



**Transforming State LTSS Access Functions into a
No Wrong Door System for All Populations and All Payers:
Statewide Implementation**

Administration for Community Living
Centers for Medicare & Medicaid Services
Veterans Health Administration

HHS-2015-ACL-CCASD-NW-0110
Application Due Date: 07/27/2015

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Statewide Implementation

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Department of Health & Human Services
Administration for Community Living

ACL Center: Center for Consumer Access and Self-Determination
Funding Opportunity Title: Transforming State LTSS Access Functions into a No Wrong Door System for All Populations and All Payers: Statewide Implementation
Announcement Type: Initial
Funding Opportunity Number: HHS-2015-ACL-CCASD-NW-0110
Primary CFDA Number: 93.048
Due Date For Letter of Intent: 06/14/2015
Due Date for Applications: 07/27/2015
Date for Informational Conference Call: 05/27/2015

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.

Executive Summary

The U.S. Administration for Community Living (ACL) has developed this Funding Opportunity Announcement (FOA) in coordination with the Centers for Medicare & Medicaid Services (CMS) and the Veterans Health Administration (VHA). This FoA is designed to assist states in transforming their existing long term services and supports (LTSS) access programs and functions into a single statewide No Wrong Door (NWD) System of Access to LTSS for all populations and all payers. The NWD System's primary purpose is to make it easy for people of all ages, disabilities and income levels to learn about and access the LTSS they need. People in need of LTSS often need more than one service and will use a mix of programs to fulfill their LTSS needs. Each publicly supported LTSS program has an application and enrollment process. LTSS access programs and functions are funded with public money and are often duplicative and overlapping, creating inefficiencies for both the consumer and the government. Transforming the existing publicly supported LTSS access programs and functions into a single statewide NWD System will give states a vehicle for creating more efficient and effective ways of administering their LTSS programs. States will also be able to use their NWD Systems to make their overall LTSS systems more consumer-driven and more cost-effective.

Most states have already developed programs that help consumers understand and access their LTSS options using various federal grants and authorities, such as Aging and Disability Resource Center (ADRC) grants, Money Follows the Person (MFP) grants, and the Balancing Incentive Program. However, few states have developed statewide systems of access to LTSS that reflect the functionality and operational capacity of the NWD System described in this FOA.

In 2012, ACL, in coordination with CMS and VHA, awarded grants to 8 states to develop high-performing NWD Systems and to work with the federal partners on the development of national standards that could be used by all states. Building on this work, in 2014, the federal partners funded 25

states to develop 3-year plans they could use to begin to transform their various access programs and functions into a high-performing NWD System consistent with the Elements described in the Appendix of this FOA.

Eligible applicants for the current awards must be from one of the 25 states which received a 2014 Transforming State LTSS Access Programs and Functions into A No Wrong Door System for All Populations and All Payers grant. Applicants must be a state entity and only one application can be submitted for a given state. The Office of the Governor must designate the state entities that will be involved in the development and implementation of its NWD System. In addition, the Office of the Governor must designate the state entity that will be responsible for leading the overall initiative. At a minimum, the following state agencies and state entities must be involved in the development and implementation of the NWD System: the state Medicaid agency, the state unit on aging, the state agencies and state entities that serve or represent the interests of individuals with disabilities, including individuals with physical disabilities, individuals with intellectual and developmental disabilities and the state authorities administering mental health services. The state should propose how they will meaningfully involve key external stakeholders, including how consumers and their families will be involved, in the ongoing development, evaluation and continuous improvement of its NWD System. The state will also be responsible for designating and overseeing the non-state government agencies and organizations that will play a formal role in carrying out the NWD System functions.

Since no state, within the 3 year period of this grant, will be able to fully develop and operationalize a statewide NWD System which has all the functional and operational capacity as the system envisioned in the Appendix, the federal partners are looking to fund those applicants who can demonstrate in their applications they will be able to make significant, measurable, and sustainable strides over the next three years toward transforming their existing LTSS access programs and functions into the type of NWD System envisioned in this FoA with the funds they are requesting. Matching funds are not required.

I. Funding Opportunity Description

Funding Opportunity Description includes:

A. Background on the Evolution of the NWD System

B. ACL/CMS/VHA Vision for a NWD System

C. Funding Application Goals

A. Background on the Evolution of the NWD System

Finding and accessing the right LTSS can be a daunting task for individuals and their families. The current LTSS system involves numerous funding streams administered by multiple federal, state and local agencies using different, often fragmented, and duplicative access processes and involves screening, intake, needs assessment, service planning, and eligibility determination. Individuals trying to access LTSS frequently find themselves confronted with a bewildering maze of organizations and bureaucratic requirements at a time when they are vulnerable and/or in crisis. This often results in people making decisions based on incomplete, and sometimes inaccurate, information about their options. This can lead to decisions to purchase and/or use LTSS options that are less than optimal for the individual and more expensive than necessary, including decisions to use expensive options such as nursing facility care that can quickly exhaust an individual's personal resources and result in their spending down to Medicaid.

