Administration for Community Living

Administration on Aging

Pension Counseling & Information Projects
HHS-2024-ACL-AOA-PCRP-0015
05/20/2024

Signature

Date

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ACL Center:
Administration on Aging
Funding Opportunity Title:
Pension Counseling & Information Projects
Funding Opportunity Number:
HHS-2024-ACL-AOA-PCRP-0015
Primary CFDA Number:
93.048
Due Date for Letter of Intent:
Date will be generated on synopsis publication
Due Date for Applications:
05/20/2024
Date for Informational Conference Call:
03/25/2024
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

Since 1993, the Administration on Aging (AoA), now a part of the Administration for Community Living (ACL), has funded the Pension Regional Counseling Programs (PRCPs) to help individuals understand and exercise their pension rights. The counseling projects provide individuals with many pension-related access services, including: advice, outreach, referral, location of lost plans, advocacy with plan administrators, and representation in administrative proceedings. All services are provided regardless of age or income. Projects pursue a comprehensive approach to advancing pension equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. With this opportunity, ACL plans to provide funding to support six (6) PRCPs, in regions defined by ACL.

I. Funding Opportunity Description

Note on Exclusive Subject Matter: For purposes of this grant program, "pensions" or "pensions and retirement savings plans" include defined benefit pensions, defined contribution plans and profit-sharing plans that provide retirement income, and that are sponsored by government and private employers. This program addresses the retirement income benefits of plans. It does not engage with investments made by defined contributions or profit-sharing plans to generate that income, or with litigation regarding such investments. PRCPs are exclusively focused on gaining access for clients to pension benefits.

BACKGROUND

Ensuring economic security in retirement is essential to pursuing 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. Income from employer-sponsored pensions and retirement savings plans are increasingly crucial for the retirement security of many Americans. Finding a trustworthy place for personalized, hands-on help in obtaining earned benefits can make the difference between poverty, or even unwanted institutional placement, and living one's retirement years with independence and dignity.

Even for the simplest of pension questions, it can be daunting to find capable legal assistance. Finding a lawyer can be difficult and discouraging due to the highly specialized and complex nature of this area of practice. Often, pension matters of those most dependent on income from pension plans - low and moderate wage earners and their dependents - are of modest fiscal value that may not be able to retain assistance from the private bar.

Program History

In recognition of the above, Congress directed the AoA (now a component of ACL) to develop demonstration projects specifically designed to help individuals understand and exercise their pension rights: the PCRPs. The PCRPs provide individuals with many services, including advice, outreach, referral, location of lost plans, administrative advocacy with plans, and representation in administrative proceedings regardless of age or income. PCRP activities enhance the financial, emotional, physical, and mental well-being of older adults, enabling individuals to make informed choices, as well as helping them to remain in their own homes and communities with improved quality of life.

PCRPs have been overwhelmingly successful across a variety of measures, the most impressive being it has recovered over $263 million in benefits for the tens of thousands of clients served. This represents a direct return of more than $9 for every federal funding dollar invested.

PCRPs are supported by the National Pension Assistance Resource Center (NPARC), which provides the counseling projects with substantive legal training, case consultation, and operational coordination and support. NPARC is also charged with providing nationwide outreach, information, and referral services. The PCRPs and NPARC maintain an extensive outreach program that helps raise awareness of pension rights and the availability of assistance though the PCRPs and NPARC.

PROGRAM DESCRIPTION

Per Section 215(e)(1) of the Older Americans Act (OAA), the PRCP grantees will carry out the following activities:

1. Provide counseling (including direct counseling and assistance to individuals who need information regarding pension and other retirement benefits) and information to assist individuals in obtaining, or establishing rights to, and filing claims or complaints regarding pension and other retirement benefits. PRCPs address the retirement income *benefits* of plans and does *not* engage with investments made by defined contributions or profit-sharing plans to generate that income, or with litigation regarding such investments. Examples of such activities include legal representation to obtain benefits (e.g., Qualified Domestic Relations Order, or QDROs), drafting and submitting claims, and locating lost plans;

2. Provide information on sources of pension and other retirement benefits;

3. Provide staffing to fill specialized staff positions with demonstratable expertise in detailed pension intake and client casework, as well as training programs for new and returning staff members, including volunteer staff members, on pension and other retirement benefits programs;

4. Provide specific and targeted outreach with information, counseling, referral, and assistance regarding pension and other retirement benefits, with particular emphasis on outreach to people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality, including those with limited-English proficiency;

The goal of a regional counseling project is to provide appropriate pension information and assistance services as described in this Notice of Funding Opportunity throughout an ACL-defined region.

