Administration for Community Living

Administration on Aging

Lifespan Respite Care Program: State Program Enhancement Grants
HHS-2025-ACL-AOA-LRLI-0004
08/15/2025

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Administration on Aging
Funding Opportunity Title:
Lifespan Respite Care Program: State Program Enhancement Grants
Funding Opportunity Number:
HHS-2025-ACL-AOA-LRLI-0004
Primary CFDA Number:
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Due Date for Letter of Intent:
08/15/2025
Due Date for Applications:
08/15/2025
Date for Informational Conference Call:
Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with https://www.grants.gov. Grants.gov can take up to 48 hours to notify you of a successful submission.

Executive Summary

Additional Overview Content/Executive Summary

The Lifespan Respite Care Program improves statewide availability of, and access to, high-quality community-based respite care services to all family caregivers so that they are supported in their efforts. Grantees will collaborate with state respite organizations and coalitions to enhance and expand the availability of lifespan respite services.

I. Funding Opportunity Description

Program description

The Lifespan Respite Care Program,[1] enacted by Congress in 2006 under Title XXIX of the Public Health Service Act (42 U.S.C 201) and reauthorized in 2020,[2] empowers coordinated state systems to provide accessible, community-based respite care services. Respite services support family caregivers of children and adults across all age groups, disabilities, and chronic conditions. As an essential component of home and community-based long-term services, respite services can contribute to healthier family systems and the health and well-being of caregivers and care recipients. Respite care can be both planned and emergency-based to temporarily relieve the family caregivers.

The Lifespan Respite Care programs focus on elevating the quality and availability of respite services through:

- **Expansion and enrichment:** Increase availability of respite services across states
- **Coordination and circulation:** Enhancing dissemination and coordination of these services
- **Streamlined access:** Facilitating ease of access to these programs
- **Gap fulfillment:** Identifying and addressing any existing service gaps
- **Quality improvement:** Enhancing the overall quality of respite services

It is ACL's expectation that you use the relevant components of the 2022 National Strategy to Support Family Caregivers[3] as a guide when developing your application to fulfill the above outcomes.

Purpose

The Administration for Community Living (ACL) is providing this competitive grant opportunity to help eligible state agencies implement the requirements of the Lifespan Respite Care Act of 2006, as amended (The Act). The purpose of the program is to improve access to, and quality of, respite care services delivered to family caregivers, thereby reducing family caregiver burden.

Respite care services should provide meaningful, person-centered, and family-directed respite options that reduce isolation and barriers to accessing support services. Additionally, Lifespan Respite Programs should strive to remove the barriers family caregivers and care recipients face in accessing services.

From the outset, all programs must address the respite needs of all populations regardless of the age, disability, or chronic condition of the care recipient population. There is no phase-in or preference for specific age groups, disability categories, or populations.

Background

Lifespan respite care defined

The Lifespan Respite Care Act, as amended, defines lifespan respite care as a coordinated system of accessible, community-based respite care services for family caregivers of children or adults with special needs.

- Such a system brings together federal, state, and local resources and funding to support, expand, and streamline the delivery of planned and emergency respite services, while also providing for the recruitment and training of respite workers, and caregiver training and empowerment.
- Respite can strengthen family systems while protecting the health and well-being of both the caregiver and the care recipient.
- It is a key component of community-based long-term services and supports (LTSS).

All proposed project activities should seek to improve the delivery and quality of respite services available to families across age and disability spectrums, by establishing coordinated lifespan respite systems.

The Lifespan Respite Care Act: An overview

First passed by Congress in 2006 and reauthorized in 2020, the Act is intended to accomplish several objectives, including:

- Expanding and enhancing the supply and accessibility of respite services within the states
- Assuring respite services are coordinated between and supported through a variety of funding streams and programs
- Streamlining caregiver access to programs and filling gaps in service
- Improving the overall quality and availability respite services

What is Respite in the context of Caregiving?

Lifespan Respite Programs have been in existence in states since the 1990s. Since implementation of the federal program began in 2009, states have made considerable progress toward building sustainable programs capable of meeting the respite care needs of families and family caregivers across the lifespan. Respite care gives primary caregivers short-term relief. It allows them time to take care of their physical and mental health, rest, travel, or spend time with others.

In recent years, the environment in which Lifespan Respite Programs exist has been impacted by several key factors later mentioned, including the current post-COVID-19 environment.

The passage of the Recognize Assist, Include, Support and Engage (RAISE) Family Caregivers Act of 2017[4] and the Supporting Grandparents Raising Grandchildren (SGRG) Act of 2018[5] and the release of the 2022 National Strategy to Support Family Caregivers[6] highlighted the importance of providing culturally appropriate person and family-centered care, and the growing crisis brought about by shortages in the direct care workforce.

The passage of the RAISE Act and the formation and work of the Family Caregiving Advisory Council[7] (FCAC) shined a spotlight on respite in its Initial Report to Congress[8] noting the importance of increasing awareness of respite and that it can mean different things for different family caregivers. For example, the report noted that "what constitutes 'respite' for the spouse of an older adult living with dementia (typically [in] an adult day program) differs significantly from what the parent of a child with autism who also has educational needs would view as an equivalent form of respite."

The recent 2024 Report to Congress: Progress on National Strategy to Support Family Caregivers, reinforces that the need for coordinated support for family caregivers is greater than ever.

Who are caregivers?

Each year, at least 53 million people provide unpaid care to older adults and people of all ages with disabilities. Grandparents and other relatives care for many children. At least 2 million grandparents are caring for children without parents around.

Why is the number of family caregivers increasing?

