems, organizations, and communities. A measurable "outcome" is not a measurable "output". Examples of "outputs" include: the number of clients served; the number of training sessions held; or the number of service units provided.

The Evaluation section (see below) will describe how the outcome(s) will be measured and reported.

*Evaluation*

This section should describe the method(s), techniques, and tools that will be used to: 1) determine whether or not the proposed interventions achieved anticipated outcomes, 2) identify which services or combinations of services yielded improved outcomes, and 3) document the "lessons learned" – both positive and negative - from the project. A component of the evaluation plan should include a discussion of how success will be measured. Applications must describe the proposed measures of success for the overall initiative and should include specific information about how data will be collected, managed, monitored, analyzed, and used to enhance the intervention.

*Logic Model*

Applicants should use a logic model in organizing their proposal. A sample logic model is included in the Appendix. The logic model is requirement for the application and should be included as an attachment. The logic model is provided as a tool to help applicants organize planning. As a condition of the award, new grantees will be asked to make any necessary revisions to their logic model of their project within the first six months of the project. The logic model is not counted towards the page limit.

# Organizational Capability and Capacity

In this Section, applicants will describe their overall knowledge, skills, and abilities to carry out the proposed project.

*Organizational Capability and Capacity*

Each application should include an organizational capability statement. The organizational capability statement should describe how the applicant organization or agency is organized, the nature and scope of its work, and/or the capabilities it possesses. If appropriate, include an organization chart showing the relationship of the project to the current organization. An organizational chart can be included as an attachment to the project narrative and will not count towards the narrative page limit.

This section should also describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project. External project collaborators who will have a significant role in implementing the project or achieving a project goal must send the applicant a Letter of Commitment, which should include at minimum the collaborator's: role, resources, and activities the collaborator intends to provide to the project. If applicable, the Letter of Commitment should specifically state how the collaborator will help reach special target populations. Applicants must attach the Letter of Commitment to their application.

*Qualifications*

This description should cover qualifications, current or previous relevant experience/expertise, and/or the record of the project team with in elder and adult maltreatment, emergency and/or transitional housing options, and implementing projects of similar scope and magnitude as this opportunity. Include information about any contractual organization(s) or persons that will have a significant role(s) in implementing the project and achieving project goals. Please attach short vitae for key project staff only. Vitae or resumes can be included as attachments and will not count towards the narrative page limit.

*Project Management*

This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project's objectives and outcomes. It should 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.  Throughout the entire grant period, ACL expects the Project Director will be meaningfully and substantively involved in the project. Finally, this funding opportunity should not serve as a "conduit" or "pass through" for funding.

## Bibliography/Works Cited

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 use 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 may attach a "Bibliography" or "Works Cited" section to the end of the project narrative to cite sources properly. The bibliography must only contain bibliographic information for sources cited in the Project Narrative. This section will not count towards the 20-page limit. Any entry in the bibliography that is not a source citation, such as an explanatory note, will be removed.

## Budget Narrative/Justification

The Budget Narrative/Justification may be provided using the format included in the attachment document entitled "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 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. Accordingly, applications must include a budget for each of the 2 years of this project.

Because the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, a narrative budget justification should be included that summarizes the cost estimated per proposed project, activity, or product. This budget justification is helpful in assessing the reasonableness of the type and amount of work that is planned and what the applicant expects for the overall cost.

## Project Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover each of the two (2) sequential years of the project period. It should include a statement of the project's overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcomes. For each major task/action step, the work plan should identify timeframes involved (including start- and end-

dates), and the lead person responsible for completing the task. Please use the "Project Work Plan - Sample Template" format as a reference and resource, if desired.

## Letters of Commitment from Key Participating Organizations and Agencies

Letters of Commitment must be included for any organization or individual who is identified as a key partner, key personnel, or otherwise named to carry out specific activities in the application. The Letters of Commitment must specify the partnering organization's or individual's role, resources, and activities that will be provided in support of the applicant's project.  The organization's or individual's expertise, experience, and access to targeted population(s), if applicable, should also be described in the Letters of Commitment.  Letters of Commitment must be on the letterhead of the committing agency or business and must be signed by the person authorized to commit the agency to the activity/partnership. Signed Letters of Commitment should be included as attachments in the application package.

