Frequently Asked Questions

2025 Research to Spread and Scale the Impact of Evidence-Based Falls Prevention Programs and Interventions

FY 2025 Funding Opportunity
U.S. Administration for Community Living
Center for Innovation and Partnership
HHS-2025-ACL-CIP-AAFP-0051

Questions Related to Applicant Eligibility/Preference

1. **Question: Who may apply for this funding opportunity?**

   Answer: Domestic public or private non-profit entities including state governments, county governments, city or township governments, special district governments, independent school districts, public and state controlled institutions of higher education, Native American tribal governments, public housing authorities/Indian housing authorities, Native American tribal organizations, nonprofits having a 501(c)(3) status, private institutions of higher education, faith-based organizations, and community-based organizations.

2. **Question: Are for-profit companies or individuals eligible to apply?**

   Answer: No.

3. **`Question: Are other federal agencies eligible to apply?**

   Answer: No, but any federal agencies interested in exploring partnership opportunities with ACL are encouraged to contact Lauren Solkowski at lauren.solkowski@acl.hhs.gov.

Questions Related to Letters of Intent

4. **Question: Are potential applicants required to submit a Letter of Intent?**

   Answer: Letters of Intent are not required but they are requested to help us in planning for the independent review process.

Questions Related to Proposal Format

5. **Question: Is there a maximum page limit for the Project Narrative?**

   Answer: Page 9 indicates "the Project Narrative (inclusive of the Workplan) must not exceed **thirty** (20) double-spaced pages." This is incorrect, twenty pages is the maximum length allowed. The page limit for the Project Narrative does not apply to the **Workplan**, Application for Federal Assistance (SF-424), table of contents, budget narrative/justification, vitae/biosketches, letters of commitment from key participating organizations and agencies, and references.

6. **Question: Should applicants submit one comprehensive work plan that includes goals for each year or should proposals include a separate work plan for each year?**

   Answer: Applicants must provide a separate work plan for each year (year one, year two, year three, and year four). The work plans for each year should match the separate budget plans for each year. The overall proposal should describe the goals or accomplishments that are expected over the four-year period.

7. **Question: Do we need to create partner-specific work plans for our major contributing partners?**

   Answer: You do not need to provide any additional work plans for your partners. However, in the work plan, you should indicate any lead persons at the partnering agencies that are responsible for tasks included in the work plan. Applications are reviewed to determine the extent to which the application narrative, work plan, and support letters reflect an adequate commitment from partners and description of their activities and areas of responsibility.

8. **Question: Can we use a font size smaller than 11 for tables included in the narrative?**

   Answer: Page 12 indicates to "use a font that is not less than size 12 and is Times New Roman, Courier, Courier New, or Arial." This is incorrect. The entirety of the Projective Narrative, including tables, graphics, and headings must be double-spaced, and of a standard font size of not less than 11, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats outside of the Project Narrative sections, such as the Project Work Plan and Budget Narrative/Justification.

9. **Question: How should we list/cite references? Are references subject to the Project Narrative criteria regarding page limit and double-spacing?**

   Answer: There is not a particular citation style that you are required to use with respect to references. You may include your references as footnotes, endnotes, or a separate appendix (please be sure to clearly label). References may be single-spaced, and, if included as a separate appendix, are not subject to the 20-page limit for the Project Narrative.

10. **Question: Which elements of the application can we include as an appendix?**

    Answer: The page limit for the Project Narrative does not apply to the Workplan, Application for Federal Assistance (SF-424), table of contents, budget narrative/justification, vitae/biosketches, letters of commitment from key participating organizations and agencies, and references.