- Growing populations of older adults and people with disabilities
- Mental and Physical health issues and disease management
- Housing shortages
- Isolation
- Increased numbers of workers assuming caregiver roles (Working Caregiver and Cost of Caregiving: According to a Harvard Business School report, 73% of American workers surveyed provide some type of caregiving at home).
- Social and Economic issues
- Lack of direct care workers, worsened by the pandemic
- Opioid crisis and other circumstances contribute to creating new "grandfamilies"
- Lack of affordable, accessible childcare for children with disabilities

Similarly, from the Advisory Council to Support Grandparents Raising Grandchildren's[9] Initial Report to Congress,[10] we know that due to "the round-the-clock nature of caring for children, especially young children, and children with disabilities or exposure to trauma, [kin and grandparent caregivers] need a variety of formal and informal respite options."

The reports of both advisory councils included the recommendation: "increase the availability of high-quality, setting-appropriate, and caregiver-defined respite to give caregivers a healthy and meaningful break from their responsibilities."

The 2022 National Strategy to Support Family Caregivers[11] provides an opportunity for states to rethink their respite systems of care and use the strategy as a roadmap for program planning and execution. Additionally, you are encouraged to review the latest resources from the ARCH Lifespan Respite Technical Assistance and Resource Center: Role of Respite in the National Strategy to Support Family Caregivers[12] and incorporate the ideas and approaches it contains, where appropriate. Additional resources include:

- First Principles: Cross-Cutting Considerations for Family Caregiver Support:[14] This component of the Strategy includes essential practices to support each of the four core principles discussed that you may want to incorporate into your plan.
- The National Center to Strengthen the Direct Care Workforce:[15] This technical assistance and resource center funded by ACL works to support recruitment, retention, and professional development of workers who provide home- and community-based services.

- ACL's Lifespan Respite Technical Assistance and Resource Center (ARCH National Respite Network and Resource Center) resource, "The Role of Respite in the National Strategy to Support Family Caregivers".[17]

Program priority areas

The strongest applications will be those that are grounded in the Principles[18] and Actions[19] outlined in the strategy.

Additionally, you should fully describe the approaches you will use for advancing the State Lifespan Respite Systems in each of the following program priority areas:

- Direct service provision
- Continued focus on systems development and/or enhancement
- Strengthened collaborations and partnerships
- Paid and volunteer respite provider training
- Identification and reduction of gaps in current services

Direct service provision

The Lifespan Respite Care Act stipulates the provision of five required and three optional services. Application narratives should clearly and completely describe the state agency's plan for further developing and delivering each of the required and optional services in a way that considers the available evidence, emerging strategies, and promising practices in the field of respite.

For more information on emerging, model, or promising practices in the field of respite and family caregiver support, you should review information available on the Lifespan Respite Technical Assistance and Resource Center webpage.[20]

Enhanced systems development

You should describe in detail your objectives for advancing existing lifespan respite care services statewide, with a focus on the following areas:

- Capacity-building of respite care providers (both paid and unpaid)
- Leveraging resources across various funding streams and partners to sustain and expand available respite care services
- Implementing key administrative functions (including logistical, information technology, communications, operational, and service coordination activities)
- Ongoing monitoring and quality assurance of respite care services

Strengthened collaborations and partnerships

Partnership, collaboration, and stakeholder involvement are critical to creating a successful statewide Lifespan Respite Care Program. Whether these partnerships are facilitated by the state agency, the statewide respite coalition/organization, the state aging and disability resource center, or collaborative efforts, having the broadest possible array of stakeholders involved is essential.

You should propose approaches for expanding collaboration and partnerships with relevant stakeholders to ensure the program reaches the broadest population of eligible service recipients possible.

Potential stakeholders include:

- State and local government entities that administer and deliver human services designed to meet the respite care needs of family caregivers
- State and local chapters of organizations as well as entities representing individuals with special needs from across the disease and disability spectrum, and for whom respite is an essential component of their ongoing support
- Any other public, private, or nonprofit entities that provide respite care services or other support to caregivers focused on special or targeted populations, that may not be otherwise involved with the state's existing respite care coalition
- Any additional federally funded, local, or state program that may provide support or resources that can be leveraged to further expand lifespan respite care services

Paid and volunteer respite workforce training

- You should describe the extent to which your proposed projects will work to expand or strengthen the respite care workforce, whether paid or volunteer, including recruitment, training, and oversight (National Respite Care Provider Training)
  - Emphasize cultural competence and quality in service delivery
- You should describe how the quality and safety of any respite care services provided will be monitored, including methods to ensure that respite care workers and volunteers are appropriately screened
  - They should also possess the necessary skills to care for the needs of the care recipient in the absence of the family caregiver

Identification and reduction of gaps in current services

- You are expected to demonstrate knowledge of your current system of respite services and provide details that inform how the current system of respite services forms the foundation for your statewide systems of lifespan respite care services, including how such services are targeted and delivered.
- Based on your description of the current statewide respite care system, you should then identify and explain known gaps in the provision of respite services and propose how those gaps in respite services will be addressed.

Additional application elements and considerations

In addition to the program priority areas, you should clearly and concisely address the following in your application:

Memorandum of Understanding/Agreement

A memorandum of understanding/agreement (MoU/A) regarding the joint responsibility for the development of the state's lifespan respite program between the eligible State agency and the public or private nonprofit statewide respite coalition or organization must be in place at the time of application and submitted with the application. Applicants are encouraged to embed flexibility within the MoU/A so that all parties to the agreement can modify scope, tasks, or partnerships as the need arises. See attachments.

