



Administration for Community Living

Administration on Aging

Elder Justice Innovation Grants FY2021

HHS-2021-ACL-AOA-EJIG-0047

05/24/2021

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ACL Center:

Administration on Aging

Funding Opportunity Title:

Elder Justice Innovation Grants FY2021

Funding Opportunity Number:

HHS-2021-ACL-AOA-EJIG-0047

Primary CFDA Number:

93.747

Due Date for Letter of Intent:

04/24/2021

Due Date for Applications:

05/24/2021

Date for Informational Conference Call:

04/28/2021

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

Executive Summary

Additional Overview Content/Executive Summary

The Elder Justice Innovation Grants program is intended to support foundational work to create credible innovations, with benchmarks for adult maltreatment prevention, and for program development and evaluation. The Elder Justice Innovation Grants program supports the development and advancement of knowledge and approaches in new and emerging issues related to elder justice. Funded projects will contribute to the improvement of the field of adult maltreatment prevention and intervention at large by undertaking initiatives such as developing programs, interventions, materials, etc., or by establishing and/or contributing to the evidence-base of knowledge. Through this program announcement, ACL plans to award up to sixteen (16) cooperative agreements, ranging from \$350,000 - \$500,000 per year for a 24-month project period, to address the following priority areas:

Option 1: Improving Guardianship: Assess and implement improvements in the handling of the adult guardianship and conservatorship process by state courts. This includes enhancing the fairness, effectiveness, timeliness, safety, and integrity of adult guardianship/conservatorship proceedings; addressing access to guardianship revocation and alternative pathways and proceedings that promote less restrictive means of supported decision making; and developing innovations to improve the experiences of individuals at risk of guardianship/conservatorship.

Option 2: Adult Protective Services-Community Transitions: Assess and understand the various community services that produce better outcomes for persons transitioning from APS interventions which are emergent and short-term to the broader community-based programs that remediate and prevent recurrence of abuse over the longer term.

I. Funding Opportunity Description

Abuse, neglect, financial exploitation and self-neglect of older adults and adults with disabilities is a significant public health and human rights problem (hereinafter this funding opportunity will use the term “adult maltreatment” and should be understood to include physical, sexual, and emotional abuse; financial exploitation; neglect; and self-neglect of older adults and adults with disabilities). The most recent data available on the prevalence of adult maltreatment suggests that at least 10 percent of older Americans – approximately 5 million persons—experienced emotional, physical, or sexual abuse and neglect each year, and many of them experience it in multiple forms. [\[1\]](#) Adults with disabilities are 4 to 10 times more likely to become a victim of maltreatment than persons without disabilities.[\[2\]](#) In 2010, the age-adjusted serious violent crime (e.g. rape, robbery, assault) victimization rate for persons with disabilities was three times the rate of adults without disabilities.[\[3\]](#) In addition, data from state Adult Protective Services (APS) agencies show an increasing trend in reports of adult maltreatment.[\[4\]](#) These increases are concerning as other research estimates that as few as 1 in 23 cases of elder abuse,[\[5\]](#) and 1 in 44 cases of financial exploitation,[\[6\]](#) ever come to the attention of authorities.

It is widely documented that research in the area of maltreatment of older adults and adults with disabilities is still in its early stages, with limited knowledge of effective and evidence-based prevention, intervention, and remediation practices. Understanding of the phenomena of adult maltreatment is decades behind our understanding of either child maltreatment or intimate partner violence. Services for victims of adult maltreatment also lag far behind the system of services available to victims of other forms of family violence.

Guardianships and conservatorships (hereinafter referred to as “guardianships” in this funding opportunity) describe legal relationships by which state courts empower individuals or entities to make personal and/or property decisions for other adults, or “protected persons,” who the court has determined are unable to make their own decisions regarding a range of fundamental life choices. Court-appointed guardians and conservators (hereinafter referred to as “guardians”) are legally entitled to make a wide array of decisions that impact a protected person’s well-being, including financial, medical, and residential decisions. As such, guardians are entrusted with significant power over protected persons who rely on their support. While many guardians exercise their duty honorably, others abuse the guardianship system, and cause significant financial, physical, and other harms to individuals in their care. State law defines guardianship systems, and state courts manage the system. State law generally requires guardianships to be an option of last resort after less-restrictive options have been considered, the guardian’s authority is limited, and the guardianship be monitored for abuse and accountability. [\[7\]](#)

However, guardianship laws, policies, and procedures are not always consistently enforced or followed, and more needs to be done to reform guardianship and protect those under guardianships from maltreatment. [\[8\]](#) As recently as 2018, the U.S. Senate Special Committee on Aging conducted a study on guardianship and recommended several key areas for reform, including improving: oversight of guardians and guardianship arrangements, alternatives to guardianship and restoration of rights, and data collection. [\[9\]](#) Despite the recognized need for change, there are several challenges to guardianship reform, including the significant differences between court and state practices, the complexity of guardianship cases, the difficulty in balancing risks, protections, and self-determination, and the lack of funding to improve processes. [\[10\]](#)

Victims of adult maltreatment may require various services and supports, including help applying for victim assistance counseling, transportation to and from court, coordination of care with medical providers and long-term care facility staff, and referral to a whole network of programs available to older adults through the Older Americans Act. It is also known that provision of these services, such as receiving home delivered meals, can remediate social isolation and other conditions that are risk factors for adult maltreatment. Specific services or supports, such as social support and participation in supportive community social outlets, may be effective for mitigating negative outcomes of elder mistreatment, such as depression, generalized anxiety, and poor health [\[11\]](#) as well as future risk of mistreatment [\[12\]](#). Further study is required to establish the research literature in how provision of Older Americans Act funded programs can remediate and prevent adult maltreatment.

These gaps in knowledge and practice have been noted consistently across multiple efforts, including:

- Three Government Accountability Office (GAO) studies on the topic of abuse, neglect, and exploitation conducted from 2010-2013. The studies’ findings repeatedly recommend a coordinated, federal response to address the gaps in public awareness, prevention, intervention, coordination, and research of elder maltreatment. [\[13\]](#)
- Multiple GAO studies conducted between 2004 and 2016 examined issues in guardianship systems, including abuse by guardians, and existing supports in place to protect older adults [\[14\]](#). In particular, the 2016 study noted a lack of knowledge about

the extent of elder abuse by guardians due to limited data on key factors, such as the number of guardians appointed to serve older adults at a given time, the number of older adults in guardianships, and the number of cases involving elder abuse by a guardian. [\[15\]](#)

- The Elder Justice Coordinating Council [\[16\]](#) has issued a [set of recommendations for federal action](#) that include enhancing response and outreach to individuals who experience abuse and developing a core set of service provision standards and best practices for APS.
- In 2014, the Department of Justice, in partnership with HHS, released the results of a stakeholder engagement process whose purpose was to find consensus around the most important issues for the elder justice field. The report, titled the “Elder Justice Roadmap,” [\[17\]](#) identified priority action items on which the federal government - as well as others- should focus. Among the priority actions recommended were the need to evaluate the availability of emergency/transitional housing and other service options for older victims; evaluate the efficacy of programs designed to address adult maltreatment; and develop national APS standards on topics such as feasible caseloads, collaborations, training requirements, and data collection.
- The 2015 White House Conference on Aging (WHCOA) selected Elder Justice as one of its five focus areas. The Final Report of the WHCOA identified public comments collected during the Conference’s stakeholder engagement process. These comments stressed the lack of research focusing on elder abuse as a significant barrier to addressing the problem, and that very little is understood about the extent of the problem. [\[18\]](#)
- In 2020, the Administration for Community Living published a Research Agenda for Adult Protective Services. Stakeholders identified multiple questions related to service provision, including what best practices exist around service planning, and what types of services are most effective for different maltreatment types [\[19\]](#).