Questions Related to Proposed Activities

11. **Question: Can you clarify the definition of multifactorial fall intervention as used by ACL for this announcement?**

    Answer: Interventions and implementation strategies proposed for this funding opportunity should address at least one of the research gaps noted by the U.S. Preventive Services Task Force (USPSTF), that include "comparing the benefits and harms of exercise plus multifactorial interventions with exercise interventions alone." As indicated within the USPSTF Evidence Gaps Research Taxonomy Table (listed on page 5 of the NOFO, on page 2-3 of the taxonomy), multifactorial assessment and intervention includes "studies that administer an initial multicomponent assessment and then provide customized interventions or referrals based on the risk factors identified in the initial assessment. These could include exercise, psychological interventions, nutrition therapy, education, medication management, environmental assessment and modification, and others."

12. **Question: For purposes of this NOFO, do all of the programs in Appendix A, including Tai Chi for Arthritis and Falls Prevention and Tai Ji Quan: Moving for Better Balance, count as multifactorial?**

    Answer: Some of the interventions listed in Appendix A may address one risk factor of falls and others may address multiple risk factors. For the purposes of this funding opportunity, applicants should ensure part of their approach (as listed on the top of page 6) includes "implementation of **at least one evidence-based multifactorial falls prevention program.**"

13. **Question: Of the three approach options listed on the top of page 6, one approach is to compare a multifactorial falls prevention program to exercise alone. Does the exercise intervention need to be evidence-based and/or one of the options listed in Appendix A?**

    Answer: As indicated on page 6, "Applicant study designs should ensure their proposed interventions are available and accessible to a variety of populations. All programs must meet the Older Americans Act Title III-D criteria for evidence-based (see Appendix B)." The exercise intervention should be evidence-based as to be replicable and measurable. It is not required to be one of the options listed in Appendix A. "Exercise alone" indicates the exercise/physical activity intervention does not include additional components.

14. **Question: Is the funding opportunity seeking an effectiveness aim as well as implementation science aims?**

    Answer: As indicated on pages 4 and 7, this funding opportunity will fund implementation research that brings to scale and evaluates the impact of evidence-based multifactorial falls prevention programs on falls among older adults through a collaborative approach inclusive of the Aging Network and collaborative partners, experts in falls prevention research, and experts in implementation science and research. It intends to fund research to address evidence gaps and assess the benefits of incorporating evidence-based multifactorial falls prevention programs to prevent falls among older adults into routine practice, either alone or in combination with exercise. Studies must employ an implementation research approach to increasing the uptake and demonstrating the impact of their proposed interventions in the community. Successful applicants must demonstrate their capacity to conduct several activities including, but not limited to, finalizing research questions and methods for conducting research to reduce falls and falls risk using an implementation science approach, with structured (quantitative) data and unstructured (qualitative) data collection. **This funding is not intended to support the development of new programs or interventions.**

15. **Question: How will we know who is chosen as the awardee?**

    Answer: Once the grant(s) has been awarded, ACL will announce through ACL Updates list serv.

Questions Related to Grant Administration

16. **Question: Can we subcontract some or all grant activities?**

    Answer: Yes. It is very important that grantees realize that the administrative responsibility and oversight of all grant activities remains with the grantee. Grantees must serve as the central, core, and active partner in the grant and not simply be a conduit for pass-through funding to sub-contractors. When subcontracting, the grantee should retain sufficient funding to adequately fulfill its administrative and oversight responsibilities.

17. **Question: How will the grantee be able to access grant funds? Is payment based on cost reimbursement?**

    Answer: Grantees will draw down funds using the Payment Management System (PMS). Costs are not reimbursed, but rather requests are made through PMS for the release of funds.

18. **Question: What are the reporting requirements associated with this grant?**

    Answer: 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.

19. **Question: Is there a requirement to use national falls surveys or tools for data collection and reporting?**

    Answer: There is not a requirement in this funding opportunity to use a particular data collection form or tool; the intent is for the applicant to propose and structure the data collection approach as noted on pg. 6, "Applicants must describe their approach including… the evaluation approach, data sources, data collection (including how and from where data will be collected), and analysis plan."

20. **Question: Can an organization apply for the grant as a lead applicant (prime recipient)**

and also be listed as a partner (subrecipient) on another organization's application?