In addition to the requirements listed in Section 215(e)(1), OAA § 215(f) requires applicants to include the following components to be considered for funding:

1. **Data Collection and Reporting**: Applicants must demonstrate the capacity to collect and report data on the applicant's activities. Applicants must document how they plan to keep client information confidential, including, if applicable, by using a commercial client management software. All funded projects will be expected to submit reports to NPARC for analysis. At a minimum, the following case-level data must be collected: client demographics (e.g., age, gender, race, and income); legal issues involved; types and levels of services provided; and client outcomes, including amount of financial recovery. When reporting data to NPARC and ACL, all client data is to be aggregated and de-identified. Demographic information is collected only to identify data on populations served by the project and measure project outcomes.
2. **Tracking Outreach Activities**: Regional counseling projects are required to track and report their specific outreach activities and outcomes of those activities in accordance with data protocols established by NPARC. At a minimum, outreach data must include the specific outreach media (agency, event, publication, social media, etc.), method (presentation, webinar, brochure, online, letter, press release, etc.), frequency (episodic, quarterly, etc.), dissemination to every state and community within the region proposed to be served, and client referral source. Applicants must describe in their proposal how they will track and report these data.

Applicants must expressly describe how they propose to focus on serving 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 throughout the region.

ACL's intention with this funding opportunity is to serve individuals with pension-related matters -at a minimum- in the six regions established since the project's inception (*see* OAA § 215(e)(1)(B)), defined as:

- Region I: Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, and Illinois
- Region II: New York and New Jersey
- Region III: Pennsylvania, Ohio, Indiana, Michigan, Tennessee, and Kentucky
- Region IV: Arkansas, Louisiana, Missouri, New Mexico, Oklahoma, and Texas
- Region V: Iowa, Nebraska, Minnesota, Wisconsin, North Dakota, and South Dakota
- Region VI: Arizona, Nevada, California, and Hawaii

ACL will make one (1) award per Region. Applications must specifically identify the proposed service region from the above list. Applicants may apply to serve more than one region, but if awarded the applicant must serve all states in all awarded regions and comply with the conditions set forth in this Notice of Funding Opportunity. Applicants and awardees must comply with all applicable Rules of Professional Conduct, including in regard to conflicts of interest with employers or pension plans. Applicants must provide services to people who reside or work in the service region (at the time of service or when the benefit was earned) and who seek benefits that are sponsored, administered, trusteed, or provided to workers within the service region (at the time of service or when the benefit was earned).

Applicants must demonstrate the capacity to provide equivalent services and access to pension counseling and information services throughout the proposed service region, regardless of age or income. To do so, an application must show established arrangements with an attorney experienced in pension counseling services who is licensed to practice law in each state covered by the proposed regional counseling project and free from conflicts of interest with pension plans or employers; one attorney for every state is not required (i.e., one attorney can be licensed to practice in more than one state in the region). This arrangement can be demonstrated by, at a minimum, a Memorandum of Understanding or Letter of Commitment that includes the following information: relationship between applicant and attorney; attorney's experience and knowledge in the area of pensions and retirement income plans; states licensed to practice law; how the attorney will support the applicant; and mechanisms for ensuring the attorney has no conflict of interest.

PCRP grantees are required to develop and maintain a coordinated intake and referral strategy throughout each state in the defined region. Applicants must demonstrate the capacity to refer clients for non-pension related matters, including but not limited to civil legal remedies for those who experience elder abuse, housing rights, eviction defense, access to public benefits, and decisional rights support. For example, in the application, applicants may list common referral sites and what services those entities provide for clients.