Letters of Commitment are different from "Letters of Support." Letters of Support are letters that are general in nature that speak to the writer's belief in the capability of an applicant to accomplish a goal/task. Letters of support might indicate an intent or interest to work together in the future. However, letters of support generally lack the specificity required of Letters of Commitment and generally do not indicate that agreement to partner has been reached. Moreover, the author of a Letter of Support might not be identified by the work plan as a core/key partner or collaborator. Applicants are free to submit Letters of Support, but they are not required and they will not be scored.

Signed letters of commitment should be scanned and included as attachments in your application package.

## 3. Unique Entity Identifier and System for Award Management (SAM)

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 UEI number 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 UEI number in each application or plan to submit to the OPDIV.

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to this help article.
- 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 acknowledgment from https://www.grants.gov that contains https://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form from https://www.grants.gov.

# 4. Submission Dates and Times

Due Date for Applications 06/18/2024

06/18/2024

Date for Informational Conference Call:
04/25/2024
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](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](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.](http://www.grants.gov.)

Date for Informational Conference Call: April 25, 2024 3-4 pm ET.

To register for the informational conference call, please visit:

[https://events.gcc.teams.microsoft.com/event/cc9af80f-03f7-405b-b0ab-7c7ac3b596ee@d58addea-5053-4a80-8499-ba4d944910df](https://events.gcc.teams.microsoft.com/event/cc9af80f-03f7-405b-b0ab-7c7ac3b596ee@d58addea-5053-4a80-8499-ba4d944910df)

# 5. Intergovernmental Review

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

# 6. 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.

## 7. Other Submission Requirements

# V. Application Review Information

## 1. Criteria

Applications are scored by assigning a maximum of 100 points across five criteria. These scoring categories track with the organization of the Project Narrative described in Section IV.2 above.

- A. Project Relevance & Current Need (10 points)
- B. Proposed Approach (35 points)
- C. Special Target Populations (5 points)
- D. Outcomes, Evaluation, and Impact (20 points)
- E. Organizational Capability & Capacity (10 points)
- F. Budget (20 points)

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

- Is the proposal relevant to the intent, goals, and objectives of this funding announcement as described in Section I?
- Does the proposed project clearly and adequately identify the current issues the proposal intends to address?
- Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge about adult maltreatment prevention and intervention, evidence-informed or evidence-based practices, and/or new and cutting-edge research?

**Proposed Approach**                    **Maximum Points:** 35

*Goals and Objectives*

- Are the goals and measurable objectives clearly identified, and are they consistent with the purpose, goals, and objectives of the funding opportunity?
- If the applicant proposed objectives in addition to those identified by ACL in Section I., are the additional objectives relevant to the goals of this funding opportunity as outlined in Section I.?

*Interventions and/or Approaches*

- Are the *interventions and/or approaches* clearly defined and aligned to the goals and objectives?
- Does the application justify the selected/proposed activities and approaches?

- Does the application describe how the proposed activities will be carried out?
- Does the proposal reflect a coherent and feasible approach for successfully addressing the identified problem and achieving the identified outcomes, goals, and objectives?
- Does the project take into account barriers and opportunities that exist in the larger environment that may impact the project's success?

*Work Plan*

- Is the project *work plan* clear and comprehensive and cover each of the two (2) years of the project?
- Does it include sensible and feasible timeframes for the accomplishment of tasks presented?
- Does the work plan include specific objectives and tasks that link to measurable outcomes?
- Are the roles and responsibilities of project staff, consultants, and partners clearly defined and linked to specific objectives and tasks?
- Does the work plan include data collection activities that are tied to the project's outcomes and evaluation?

*Dissemination*

- Will the *dissemination* plan get relevant and easy to use information in a timely manner to parties that might be interested in making use of them?
- Does the applicant reflect knowledge of current best practices in using technology, social media platforms and communication tools to reach the project's goals?
- Does the applicant clearly state what information, tools and systems change the project will achieve?