Program performance and outcomes measurement

Performance measurement is an important part of creating a fully functioning Lifespan Respite Care System. Your goals should identify relevant consumer-based, programmatic, and systems-level outcomes the state would like to measure, as well as proposed approaches.

You should choose and identify consumer-level outcome measures or draw on the ARCH National Respite Network and Resource Center's "Measuring Systems Change and Consumer Outcomes: Recommendations for Developing Performance Metrics for StateLifespan Respite Programs" to assist in conceptualizing, developing, and implementing useful performance metrics, such as caregiver or system change outcomes.[24]

You should describe how you plan to count and record the experiences of the people being served in their Lifespan Respite Program. You should describe how data will be collected together with current respite programs and funding streams.

Data collection and reporting

Awardees will work with ACL to complete the data collection and reporting requirements, as stated in Section 2904 of the Lifespan Respite Reauthorization Act of 2020.[25] Respite Care Program applicants, funded through this announcement, will use the Office of Management and Budget-approved data collection tools developed for this program.

Sustainability

Through this funding announcement, ACL expects to realize tangible, measurable, and sustainable advancements in state capacities to provide respite and related services (see proposed intervention section) to family caregivers across the age and disability spectrum.

You will be evaluated, in part, on the extent to which you have a clear, feasible plan for the project's sustainability beyond the period of Federal funding. You are encouraged to consider and propose a range of potential approaches for ensuring the sustainability of the project once Federal funding has ended. Tools and resources for the sustainability of Lifespan Respite Programs are available on the Lifespan Respite Technical Assistance and Resource Centers' sustainability tools webpages.[26]

Product dissemination and sharing

To enable other states to replicate programs and approaches and eliminate the need to "reinvent the wheel," you will be asked to submit to ACL and the ACL Lifespan Respite Technical Assistance Center key products that can serve as resource guides for future Lifespan Respite Care Program development, enhancement, and expansion. You should submit copies of all final products to ACL at the conclusion of the award.

Participation in technical assistance efforts

You will be expected to participate in technical assistance activities as they pertain to Lifespan Respite Care Program and System development, management, and integration. This includes participating in regularly scheduled conference calls, webcasts, and one-on- one technical assistance opportunities initiated by yourself, the ACL project officer, or the Lifespan Respite Program Technical Assistance Resource Center.[27]

State project directors are strongly encouraged to budget resources for travel to and participation in the National Respite Conference, convened annually by the ARCH Lifespan Respite Technical Assistance and Resource Center. This conference provides participants with the opportunity to learn about the latest trends in respite program development and the opportunity to network and share best practices associated with Lifespan Respite Care Program implementation and Lifespan Respite Care System development.

Sub-awards and subcontracts

You may carry out your project directly or by subaward to, or contract with, public or private entities. Due to the nature of this program, the State project director must maintain an active role in managing and leading all aspects of the state's lifespan respite project. If you propose conduit or pass-through funding for another agency to lead the project, you will not be considered for funding.

You should clearly describe, if necessary, your processes for sub-awarding or subcontracting specific activities. For activities undertaken by partner organizations, whether through subawards or subcontracts, you should clearly describe how you will oversee all sub-activities to ensure continuity across the project. Finally, you should describe how the State project director, along with the stakeholder groups, will guide the design and implementation of the statewide lifespan respite care system.

Cooperative agreement terms

Cooperative agreements require substantial ACL project involvement after an award is made. There are specific roles for both you and ACL, which will be incorporated by reference in the Notice of Award (NoA).

Your responsibilities

- Collaborate with ACL in finalizing, executing, and modifying the work plan
- Fulfill all the requirements of the grant initiative as outlined in this funding opportunity, and carry out project activities as reviewed, approved, and awarded
- Communicate with the ACL project officer regularly to improve the effectiveness of the activities carried out under this agreement
- Meet with the ACL project officer at least semi-annually, or at such other times as are agreed upon by either party, to improve the effectiveness of the activities carried out under this agreement
- Submit the required semi-annual and final progress reports
- Participate in technical assistance efforts as provided by the Lifespan Respite Technical Assistance and Resource Center (TARC)
- Use the new semi-annual reporting and data collection tools as required in Section 2904 of the Act, approved for use by the Office of Management and Budget (OMB)
- In accordance with the Stevens Amendment, all HHS grant and cooperative agreement recipients are required to acknowledge federal funding when publicly communicating projects or programs funded through HHS federal financial assistance

- You must use the following language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL-supported publications and forums describing projects or programs funded in whole with ACL funding:

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.

Our responsibilities

The ACL project officer shall carry out the following activities for the cooperative agreement:

- Collaborate with you to finalize, execute, and modify the work plan
- Perform the day-to-day federal responsibilities of managing grants, working with you to ensure that the minimum requirements of the grant are met
- Work with you to clarify the programmatic and budgetary issues addressed by the project, and as necessary, negotiate with you to achieve a solution to any needs identified by you or ACL
- Assist you in understanding the policy concerns and/or priorities of ACL, the U.S. Department of Health and Human Services, and the federal government by conducing periodic briefings and carrying out ongoing consultations
- Share information with you about other federally sponsored projects and activities that are relevant to you and your activities

Program income

It is called program income if you make any income from your project activities. You will have to use those funds to add to the project activities. Find more about program income at 45 CFR 75.307.

Statutory Authority

The statutory authority for this program is the Lifespan Respite Care Act of 2006 (42 U.S.C 201), as amended.