Funding

Options

Overview

In response to these calls for attention in the areas described above, in FY 2021 ACL is awarding new cooperative agreements under the “Elder Justice Innovation Grants” program. The Elder Justice Innovation Grants program is intended to support foundational work to create credible benchmarks for adult maltreatment prevention, and for program development and evaluation. The Elder Justice Innovation Grants program supports the development and advancement of knowledge and approaches about new and emerging issues related to elder justice. Funded projects will contribute to the improvement of the field of adult maltreatment prevention and intervention at large, by undertaking initiatives such as developing programs, interventions, materials, etc., or by establishing and/or contributing to the evidence-base of knowledge.

In FY 2021, ACL is interested in stimulating work to understand the following areas. Applications will be accepted to explore:

Option 1: Improving Guardianship: Assess the fairness, effectiveness, timeliness, safety, and integrity of adult guardianship proceedings, and the lack of access to alternatives to guardianship, and develop innovations to improve the experiences of individuals at risk of

guardianship. This includes, but is not limited to: assessing the processes for appointing and monitoring the performance of court-appointed guardians, and implementing changes deemed necessary as a result of the assessments. Examples may include mandating background checks for all potential guardians, implementing systems to enable online completion, filing and review of annual accountings and other required conservatorship and guardianship filings, or other ways to simplify the filing process for conservators and guardians, addressing access to guardianship revocation and alternative pathways and proceedings that promote less restrictive means of supported decision making; and developing innovations to improve the experiences of individuals at risk of guardianship/conservatorship; as well as better enabling courts to identify discrepancies and detect fraud and the exploitation of protected persons.

Option 2: Adult Protective Services-Community Transitions: Assess and understand the various community services that produce better outcomes for persons transitioning from APS interventions which are emergent and short-term to the broader OAA and community-based programs that remediate and prevent recurrence of abuse over the longer term.

Each of the funding Options is explained in detail below. However, the following information is applicable to **all grantees** under any of the Options.

A. Eligible Applicants

Domestic public or private non-profit entities including state and local governments, faith-based organizations, community-based organizations, hospitals, and institutions of higher education are eligible to apply under this funding opportunity.

See Section III.3 “Responsiveness and Screening Criteria” for more details on what applications under Options 1 and 2 must demonstrate to be considered for this funding opportunity.

B. Application Content

Applications for funding under both Options must include the following (this information is provided in more detail in Section IV.2 below):

1. The specific issues or challenges to be explored/addressed,
2. What the applicant hopes to achieve with this funding,
3. Why the selected approach is likely to produce the most significant knowledge or impact over other, possible approaches,
4. How the approach will reflect ACL’s commitment to advancing equity, racial justice, and equal opportunity, including ensuring that people from underrepresented and underserved communities are at the table to inform the work in the execution of their grant activities,
5. A work plan that covers activities throughout the entire project period,
6. Products to be created as part of the grant.

C. Final Reports

HHS grants policy requires all recipients of grant funding to submit a final project report. *In addition to this report*, any grantee under the Elder Justice Innovation Grants program must submit to ACL a final report, document, or briefing paper that is of professional quality for dissemination and sharing that discusses the funded project, its results, and implications and

suggestions for furthering the knowledge base on the topic addressed.

D. Evaluation

Applications must include a description of the method/s that will be employed to successfully measure whether or not the project has achieved its proposed outcome(s), as well as the overall goal for this funding opportunity. Grantee evaluations of their projects facilitate the government in assessing whether programs are effective in producing positive change. Therefore, ACL is committed to providing technical assistance to grantees with the refinement and carrying out of a project's evaluation plan. Technical assistance to the grantees will be provided primarily by ACL program staff via regular conference calls and email correspondence. Applicants should be prepared to include progress and information/data on the project's outcomes and the evaluation in semi-annual reports and at other times as agreed upon by the grantee and ACL.

E. Rights in Data

ACL understands that the outcomes and results from these demonstration grants may be such that the awardee would like to publish an article or report on the project's results, or disseminate the outcomes and results in some other public way. Per the [HHS Grants Policy Statement](#) (January 1, 2007), page II-69: "In general, [grant] recipients own the rights in data resulting from a grant-supported project or program...[A]ny publications, data, or other copyrightable works developed under an HHS grant may be copyrighted without OPDIV prior approval." That is, grantees under this funding opportunity do not need to seek approval from ACL to publish reports, articles, or other material about their projects.

However, applicants should also note that Under 45 CFR Section 75.322(b), ACL reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use copyrightable works developed (or for which ownership was purchased) under this cooperative agreement for Federal purposes, and to authorize others to do so, including to disseminate the works and findings. The federal government right to such copyrightable works and data are explained further in the [HHS Grants Policy Statement](#). For this funding opportunity, this means that grantees may not withhold from ACL data or information produced from or by this project, except as protected by privacy laws/regulations, including but not limited to outcome and evaluation data. At the conclusion of the grant period, the grantee must provide a final report that includes the data and materials produced by the grant.

Please Note: The [HHS Grants Policy Statement](#) defines "data" as "recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data."

Option 1: Improving Guardianship

Guardianships describe legal relationships by which state courts empower individuals or entities to make personal and/or property decisions for other adults who the court has determined are unable to make their own decisions regarding a range of fundamental life choices. Court-appointed guardians—who may be family members, friends, professionals, private non-profit or

for-profit agencies, or public agencies—have a duty to care for the interests of the adult who is placed under a guardianship, often referred to as the “protected person.” As such, guardians are legally entitled to make a wide array of decisions that impact a protected person’s well-being, including financial, medical, and residential decisions. This substantial authority often means that a protected person loses basic rights, such as the right to make decisions about where they live, vote, marry, conduct relationships, buy or sell real estate, make decisions about their medical care or finances, or enter into other contractual agreements. With this wide range of legal authorities, there is potential for abuse.

Courts manage numerous steps and proceedings in their guardianship systems, such as making a determination about a protected person’s ability to make decisions, appointing the guardian, monitoring the guardianship, removing/reappointing different a guardian, and ending the guardianship. The various steps and moving parts create opportunities for fraud and abuse of the system and the protected person. States often lack the systems or capacity to adequately detect and address fraud and other abuses. Further, guardianships may not be the least-restrictive option for ensuring that an adult’s personal and property interests are protected.

Adequate court oversight, mechanisms, and resources are critical to manage the guardianship system and to mitigate the potential for fraud and abuse. With adequate resources and training, states are more able to thoroughly assess each case and ensure they are not inappropriately placing an individual in a guardianship when less-restrictive options are available.