Statutory Authority

Title II, Section 215 of the Older Americans Act (OAA) (42 U.S.C. § 3032), as amended in 2020 (P.L. 116-131).

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$1,200,000

Expected Number of Awards:
6

Award Ceiling:

$200,000
Per Budget Period

Award Floor:
$175,000
Per Budget Period

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

Additional Information on Project Periods and Explanation of 'Other'
Under this competition, ACL will award a total of six (6) new, cooperative agreements, one award per Region as defined in Section I above, ranging from $175,000 - $200,000 each per budget period. The project period will be for 60-months (or, 5 years), and the budget periods will be five (5), 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.

Final award decisions will be made by the ACL Administrator and will be based on recommendations of the objective review panel (see Section V), reviews for programmatic and grants management compliance, geographic distribution, and the reasonableness of the estimated cost considering the available funding and anticipated results.

Cooperative Agreement Terms

All awards under this Notice of Funding Opportunity will be new cooperative agreements. These require collaboration with and substantial involvement by ACL. Both the grantees and ACL will have a role in the project. Throughout the life of the project, ACL staff will be there to help and work with grantees. The following cooperative agreement terms and conditions apply to all recipients:

Grantee Role

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

1. Fulfill all requirements of the grant initiative as outlined in this program announcement, identify a project director, and 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. Evaluate the impact of project activities and provide recommendations to ACL on ways to enhance the program. Include progress and information/data on the project's

measurable outcomes and the evaluation in semi-annual reports, and at other times as agreed upon by the grantee and ACL.

4. Meet with the ACL project officer at least once each month, or at such other times as agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
5. Create products and/or materials under this award that are accurate, objective, and unbiased, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, the grantee will provide the ACL project officer a copy of the final product for review. The ACL project officer must have at least 15 business days to ensure the product meets the requirements set forth in the program announcement and cooperative agreement.
6. 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).
7. Include the following disclaimer on all products produced using grant funding, including those produced by sub-awards: "This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling $XX with XX percentage funded by ACL/HHS and $XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government."

ACL Role

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 assistance to grantee with the refinement and carrying out of the project's evaluation plan via regular conference calls and email correspondence.

5. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 15 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.
6. Provide consultation to the grantee in identifying emerging issues and modifying work plan as necessary.
7. 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 75, or other applicable regulation or statute to make unilateral amendments. When an award is issued the cooperative agreement terms and conditions from the program announcement are incorporated by reference.

III. Eligibility Information

1. Eligible Applicants

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.

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.

Recipients will match **20%** of the project's total cost with non-federal resources. ACL must hold recipients of federal funds accountable for their projected commitments of non-federal resources. ACL places match commitments in the Notice of Award (NOA). **Not meeting the committed match amount may result in the disallowance of federal funds. Recipients will need to report matching funds in Federal Financial Reports.**

Under this ACL program, ACL will fund no more than 80% of the project's total cost, which means the applicant must cover at least 20% of the project's total cost. In other words, for every four (4) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost. This "four-to-one" ratio is reflected in the formula included under Item 18 in the "Instructions for Completing Requested Forms." Applicants can use this formula to calculate the minimum required match. A common applicant error is to match 20% of the federal share, rather than 20% of the project's total cost. The statutory authority to require a match can be found in Section 431(a) of the Older American's Act.

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

The successful applicants will be organizations that meet the following criteria:

1. Demonstrate expertise in advising and representing individuals who have questions about, or who have been denied or denied access to, employer or union-sponsored retirement pension benefits, or whose access has been otherwise compromised; and
2. A relationship with a licensed attorney with pension expertise in each state included in the application region.

Applications that do not meet the above responsiveness criteria will be administratively eliminated and will NOT be reviewed.

Application Screening Criteria

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

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

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

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

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

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

Sara Planthaber

Office of Elder Justice and Adult Protective Services

Email: sara.planthaber@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. Applicants can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 12 to 15 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 Narrative is the most important part of the application since it will be used as the primary basis to determine whether the project meets the minimum requirements for this funding opportunity. The Project Narrative should provide a clear and concise description of the project. The project narrative will be reviewed and scored based on the components below.