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$2,466,000

Expected Number of Awards:
7

Award Ceiling:
$400,000
Per Budget Period

Award Floor:
$200,000
Per Budget Period

Length of Project Period:
36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'
Funding details

Type: Cooperative agreement Expected funding: Up to $2,355,330 Expected awards: Up to 7

Funding range: $200,000 up to approximately $400,000

We plan to fund awards in three 12-month budget periods for a total three-year period of performance of September 1, 2025, to August 31, 2028.

III. Eligibility Information

1. Eligible Applicants

Only these types or organizations may apply:

- All States, the District of Columbia, the Virgin Islands of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands**.**
- Individuals and foreign entities are not eligible to apply.
- By statute, eligible applicants are those state agencies that:
    - Administer the State's program under the Older Americans Act of 1965.
    - Administer the State's Medicaid program under Title XIX of the Social Security Act. Medicaid is a joint federal and state program that helps cover medical costs for some people with limited income and resources.
    - Are designated by the Governor of such State to administer the State's programs under this title.

O**ther eligibility considerations**

- Not all states that apply for funding will receive grants. Actual award amounts will vary based on the availability of federal funds.
- Only one application per state will be funded.
- States who have had one or more grants before and wish to continue building their program are eligible to apply.
- States with no currently active grants will be given priority for funding.
- Funding decisions are at the discretion of the administrator or their designee for ACL. Only those applications ranking the highest in a third-party review will be recommended for funding by the ACL program officer.
- Successful applicants may be asked to revise their project scope, budget/budget narratives and workplan based on smaller-than- requested award amounts.
- Funds made available under this announcement shall be used to supplement and must not supplant other federal, state, and local funds available for respite care services.

- If you propose conduit or pass-through funding for another agency to lead the project, you will not be considered for funding.
- Grantees must work in collaboration with the state's Aging and Disability Resource Center (ADRC)/No Wrong Door System and the statewide respite coalition or respite organization.
- Eligible state agencies funded under this announcement shall use grant funds solely for the purposes outlined in the Lifespan Respite Care Act of 2006, as amended.

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.**

Cost sharing

This program requires you to contribute 25% of the project's total cost.

You can calculate this cost-sharing requirement by using the following formula:

- Start with the federal share
- Multiply the federal share by 25 and divide that product by 75

Example: Multiply $120,000 (federal share) x 25 (required cost sharing percent) and divide that product by 75.

Cost sharing in this example is $40,000.

Types of cost sharing

You can meet your match requirement through any combination of:

- Cash contributed by your organization.
- Cash contributed by partners or other third parties.
- In-kind (non-cash) contributions from your organization, partners, or other third parties

Cost-sharing commitments

You must follow through on your promise of cost-sharing funds. You should not promise more than the required minimum amount of cost sharing. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may have to decrease your award amount. You'll have to include your proposed cost-sharing funds when you fill out your Standard Federal Forms (SF-424 and SF-424A) and your budget justification narrative.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications will be reviewed for the following criteria:

- Is the applicant an eligible state agency?
- Did you request the minimum award amount (award floor) or more to fund your project?
- Did you include an MoU/MoA between the eligible state agency and the statewide respite coalition/organization?

Applications that fail to meet any of the above criteria will not be reviewed and will receive no further consideration.

Application Screening Criteria

All applications will be screened to ensure a level playing field for all applicants. Applications that fail to meet the formatting criteria will not be reviewed and will receive no further consideration.

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: SAM.GOV Quick Start Guide for Financial Assistance Registrations.

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

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

Administration on Aging

Kari Benson

Email: aoa.oaa@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Number of Days from Publication 18

08/15/2025

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

Administration on Aging

Kari Benson

Email: aoa.oaa@acl.hhs.gov

Project Narrative

Project Narratives that exceed 30 pages will have the additional pages removed. Only the first 30 pages of the project narrative will be provided to the merit reviewers for funding consideration.

The project work plan, budget justification narratives, memorandum of understanding/ agreement, letters of commitment, and vitae of key project personnel are not counted as part of the project narrative for purposes of the 30-page limit.

The project narrative is the most important part of the application. We use it as the primary basis to decide whether your project meets the statutory requirements and to review its merit. The project narrative should give a clear and concise description of your project.

Be sure to cite all your sources. Merit reviewers may lower your score if you do not.

Also study the merit review criteria to make sure you answer all questions and cover all topics reviewers will look at.

Summary/Abstract

Provide a brief project summary of no more than 265 words. You will need to include:

- Goals: Broad overall purpose, like a mission statement that says what you want to do and where you want to be
- Objectives: Narrow, specific, and clear steps toward the goals. These are the “how” to achieve the goals
- Outcomes: These are the measurable results of a project
    - Include expected changes among those served, such as clients, systems, organizations, and communities
    - These should tie directly to your goals and those of this funding
- Products: The materials and other deliverables you expect to generate through the project

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of lifespan respite care services currently available within the state, including increased availability of services because of previous funding award activities, existing gaps, and unmet needs that need to be addressed.

You should also describe how you anticipate challenges related to scaling existing lifespan respite care services, as well as available partners and resources that will support scaling.

Discuss the impact of existing lifespan respite care services on older adults and people with disabilities (including specific subgroups within those populations), their families, and caregivers.

For purposes of this funding opportunity, you are required to include the following descriptive information as it pertains to the caregiving needs and current respite care infrastructure in your state:

- The population of family caregivers in the state, and the criteria used to identify family caregivers eligible for respite care services
- The extent and nature of the respite care needs of that population
- Existing respite care services for that population, including number of family caregivers being served and the extent of unmet demand or need
- Existing methods to coordinate respite care information and services to the population at the State and local level, and barriers that impede increased access to lifespan respite care services
- A description of respite care services available to family caregivers in the eligible State agency’s State or locality, including unmet needs and how the eligible State agency’s plan for use of funds will improve the coordination and distribution of respite care services for family caregivers

Goals and Objectives

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

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the problem statement.