The consequences of an inefficient LTSS system which makes it difficult for people to make informed decisions about their LTSS options have a direct impact on the health, well-being and financial status of

our citizens, and they have a direct impact on our state and federal budgets. This situation will only be compounded as the number of people who need LTSS increases and more LTSS products come onto the market. Currently, about 11 million Americans need some form of LTSS each year, and about 70% of all people now turning age 65 will need LTSS at some point during their life.

In response to this challenge facing our citizens and our nation, the Administration on Aging (AoA), now part of ACL, and CMS came together in 2003 to create a joint funding opportunity to support state efforts to create “one-stop-shop” access programs for people seeking LTSS. This initiative, known as the ADRC Program, was designed to provide consumers with “visible and trusted” sources of information, one-on-one counseling, and streamlined access to LTSS. Recognizing the LTSS system will always involve multiple payers and providers, and therefore always have some degree of fragmentation, the ADRC Program is a “systems change” initiative. The goal of this initiative is to help states better coordinate and integrate their LTSS access functions and create a new “interface” between consumers and the LTSS system in order to make it easier for people to learn about and quickly access the LTSS options that would best meet their needs. The ADRC grant program was based on the most promising practices being implemented at the time by states, including Washington, Oregon and Wisconsin. The ADRC Program in Wisconsin in particular was highlighted as a model in the 2003 FOA because its vision was to serve all individuals in need of LTSS regardless of their age, disability or income, not just people who qualified for public programs such as Medicaid. The reach of the Wisconsin model was particularly important because most people needing LTSS do not qualify for Medicaid.

AoA and CMS awarded ADRC grants to 12 states in 2003, and each year the number of states participating in the program grew and eventually all states and several territories received funding to develop ADRC Programs. As the number of participating states grew, the ADRC initiative started to evolve, and several key functions were strengthened. For example, in 2007 CMS made special Hospital Discharge Planning grants available to 10 state ADRC programs to strengthen their involvement in hospital to home care transitions. Then in 2009, supporting care transitions was recognized as a functional component of the ADRC initiative. This work expanded again in 2010 when AoA made special grants available to 16 states to partner with hospitals to build evidence-based care transition programs into their ADRC programs. States received funding to demonstrate innovative ways to implement care transitions and person centered practices within the context of their ADRC work. The capacity of ADRCs to help nursing home residents transition back to the community was significantly bolstered when state Medicaid agencies started to invest in ADRCs to assist with Money Follows the Person transitions. Under the new CMS guidance for MDS Section Q, many Medicaid agencies designated ADRCs to serve as a Local Contact Agency (LCA) to assist nursing home residents expressing a desire to return home.

Another major development in the evolution of the ADRC model occurred in 2008 when the VHA – the nation’s largest health care system - recognized the value of ADRCs in helping consumers develop person centered plans (PCP) and direct their own care. In that year, the VHA entered into formal funding agreements with ADRCs to serve as the VHA’s designated entity for delivering the Veterans-Directed Home and Community Based Services Program (VD-HCBS). Currently, over 100 ADRC sites across the country are delivering the VD-HCBS Program.

Another development in 2008 included Nursing Home Diversion/Community Living grants to strengthen the role of the ADRC in serving non-Medicaid eligible individuals in an effort to reduce the rate that they spend down to Medicaid by diverting them from more expensive LTSS. Then, in 2010, the Patient Protection and Affordable Care Act provided \$50 million dollars over five years to support the further development of the ADRC Program. The Affordable Care Act also funded the CMS Balancing Incentive Program to incentivize states to rebalance their Medicaid LTSS spending and required participating states to make changes to their LTSS systems, including developing statewide NWD programs. Many state Medicaid agencies included ADRCs in the development of their Balancing Incentive Program NWD System. However, other states limited their Balancing Incentive Program NWD System to serving Medicaid eligible individuals, and some states developed Balancing Incentive Program NWD Systems

totally separate from their ADRC programs.

In 2012, recognizing the accomplishments of both the ADRC and Balancing Incentive programs, as well as the lessons learned from the experience of states participating in these and other LTSS initiatives, ACL, in coordination with CMS and the VHA, issued a new Funding Opportunity Announcement – known as the 2012 “Part A: The Enhanced ADRC Options Counseling Program” - that reflected the key lessons learned to date. One of major learnings reflected in the Announcement was that no one agency or network could successfully implement a LTSS access system for all populations and all payers without having multiple agencies and organizations at the state and local level formally involved in the system's operations. Many different agencies and organizations that serve or represent the interests of different LTSS populations need to be involved. The new FOA embraced this lesson by officially adopting the “No Wrong Door” model. Another learning reflected in the FOA was the key role the state Medicaid agency needed to play in the development and financing of a No Wrong Door System. Eight states (CT, MA, MD, NH, OR, VT, WI and WA) were awarded grants to develop a NWD System for all populations and all payers and to work with the federal partners on the development of national standards and tools, including a national training program on Person Centered Counseling, that could be used by all states to develop NWD Systems for their citizens. Most recently, in 2014, building on the work of the Part A states, ACL, in coordination with CMS & VHA, awarded 25 states and territories one year grants to develop three year implementation plans that will guide the transformation of their multiple LTSS access programs and functions into a single statewide NWD System for all populations and all payers.