Each of these complex systems differ by state, and as such, the methods by which to improve the guardianship system will also vary by state. For example, several states have established Working Interdisciplinary Networks of Guardianship Stakeholders (WINGS) to begin identifying and addressing issues with their guardianship systems. WINGS are predominantly chaired and hosted by highest state courts, and they primarily aim to prevent unnecessary and overbroad guardianships in favor of less-restrictive options and prevent, detect, and address abuses in the system. However, achieving significant and sustained improvement to these systems requires continued innovation to the approaches used to identify and address issues and the methods used to implement improvements.

Under **Option 1: Improving Guardianship** ACL aims to stimulate improvements in the states’ guardianship system. At a minimum, ACL expects that the information gathered through this project will result in suggestions for priority actions in each of three areas (research, practice, and policy) related to this topic. For **Option 1**, ACL seeks proposals from the highest courts of States with the following objectives:

1. Assess the fairness, effectiveness, timeliness, safety, and integrity of adult guardianship proceedings, access to alternatives to guardianship, examination of the processes for appointing and monitoring of the performance of court-appointed public and private guardians, and revocation of guardianship.
2. Develop and implement innovations to address issues determined during the assessment phase of the project.
3. Measure changes to the guardianship system implemented throughout the project.

Under **Option 1: Improving Guardianship**, ACL is interested in supporting projects that will

perform a robust evaluation of the state’s guardianship system and develop solutions; implement identified solutions to improve state guardianship systems; and protect the interests of older adults who may encounter the guardianship system. Examples of innovations that meet the **Option 1** goals and objectives include, but are not limited to, the following:

- Establish processes and procedures to enable courts to better detect fraud and abuse of protected persons, such as by mandating and enforcing uniform reporting requirements for guardians, and monitoring the performance of court-appointed guardians to identify discrepancies in information reported by guardians, and address other system deficiencies that pose a risk to older adults who may encounter the guardianship system.
- Reduce potential issues with the qualifications and conduct of guardians, such as through mandating background checks for all potential guardians, and digitalizing systems to simplify processes for guardians and enable courts to better track information (e.g., completing, filing, and reviewing court filings, and annual accounting).
- Establish processes and procedures for the thorough assessments of the appropriateness of a guardianship, including ensuring that no less-restrictive option is available in a given case.
- Establish and/or provide improved methods to manage the guardianship processes and protect the interests of older adults, such as through providing trainings and certifications, to all involved in the guardianship process, including members of the judiciary, members of the Bar, and guardians.
- Implement and/or improve collection and analysis of guardianship data to enable ongoing evaluation of the guardianship system.

Under **Option 1: Improving Guardianship**, successful applicants will be an entity that demonstrates the following responsiveness criteria (from Section III.3):

1. The applicant is the highest court of the State, including an office that conducts administrative and/or policy functions within the highest court of the State.
2. The applicant has the authority to implement changes to the statewide guardianship system, including changes affecting members of the judiciary, members of the Bar, guardians, protected persons, and proposed protected persons.
3. The application includes a plan to address all aspects of the project as outlined in the funding option description above, including: (i) assessment of the statewide guardianship system, (ii) development and implementation of innovations designed to improve the system and protect the interests of older adults who may encounter system, and (iii) measurement of changes to the system.
4. The applicant is substantively and meaningfully involved in the activities of the project, and does not appear to be serving as a “conduit” or “pass through” for funding.
5. Letters of Commitment are included for agencies, organizations, consultants, or entities that are specifically named to carry out any aspect of the project, other than the applicant. The letters of commitment are on the letterhead of the committing entity, details the specific role and resources/activities that will be provided in support of the applicant’s project, and are signed.
6. CVs/Resumes are included for each person identified as "key personnel," each of whom is an authorized representative of the highest court of the state.
7. Application includes a budget covering all 2 years (24 months) of the project.

8. Application includes a work plan covering all 2 years (24 months) of the project.

Option 2: APS-Community Transitions

Adult Protective Services (APS) is a social services program provided by state and local governments serving older adults and adults with disabilities who need assistance because of abuse, neglect, self-neglect, or financial exploitation (adult maltreatment). In all states, APS is charged with receiving and responding to reports of adult maltreatment and working closely with clients and a wide variety of allied professionals to maximize client safety and independence. Most APS programs serve both older and younger vulnerable adults.

Congress passed the Older Americans Act (OAA) in 1965 in response to concern by policymakers about a lack of community social services for older persons. The original legislation established authority for grants to states for community planning and social services, research and development projects, and personnel training in the field of aging. The law also established the Administration on Aging (AoA) to administer the newly created grant programs and to serve as the federal focal point on matters concerning older persons.

Beyond the Older Americans Act, older adults receive services under many other federal programs, including but not limited to Medicare and Medicaid, SNAP, VOCA, housing supports, and the broad array of federally funded home and community based services.

Under **Option 2: APS-Community Transitions**, ACL seeks to understand more about the various community services that produce better outcomes for persons transitioning from APS interventions, which are emergent and short-term, to the broader array of federally funded community-based programs. At a minimum, ACL expects that the information gathered through this project will result in suggestions for priority actions in each of three areas (research, practice, and policy) related to this topic. ACL is interested in supporting projects aimed at addressing the following objectives:

1. Identify, assess, and understand the connections/relationships between APS and community-based programs, and
2. Identify, assess, and understand how the transition of APS clients to community-based programs can remediate and prevent future abuse.

In pursuit of these objectives, ACL seeks applications that address all the following questions:

1. Which community services (human, social, and civil legal) produce better outcomes for persons transitioning from APS interventions, efficiently and effectively restoring them after experiencing abuse, neglect, and financial exploitation?
2. Which services or combinations of services produce better outcomes for specific forms of maltreatment?
3. Which services or combinations of services best respond longitudinally to the needs of those of have experienced maltreatment?
4. What APS service planning practices have demonstrated success?
5. What practices have demonstrated success developing and promoting durable, sustainable, and effective systemic relationships that better address the needs of people in the short- and long-term who have experienced abuse, that preserve their autonomy, and that mitigate risks of recurrence?

Successful applicants under **Option 2: APS-Community Transitions** will be organizations that meet the following responsiveness criteria (from Section III.3):

1. Demonstrated knowledge of APS systems;
2. Demonstrated knowledge of Older Americans Act and other programs that offer support to older adults in recovery from abuse, neglect and/or exploitation;
3. Demonstrated knowledge of the programs to prevent, detect, identify, assess, intervene in, investigate, and respond to maltreatment of older adults and adults with disabilities;
4. Demonstrated knowledge of data collection, statistical methods, and outcomes research;
5. Demonstrated capacity and experience to design, plan, and execute projects that contribute to the scientific literature; and
6. Identified a project director who has demonstrated expertise in criteria 1-5 above.

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Statutory Authority

The statutory authority for grants under this Program Announcement is contained in Sections 201(e)(2) and 411 of the Older Americans Act, as amended, and Title XX of the Social Security Act, Subtitle B, the Elder Justice Act of 2009, Section 2042(a)(1) and (c)(2)-(3).