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

- Project Relevance and Current Need
- Goal(s) and Objectives
- Proposed Approach
- Special Target Populations and Organizations
- Outcomes
- Evaluation
- Dissemination
- Organizational Capacity and Collaboration

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

- Project Abstract
- Budget Narrative/Justification
- Project Work Plan
- Vitae of Key Personnel
- Letters of Commitment/Memorandum of Understanding
- Bibliography/Works Cited**.**

PROJECT ABSTRACT

This section will not count towards the 20-page limit.

This section should include a brief (265 words maximum) description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed.

PROJECT RELEVANCE AND CURRENT NEED

This section should describe, in both quantitative and qualitative terms, the nature and scope of the problem or issue the proposed intervention is designed to address. Specifically for this funding opportunity, this section should identify the types, severity, and prevalence of pension issues within the proposed region that can be addressed by the proposed counseling project. Applicants are expected to demonstrate an understanding of what populations are most affected by these pension issues, noting any proposed target populations and the unique nature of pension problems they encounter, as appropriate. Applicants should specifically address how access to information, assistance, and administrative advocacy and representation will positively affect adults in the region proposed to be served.

GOALS AND OBJECTIVES

Applications should describe their proposed project's goal(s) and major objectives in relation to the overarching goal of this program to provide pension services and outreach. Goals include the project's overall purpose; such as a mission statement that says what the applicant wants to do and where in the region the applicant wants to maximize achieving project objectives and proposed outcomes. Objectives are narrow, specific, and clear steps towards an applicant's 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 APPROACH

This section should provide a clear and concise description of the approach and activities an applicant is proposing. Applicants 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. Applicants should also note any major anticipated barriers, and how the proposed project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships, including other organizations, supporters, and/or consumer groups.

At a minimum, the following activities are required of all regional counseling projects. Applications must describe **how they will carry out** the required activities.

1. **Regional Pension Counseling & Referral Services**
   a. Provide direct counseling and assistance to individuals who are residing in, or seeking a pension benefit, in the region, who need information on pensions and other retirement benefits, and assist individuals in obtaining, or establishing rights to, and filing claims or complaints regarding, pension and other retirement benefits.
   b. Provide equivalent services and access, at no cost to individuals, regardless of age or income, to each state in the defined region. This includes the methods/process for ensuring capacity to deliver pension counseling information and assistance across the region, and specifically requires a formal relationship with an attorney with expertise about pension law in all states in the defined region. (Please see "Organizational Capacity and Collaboration" section below for guidance on demonstrating the capacity to achieve this requirement).
   c. Accept referrals from and send referrals to other organizations, and how you will leverage new or existing community connections to refer clients with non-pension needs to the appropriate provider.

2. **Regional Outreach Activities**
   a. Deliver outreach opportunities throughout the service region, including any planned collaborations with community organizations, social service agencies, and other groups. Applications should discuss what, how, and to whom outreach materials will be created and disseminated.
   b. Target traditionally marginalized populations, including people of color and others, such as those 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 who are in need of pension access information and assistance.
   c. Applicants should also describe how the project will coordinate with NPARC regarding the proposed project's outreach efforts.

3. **Training**
   a. Provide training for staff members, including volunteer staff members, of pension and other retirement benefits programs. Descriptions should address training for new staff as well as ongoing training for existing staff, proposed training topics, and how training curriculum will integrate existing content from NPARC.

b. Maintain a comprehensive and relevant curated library or collection of employee benefits reference materials in accordance with those recommended by NPARC. All reference materials should be specifically identified by applicants and costs to acquire and/or maintain the materials should be included in the project budget.

4. **Programmatic Consistency**
   a. Collect and report client data including the minimum data set described in the "Application Requirements" in Section I.
   b. Track and report their specific outreach activities and outcomes of those activities, including the minimum data set described in the "Application Requirements" in Section I. In this section, applicants should identify any additional proposed activities and how those additional activities will be conducted.

SPECIAL TARGET POPULATIONS

This section should describe how the proposed intervention will target disadvantaged populations, including people of color and others such as those with limited-English proficiency, 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 the proposed intervention plans to reach underserved/under-resourced communities including but not limited to individuals who are Black, Latino, 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 to identify those who are in need of pension counseling and assistance.