- You should describe the rationale for using the particular intervention. Some examples of rationales are:
    - Evidence-based/informed interventions
    - Lessons learned for similar projects previously tested in your community or in other areas of the country
- You should also describe factors in the larger environment that have created the "right conditions" for the intervention, for example, existing social or economic factors that you'll be able to take advantage of
- Note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers
- Be sure to describe the role and makeup of any strategic partnerships you plan to form, including with other organizations, supporters, and/or consumer groups

Describe the following:

- How you will provide the following using evidence-informed interventions and funds provided under this funding opportunity:
    - Respite care information dissemination and coordination
    - Respite care services
    - Respite care workers and volunteer recruitment and training programs
    - Training programs for family caregivers
- A plan for administration, collaboration, and coordination of the proposed respite care activities with other related services or programs offered by public or private, nonprofit entities such as:
    - Aging and Disability Resource Centers/No Wrong Door Systems
    - Medicaid
    - National Family Caregiver Support Programs
    - Veterans Affairs
    - Protection and Advocacy entities
    - Developmental Disability Councils
    - University Centers of Excellence in Developmental Disabilities Education, Research and Service
    - Area Agencies on Aging
    - Centers for Independent Living
    - Community-based organizations providing support to people with disabilities
    - Faith-based entities
- How the population, including family caregivers, care recipients, and relevant public or private agencies, will participate in the planning and implementation of the proposed respite care activities

- How the proposed respite care activities will use other Federal, State, and local funds, programs, contributions, other forms of reimbursement, personnel, and facilities
- How the quality and safety of any respite care services provided will be monitored
- Include methods to ensure that respite care workers and volunteers are appropriately screened and possess the necessary skills to care for care recipient in the absence of the family caregiver
- The planned measures that will ensure confidentiality of the individuals served by the program

Special Target Populations and Organizations

- This section should describe how you plan to involve caregivers of older adults or children, adults with disabilities who use or need respite care, and stakeholder organizations in a meaningful way.
- You should be able to clearly describe the populations and organizations targeted, including the extent to which you have been successful responding to the needs of the populations you've targeted.
- You will also describe how funds from this funding opportunity will be used to address newly identified or existing unmet respite needs that expand, enhance, or build upon previous efforts.
- This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project.

Outcomes

- This section of the project narrative must clearly identify the measurable outcomes that will result from the project. ACL **will not** fund any project that does not include measurable outcomes.
- This section should also describe how the project's findings might benefit the field at large — for example, how the findings could help other organizations throughout the nation to address the same or similar problems.
- List measurable outcomes in the optional work plan grid (project work plan, sampletemplate) under Measurable Outcomes, in addition to any discussion included in the narrative.
    - Include a description of how the project might benefit the field at large.

- A **measurable outcome** is an observable end result that describes how a particular intervention benefits consumers.
- It demonstrates the functional status, mental well-being, knowledge, skills, attitudes, awareness, or behavior.
- It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered.
- Additional examples include:

    - A change in the responsiveness or cost-effectiveness of a service delivery system
    - A new model of support or care that can be replicated in the ACL network
    - New knowledge that can contribute to the field of respite
    - A measurable increase in community awareness
    - A measurable increase in the number of people receiving services

- A **measurable outcome** is not a measurable output, such as the number of clients served, the number of training sessions held, or the number of service units provided.
- You should keep the focus of this section on describing what outcomes your project will produce.
- You should use the evaluation section to describe how the outcomes will be measured and reported.
- Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited.
- It is totally appropriate for a project to have only one outcome.

Project Management

- This section should include a clear delineation of the roles and responsibilities of your project staff, in particular the state project director.
- Due to the nature of this program, the state project director must maintain an active role in managing this project by managing and leading all aspects of the project.
    - For the purposes of this program, ACL defines an “active role” of the state project director as no less than a 0.20 FTE.

- This section should clearly specify who will have day-to-day responsibility for key tasks such as:
    - Project leadership
    - Monitoring the project’s ongoing progress
    - Preparing reports
    - Communicating with other partners and ACL

- It should describe how you will monitor and track progress on the project’s tasks and objectives.
- If you propose conduit or pass-through funding for another agency to lead the project, you will not be considered for funding.
- This section should include information on the roles and responsibilities of sub-awardees, subcontractors, consultants, and partner organizations, and how they will contribute to achieving the project’s objectives and outcomes.
- This section should address how you will provide oversight and ensure continuity across project areas undertaken by sub-awardees, subcontractors, consultants, and partner organizations.

Evaluation

This section should describe the methods, techniques and tools that will be used to:

- Determine whether the proposed intervention achieved its anticipated outcomes

- Document the lessons learned from the project, both positive and negative, that will be useful to people interested in replicating the intervention if it is successful

Dissemination

This section should describe how you will widely share the project results and findings in a timely manner and in easily understandable formats. Results should be shared with parties who might be interested in using the results of the project to inform practice, service delivery, program development, or policymaking. This especially includes parties who would be interested in replicating the project.