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$ 5,900,000

Expected Number of Awards:

16

Award Ceiling:

\$ 500,000

Per Budget Period

Award Floor:

\$ 350,000

Per Budget Period

Length of Project Period:

24-month project period with two 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Under this competition, ACL will award approximately sixteen (16) new, cooperative agreements ranging from \$350,000 - \$500,000 each. The award ceiling and floor is the same across all funding options. The project period for all awards will be for 24-months (or, 2 years), and the budget periods will be two (2), 12-month periods. Applications for continuation funding beyond the initial year will be reviewed on a non-competitive basis, subject to the availability of funds, contingent on satisfactory progress of the grantee, and a determination by ACL that continued funding will be in the best interest of the government.

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

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

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

1. Fulfill all of the requirements of the grant initiative as outlined in this program announcement, as well as carry out project activities as reviewed, approved, and awarded.
2. Collaborate with the Administration for Community Living (ACL) in the execution of the work plan, and collaborate with ACL in understanding the programmatic and budgetary issues of the project. Based on these negotiations and emerging issues in the field, if necessary, the grantee will revise the project work plan and/or budget detailing expectations for major activities and products during the grant period.
3. Evaluate the impact of project activities, and provide recommendations to ACL on ways to enhance the program.
4. Meet with the ACL project officer at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
5. Create products and/or materials under this award that are accurate, objective, unbiased, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product in order for the ACL project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement and cooperative agreement.
6. Submit to the ACL project officer a final, clean copy of all data developed or supported with these grant funds, in the format in which it was developed or produced, as provided for in the HHS Grants Policy Statement and referenced in the Notice of Award. The HHS Grants Policy Statement defines "data" as: "recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data" (HHS Grants Policy Statement, Part II, "Rights in Data", page II-69).
7. Include the following disclaimer on all products produced using grant funding, including those produced by sub-awards: "This (report/document/etc.) was supported, in part, by a grant (No. XXX) from the Administration for Community Living (ACL), U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official ACL or DHHS policy."

The ACL project officer will execute the responsibilities outlined below:

1. Perform the day-to-day federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL, and the Department of Health and Human Services by conducting periodic briefings and by carrying out ongoing consultations. ACL will also share

information with the grantee about other federally sponsored projects and activities relevant to the interests of the grantee and their activities.

4. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 15 business days, the ACL project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement and this cooperative agreement.
5. Provide consultation to the grantee in identifying emerging issues and modifying work plan as necessary.
6. Meet with the grantee project director at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

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

III. Eligibility Information

1. Eligible Applicants

Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations (American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACL, the non-federal resources will be included in the approved project budget. The applicant will be held accountable

for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACL as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Under this ACL program, 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. This "three-to-one" ratio is reflected in the formula included under Item 18 in the "Instructions for Completing Requested Forms." You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the federal share, rather than 25% of the project's total cost.

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that do not meet the following responsiveness criteria for the Option under which they are applying will be administratively eliminated and will not be reviewed.

Eligible applicants under **Option 1: Improving Guardianship** are defined by Title XX of the Social Security Act, Subtitle B, the Elder Justice Act of 2009, Section 2042(c)(2)-(3). The successful applicant will be an organization that meets the following **eight (8)** responsiveness criteria:

1. The applicant is the highest court of the State, including an office that conducts administrative and/or policy functions within the highest court of the State.
2. The applicant has the authority to implement changes to the statewide guardianship system, including changes affecting members of the judiciary, members of the Bar, and guardians.
3. The application includes a plan to address all aspects of the project as outlined in the funding option description above, including: (i) assessment of the statewide guardianship system, (ii) development and implementation of innovations designed to improve the system and protect the interests of older adults who may encounter system, and (iii) measurement of changes to the system.

4. The applicant is substantively and meaningfully involved in the activities of the project, and does not appear to be serving as a “conduit” or “pass through” for funding.
5. Letters of Commitment are included for agencies, organizations, consultants, or entities that are specifically named to carry out any aspect of the project, other than the applicant. The letters of commitment are on the letterhead of the committing entity, details the specific role and resources/activities that will be provided in support of the applicant’s project, and are signed.
6. CVs/Resumes are included for each person identified as "key personnel," each of whom is an authorized representative of the highest court of the state.
7. Application includes a budget covering all 2 years (24 months) of the project.
8. Application includes a work plan covering all 2 years (24 months) of the project.

Eligible applicants under **Option 2: APS-Community Transitions** are defined by Section 201(e)(2) of the Older Americans Act, as amended, and Title XX of the Social Security Act, Subtitle B, the Elder Justice Act of 2009, Section 2042(a)(1). The successful applicant will be an organization that meets the following **nine (9)** responsiveness criteria:

1. Demonstrated knowledge of APS systems;
2. Demonstrated knowledge of Older Americans Act programs and other programs, services and benefits that enable APS clients to transition to longer-standing supports to remedy abuse, neglect and/or exploitation and mitigate recurrence;
3. Demonstrated knowledge of data collection systems, analysis and comparison of large data sets, and outcomes research;
4. Demonstrated capacity and experience to design, plan, and execute projects that contribute to the scientific literature; and
5. Identified a project director who has demonstrated expertise in criteria 1-4 above.
6. Letters of Commitment are included for agencies, organizations, consultants, or entities that are specifically named to carry out any aspect of the project, other than the applicant. The letters of commitment are on the letterhead of the committing entity, details the specific role and resources/activities that will be provided in support of the applicant’s project, and are signed.
7. CVs/Resumes are included for each person identified as "key personnel," each of whom is an authorized representative of the highest court of the state.
8. Application includes a budget covering all 2 years (24 months) of the project.
9. Application includes a work plan covering all 2 years (24 months) of the project.

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the four (4) screening criteria described below will not be reviewed and will receive no further consideration.

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

1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.

2. The Project Narrative section of the Application must be **double-spaced**, on 8.5” x 11” plain white paper with **1” margins** on both sides, and a **standard font size of no less than 11 point, preferably Times New Roman or Arial.**
3. **Letters of Commitment** are included for agencies/organizations specifically named to carry out any aspect of the project, other than the applicant. The letters of commitment are on the letterhead of the committing agency, details the specific role and resources/activities that will be provided in support of the applicant’s project, and are signed. General expressions of support for an applicant are insufficient to meet the criterion of Letters of Commitment.
4. The Project Narrative must not exceed 20 pages. **Project Narratives that exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Abstract, Project Work Plan, Bibliography/Works Cited, Letters of Commitment, Vitae of Key Project Personnel, and Budget are **NOT** counted for purposes of the 20-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a DUNS number (<https://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. Effective June 11, 2018,

when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

Note: Once your SAM registration is active, allow 24 to 48 hours for the information to be available in Grants.gov before you can submit an application through Grants.gov. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award.

- Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:
 1. Register in SAM prior to submitting an application or plan;
 2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 3. Provide its DUNS number in each application or plan to submit to the OPDIV.

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 866-705-5711.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or

individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

- After you electronically submit your application, you will receive an automatic acknowledgement from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

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

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 - All applicants must have a DUNS number (<https://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. Effective June 11, 2018, when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: <https://www.sam.gov/SAM/pages/public/help/samQUUserGuides.jsf>.

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 1. Register in SAM prior to submitting an application or plan;
 2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 3. Provide its DUNS number in each application or plan to submit to the OPDIV.