Answer: Yes, an organization can apply for the grant as a lead applicant (prime recipient) and also be listed as a partner (subrecipient) on another organization's application. In that approach, we ask applicants to clarify responsibilities in each role and address any potential conflicts of interest.

21. **Question: Can a lead applicant (prime recipient) apply with a partner (subrecipient) that does not have a Federalwide Assurance (FWA)?**

    Answer: Generally, if a subrecipient is involved in human subjects research that is part of a federally funded grant, they will need a FWA.

22. **Question: We are interested in applying to two ACL funding opportunities. Can an applicant use the same implementation partners for both grants as long as there is no duplication of services?**

    Answer: Correct. The same implementation partners can be used for each grant but the scope of work cannot be duplicated.

Questions Related to Letters of Commitment

23. **Question: To whom should letters of commitment be addressed?**

    Answer: Letters of commitment should be addressed to the applicant.

24. **Question: What types of organizations should be represented in the letters of commitment?**

    Answer: All applications must include letters of commitment from Aging Network partners based on their selected approach, such as letters from State Units on Aging, Area Agencies on Aging, community care hubs, and tribes/tribal organizations. Applications that fail to meet this requirement will not be reviewed and will receive no further consideration.

Questions Related to the Budget Narrative/Justification

25. **Question: Regarding the number of awards, if there are three awards made, will the total amount of available funding ($4.65 million) be shared across each awardee?**

    Answer: This funding opportunity will fund up to three awards. If there are one, two, or three awards made, the total funding awarded to each will be determined based on the ranking of each proposal and the respective requested budget within the overall funding limits.

26. **Question: Is there a match requirement?**

Answer: No, there is not a match requirement. Applicants that do provide match will not be viewed differently or given more points during the independent review process. We encourage applicants to not provide match because if they choose to do so, then the match amount will become a part of their award notice and the awardee will be held to that match.

27. **Question: Does the budget range for each funding option include indirect costs? What indirect rate can we use?**

    Answer: Any indirect costs charged by the applicant would be included in the amount of the federal award.

    Indirect costs must be supported by an approved indirect cost rate agreement, which also defines the direct charges against which the rate applies. 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 (DHHS) 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. If indirect costs are to be included in the application, a copy of the approved indirect cost agreement 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.

    You should consult your organization's financial representative to see if you should be charging indirect costs and if so, what the approved rate is. In the event you are looking to make an initial request, please contact the Project Officer and Grants Management Specialist associated with this funding opportunity announcement.

28. **Question: Is there a cap on the indirect costs that will be permitted? Would an indirect cost rate of 45% be permitted?**

    Answer: There is no set limit on the indirect costs. Indirect costs can only be charged if the organization has an approved allocation plan or an approved federal indirect cost agreement. Applicants should check with their fiscal staff for the amount that can be charged on the grant, as it is different for each organization.

29. **Question: If our organization does not have a negotiated indirect cost rate, are we able to include these costs in the proposed budget?**

    Answer: Yes, per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity (i.e., applicant) that has never received a negotiated indirect cost rate, may charge a de minimis rate of 15% of modified total direct costs (MTDC)."

30. **Question: Regarding the budget template, can you clarify the difference between non-Federal cash versus non-Federal in kind?**

    Answer: These are both forms of match, and match is not required for this program. Non-

Federal cash is any cash from you or your partners; it does not include funds from the Federal government. In kind includes any third-party non-cash items that are program-related such as meeting room space that can be used as match for this program (please note, there is no match requirement in this funding opportunity). Applicants who voluntarily decide to add a match to their application will be held to that match and the match dollar amounts will be in their Notice of Award.

Miscellaneous Questions

31. Question: What is the make-up of the application review panels?

Answer: We recruit a variety of reviewers to participate in the review. We convene multiple panels comprised of individuals with expertise in falls prevention research, falls prevention program implementation, academia, and the aging services network.