Organizational Capability

- You should include an organizational capability statement and curricula vitae for key project personnel.
- The organizational capability statement should describe how your agency (or the division of a larger agency that will have responsibility for this project) is organized, the nature and scope of its work, and the capabilities it possesses.
- It should also include the organization's capability to sustain some or all project activities after Federal financial assistance has ended.
- This description should cover capabilities of your agency not included in the program narrative, such as any current or previous relevant experience or useful reports, publications, and other products the project team has produced.
- If appropriate, include an organizational chart showing the relationship of the project to the current organization.
    - Please attach short curricula vitae for key project staff only

Neither curricula vitae nor an organization chart will count toward the project narrative page limit

- Also include information about any contractual organizations that will have a significant role in implementing the project and achieving project goals

Organizational chart

Does not count towards the page limit.

As discussed in the organizational capability section, if you think it is helpful and relevant, you may include an organization chart that shows how the project will fit into your organization.

Resume and job descriptions

Does not count towards the page limit.

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications.

Budget Narrative/Justification

The budget justification narrative supports the information you provide in Standard Form 424-A. See standard forms.

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities
- The restrictions on spending funds. See funding limitations.
- Justify all the costs, including showing how you calculated them. To create your budget justification narrative, see the example format on our website.

The budget justification narrative provides:

- A line-item budget that shows the calculations for costs
- A justification for the items in each budget category

There are more detailed instructions in budget justification narrative instructions. You can also use the budget justification narrative template.

You will need to include:

- A combined three-year budget justification narrative
- A detailed budget justification narrative for each of the three budget years in this program's period of performance.

To complete your budget justification narrative see the budget justification narrative template on our website and instructions for completing required forms in this NOFO.

The Budget Narrative/Justification can be provided using the format included in the document, "Budget Narrative/Justification – Sample Format." Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.

Work Plan

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

Does not count towards the page limit.

You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure outcomes and processes.

- The project work plan should reflect and be consistent with the project narrative and budget justification narrative and should cover all three years of the project period.
- It should include a statement of the project's overall goal, anticipated outcomes, key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcomes.

- For each major task/action step, the work plan should identify time frames involved (including start and end dates), and the lead person responsible for completing the task.
- You can use the project work plan sample template as a reference and resource.

Failure to include a work plan detailing activities for each year of the project will result in a score of zero for this required component during the merit review scoring process.

To complete your work plan, see the project work plan sample template and instructions for completing required forms in this NOFO.

Letters of Commitment from Key Participating Organizations and Agencies

Commitment letters

Does not count towards the page limit. Include letters from any organization that will have a significant role in carrying out your project. The letter should explain their role and their commitment to the project.

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: SAM.GOV Quick Start Guide for Financial Assistance Registrations.

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

Number Of Days from Publication 18

08/15/2025

Date for Informational Conference Call:

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.

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

Grants.gov

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. See get registered.

For instructions on how to submit in Grants.gov, see the quick start guide for applicants. Make sure that your application passes the Grants.gov validation checks or we may not get it. Do not encrypt, zip, or password protect any files.

See Contacts and Support if you need help.

Other submissions

Intergovernmental review

This NOFO is not subject to executive order 12372, Intergovernmental Review of Federal Programs. No action is needed.

Optional letter of intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers we will need to evaluate applications. You do not have to submit a letter of intent to apply.

Please email the letter to Kari Benson: aoa.oaa@acl.hhs.gov.

In your email, include:

- The funding opportunity number and title
- Your organization's name and address
- A contact name, phone number, and email address See the deadline for letters of intent.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, 45 CFR 75.113.

Send written disclosures to ACL at aoa.oaa@acl.hhs.gov **and** to the Office of Inspector General at grantdisclosures@oig.hhs.gov.

V. Application Review Information

1. Criteria

Initial review

We review each application to make sure it meets basic requirements. We won't consider an application that:

- Requests funding above the award ceiling shown in the funding range.
- Requests funding below the award floor shown in the funding range.
- Is submitted after the deadline.

We will not review any pages over the page limit.

Responsiveness and screening criteria, application responsiveness criteria

Applications will be reviewed for the following criteria:

- Is the applicant an eligible state agency?
- Did you request the minimum award amount (award floor) or more to fund your project?
- Did you include an MoU/MoA between the eligible state agency and the statewide respite coalition/organization?

Applications that fail to meet any of the above criteria will not be reviewed and will receive no further consideration.

Application screening criteria

All applications will be screened to ensure a level playing field for all applicants. Applications that fail to meet the formatting criteria will not be reviewed and will receive no further consideration.

Merit review

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria. These reviewers are experts in their field, and come from academic institutions, nonprofit organizations, state and local governments, and federal government agencies. The members use the criteria below.

Criteria

- You must document all of your source material.
- If any text, language, and/or materials are from another source, you must make it clear the material is being quoted and indicate where the text comes from.
- You must also cite any sources of numbers, ideas, or other material that is not your own.
- If you fail to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce your scores accordingly, even to the degree of issuing no points at all.

Project relevance and current need

Maximum Points: 15

Does the application describe:

- The population and demographics of caregivers in the state, and demonstrates knowledge of the state's family caregiver populations?
- The extent and nature of respite needs of all populations regardless of the age, disability, or chronic condition of the care recipient population?
- Available respite care services, including unmet needs?

Do you:

- Apply the knowledge and lessons learned under current and previous Lifespan Respite awards to further understand and describe the respite needs of family caregivers in the state?
- Provide information on the impact of the state's previous efforts under the Lifespan Respite Care Program to date?
- Describe how the proposed project will build upon the accomplishments made in previous Lifespan Respite Care Program grants?