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 - Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711.
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 - After you electronically submit your application, you will receive an automatic acknowledgement from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

Elizabeth Petruy
U.S. Department of Health and Human Services

Administration for Community Living
Office of Elder Justice and Adult Protective Services
Phone Number: (202) 260-0868
E-mail: elizabeth.petruy@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Number Of Days from Publication 30

04/24/2021

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

Applicants are requested, **but not required**, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. The deadline for submission of the letter of intent is 30-days from posting of this funding opportunity announcement. Letters of intent should be sent to:

U.S. Department of Health and Human Services
Administration for Community Living
c/o Elizabeth Petruy
Office of Elder Justice and Adult Protective Services
E-mail: elizabeth.petruy@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is X to X pages; X pages is the maximum length allowed. Project Narratives that exceed X pages will have the additional pages removed and only the first X 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 X-page limit, but all of the other sections noted below are included in the limit.

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

- Project Abstract
- Project Relevance and Current Need
- Approach
- Proposed Intervention
- Special Target Populations and Organizations
- Dissemination

- Outcomes
- Evaluation
- Organizational Capability
- Dissemination

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

- Bibliography/Works Cited
- Budget Narrative/Justification
- Project Work Plan
- Letters of Commitment

Project Abstract

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

Project Relevance and Current Need

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

Option 1: Improving Guardianship

In this section, applicants should detail how the project will address the current state of guardianship and issues that exist at various steps in the guardianship process. Applicants should further outline how the project’s proposed interventions will improve outcomes for older adults who are or may become protected persons and impact each participant in the guardianship process, including attorneys, guardians, judges, and other members of the court system, and protected persons and proposed protected persons.

Applicants should focus on the specific aspects of the programmatic and policy considerations bearing on the development of prevention and intervention programs, rather than providing a broad or sweeping historical overview that is not directly related to the proposed interventions and activities.

Option 2: APS-Community Transitions

Specifically for this funding opportunity, this section should detail how the project is intended to affect its targeted population(s), including older adults and adults with disabilities, their caregivers, specific subgroups within those populations, and the systems involved in the prevention, identification, and/or response to adult maltreatment. It is recommended that applicants focus their problem statement on the specific aspects of the programmatic and policy considerations bearing on the development of prevention and intervention programs and the roles of the national, state, and local agencies responsible for their operation as it pertains to their

proposed activities, rather than providing a broad or sweeping historical overview that is not directly related to the proposed interventions and activities.

Approach

This section should include the following types of information:

Goals & Objectives

Applications should describe their proposed project's goal(s) and major objectives, particularly in relation to the overarching goals and objectives ACL has for the Elder Justice Innovation

Grants as described in the Funding Opportunity Description above. In Section I.3 (Funding Opportunity Description), ACL identifies a minimum set of objectives for each Funding Option, and across all Options ACL expects that the information gathered through these projects will result in suggestions for priority actions in research, practice, and policy related to the issues being explored. Applicants are free to propose objectives in addition to those identified by ACL.

The minimum objectives for *Option 1: Improving Guardianship*:

1. Conduct a thorough assessment of the state's guardianship system to determine the fairness, effectiveness, timeliness, safety, and integrity of adult guardianship proceedings, and the lack of access to alternatives to guardianship, including examination of the processes for appointing and monitoring the performance of court-appointed public and private guardians.
2. Develop and implement interventions to address issues determined during the assessment phase of the project, with the goal of improving outcomes for older adults who are or may become protected persons.
3. Develop and implement a process to monitor and measure changes to the guardianship system implemented throughout the project.

The minimum objectives for *Option 2: APS-Community Transitions*:

1. People who have experienced abuse will have measurable improvements in health, social, and functional status over the long term, their autonomy and independence will be preserved, and risk of recurrent abuse will be mitigated.

Proposed Intervention

Applications should provide a clear and concise description of the intervention and activities proposed to meet the goals and objectives of this NOFO (Notice of Funding Opportunity) as stated in Section I and identified above, and to address the problem(s) or gaps described in the above section "Project Relevance and Current Need." Applications should explain the rationale for using a particular intervention and to present a clear connection between identified system gaps/needs and the proposed activities. Further, this section should identify any major barriers that are anticipated, and how the project will be able to overcome those barriers.

Special Target Populations and Organizations

Applicants should describe whether, and if so, how, the proposed intervention will target hard-to-reach populations, including limited-English speaking populations, those of greatest economic need, and/or those of greatest social need. Additionally, the application should identify what stakeholder groups will be involved and/or targeted to ensure success of the project. Be sure to describe the role and makeup of any strategic partnerships that will be critical for successfully implementing the intervention, including other organizations, supporters, and/or consumer groups. Applicants should document how they will reflect ACL's commitment to advancing equity, racial justice, and equal opportunity, including ensuring that people from underrepresented and underserved communities are at the table to inform the work in the execution of their grant activities.

Outcomes

Applications will be scored on the nature of the proposed outcomes and the clarity with which you describe how the outcomes will be measured/evaluated, as explained below, and **not** on the quantity/number of outcomes cited.

Outcomes

This section of the project narrative must clearly identify the measurable outcomes that will result from the project. ACL will not fund any project that does not include measurable outcomes. This section should also describe how the project's findings and results will help other state and/or local elder justice programs throughout the nation address the same or similar problems. In addition to the discussion in the narrative, this section must include a logic model that shows what activities the applicant will undertake to accomplish the project's goals and objectives, and how the applicant will measure outcomes and success of the overall project (a sample logic model is included in "Section VIII. Other Information."). Measurable outcomes may also be included in the optional work plan grid ("Project Work Plan – Sample Template").

A "measurable outcome" is a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated; new knowledge; a measurable increase in community awareness; or a measurable increase in quality. A measurable outcome could also describe a change in the degree to which consumers exercise autonomous choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. A measurable outcome could also be 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. A measurable outcome is not a measurable "output", such as: the number of clients served; the number of training sessions held; or the number of service units provided.

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

Organizational Capacity

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

Organizational Capacity

Each application should include an organizational capability statement. 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. If appropriate, include an organization chart showing the relationship of the project to the current organization. An organizational chart can be included as an attachment to the project narrative and will not count towards the narrative page limit.

This section should include a discussion of any current or previous relevant experience and/or the record of the project team in operating a large resource center and building partnerships, and should address the "responsiveness criteria" outlined in Section III.3. In describing organizational capacity, applicants should clearly limit subrecipients input such that subrecipients' activities do not constitute more than 30% of the level of effort your organization will expend on substantive, programmatic activities.

Qualifications

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

Project Management

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

Throughout the entire grant period, ACL expects the Project Director will be a demonstrated expert in adult maltreatment prevention and intervention and/or Adult Protective Services administration, and have substantial knowledge about and involvement in all aspects of the project. In addition, ACL expects the applicant organization and the project director to be meaningfully and substantively involved in the project. Finally, this funding opportunity should not serve as a "conduit" or "pass through" for funding.

Evaluation

This section should describe the method(s), techniques, and tools that will be used to: 1) determine whether or not the proposed interventions achieved anticipated outcomes, and 2) document the "lessons learned" – both positive and negative - from the project. A component of the evaluation plan should include a discussion of how success will be measured.

Dissemination

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

Bibliography/Works Cited

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

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

Budget Narrative/Justification

The Budget Narrative/Justification may be provided using the format included in this NOFO in the document entitled “Budget Narrative/Justification – Sample Format.” Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought. Applicants requesting funding for a multi-year grant program are *required* to provide a detailed Budget Narrative/Justification for *each potential year* of grant funding requested. Accordingly applications must include a budget for each of the 2 years of this project.