B. ACL/CMS/VHA Vision for a NWD System

The ACL/CMS/VHA vision is that each state will have a single statewide NWD System of Access to LTSS for all populations and all payers with the functionality and operational capacity described in the Appendix of this FOA. Under this FOA, "all populations" means everyone, regardless of a person's age, income or disability, in need of LTSS and “all payers” means any state administered program supported with state and/or federal funds that provides LTSS to the populations that will be served by the NWD System.

The NWD System functions include:

- Public Outreach and Coordination with Key Referral Sources;
- Person Centered Counseling;
- Streamlined Eligibility to Public Programs; and
- State Governance and Administration.

Each of these functions are described in detail and illustrated in the Appendix: Key Elements of a No Wrong Door System of Access to LTSS for all populations and all payers. The NWD System functions all involve interactions with individual consumers that are fluid and could occur simultaneously and do not necessarily indicate the sequences of steps that might be needed to help an individual access LTSS. Additionally, the federal NWD System vision recognizes that no one agency or network has the capacity, expertise or authority to effectively carry out all functions of the NWD System for all of the different populations that will be served by the NWD System. Multiple agencies and organizations at the state and local level will need to be formally involved in the operations of a state's NWD System, all with clearly defined roles and responsibilities, in order for the NWD System to be effective.

The federal vision for the NWD System recognizes the importance of state leadership in guiding the development, implementation and oversight of a statewide NWD System and the importance of giving states flexibility in determining how best to organize, structure and operate the various functions of their NWD System. It is expected that states will better integrate and, in some cases, restructure and strengthen their existing state administered access programs and functions, including those supported by ADRC grants, Money Follows the Person, Balancing Incentive Program NWD systems funds, and/or other sources. States must clearly define the roles and responsibilities of every agency or organization

performing one or more NWD System functions, and ensure that all of the functions are carried out in a coordinated, high-quality manner. States can delegate some of their NWD System functions, such as Person Centered Counseling, to local agencies and organizations. States are encouraged to build on and leverage existing entities and networks with a track record of successfully carrying out functions identical to or similar to those required by the NWD System, such as Area Agencies on Aging, Centers for Independent Living, local Medicaid agencies, Developmental Disability Management Organizations, Behavioral Health Management Organizations, Alzheimer's Chapters, and other entities that serve different LTSS populations. It is assumed that many of these entities will already be receiving federal and/or state funds to carry out functions identical to or similar to those required by a NWD System. The state will be responsible for ensuring that every individual consumer and family member who contacts the NWD System receives the same quality of information and help in accessing LTSS regardless of where they enter the system.

C. Funding Application Goals

As noted in the Executive Summary, ACL, in coordination with CMS and the VHA, are issuing this FOA to support states in the enhancement of their existing NWD Systems. The major goals for grantees under this FOA include:

1. At time of submission, applicants will be expected to submit a letter from the Office of the Governor designating all the state agencies and/or entities that will be involved in the development and implementation of its NWD System, including the entity that will be responsible for coordination of the overall initiative.
2. Within 3 months of project start date, applicants will be expected to submit a fully developed 3-Year NWD System Implementation Plan to ACL and its federal partners. When submitted, the plan will include a strategy, work plan, and budget that the state will use to begin transforming the multiple LTSS access functions and processes across its various LTSS programs into a single integrated statewide system of access to LTSS.
3. Within 12 months of project start date, applicants should describe how they will be able to assess the current operational capacity of their NWD system. Applicants will have the opportunity to utilize a NWD System Management Tool that is currently being developed in collaboration with the Part A states to support this effort. The NWD System Management Tool may help the awardee states further refine and document the capacity of their current LTSS access systems and how they compare to the NWD System envisioned in the Appendix of this FOA.
4. The awards under this FOA will be issued as Cooperative Agreements, and the successful applicants must agree to work with ACL, CMS and VHA on all aspects of their grant activities and on various technical assistance activities, including:
 - The applicant should describe how they plan to work with ACL, CMS and the VHA in a collaborative process to assist with the further refinement of the key elements that define a NWD System which are in the Appendix of this FOA; and
 - Working with ACL, CMS and the VHA in a collaborative process to assist in developing a NWD System continuous quality improvement (CQI) framework that includes performance system outcomes and consumer experience measures. This collaborative process will include input on various methods states might use to collect and report for potential future reporting requirements.
5. Within 36 months of the project start date, each applicant will develop public materials related to their grant activities (e.g., issue briefs, videos, publications, etc.) that could be used to promote the outcomes achieved through this funding opportunity.
6. By the end of the project period, each applicant will submit an updated 3-Year NWD System Implementation Plan to reflect implementation activities that would occur in FY18-FY20.