Approach

Maximum Points: 30

Goals, objectives, and methods of addressing the problem (10 points)

- Have you stated clear and meaningful goals and objectives for the proposed program as well as problems that relate to the proposed program?
- Does the application tie current goals and objectives clearly to your work in your previous Lifespan Respite Care Program awards?
- Does the project consider barriers and opportunities that exist in the larger environment that may impact the project's success, and intentions to identify and reduce gaps?
- Does the intervention optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate?
- Does the application propose an approach for expanding the range of collaborations and partnerships to ensure the program is reaching the broadest population of eligible caregivers?
- Do you describe the actions you will take to further develop your Lifespan Respite program into a Lifespan Respite Care System?
- Does the proposed program address from the outset the respite needs of allpopulations regardless of the age, disability, or chronic condition of the care recipient population?
- Are the goals and objectives reasonable and likely to be achieved?

Work plan (15 points)

- Does the application include a work plan for each year of the project? Failure to include a work plan with the application will result in a score of zero for this section.
- Does the work plan include sensible and feasible timeframes to accomplish the tasks presented?
- Is the project work plan clear and comprehensive, covering all years of the proposed project (including start and end dates)?
- Does the work plan include specific goals, key objectives, and tasks that are linked to measurable outcomes?
- Are the roles and responsibilities of project staff, consultants, and partners clearly defined and linked to specific objectives and tasks?

Coordination and linkages (5 points)

- Does the application detail how the awardee, the State respite coalition/ organization, and the state's aging and disability resource center/No Wrong Door system will work collaboratively to design, implement, and manage Lifespan Respite Care System?
- Does the application describe how other state or local community-based organizations will be involved in a meaningful way in planning, implementing, and delivering respite care services?
- Do you demonstrate inclusion of the full range of age and disability populations in planning and implementing the Lifespan Respite Program?
- Does the proposed project target all eligible population groups, including disadvantaged and limited-English-speaking populations?
- Does the application describe the plan for administering, collaborating, and coordinating respite care activities in the state with other related programs and services?

Budget justification narrative

Maximum Points: 15

- Does the application include a budget justification narrative? Failure to include budget justification narratives with the application will result in a score of zero for this section.
- Is the budget justified? Are the resources requested to carry out proposed activities adequate and reasonable?
- Is the scope of project activities consistent with the resources requested?
- Are budget line items clearly delineated and consistent with work plan objectives?
- Do you describe the percentage of the award funds to be used for directly providing respite services?
- Is the time commitment of the proposed state project director (at the applicant agency) at least 0.20 full-time equivalent, and does their stated involvement appear to be sufficient to assure proper direction, management, and timely completion of the project?
- Does the budget include the required match?

Project impact

Maximum Points: 25

Project outcomes (10 points)

- Are the expected project benefits and results clear, realistic, and consistent with the objectives and purpose of the project?
- Are the proposed outcomes quantifiable and measurable, and consistent with the definition of a measurable outcome?
- Are the anticipated outcomes of the proposed project likely to be achieved, and will they significantly benefit both the populations affected by the intervention and the field as a whole?

Project evaluation (5 points)

- Does the project evaluation reflect a thoughtful and well-designed approach to successfully measure whether the project has achieved its proposed outcomes?
- Does the plan include the qualitative and/or quantitative methods necessary to reliably measure consumer outcomes?
- Is the evaluation also designed to capture lessons learned that can influence ongoing program and policy recommendations and be of use to others in the field, especially those interested in replicating the project?
- Will the evaluation enable you to determine whether you have achieved your objectives?

Sustainability (5 points)

- Is there a clear and realistic plan to make policy changes or to secure resources to continue the Lifespan Respite Care System and access to respite services after Federal financial assistance has ended?
- Is it likely that you will be able to sustain the Lifespan Respite Care System?
- Will the results of the project be used to inform state lifespan respite care system, program, and policy development?

Dissemination (5 points)

- Will the dissemination plan provide relevant and easy-to-use information about respite care services, worker recruitment and training, and programs for family caregivers, including training, in a timely manner to parties that might be interested in making use of its findings, particularly to those who might want to replicate the project?
- Does the dissemination plan include multiple means for delivering information, including electronic, print, and web-based methods?

Organizational capability

Maximum Points: 15

Project staffing and qualifications (5 points)

- Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation?
- Do the proposed project director, key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles?
- Are letters from participating organizations included, as appropriate? Do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Organization and management (10 points)

- Does the application adequately describe the agency's ability to work with other state and community-based agencies?
- Does your proposed approach for working with public and private nonprofit respite coalitions and organizations seem feasible?
- Do you demonstrate an understanding of respite care and family caregiver issues across all age groups, disabilities, and chronic conditions?
- Do you demonstrate capacity and commitment to ensuring meaningful involvement of family members, family caregivers, and care recipients?
- Do you demonstrate a commitment to expand or enhance the delivery of respite services?
- Are assurances in place that you will have a system for maintaining the confidentiality of care recipient and family caregiver records?

2. Review and Selection Process

Risk Review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov responsibility / qualification to check this history for all awards likely to be over $250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see 45 CFR 75.205.

Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- Reasonableness of proposed costs to the expected results and the likelihood you will achieve those results.
- Available funding.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Choose to fund no applications under this NOFO. The ACL administrator makes all final award decisions.

Award notices

If you are successful, we will email a Notice of Award (NoA) to your authorized official. We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don’t have permission to start work.

To see what is in a NoA, see an example on our website.

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: 07/01/2025

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.

As of October 1, 2024, 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards updated to a new version. The eCFR is currently updating its site with the newly adopted content. Until that time, the links below to 2 CFR 200 will not include the changes. If you need to see specific changes while they complete that work, see 78 FR 78608.