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

Project Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover each of the two (2) sequential years of the project period. It should include a statement of the project’s overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcomes. For each major task/action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the “Project Work Plan - Sample Template” format as a reference and resource, if desired.

Letters of Commitment from Key Participating Organizations and Agencies

Letters of Commitment are required in these circumstances:

1. If an organization or entity has been specifically named to carry out any aspect of the project, and/or
2. Applicants under Option 1 must include letters of commitment from both their State Unit on Aging and their State APS agency;
3. If the applicant under Option 2 is **not** an APS agency, the application must include a letter of commitment from the partnering/collaborating APS program.

The letters of commitment must be on the letterhead of the committing agency, must specify the role and resources/activities that will be provided in support of the applicant's project, and must be signed. The organization's expertise, experience, and access to targeted population(s), if applicable, should also be described in the letter of commitment.

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

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

3. Submission Dates and Times

Number Of Days from Publication 60

05/24/2021

Date for Informational Conference Call:

04/28/2021

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

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR) and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov web page: <http://www.grants.gov/web/grants/register.html>.

After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only)

If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline because of technical problems with the Grants.gov system, please contact the person listed under For Further Information Contact in section VII of this notice and provide a written explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. ACL will contact you after a determination is made on whether your application will be accepted.

Note: We will not consider your application for further review if you failed to fully register to submit your application to Grants.gov before the application deadline or if the technical problem you experienced is unrelated to the Grants.gov system.

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates) an application is submitted more than once prior to the application due date, ACL will only accept your last validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application

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

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

Date for Informational Conference Call: 04/28/2021

Join via WebEx:

<https://hhs.webex.com/hhs/j.php?MTID=mc1a395266708bbe95489053bc51ce43a>

Dial In:

+1-415-527-5035 US Toll

Access code: 199 819 3166

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

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR) and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov web page: <http://www.grants.gov/web/grants/register.html>.

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If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates) an application is submitted more than once prior to the application due date, ACL will only accept your last validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application

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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>.

4. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 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 (E.O. 13589) and Delivering Efficient, Effective and Accountable Government (E.O. 13576) have been issued and instruct Federal agencies to promote efficient spending. Therefore, if meals are to be charged in your proposal, applicants should understand such costs must meet the following criteria outlined in the Executive Orders and HHS Grants Policy Statement:*

- *Meals are generally unallowable except for the following:*
 - *For subjects and patients under study (usually a research program);*
 - *Where specifically approved as part of the project or program activity, e.g., in programs providing children’s services (e.g. Head Start);*
 - *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement,*
 - *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*
 - *Under a conference grant, when meals are necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances. (Note: conference grant means the sole purpose of the award is to hold a conference.)*

The following updated sections 2 CFR 200.216 “Prohibition on certain telecommunications and video surveillance services or equipment” became **effective on or after August 13, 2020**.

Recommended Actions for any recipient that has received a loan, grant, or cooperative agreement **on or after August 13, 2020**:

- Develop a compliance plan to implement 2 CFR 200.216 regulation.
- Develop and maintain internal controls to ensure that your organization does not expend federal funds (in whole or in part) on covered equipment, services or systems.
- Determine through reasonable inquiry whether your organization currently uses “covered telecommunication” equipment, services, or systems and take necessary actions to comply with the regulation as quickly as is feasibly possible.

6. Other Submission Requirements

Letters of intent should be emailed to: Administration for Community Living
Office of Elder Justice and Adult Protective Services ATTN: Elizabeth Petruy
Elizabeth.petruy@acl.hhs.gov

V. Application Review Information

1. Criteria

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

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

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

Is the proposal relevant to the intent, goals, and objectives of this funding announcement and the relevant funding Option, as described in Section I? Does the proposed project clearly and adequately identify the current issues in the adult maltreatment field the proposal intends to

address? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge about adult maltreatment prevention and intervention, evidence-based practices, and/or new and cutting-edge research?

Approach

Maximum Points: 35

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

Are the *interventions and/or approaches* clearly defined and aligned to the goals and objectives? Does the application justify the selected/proposed activities and approaches? Does the application describe how the proposed activities will be carried out? Does the proposal reflect a coherent and feasible approach for successfully addressing the identified problem and achieving the identified outcomes, goals, and objectives? Does the application describe the criteria, methods, and frequency the applicant will employ to meet the objectives? Does the project take into account barriers and opportunities that exist in the larger environment that may impact the project's success?

Is the project *work plan* clear and comprehensive and cover each of the two (2) years of the project sequentially? Does it include sensible and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific objectives and tasks that link to measurable outcomes? Does the proposal include a clear and coherent management plan? Are the roles and responsibilities of project staff, consultants, and partners clearly defined and linked to specific objectives and tasks?

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

Special Target Populations

Maximum Points: 5

Does the application describe whether, and if so, how, the proposed intervention will target hard-to-reach populations, including limited-English speaking populations, those of greatest economic need, those of greatest social need, and/or underserved and underrepresented groups? Does the application reflect ACL's commitment to advancing equity, racial justice, and equal opportunity? Does the proposed approach identify and involve in a meaningful way stakeholder groups that are critical for the success and sustainability of the project? If other, community-based organizations will be involved, does the application demonstrate that the organization/s will be involved in a meaningful way in the planning and implementation of the proposed project?

Project Outcomes, Evaluation, and Impact

Maximum Points: 20

Are the expected project benefits, results, and impact clear, realistic, and consistent with the objectives and purpose of the project, as well as with this funding opportunity? Are the proposed *outcomes* of the proposed project quantifiable and measurable, consistent with the

definition of a project outcomes as described in Section III of the funding opportunity announcement and as contained in “Project Work Plan – Sample Template?” Are the anticipated outcomes likely to be achieved, and will they *significantly benefit* the elder justice field? Does the logic model adequately demonstrate that the proposed approach will lead to the desired outcomes and impact identified in the proposal?

Does the project *evaluation* reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to the field, especially those who might be interested in replicating the project?

Organizational Capacity

Maximum Points: 10

Does the applicant organization clearly identify their *capacity* for carrying out the proposed project and evaluation? Does the applicant demonstrate overall knowledge, skills, and abilities to carry out the proposed project under the Option to which they are applying? Is it clear 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, and do these demonstrate the ability for the applicant to successfully-complete the project?

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

Is the applicant agency *significantly and meaningfully involved* in carrying out the project? Is there a clear delineation of the roles and responsibilities of project staff, consultants, and partner organizations? Does the application describe how partner organizations will contribute to achieving the project’s objectives and outcomes? Does the applicant 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? Is the approach that will be used to monitor and track progress on the project’s tasks and objectives reasonable and feasible?

Is the project director a national leader in adult maltreatment, and will he/she work on this project in a significant capacity? Are the proposed project director(s), key staff, and consultants dedicating an appropriate amount of time to fulfill their obligations to the project? Are Letters of Commitment from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Budget

Maximum Points: 20

Is the budget justified with respect to the *adequacy and reasonableness* of resources requested? Are budget line items clearly delineated and consistent with work plan objectives (i.e., a clear

and strong relationship between the stated objectives, project activities, the work expected to be performed, and what it will cost)? Is the time commitment of the proposed director and other key project personnel, as reflected in the budget, sufficient to assure proper direction, management, and timely completion of the project? Is a two (2) year budget included that covers the entire proposed project period, as well as a budget covering each individual year?