**Special Target Populations**                                    **Maximum Points:** 5

- Does the application reflect ACL's commitment to advancing equity, racial justice, and equal opportunity?
- Does the proposed project identify and describe the older adults, including those with disabilities, experiencing abuse, neglect, and/or exploitation and the geographic catchment area where services will be delivered that aligns with the focus of this program?
- Does the application describe whether, and if so, how, the proposed intervention will target hard-to-reach populations, including limited-English speaking populations, those of greatest economic need, those of greatest social need, and/or underserved and underrepresented groups?

**Outcomes, Evaluation, and Impact**                          **Maximum Points:** 20

- Are the expected project benefits, results, and impact clear, realistic, and consistent with the objectives and purpose of the project, as well as with this funding opportunity?
- Are the proposed *outcomes* of the proposed project quantifiable and measurable?
- Are the anticipated outcomes likely to be achieved, and will they *significantly benefit* the elder justice field?

- Does the project *evaluation* reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)?
- Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is there specific information about how data will be collected, managed, monitored?
- Does the evaluation explain how data will be analyzed and used to enhance the intervention? Is the evaluation also designed to capture "lessons learned" from the overall effort that might be of use to the field, especially those who might be interested in replicating the project?

**Organizational Capability and Capacity**                                    **Maximum Points:** 10

Capacity

- Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation?
- Does the applicant demonstrate successful history of projects similar in scope and magnitude?
- Is it clear how the applicant agency is organized, the nature and scope of its work, and/or the capabilities it possesses, and do these demonstrate the ability for the applicant to successfully complete the project?

Qualifications

- Do the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles?
- Do they demonstrate expertise in adult maltreatment issues?
- Does the project team have a record with prevention, intervention, and/or response to adult maltreatment projects, interventions, and programs?

Collaborations

- Does the proposed approach identify and involve in a meaningful way stakeholder groups that are critical for the success and sustainability of the project?
- If other, community-based organizations will be involved, does the application demonstrate that the organization/s will be involved in a meaningful way in the planning and implementation of the proposed project?
- Are Letters of Commitment from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Project Management

- Is the applicant agency significantly and meaningfully involved in carrying out the project? Is there a clear delineation of the roles and responsibilities of project staff, consultants, and partner organizations?

- Does the proposal include a clear and coherent management plan that specifies 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). Is the approach that will be used to monitor and track progress on the project's tasks and objectives reasonable and feasible?
- Are the proposed project director(s), key staff, and consultants dedicating an appropriate amount of time to fulfill their obligations to the project?

**Budget**                                               **Maximum Points:** 20

- Is the budget justified with respect to the adequacy and reasonableness of resources requested? Are budget line items clearly delineated and consistent with work plan objectives (i.e., a clear and strong relationship between the stated objectives, project activities, the work expected to be performed, and what it will cost)?
- Is the time commitment of the proposed director and other key project personnel, as reflected in the budget, sufficient to assure proper direction, management, and timely completion of the project?
- Is a two (2) year budget included that covers the entire proposed project period, as well as a budget covering each individual year?
- Does the application include a budget narrative, as requested, that summarizes the budget in terms of major activity/deliverable?

**Bibliography/Works Cited**                                **Maximum Points:** 0

Applicants must document all of their source material. If any text, language and/or materials are from another source, the application must make it clear the material is being quoted and where the text comes from. The application must also cite any sources when they use numbers, ideas, or other material that is not their own. If the application 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. Applicants have been advised to include a "Bibliography" or "Works Cited" section with the project narrative.

# 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. These reviewers are objective experts in their field, free from conflicts of interest with applicants, and are drawn from academic institutions,

non-profit organizations, state and local governments, and in some cases 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; geographic distribution; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected.