Also as of October 1, 2024, HHS adopted several provisions in the new 2 CFR 200 that affect your application. These new provisions supersede those previously used in 45 CFR 75. The changes include:

Indirect costs

De minimis rate

If you use the de minimis rate to calculate indirect costs:

- When you calculate this rate, you will now use 15% of modified total direct costs (MTDC) rather than 10%. See 2 CFR 200.414(f).
- Additionally, when you calculate MTDC, you can now use up to $50,000 of subawards and subcontracts rather than $25,000. See 2 CFR 200.1.

Training awards

If your application is for a training award, your indirect cost rate remains capped at 8% of MTDC. However, when calculating MTDC , you can now use up to $50,000 of subawards and subcontracts rather than $25,000. See 2 CFR 200.1.

Budget

When planning your budget, HHS now uses the definitions for equipment and supplies in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or $10,000 and the threshold for supplies to below that amount.

All changes

HHS adopted all the following superseding provisions on October 1, 2024:

- 2 CFR 200.1, Definitions, Modified Total Direct Cost.
- 2 CFR 200.1, Definitions, Equipment.

- 2 CFR 200.1, Definitions, Supplies.
- 2 CFR 200.313(e), Equipment, Disposition.
- 2 CFR 200.314(a), Supplies.
- 2 CFR 200.320, Methods of procurement to be followed.
- 2 CFR 200.333, Fixed amount subawards.
- 2 CFR 200.344, Closeout.
- 2 CFR 200.414(f), Indirect (F&A) costs.
- 2 CFR 200.501, Audit requirements.

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

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Kari

Last Name:
Benson

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aoa.oaa@acl.hhs.gov

Office:
AoA

Grants Management Specialist

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Last Name:
Williams

Phone:
202-401-5481

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CMB

VIII. Other Information

Readiness checklist

Applying for an award takes time. Registering with sam.gov can take over two weeks.

There are a few things that need to happen before you can apply:

- Make sure your organization is eligible.
- As soon as possible, register in sam.gov or make sure your registration is up to date.
- To register, go to sam.gov entity registrationand click Get Started.
- See a checklist for what you will need to register in SAM.
- The Entity Registration page also includes a video that walks you through the registration process. If you need help, you can call (866) 606-8220 or live chat with the federal service desk.
- Get a Unique Entity Identifier (UEI). You get your UEI when you register in sam.gov. (This is different from a DUNS number. See DUNS to UEI transition information).
- Register in grants.gov. See how to register in grants.gov.
- Begin working on gaining the required memorandum of agreement (MoA) or memorandum of understanding (MoU) and letters of commitment from key participating organizations and agencies. See attachments.
- Read over this NOFO.
- Make sure that you understand the screening and responsiveness factors that could affect your ability to get an award.
- Submit an optional letter of intent.
- Review the post-award requirements to make sure you can meet them.

To find the application package, go to Grants.gov and search using Keyword: **Lifespan Respite Care Program: State Program Enhancement Grants** and Opportunity Number: HHS-2025-ACL-AOA-LRLI-0004.

You can also find information on the ACL website at applying for grants.

ACL requires you to use grants.gov Workspace. Workspace is a shared online environment where your team can access and edit at the same time. For instructions, go to get started on your workspace application.

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. 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-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/.
- 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/your-protections-against-discrimination-based-on-conscience-and-religion/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 $10,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., 5% x $200,000 = $10,000 – 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. <u>Project Director.</u>

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."

Reference websites

- U.S. Department of Health and Human Services (HHS)
- Home Page | ACL Administration for Community Living
- Applying for Grants | ACL Administration for Community Living
- Application Tips | ACL Administration for Community Living
- How to Apply for a Competitive Grant | ACL Administration for Community Living
- Code of Federal Regulations (CFR)
- United States Code (U.S.C.)
- To learn more about creating accessible documents, web pages, presentations, social media content, and blogs, please visit create accessible digital products.

Endnotes

1. https://www.congress.gov/109/plaws/publ442/PLAW-109publ442.pdf
2. https://archrespite.org/wp-content/uploads/2022/10/PLAW-116publ324.pdf
3. https://acl.gov/CaregiverStrategy
4. https://acl.gov/sites/default/files/about-acl/2018-10/PLAW-115publ119 - RAISE.pdf
5. https://acl.gov/sites/default/files/about-acl/2018-10/BILLS-115s1091enr - SGRG.pdf
6. https://acl.gov/CaregiverStrategy
7. https://acl.gov/programs/support-caregivers/raise-family-caregiving-advisory-council
8. https://acl.gov/SGRG/report
9. https://acl.gov/programs/support-caregivers/supporting-grandparents-raising-grandchildren-0
10. https://acl.gov/sites/default/files/RAISE_SGRG/SGRG-InitialReportToCongress_2021-11-16.pdf
11. https://acl.gov/CaregiverStrategy
12. https://archrespite.org/ta-center-for-respite/
13. https://acl.gov/sites/default/files/RAISE_SGRG/NatlStrategyFamCaregivers_FirstPrinciples.pdf
14. https://acl.gov/programs/direct-care-workforce
15. https://archrespite.org/library/the-role-of-respite-in-the-national-strategy-to-support-family-caregivers/
16. https://acl.gov/sites/default/files/RAISE_SGRG/NatlStrategyFamCaregivers_FirstPrinciples.pdf
17. https://acl.gov/sites/default/files/RAISE_SGRG/NatlStrategyFamCaregivers_ActionsSCO.pdf
18. https://archrespite.org/ta-center-for-respite/
19. https://archrespite.org/library/measuring-systems-change-and-consumer-outcomes/

20. https://archrespite.org/wp-content/uploads/2022/10/PLAW-116publ324.pdf