Does the application include a budget narrative, as requested, that summarizes the budget in terms of major activity/deliverable?

Bibliography/Works Cited

Maximum Points: 0

Applicants must document all of their source material. If any text, language and/or materials are from another source, the application must make it clear the material is being quoted and where the text comes from. The application must also cite any sources when they use numbers, ideas, or other material that is not their own. If the application fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce their scores accordingly, even to the degree of issuing no points at all. Applicants have been advised to include a "Bibliography" or "Works Cited" section with the project narrative.

2. Review and Selection Process

As required by 2 CFR Part 200 of the Uniform Guidance, effective January 1, 2016, ACL is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov> before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACL will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR Section 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their field, and are drawn from academic institutions, non-profit organizations, state and local governments, and federal government agencies. Based on the Application Review Criteria as outlined under section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

Final award decisions will be made by the Administrator, 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 will be sent out prior to the project start date.

The anticipated project period start date for this announcement is: 09/01/2021

VI. Award Administration Information

1. Award Notices

Successful applicants will receive an electronic Notice of Award. The Notice of Award is the authorizing document from the U.S. Administration for Community Living authorizing official, Office of Grants Management. Acceptance of this award is signified by the drawdown of funds from the Payment Management System. Unsuccessful applicants are generally notified within 30 days of the final funding decision and will receive a disapproval letter via e-mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and will be destroyed.

2. Administrative and National Policy Requirements

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

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see the appendix for this announcement to review the entire policy and guidelines.

A standard term and condition of award will be included in the final notice of award; all applicants will be subject to a term and condition that applies the terms of 48 CFR section 3.908 to the award and requires the grantees inform their employee in writing of employee whistleblower rights and protections under 41 U.S.C. 4712 in the predominant native language of the workforce.

Applicants may follow their own procurement policies and procedures when contracting with Project Funds, but You must comply with the requirements of 2 C.F.R. §§ 200.317-200.326. Additionally, when using Project Funds to procure supplies and/or equipment, applicants are encouraged to purchase American-manufactured goods to the maximum extent practicable. American-manufactured goods are those products for which the cost of their component parts that were mined, produced, or manufactured in the United States exceeds 50 percent of the total cost of all their components. For further guidance regarding what constitutes an American-manufactured good (also known as a domestic end product), see 48 C.F.R. Part 25.

3. Reporting

Reporting frequency for performance and financial reports, as well as any required form or formatting and the means of submission will be noted within the terms and conditions on the Notice of Award.

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:

Elizabeth

Last Name:

Petry

Phone:

202-260-0868

Office:

Office of Elder Justice and Adult Protective Services

Grants Management Specialist

First Name:

Sean

Last Name:

Lewis

Phone:

202-795-7384

Office:

Office of Grants Management

VIII. Other Information

Application Elements

- SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).
- SF 424A, required – Budget Information. (See Appendix for instructions).
- 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.

- 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).
- Lobbying Certification, required.

- Proof of non-profit status, if applicable
- Copy of the applicant’s most recent indirect cost agreement or cost allocation plan, 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.
- Project Narrative with Work Plan, required (See “Project Work Plan – Sample Template” for a formatting suggestions).
- Vitae for Key Project Personnel.
- Letters of Commitment from Key Partners, if applicable.

The Paperwork Reduction Act of 1995 (P.L. 104-13)

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The project description and Budget Narrative/Justification is approved under OMB control number 0985-0018. Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harrassment>.

- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

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

Instructions for Completing Required Forms

This section provides step-by-step instructions for completing the four (4) standard Federal forms required as part of your grant application, including special instructions for completing Standard Budget Forms 424 and 424A. Standard Forms 424 and 424A are used for a wide variety of Federal grant programs, and Federal agencies have the discretion to require some or all of the information on these forms. ACL does not require all the information on these Standard Forms. Accordingly, please use the instructions below in lieu of the standard instructions attached to SF 424 and 424A to complete these forms.

a. Standard Form 424

1. **Type of Submission:** (REQUIRED): Select one type of submission in accordance with agency instructions.

- Preapplication
- Application
- Changed/Corrected Application – If ACL requests, check if this submission is to change or correct a previously submitted application.

2. **Type of Application:** (REQUIRED) Select one type of application in accordance with agency instructions.

- New
- Continuation
- Revision

3. **Date Received:** Leave this field blank.

4. **Applicant Identifier:** Leave this field blank

5a **Federal Entity Identifier:** Leave this field blank

5b. **Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award (grant) number.

6. **Date Received by State:** Leave this field blank.

7. **State Application Identifier:** Leave this field blank.

8. **Applicant Information:** Enter the following in accordance with agency instructions:

a. Legal Name: (REQUIRED): Enter the name that the organization has registered with the System for Award Management (SAM), formally the Central Contractor Registry. Information on registering with SAM may be obtained by visiting the Grants.gov website (<https://www.grants.gov>) or by going directly to the SAM website (www.sam.gov).

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

c. Organizational 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 (<https://www.grants.gov>). Your DUNS number can be verified at <https://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:

<https://www.house.gov/>

17. **Proposed Project Start and End Dates:** (REQUIRED) Enter the proposed start date and final end date of the project. **If you are applying for a multi-year grant, such as a 3 year grant project, the final project end date will be 3 years after the proposed start date.** In general, all start dates on the SF424 should be the 1st of the month and the end date of the last day of the month of the final year, for example 7/01/2014 to 6/30/2017. The Grants Officer can alter the start and end date at their discretion.

18. **Estimated Funding:** (REQUIRED) If requesting multi-year funding, enter the full amount requested from the Federal Government in line item 18.a., as a multi-year total. For example and illustrative purposes only, if year one is \$100,000, year two is \$100,000, and year three is \$100,000, then the full amount of federal funds requested would be reflected as \$300,000. The amount of matching funds is denoted by lines b. through f. with a combined federal and non-federal total entered on line g. Lines b. through f. represents contributions to the project by the applicant and by your partners during the total project period, broken down by each type of contributor. The value of in-kind contributions should be included on appropriate lines, as applicable.

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 75 before completing Item 18 and the Budget Information Sections A, B and C noted below.

All budget information entered under item 18 should cover the total project period. For sub-item 18a, enter the federal funds being requested. Sub-items 18b-18e is considered matching funds. The dollar amounts entered in sub-items 18b-18f must total at least 1/3 of the amount of federal funds being requested (the amount in 18a). For a full explanation of ACL's match requirements, see the information in the box below. For sub-item 18f (program income), enter only the amount, if any, that is going to be used as part of the required match. Program Income submitted as match will become a part of the award match and recipients will be held accountable to meet their share of project expenses even if program income is not generated during the award period.

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered **matching funds**. Examples of **non-federal cash match** includes budgetary funds provided from the applicant agency's

budget for costs associated with the project. Generally, most contributions from sub-contractors or sub-grantees (third parties) will be non-federal in-kind matching funds. Volunteered time and use of third party facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations.