Statutory Authority

Title II Section 202b of the Older Americans Act (OAA) (42U.S.C. 3032), as amended by the Older Americans Act Amendments of 2006, P.L. 109-365 authorizes the Assistant Secretary for Aging to: “implement in all states Aging and Disability Resource Centers –

- (A) to serve as visible and trusted sources of information on the full range of long-term care options that are available in the community, including both institutional and home and community-based care;
- (B) to provide personalized and person friendly assistance to empower people to make informed decisions about their care options;
- (C) to provide coordinated and streamlined access to all publicly supported long-term care options so that individuals can obtain the care they need through a single intake, assessment and eligibility determination process;
- (D) to help people to plan ahead for their future long-term care needs; and
- (E) to assist, in coordination with the State Health Insurance Assistance Program, Medicare beneficiaries in understanding and accessing the Prescription Drug Coverage and prevention health benefits available under the Medicare Modernization Act.”

In accordance with the above, the Assistant Secretary’s statutory authority to make grants under this funding opportunity is contained in Title IV Section 411(a) of the OAA.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$4,200,000
Expected Number of Awards:	6
Award Ceiling:	\$850,000 Per Budget Period
Award Floor:	\$700,000 Per Budget Period
Average Projected Award Amount:	\$725,000 Per Budget Period

36-month project with three 12-month budget periods

The specific terms and conditions in the Cooperative Agreement have been included in this FOA. The total funding for this announcement is \$4,200,000. It is expected that up to 6 states will be funded. The award ceiling for each budget year is \$850,000. The award floor for each budget year is \$700,000. The estimated average annual award amount is \$725,000 per year. The project period for this award is 36 months with three 12-month budget periods.

III. Eligibility Information

1. Eligible Applicants

The Office of the Governor must designate all the state entities (e.g., Office of the Governor, state agencies) that will be involved in developing and implementing the state’s NWD System, including designating the state entity that will be responsible for leading the overall initiative. At a minimum, the following state agencies must be involved in the development and implementation of the state’s NWD System: the state Medicaid agency, the state unit on aging, the state agencies that serve or represent the

interests of individuals with physical disabilities, the state agencies that serve or represent individuals with intellectual and developmental disabilities, and the state authorities administering mental health services. ACL, CMS and VHA expect that the state will partner with individuals and organizations representing the populations being served including local governments and other entities in planning, developing and implementing the activities proposed in this grant application.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Matching funds are not required. Please disregard any reference to "ACL Required Match" found in the Attachments. Please note, applications that include any form of match will not receive additional consideration under the review. Match is not one of the Responsiveness or Application Screening criteria.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Eligible applicants for the current awards must be from one of the 25 states which received a *2014 Transforming State LTSS Access Programs and Functions into A No Wrong Door System for All Populations and All Payers* grant. No additional application responsiveness criteria is required.

Application Screening Criteria

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

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

1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of not less than 11, preferably Times New Roman or Arial**.
3. The Project Narrative must not exceed 20 pages. **Project Narratives that exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from <http://www.grants.gov> or [http://www.acl.gov/Funding Opportunities/ Announcements/Index.aspx](http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx).

Please note, ACL is requiring applications for all announcements to be submitted electronically through <http://www.grants.gov>. The Grants.gov (<http://www.grants.gov>) registration process can take several days. If your organization is not currently registered with <http://www.grants.gov>, please begin this

process immediately. For assistance with <http://www.grants.gov>, please contact them at support@grants.gov or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.

At <http://www.grants.gov>, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website (<http://www.grants.gov>).

Applications submitted via <http://www.grants.gov>:

- You may access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.
- At the <http://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 through <http://www.grants.gov> because of the time involved to complete the registration process.
- All applicants must have a DUNS number (<http://fedgov.dnb.com/webform/>) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf
- HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive sub-awards directly from recipients of those grant funds to:
 - Be registered in the SAM prior to submitting an application or plan;
 - 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
 - Provide its active DUNS number in each application or plan it submits to the OPDIV.
- The agency is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the agency:
 - May determine that the applicant is not qualified to receive an award; and
 - May use that determination as a basis for making an award to another applicant.