OUTCOMES

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. A "measurable outcome" is an observable end-result that describes how a particular project proposal will benefit consumers. Historically projects are known for helping their clients access pension benefits to which they are entitled and recovering pension benefits that otherwise would have been missed or lost. This is a primary outcome for projects. Other outcomes could include an improvement in client knowledge or understanding of pension rights.

Outcomes are the measurable results of a project that can include changes in clients, systems, organizations, and communities. Outcomes should tie directly to the proposed goals and those of this funding opportunity. 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). 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. (NOTE: ACL will not fund any project that does not include measurable outcomes). The application will be scored on the clarity and nature of the proposed outcomes, not on the number of outcomes cited.

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 the proposed intervention achieved its anticipated outcome(s); and
2. Document the "lessons learned" - both positive and negative - from the project that will be potentially useful to project replication.

Specifically, this section should detail how the project will use collected client and outreach data in its analysis in conjunction with NPARC.

DISSEMINATION

It is HHS policy that the results and accomplishments of the activities that it funds should be made available to the public. Recipient organizations are expected to make the results and accomplishments of their activities available to the research community and to the public at large. This section must describe how the project's results and findings will be distributed in a timely manner to parties who might be interested in using the results. Applications should detail how it plans to create materials in an easily accessible format and to whom these materials may be distributed.

ORGANIZATIONAL CAPACITY AND COLLABORATION

Applicants must demonstrate their capacity to deliver equivalent services throughout the region by describing how the applicant agency is organized, the nature and scope of its work, and its experience with pension law, regional service delivery, and outreach. If applicable, applications should describe how they plan to fill necessary positions to perform proposed activities. It should also include the organization's capability to sustain some or all project activities after Federal financial assistance has ended. Please also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

Proposals must identify an attorney licensed to practice in each state of the region with expertise in pension law; one attorney for every state is not required (i.e., one attorney can be licensed to practice in more than one state in the region). Applicants must attach a Memorandum of Understanding or Letter of Commitment from each attorney which includes, at minimum: relationship between applicant and attorney; attorney's experience and knowledge in the area of pensions and retirement income plans; state(s) licensed to practice law; how the attorney will support the applicant; and mechanisms for ensuring the attorney has no conflict of interest.

Applicants who have identified external project collaborators with a significant role in implementing the project or achieving a project goal <u>must include</u> a signed Letter of Commitment from the collaborator (and on the collaborator's letter head) that details the role, resources, and activities the collaborator intends to provide to the project. If applicable, the Letter should specifically state how the collaborator will help reach special target populations. (See More Detail Below: "Letters of Commitment from Key Participating Organizations and Agencies".)

Each application must include a short vita for key project personnel. Vitae will not count towards the narrative’s 20-page limit.

Bibliography/Works Cited

This section will not count toward the page limit.

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

Budget Narrative/Justification

This section does not count towards the page limit.

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

The budget narrative should include anticipated project expenses for the duration of the grant. Some examples of key budget categories include staff, training, reference materials, outreach, and travel, including travel to the annual National Pension Counseling Training Conference for all funded pension staff. Applicants should include a budget for all identified activities. For outreach activities, be sure to include a budget for printing, postage, internet, travel, and other expenses sufficient to adequately fund an effective region-wide outreach campaign.

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 five (5) years of this project. Applicants may select their own format or may use the template included in the attached document “Budget Narrative/Justification – Sample Format.” Regardless of the format used, applicants are encouraged to pay particular attention to the attached template document, which provides an example of the level of detail sought.

Project Work Plan

This section does not count towards the page limit.

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget, and cover all five (5) years of the project period. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks or action steps that will be pursued to achieve the goal and outcome(s). For each major task or action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. It should also incorporate activities undertaken with other organizations, including NPARC and community organizations located in the application region. Please reference the optional Sample Work Plan Template included under the Downloads for this Funding Opportunity Announcement as posted at https://acl.gov/grants/open-opportunities.

Letters of Commitment from Key Participating Organizations and Agencies

This section will not count toward the page limit.