NOTE: **Indirect charges** may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. State governments should enter the amount of indirect costs determined in accordance with HHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement or cost allocation plan must be included with the application. Further, if any sub-contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.**

19. Is Application Subject to Review by State Under Executive Order 12372 Process? Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

20. Is the Applicant Delinquent on any Federal Debt? (Required) This question applies to the applicant organization, not the person who signs as the authorized representative. If yes, include an explanation on the continuation sheet.

21. Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Standard Form 424A

NOTE: Standard Form 424A is designed to accommodate applications for multiple grant programs; thus, for purposes of this ACL program, many of the budget item columns and rows are not applicable. You should only consider and respond to the budget items for which guidance is provided below. Unless otherwise indicated, the SF 424A should reflect a multi-year budget.

Section A - Budget Summary

Line 5: Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total non federal costs (including third party in-kind contributions and any program income to be

used as part of the grantee match) in column (f). Enter the sum of columns (e) and (f) in column (g).

Section B - Budget Categories

Column 1: Enter the breakdown of how you plan to use the Federal funds being requested by object class category.

Column 2: Enter the breakdown of how you plan to use the non-Federal share by object class category.

Column 5: Enter the total funds required for the project (sum of Columns 1 and 2) by object class category.

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

Column B: Enter in any non-federal resources that the applicant will contribute to the project.

Column C: Enter in any non-federal resources that the state will contribute to the project.

Column D: Enter in any non-federal resources that other sources will contribute to the project.

Column E: Enter the total non-federal resources for each program listed in column A.

Section D - Forecasted Cash Needs

Line 13: Enter Federal forecasted cash needs broken down by quarter for the first year only.

Line 14: Enter Non-Federal forecasted cash needs broken down by quarter for the first year.

Line 15: Enter total forecasted cash needs broken down by quarter for the first year.

Note: This area is not meant to be one whereby an applicant merely divides the requested funding by four and inserts that amount in each quarter but an area where thought is given as to how your estimated expenses will be incurred during each quarter. For example, if you have initial startup costs in the first quarter of your award reflect that in quarter one or you do not expect to have contracts awarded and funded until quarter three, reflect those costs in that quarter.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project (i.e. subsequent years 2, 3, 4 or 5 as applicable).

Column A: Enter the federal grant program

Column B (first): Enter the requested year two funding.

Column C (second): Enter the requested year three funding.

Column D (third): Enter the requested year four funding, if applicable.

Column E (forth): Enter the requested year five funding, if applicable.

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

Line 22: Enter the total Direct charges (calculation of indirect rate and direct charges).

Line 23: Enter any pertinent remarks related to the budget.

Separate Budget Narrative/Justification Requirement

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

Narrative/Justification is also REQUIRED for each potential year of grant funding requested.

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

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

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

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

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

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

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

Line 6d: **Equipment:** Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is nonexpendable tangible personal property having a useful life of more

than one year and an acquisition cost of \$5,000 or more per unit. If the item does not meet the \$5,000 threshold, include it in your budget under Supplies, line 6e.

In the Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions. Further, the purchase of specific items of equipment should not be included in the submitted budget if those items of equipment, or a reasonable facsimile, are otherwise available to the applicant or its 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 Part 75 for states, in lieu of providing separate detailed budgets. This certification should be referenced in the justification and attached to the budget narrative.

Line 6g: **Construction:** Leave blank since construction is not an allowable costs for this program.

Line 6h: **Other:** Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to individual consultants, postage, space and equipment rentals/lease, printing and publication, computer use, training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

Note: A recent Government Accountability Office (GAO) report number 11-43, has raised considerable concerns about grantees and contractors charging the Federal government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses. If meals are to be charged towards the grant they must meet the following criteria outlined in the Grants Policy Statement:

- *Meals are generally unallowable except for the following:*
- *For subjects and patients under study(usually a research program);*
- *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., Headstart);*
- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;*
- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*
- *Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances (Note: the sole purpose of the grant award is to hold a conference).*

In the Justification: Provide a reasonable explanation for items in this category. For example, individual consultants explain the nature of services provided and the relation to activities in the work plan or indicate where it is described in the work plan. Describe the types of activities for staff development costs.

Line 6i: **Total Direct Charges:** Show the totals of Lines 6a through 6h.

Line 6j: **Indirect Charges:** Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant

has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. **State governments should enter the amount of indirect costs determined in accordance with DHHS requirements.** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. Indirect Costs can only be claimed on Federal funds, more specifically, they are to only be claimed on the Federal share of your direct costs. Any unused portion of the grantee's eligible Indirect Cost amount that are not claimed on the Federal share of direct charges can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

Line 6k: **Total:** Enter the total amounts of Lines 6i and 6j.

Line 7: **Program Income:** As appropriate, include the estimated amount of income, if any, you expect to be generated from this project that you wish to designate as match (equal to the amount shown for Item 15(f) on Form 424). **Note:** Any program income indicated at the bottom of Section B and for item 15(f) on the face sheet of Form 424 will be included as part of non-Federal match and will be subject to the rules for documenting completion of this pledge. If program income is expected, but is not needed to achieve matching funds, **do not** include that portion here or on Item 15(f) of the Form 424 face sheet. Any anticipated program income that will not be applied as grantee match should be described in the Level of Effort section of the Program Narrative.

c. Standard Form 424B – Assurances (required)

This form contains assurances required of applicants under the discretionary funds programs administered by the Administration for Community Living. Please note that a duly authorized representative of the applicant organization must certify that the organization is in compliance with these assurances.

d. Certification Regarding Lobbying (required)

This form contains certifications that are required of the applicant organization regarding lobbying. Please note that a duly authorized representative of the applicant organization must attest to the applicant's compliance with these certifications.

Proof of Nonprofit Status (as applicable)

Non-profit applicants must submit proof of non-profit status. Any of the following constitutes acceptable proof of such status:

- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization’s certificate of incorporation or similar document that clearly establishes non-profit status.

Indirect Cost Agreement

Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency. This is optional for applicants that have not included indirect costs in their budgets.

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	<p>Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700</p> <p>Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554</p> <p>Total 7 1,254</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%)</p>

					Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360 Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment

					Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669 Total \$30,171

					<p><i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i></p> <p>A detailed evaluation plan and budget will be submitted by (date), when contract is made.</p>
Other	\$5,600	\$0	\$5,880	\$11,480	<p>Federal</p> <p>2 consultants @ \$100/hr for 24.5 hours each = \$4,900</p> <p>Printing 10,000 Brochures @ \$.05 = \$500</p> <p>Local conference registration fee (name conference) = \$200</p> <p>Total \$5,600</p> <p>In-Kind</p> <p>Volunteers</p> <p>15 volunteers @ \$8/hr for 49 hours = \$5,880</p>
Indirect Charges	\$20,934	\$0	\$0	\$20,934	<p>21.5% of salaries and fringe = \$20,934</p> <p>IDC rate is attached.</p>
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					
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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 among those served through this funding (e.g., clients, consumers, systems, organizations, communities) that occur as a result of an organization's or program's activities. These should tie directly back to the stated goals of the funding as outlined in the funding opportunity announcement. (Outcomes are the end-point)

Products - materials, deliverables.

- A model abstract/summary is provided below:

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place.

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