Note: Once your SAM registration is active, you will need to 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 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 be:
 1. Be registered in SAM prior to submitting an application or plan;
 2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 3. Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award

is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is entered on the SF 424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide: http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the <http://www.grants.gov> compatibility information and submission instructions provided at <http://www.grants.gov> (click on “**Vista and Microsoft Office 2007 Compatibility Information**”).
- **Your application must comply with any page limitation requirements described in this Program Announcement.**
- After you electronically submit your application, you will receive an automatic acknowledgement from <http://www.grants.gov> that contains <http://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <http://www.grants.gov>.
- Each year organizations applying for Federal grants through <http://www.grants.gov> need to register or update their registration with the System for Award Management (SAM) [Formerly the Central Contractor Registry (CCR)]. You can complete the initial registration on www.SAM.gov in three days; however, you must update your registration on www.SAM.gov every year, which can take five days. When you register, or update your registration on www.SAM.gov, you must have your DUNS number and other information about your organization available.
- To keep your SAM.gov registration active, be sure to renew at least once each year. If your registration expires you cannot submit a grant application until it is renewed.

Contact person regarding this Program Announcement:

U.S. Department of Health and Human Services
Administration for Community Living
Joseph Lugo
Center for Consumer Access and Self-Determination
E-mail: joseph.lugo@acl.hhs.gov

2. Content and Form of Application Submission

a. Letter of Intent

Letter of Intent

Due Date for Letter of Intent: **06/14/2015**

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 independent application 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

Joseph Lugo

Office of Integrated Programs

Email (preferred): joseph.lugo@acl.hhs.gov

Fax: 202-357-3469

b. Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and 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. The suggested length for the Project Narrative is 15 to 20 pages; 20 pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

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

Summary/Abstract

Problem Statement

Goal(s) and Objective(s)

Proposed Intervention

Special Target Populations and Organizations

Outcomes

Project Management

Evaluation

Dissemination

Organizational Capability

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should provide a clear and concise description of your project. ACL recommends that your project narrative include the following components:

Summary/Abstract

This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract."

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect older adults and /or people with disabilities, their families and caregivers and the health care and social services systems.

For this funding opportunity, the applicant should describe the specific challenges which will be addressed by the proposed activities with the funding it is requesting under this FOA over the three year project period. The federal partners recognize that states face numerous challenges in developing and fully implementing the type of NWD System envisioned in the Appendix. The federal partners also recognize that no state will be able to fully operationalize a statewide NWD System with the functional capacity described in the Appendix within the 3 year grant period. Therefore, applicants should focus their Problem Statement only on the subset of challenges that will be addressed by the activities it is proposing to undertake with these grant funds over the three year project period.

In addition, the applicant should provide as an attachment the general assessment of the challenges and/or difficulties consumers experience when attempting to access LTSS within their state. This was previously submitted in April 2015 as part of the NWD System planning efforts. Applicants have the flexibility to make edits from their previous submission if they desire.

Goals and Objectives

This section should consist of a description of the project's goal(s) 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 also describe the rationale for using the particular intervention, including factors such as: "lessons learned" for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the "right conditions" for the intervention (e.g., existing social or economic factors that you'll be able to take advantage of, etc.). Also 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 involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

For this funding opportunity, the applicant should describe how these grant funds will be used over the 3 year project period to help the state to begin transforming its existing access programs and functions into a statewide NWD System as envisioned in the Appendix. The federal partners recognize that no state will be able to fully operationalize a statewide NWD System with the functional capacity described in the Appendix within the 3 year grant period. Therefore, the applicant should describe how the proposed activities will make very significant, measurable, and sustainable strides toward creating the type of NWD System envisioned in the Appendix. The applicant should describe the state's rationale and strategy underlying the proposed approach. The applicant should explain how the approach builds on past investments including ADRCs, Money Follows the Person, Balancing Incentive and other programs.

The applicant should also explain how the state will leverage the experience and assets of non-state agencies and organizations that have demonstrated a successful track record in carrying out functions identical to or similar to those required by the NWD System envisioned in the Appendix, especially non-state entities that are successfully carrying out these types of functions with existing federal and/or state funding.

The grant funds being made available under this FOA must be used to advance systemic changes in the

way the state currently administers its various LTSS access programs and functions; these grant funds are not intended to cover ongoing operating costs of a NWD System that will extend beyond the project period unless the state can make a compelling case for doing so. Applicants have the flexibility to strategically target these grant funds to activities that will allow the state to make significant, measurable and sustainable progress toward achieving capacity in one or more of the key functions of a NWD System described in the Appendix.

Special Target Populations and Organizations

This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project. This section should also describe whether, and if so, how the proposed intervention will target disadvantaged populations, including limited-English speaking populations, those of greatest economic need and those of greatest social need.

Specifically for this funding opportunity, the applicant should submit, as an attachment, the stakeholders and key partners that are a part of the NWD System planning efforts. This was previously submitted in January 2015 as part of the NWD System planning efforts. The applicant should explain how the approach will involve ongoing and meaningful input of key external stakeholders, including consumers and their families. Applicants have the flexibility to make any edits from their previous submission if they desire.

Outcomes

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

A “measurable outcome” is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior.) It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated in the aging network; new knowledge that can contribute to the field of aging; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable “output”, such as: the number of clients served; the number of training sessions held; or the number of service units provided.

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe how the outcome(s) will be measured and reported.

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project’s design.