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 or support for the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future or to attend meetings at which the project will be discussed. However, letters of support generally lack the specificity required of Letters of Commitment. Moreover, the author of a Letter of Support might not be identified by the work plan as a core/key partner or collaborator. Letters of Support are not required, and they will not be scored.

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 05/20/2024

05/20/2024

Date for Informational Conference Call:
03/25/2024
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 submission error notification and/or tracking number in order to substantiate missing the cut off date.

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

ACL's Office of Elder Justice & Adult Protective Services will hold an information call for persons interested in learning more about funding opportunity HHS-2024-ACL-AOA-PCRP-0015 on Monday, March 25, 2024, from 2:00-3:00 pm EDT.

Please register for the webinar here: https://events.gcc.teams.microsoft.com/event/2665e1be-2f0d-4da5-b03c-419b5dd96815@d58addea-5053-4a80-8499-ba4d944910df.

The webinar and/or its transcript will be made available for reference at a later date.

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

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 from where the text comes. The applicant must also cite any sources when they obtain numbers, ideas, or other material that is not their own. If the applicant fails to comply with this requirement, regardless of the severity or frequency, the reviewers shall reduce their scores accordingly even to the degree of issuing no points at all.

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

A. **Project Relevance & Current Need**
B. **Approach**
C. **Budget Narrative/Justification**
D. **Project Impact**
E. **Organizational Capacity and Collaboration**

Project Relevance & Current Need **Maximum Points:** 5

Does the applicant demonstrate an understanding of the specific and current nature, varieties, and prevalence of private and public pension issues facing potential clients throughout the proposed regional service area? Does the proposal adequately explain the relevance of this opportunity’s priority areas to the needs within the applicant's proposed regional service area? Are the identified "need and relevance" themes appropriately and thoughtfully addressed throughout the proposal?

Approach **Maximum Points:** 50

<u>Goals and Objectives:</u>

Has the applicant clearly stated the goal(s) of the proposed project? Is the goal(s) of the project aligned with ACL's overarching program purpose as stated in this Funding Opportunity

Announcement? Are the major themes as identified in this funding opportunity clearly reflected in the proposal's organization and content?

Approach:

Does the proposal reflect a coherent and feasible approach for successfully addressing the identified problem and achieving the identified outcome(s)? Does the project consider barriers and opportunities that exist in the larger environment that may impact the project's success? Does the proposal clearly describe the relevance of the stated regional needs to the applicant's proposed delivery of services?

Does the applicant clearly explain how ALL the required activities will be carried out and how ALL states in the identified region will be covered:

1. Regional Pension Counseling & Referral Services, including providing equivalent information, services, and access, at no cost to individuals, regardless of age or income; and referring clients with non-pension needs to the appropriate provider;
2. Regional Outreach Activities, including any planned collaborations with community organizations;
3. Training for staff members, including volunteer staff members and the reference materials that will be maintained; and
4. Programmatic Consistency, including what and how client, outreach, and outcome data will be collected and reported.

Dissemination

Does the applicant identify what activities will be delivered throughout the service region? Are outreach and educational materials to be disseminated clearly described? Will the dissemination plan get relevant and easy-to-use information in a timely manner to parties-including clients and community organizations- that might be interested in making use of its materials, products, and/or findings?

Work Plan:

Is the project work plan clear, comprehensive, and cover all years of the project? Does it include sensible and feasible time frames for the accomplishment of tasks? Are the roles and responsibilities of project management, staff, consultants, and partners clearly defined and linked to specific objectives, tasks, and outcomes?

Budget Narrative/Justification **Maximum Points:** 10

Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of project staff, consultants, and/or partners appropriate and adequate to carry out the project? Are budget line items clearly delineated and consistent with work plan objectives?

Have adequate resources been dedicated to staff development and shared learning initiatives? Are mandatory items, like travel to the National Pension Counseling Training Conference and reference materials (if applicable), included?

Project Impact **Maximum Points:** 20

Special Target Populations:

Has the applicant identified pension-specific needs among disadvantaged and limited-English speaking populations, people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality within the proposed region, and identified specific strategies to reach and serve those groups to identify and address pension access issues being experienced by such populations? Does the application describe how local community-based organizations will be involved in a meaningful way in the planning and implementation of these efforts?