## 3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/01/2024

# 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.

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690). To learn more, see the HHS Office for Civil Rights 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 $30,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

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

# VII. Agency Contacts

**Project Officer**
**First Name:**
Eden
**Last Name:**
Ruiz-Lopez
**Phone:**
(202)795-7498
**Office:**
Eden.Ruiz-Lopez@acl.hhs.gov
**Grants Management Specialist**
**First Name:**
Miles
**Last Name:**
Rather
**Phone:**
(202) 240-3165
**Office:**
Miles.Rather@acl.hhs.gov

# VIII. Other Information

Sample Logic Model (see Appendix section).

# 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

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity, The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html and https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/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-harassment.
- 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

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.

If you receive an award, HHS may terminate it if any of the conditions in 2 CFR 200.340(a)(1)-(4) are met. No other termination conditions apply.

## 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 UEI** (REQUIRED): If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records.

**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.

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**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**

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**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 subrecipient.

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**<br><br>Project Director (name) = .5 FTE @ $95,401/yr = $47,700<br><br><br>**Non-Fed Cash** |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | Officer Manager (name) = .5FTE @ $47,108/yr = $23,554 |
| | | | | | **Total**<br>71,254 |
| Fringe Benefits | $17,482 | $8,632 | $0 | $26,114 | **Federal**<br>Fringe on Project Director at 36.65% = $17,482<br><br>FICA (7.65%)<br><br>Health (25%)<br><br>Dental (2%)<br><br>Life (1%)<br><br>Unemployment (1%)<br><br>**Non-Fed Cash**<br><br>Fringe on Office Manager at 36.65% = $8,632<br><br>FICA (7.65%)<br><br>Health (25%)<br><br>Dental (2%)<br><br>Life (1%)<br><br>Unemployment (1%) |
| Travel | $4,707 | $2,940 | $0 | $7,647 | **Federal**<br>Local travel: 6 TA site visits for 1 person<br><br>Mileage: 6RT @ .585 x 700 miles<br>$2,457<br><br>Lodging: 15 days @ $110/day<br>$1,650<br><br>Per Diem: 15 days @ $40/day<br>$600<br><br>Total<br>$4,707<br><br>**Non-Fed Cash**<br><br>Travel to National Conference in (Destination) for 3 people<br><br>Airfare 1 RT x 3 staff @ $500<br>$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<br><br> Total $30,171<br><br>*If contract details are unknown due to contract yet to be made provide same information listed above and:*<br><br>A detailed evaluation plan and budget will be submitted by (date), when contract is made. |
| Other | $5,600 | $0 | $5,880 | $11,480 | **Federal**<br>2 consultants @ $100/hr for 24.5 hours each = $4,900<br><br>Printing 10,000 Brochures @ $.05 = $500<br><br>Local conference registration fee (name conference) = $200<br><br>Total $5,600<br><br>**In-Kind**<br><br>**Volunteers**<br><br>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<br><br>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* |
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NOTE: Please do note infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

# Instructions for Completing the Project Summary/ Abstract

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

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

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

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

**Products** - materials, deliverables.

- A model abstract/summary is provided below:

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

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

## 1. Project Director.

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

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

## Sample Logic Model

| Inputs & Resources | Activities | Outputs | Outcomes – Short & Intermediate | Impact |
|---|---|---|---|---|
| What are the investments and resources available to the project to accomplish the activities, such as staff, funding, materials, expertise from partners, resources from community partners, etc.? | Describe/summarize the events or actions the project will do with the resources to address the problem. | What is being produced or delivered that directly contributes to the outcomes? For example, number of people served, number of hours of counseling services provided, documents/materials produced. | What are the specific, measurable changes that occur because of the intervention? Changes can be in participants' behavior, knowledge, or skills. Further, changes may be divided into Short-term and Intermediate outcomes. | Impacts are the ultimate goals of a project and are organizational-, community-, or system-level changes. What is the ultimate change occurring as a result of project activities over multiple years? |

| Context: |
|---|
| What are the conditions in the community, characteristics of target population(s), and/or other factors that could have a positive or negative effect on the success of the intervention?  These contextual factors might be outside the project's control, but need to be considered when planning the project. |