For this funding opportunity, the applicant should describe the specific outcomes that will result from the activities described in the Proposed Intervention. and how those outcomes will benefit the state’s capacity to operate a NWD System and also how the outcomes will benefit the populations that will be served by the NWD System. The applicant should focus their measurable outcomes only on the outcomes associated with the activities that will be undertaken with these grant funds.

Project Management

This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project's objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives.

Evaluation

This section should describe the method(s), techniques and tools that will be used to: 1) determine whether or not the proposed intervention achieved its anticipated outcome(s), and 2) document the "lessons learned" – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

Dissemination

This section should describe the method that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, including and especially those parties who would be interested in replicating the project.

Organizational Capacity Statement

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. 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 the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

c. Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover all three (3) years of the project period. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks / 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.

d. Letters of Commitment from Key Participating Organizations and Agencies

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

In your fax, be sure to include the funding opportunity number and your agency name.

For this funding opportunity, the application should include a letter from the Office of the Governor designating the state entities that will be involved in the development and implementation of the state's NWD System, including designating the state entity that will be responsible for leading the overall initiative. In addition, the application should include letters from the heads of each of state agency or entity designated by the Office of the Governor to be involved in the development and implementation of the state's NWD System describing the agency's commitment to the project, including: 1) a description of the roles and responsibilities the agency will carry out under this grant, 2) the strengths and assets the agency brings to the initiative, and 3) the name and title of the senior executive official that will be responsible for managing the agency's involvement in the initiative.

e. Budget Narrative/Justification

A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required

3. Submission Dates and Times

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: www.grants.gov/applicants/get_registered.jsp.

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.

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>.

Due Date for Applications: **07/27/2015**

Date for Informational Conference Call: 05/27/2015

Conference Call Time: 2:00 PM Eastern

Conference Call Number: 888-282-1672

Participant passcode: 3363664

Webinar Link: <https://optum.webex.com/optum/j.php?MTID=m3ce54d749f5a3de764704b75de321bc3>

4. Intergovernmental Review

This funding opportunity announcement is not subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs."

5. Funding Restrictions

The following activities are not fundable:

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

Note: A recent Government Accountability Office (GAO) report has raised considerable concerns about grantees and contractors charging the Federal government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses. Executive Orders on Promoting Efficient Spending (EO 13589) and Delivering Efficient, Effective and Accountable Government (EO 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., 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: conference grant means the sole purpose of the award is to hold a conference)*

6. Other Submission Requirements

Letters of intent should be emailed or faxed to:

Joseph Lugo

joseph.lugo@acl.hhs.gov

U.S. Administration for Community Living

U.S. Department of Health and Human Services

V. Application Review Information

1. Criteria

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

Applications are scored by assigning a maximum of 100 points across five criteria:

- a. Project Relevance & Current Need
- b. Approach
- c. Budget
- d. Project Impact
- e. Organizational Capacity

Project Relevance & Current Need

Maximum Points: 20

To what extent did the applicant clearly describe the specific challenges that will be addressed within this project period? Did the applicant demonstrate and/or provide examples of the specific challenges which are unique to its state? Did the applicant describe how the challenges relate to the state's ability to develop some or all of the functions of a NWD System as envisioned in the Appendix? (10 Points)

To what extent did the applicant provide a general assessment on the challenges and/or difficulties consumers experience when attempting to access LTSS within their state? Did the assessment take into account the various populations that access LTSS? Did the assessment take into account the various duplicative eligibility screening and assessment functions being performed across the various programs that are administered by the state that pay for LTSS? Did the assessment include challenges faced by individuals who use their own resources to pay for their LTSS? (10 Points)

Approach

Maximum Points: 50

Does the applicant clearly describe the approach the state is proposing to use with these grant funds to advance changes in its LTSS access programs and functions? Is the approach likely to result in significant, measurable, and sustainable strides toward creating the type of NWD System envisioned in the Appendix? (10 Points)

Did the applicant clearly describe the rationale underlying their decision to focus on the proposed approach? Is the rationale sound? Does the approach build on and leverage past investments including ADRC grants, Money Follows the Person grants, Balancing Incentive Programs and other LTSS initiatives? (10 Points)

Does the approach include significant involvement by the state Medicaid agency? Is there evidence in the letter from the state Medicaid agency that the agency is going to be fully involved in the development, implementation, financing and use the NWD System for advancing its rebalancing agenda and its strategy for complying with the person-centered planning requirements in the CMS Settings

Rule? (10 Points)

Does the approach meaningfully involve key external stakeholders, including consumers and their families? Does the approach effectively leverage non-state entities that have a successful track record in carrying out functions identical to or similar to the functions required in a NWD System? (10 Points)

Is the project work plan clear and comprehensive? Does it include sensible and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific objectives and tasks that are linked to measurable outcomes? Do the workplan's objectives and tasks align with the proposed activities and underlying rationale and strategy? (10 Points)

Budget

Maximum Points: 5

Is the budget justified with respect to the adequacy and reasonableness of resources requested? Are budget line items clearly delineated and consistent with work plan objectives? Has a multiyear budget covering the entire proposed project period been included as well as a budget covering each individual year?