Outcomes:

Are the expected project benefits and results clear, realistic, and consistent with the objectives and purpose of the project? Are the anticipated outcomes of the proposed project likely to be achieved, and will they significantly assist individuals in understanding and exercising their pension rights? Are the proposed outcomes measurable and consistent with the Funding Opportunity Announcement's definition of a project outcome?

Evaluation:

Does the approach reflect a thoughtful and well-designed evaluation methodology that will adequately measure whether the project has achieved its proposed measurable outcome(s)? Are client and outreach data collection and reporting a central component of the proposal's evaluation activities? Is the evaluation also designed to capture and communicate "lessons learned" that might be of use to others in the pension counseling community, or those interested in replicating the project?

Organizational Capacity and Collaboration **Maximum Points:** 15

Organizational Capability

Does the applicant organization clearly identify its capability for carrying out the proposed project and evaluation? Does the applicant organization appear well-situated in the communities across the region to effectively deliver regional pension counseling services? Does the proposal lay out a realistic approach sustain the project if Federal financial assistance is not available in the future?

Internal Capacity:

Is the time commitment of project staff, consultants, and/or partners appropriate to carry out the project? Does the applicant propose an operational model to provide consistent services to all states in the identified region that follows standard staffing practices? Are the applicant organization's staff and collaborators sufficiently knowledgeable and possess the requisite skills to provide the required services of pension counseling and assistance, regional service delivery, and the range of required counseling, outreach, and support services to efficiently and effectively undertake the proposed approach?

<u>Collaborations:</u>

Does the proposal identify appropriate aging and other community-based groups, public and private agencies, and service providers to aid the project in planning and/or executing outreach efforts? Are the roles and responsibilities of collaborators clear and justified based on project purpose and need?

Are Letters of Commitment included, as appropriate, from entities specifically identified in the application as collaborators, and do they specify the commitment, role, and resources/activities that will be provided in support of the applicant, and consistent with the work plan description of their intended roles and contributions? If attorneys who are not part of the applicant organization are engaged, are Memorandum of Understanding or Letters of Commitment included, and do they specify the experience of the attorney, their relationship to the applicant, their role in the project, and conflict of interest avoidance and mitigation procedures?

2. Review and Selection Process

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 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 of ACL. In making these decisions, the Administrator will take into consideration reviews for programmatic and grants management compliance; recommendations of the independent review panel, capacity to provide services in the application's identified region; maximum geographic distribution of pension counseling services across the U.S., 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: 07/01/2024

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:
Sara
Last Name:
Planthaber
Phone:
(202) 795-7365
Office:
Office of Elder Justice and Adult Protective Services
Grants Management Specialist
First Name:
Miles
Last Name:
Rather
Phone:
(202) 240-3165
Office:
Office of Grants Management

VIII. Other Information

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 https://www.hhs.gov/conscience/conscience-protections/index.html and https://www.hhs.gov/conscience/religious-freedom/index.html.

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

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.

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

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

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

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

In the Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions. Further, the purchase of specific items of equipment should not be included in the submitted budget if those items of equipment, or a reasonable facsimile, are otherwise available to the applicant or its 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** Project Director (name) = .5 FTE @ $95,401/yr = $47,700 **Non-Fed Cash** Officer Manager (name) = .5FTE @ $47,108/yr = $23,554 **Total** 71,254
Fringe Benefits	$17,482	$8,632	$0	$26,114	**Federal** Fringe on Project Director at 36.65% = $17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) **Non-Fed Cash** Fringe on Office Manager at 36.65% = $8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person

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

					2 Laptop computers $3,000 Printer cartridges @ $50/month $300 Consumable supplies (pens, paper, clips etc…) @ $180/month $2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502 Volunteer Coordinator = $11,669 Total $30,171 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600 **In-Kind** **Volunteers** 15 volunteers @ $8/hr for 49 hours = $5,880

Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

4.														
5.														
6.														

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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

1. Project Director.

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

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