Project Impact

Maximum Points: 10

Does the application describe the measures that the state will use to track the progress and success over the 3 year grant period? Are the anticipated outcomes of the proposed project likely to be achieved and will they result in significant, measurable and sustainable strides toward at least one aspect of NWD System as described in the Appendix? (5 Points)

Does the project evaluation measure whether or not the project has achieved its proposed outcome(s)? Will the proposed project and anticipated outcomes of the proposed project inform other state and federal government leaders and policy makers regarding efficiencies that can be gained by transforming state LTSS access programs into a NWD System? (5 Points)

Organizational Capacity

Maximum Points: 15

Does the application include a letter from the Office of the Governor designating all the state agencies and entities that will be involved in the development and implementation of its NWD System, including the state agency or state entity that will be responsible for leading the overall initiative? Does the lead organization have the demonstrated experience and authority to effectively lead and coordinate the activities described in the application? (10 Points)

Does the application include letters from the heads of each of the state agencies designated by the Office of the Governor to be involved in the development and implementation of the state's NWD System describing the agency's commitment to the project, including: 1) a description of the roles and responsibilities the agency will carry out under this grant over the 3 year period, 2) the strengths and assets the agency brings to the initiative, 3) and the name and title of the senior executive official that will be responsible for managing the agency's involvement in the initiative? (5 Points)

2. Review and Selection Process

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

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

3. Anticipated Announcement Award Date

Award notices to successful applicants are expected to be sent on or around September 1, 2015 for an anticipated project start date of September 30, 2015.

VI. Award Administration Information

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, and the ACL Office of Budget and Finance. 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 or U.S. mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and destroyed.

2. Administrative and National Policy Requirements

The award is subject to DHHS Administrative Requirements, which can be found in 45CFR Part 75 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement.

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 to 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.

3. Reporting

Effective March 1, 2011, ACL requires the submission of the SF-425 (Federal Financial Report). The reporting cycle will be reflected in the Notice of Award. The ACL program progress report is due semi-annually from the start date of the award and is due within 30 days of the reporting period end date. The final progress report and SF-425 reports are due 90 days after the end of the project period.

Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully completed SF-425 will be required as

denoted in the Notice of Award terms and conditions.

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please see the following link:

http://www.acl.gov/Funding_Opportunities/Grantee_Info/FFATA.aspx

VII. Agency Contacts

Project Officer:

U.S. Department of Health and Human Services

Administration for Community Living

Joseph Lugo

Phone Number: (202) 357-3417

E-mail: Joseph.Lugo@acl.hhs.gov

Grants Management Specialist:

U.S. Department of Health and Human Services

Administration for Community Living

Karen Molina

Phone Number: (202) 357-3428

E-mail: Karen.Molina@acl.hhs.gov

VIII. Other Information

1. Application Elements

a. SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).

b. SF 424A, required – Budget Information. (See Attachment A for Instructions; See “Standard Form 424A – Sample Format” for an example of a completed SF 424A).

c. Separate Budget Narrative/Justification, required (See “Budget Narrative/Justification - Sample Format” for examples and “Budget Narrative/Justification – Sample Template.”)

NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi-year detailed Budget Narrative/Justification.

d. SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).

e. Lobbying Certification, required

f. Proof of non-profit status, if applicable

- g. Copy of the applicant's most recent indirect cost agreement, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
- h. Project Narrative with Work Plan, required (See “Project Work Plan – Sample Template” for a formatting suggestions).
- i. Organizational Capability Statement and Vitae for Key Project Personnel.
- j. Letters of Commitment from Key Partners, if applicable.

2. 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 which expires on 3/12/17. 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.

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 (<http://www.grants.gov>) or by going directly to the SAM website (www.sam.gov).

b. Employer/Taxpayer Number (EIN/TIN): (REQUIRED): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. In addition, we encourage the organization to include the correct suffix used to identify your organization in order to properly align access to the Payment Management System.

c. Organizational DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website (<http://www.grants.gov>). Your DUNS number can be verified at <http://fedgov.dnb.com/webform/>.

d. Address: (REQUIRED) Enter the complete address including the county.

e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the project.

f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.

9. Type of Applicant: (REQUIRED) Select the applicant organization "type" from the following drop down list.

A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

10. Name Of Federal Agency: (REQUIRED) Enter U.S. Administration for Community Living

11. Catalog Of Federal Domestic Assistance Number/Title: The CFDA number can be found on page one of the Program Announcement.

12. Funding Opportunity Number/Title: (REQUIRED) The Funding Opportunity Number and title of the opportunity can be found on page one of the Program Announcement.

13. Competition Identification Number/Title: Leave this field blank.

14. Areas Affected By Project: List the largest political entity affected (cities, counties, state etc).

15. Descriptive Title of Applicant's Project: (REQUIRED) Enter a brief descriptive title of the project (This is not a narrative description).

16. Congressional Districts Of: (REQUIRED) 16a. Enter the applicant's Congressional District, and 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. If all congressional districts in a state are affected,

enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. See the below website to find your congressional district:

<http://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 74 or 45 CFR Part 92 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. The dollar amounts entered in sub-items 18b-18f must total at least 1/3rd 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 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.**

ACL's Match Requirement

Under many ACL programs, ACL will fund no more than 75 % of the **project's total cost**, which means the applicant must cover at least 25% of the **project's total cost** with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost (i.e., the amount on line 18g.). This "three-to-one" ratio is reflected in the following formula which you can use to calculate your **minimum** required match:

$$\frac{\text{Federal Funds Requested} * \text{Match Percentage}}{\text{Inverse Match Percentage}} = \text{Minimum Match Requirement}$$

Examples of varying match levels:

1) $\$100,000$ (federal funds requested) * 5% (match) = $\$5,263$

95%

2) $\$100,000$ * 25% (match) = $\$33,333$

75%

3) $\$100,000$ * 35% (match) = $\$53,846$

65%

4) $\$100,000$ * 45% (match) = $\$81,818$

55%

If the required non-Federal share is not provided by the completion date of the funded project period, ACL will reduce the Federal dollars awarded when closing out the award to meet the match percentage, which may result in a requirement to return Federal funds.

19. **Is Application Subject to Review by State Under Executive Order 12372 Process?** Check c. Program is not covered by E.O. 12372

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. See Attachment B. **Section A Budget Summary**

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 (see instructions for each object class category in Attachment C).

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 break down but you must show the percentage charged for each full/part time employee.

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

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

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

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

Line 6e: Supplies: Enter the total costs of all tangible expendable personal property

(supplies) other than those included on line 6d.

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

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

In the Justification: Provide the following three items – 1) Attach a list of contractors indicating the name of the organization; 2) the purpose of the contract; and 3) the estimated dollar amount. If the name of the contractor and estimated costs are not available or have not been negotiated, indicate when this information will be available. The Federal government reserves the right to request the final executed contracts at any time. If an individual contractual item is over the small purchase threshold, currently set at \$100K in the CFR, you must certify that your procurement standards are in accordance with the policies and procedures as stated in 45 CFR 74.44 for non-profits and 92.36 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 Non-Profit 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.

Standard Form 424A - Sample Format

OMB Approval No. 0348-0044 BUDGET INFORMATION--Non-Construction Programs						
SECTION A-BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
Lifespan Respite	93.048			340,294	113,433	453,727
2.						
3.						
4.						
5.				340,294	113,433	453,727
TOTALS						
SECTION B-BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function, or Activity				Total (5)	
	(1) Year 1	(2) Year 2	(3) Year 3	(4)		
a. Personnel	71,254	30,000	35,000		136,254	
b. Fringe Benefits	26,114	15,000	20,000		61,114	
c. Travel	7,647	5,000	5,000		17,647	
d. Equipment	10,000	0	0		10,000	
e. Supplies	9,460	2,500	1,000		12,960	
f. Contractual	30,171	0	0		30,171	
g. Construction	0	0	0			
h. Other	11,480	55,833	47,334		114,647	
i. Total Direct Charges (Sum 6a-h)	166,126	108,333	108,334		382,793	
OMB Approval No. 0348-0044 BUDGET INFORMATION--Non-Construction Programs						
j. Indirect Charges @	20,934	25,000	25,000		70,934	
TOTALS (Sum 6i and j)	187,060	133,333	133,334		453,727	

7. Program Income	None				

SECTION C-NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Lifespan Respite	80,866	32,547		113,433
9.				
10.				
11.				
12. TOTALS (Sum of lines 8 and 11)	80,866	32,547		113,433

SECTION D-FORECASTED CASH NEEDS

13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	140,294	20,000	50,000	20,000	50,294
	46,766	12,000	10,000	9,000	15,766
TOTAL (Sum of lines 13 and 14)					

SECTION E-BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d)	(e)
Life Span Respite	100,000	100,000		
17.				
18.				
19.				
20. TOTALS (Sum of lines 16-19)				

SECTION F-OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges
23. Remarks	

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 Prescribed by OMB Circular A-102

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	<p>Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700</p> <p>Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = <u>\$23,554</u></p> <p>Total 71,254</p>
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	<p>Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p> <p>Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p>
Travel	\$4,707	\$2,940	\$0	\$7,647	<p>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</p> <p>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 <u>\$360</u> Total</p>

					\$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = <u>\$5,000</u> 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 <u>\$2,160</u> 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 = <u>\$11,669</u> Total \$30,171 <i>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.</i>
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) = <u>\$200</u>

					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 not 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 that occur as a result of an organization’s or program’s activities. (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.