

OMB Approval No. 0985-0018
Expiration 08/31/2013

**Research and Demonstration Program
to Improve Coordinated
Transportation Systems for People
with Disabilities and Older Adults**

**Funding Opportunity and Grant Application
Instructions**

Administration for Community Living

June 27, 2012

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Executive Summary
Improving Coordinated Transportation Systems

Funding Section	Funding Source	Total Amount Available	Purpose	Eligible Entities
Research and Demonstration Program to Improve Coordinated Transportation Systems for People with disabilities and Older Adults	Sec 1110 of Social Security Act	FY12 – Up to \$1 Million FY2013 through FY2016: approximately \$1 Million per year, contingent upon future funding availability	Ensure the participation of persons with disabilities and older adults in the design and implementation of transportation systems to make those systems responsive to the needs of these populations.	Open competition with applicants demonstrating national capacity to improve coordinated transportation systems for people with disabilities and older adults

The Administration for Community Living (ACL) has been partnering with the Federal Transit Administration (FTA), to improve and enhance the coordination of Federal resources for human services transportation. As part of this collaboration, ACL is soliciting proposals for a research and demonstration project to identify and test approaches that involve people with disabilities, including people with intellectual and developmental disabilities and/or physical disabilities, and older adults in the design and implementation of coordinated transportation systems in ways that successfully make those systems responsive to their needs.

Department of Health and Human Services (HHS)

Administration for Community Living (ACL)

ACL Center: Center for Disability and Aging Policy

Funding Opportunity Title: Research and Demonstration Program to Improve Coordinated Transportation Systems for People with Disabilities and Older Adults

Announcement Type: Initial

Funding Opportunity Number: HHS-2012-ACL-TC-1216

Catalog of Federal Domestic Assistance (CFDA) Number: 93.048

Key Dates:

- **Application Deadline:** The deadline date for submission of applications is 11:59 p.m., Eastern Time, on August 14, 2012
- **Projected Start Date:** September 30, 2012

The deadline date for submission of applications is 11:59 p.m., Eastern Time, on August 14, 2012. 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.

Total Funding Year 1: approximately \$1,000,000 in FY 2012

Estimated Year 2-5: approximately \$1,000,000 Each Year

Project Period: 09/30/2012 – 09/29/2017

Budget Periods: Five One Year Budget Periods 09/30/2012 – 09/29/2017 (subject to the availability of funds)

Number of awards: One

Type of award: Cooperative Agreement

I. FUNDING OPPORTUNITY DESCRIPTION

HHS policy encourages the coordination of related programs at the Federal, state and local levels wherever possible. Coordination and collaborative efforts maximize the resources available to address specific needs of the populations served by HHS programs. The Administration for Community Living (ACL) has as its mission to maximize health, well-being, and independence for people with disabilities, including people with intellectual and developmental disabilities and people with physical disabilities, and older adults and their families and caregivers, by advancing policies, services, and supports so that people live with dignity, make their own choices, and participate fully in society. Together this HHS policy and ACL mission form the framework for this Funding Opportunity Announcement – to promote the independence and community integration of people with disabilities and older adults through coordinated transportation systems that are responsive to their transportation needs.

The goal of this 5 year project is to identify proven models and approaches that can be used by states and communities across the country to empower people with disabilities and older adults to be actively involved in the design and implementation of coordinated transportation systems in ways that successfully make those systems responsive to the needs of these populations. Applicants seeking funding under this announcement may find it helpful to subcontract out some of the activities undertaken to implement this project to one or more national organizations with a successful track record and demonstrated experience in empowering people with disabilities and older adults to improve systems, such as making transportation systems responsive to meet the needs of people with disabilities and older adults.

During the first year of funding under this project, the successful applicant will:

- 1) Establish partnerships, for the purpose of receiving advice on all aspects of the projects, with key national organizations and individuals with expertise planning and developing coordinated transportation systems and organizations and individuals with demonstrated experience empowering people with disabilities and older adults to improve systems such as making transportation systems responsive to meet the needs of people with disabilities and older adults.
- 2) Conduct an environmental scan to identify current best practices from across the country where persons with disabilities and older adults have been actively engaged in the planning, development, and implementation of coordinated transportation systems that have successfully made those systems and projects responsive to the needs of these populations;
- 3) Develop a National Knowledge Sharing Network of local/regional/state model projects and national experts to serves as a resource for communities across the nation interested in replicating the best practices and testing new approaches to

achieving the goal of this project;

4) Design and commence implementation of a “small grants” demonstration program to community organizations no later than the 4th month of the first year of this project. The purpose of the small grants demonstration program is test the replication of proven best practices as well as new models and approaches to successfully empowering people with disabilities and older adults to be actively involved in the planning and implementation of coordinated transportation systems that are responsive to the needs of people with disabilities and older adults. This small grants program will commence with small 6-month planning grants that will be awarded based on a competitive process. These 6 month planning grants will produce full demonstration proposals with detailed implementation plans and budgets that could be considered for funding starting in the second year of this ACL project, if funding becomes available for a second year.

5) Develop, in collaboration with ACL, a detailed evaluation program for use in tracking and measuring the progress and success of the demonstration projects that will be implemented starting in the second project year, if funding is available.

6) Complete the review of all the demonstration proposals submitted from the organizations receiving the 6 month planning grants to identify those most likely to succeed in advancing the goal of this project. Also, have all documents, processes and systems in place by the end of the first year to commence operation and funding of the selected demonstration projects during the first month of the second project year, if funding is available.

Over the five years of this grant program, the successful applicant will engage in the following activities:

A. Partnership Development

The successful applicant will recognize that strong partnerships with all the key stakeholders involved in coordinated transportation systems for people with disabilities and older adults will be key to the success of the project. Such partnerships increase the potential for successful coordination and collaboration and maximize the use of existing resources and expertise as well as the ability to leverage these resources and secure new resources to further the purposes of this project. Partnerships should include not only interested agencies and organization with a professional interest in transportation coordination for people with disabilities, but also include organizations and individuals, including consumer advocates, that are knowledgeable about the transportation needs of people with disabilities and older adults. The utilization of other organizations or individuals with specialized experience is strongly encouraged, for example national organizations that work on transportation issues with persons with disabilities in rural areas or national organizations that work on transportation issues with persons with intellectual and/or developmental disabilities. Key stakeholders and target populations must be empowered to engage and participate in decision-making in a meaningful manner during planning and implementation phases of the project to ensure the projects are

responsive to their needs.

B. Environmental Scan

The primary objective of this activity which must be completed during the first three months of the project is to conduct an environmental scan of state, regional and community projects that have empowered people with disabilities and older adults to be actively involved in the planning, design, and implementation of coordinated transportation systems in ways that successfully made those systems responsive to the needs of these populations. Applicants are encouraged to be innovative and to suggest additional approaches that could contribute to improving the ability of people with disabilities and older adults to successfully influence the planning, development and implementation of coordinated transportation systems. The results of this activity will be used to inform all aspects of the small demonstration program, including the planning grant phase of that program. Additionally, the information generated by this activity should be broadly disseminated to inform states and communities across the country about models and approaches they can use to make their coordinated transportation systems responsive to the needs of people with disabilities and older adults.

C. National Knowledge Sharing Network

Following completion of the environmental scan, the successful applicant will identify a national Knowledge Sharing Network consisting of local and national experts, including both professionals and consumers, with experience in projects and systems that have successfully empowered people with disabilities and older adults in actively improving the planning, development, implementation, and on-going evaluation of coordinated transportation systems. The National Knowledge Sharing Network will be available to help other communities, including but not limited to those receiving small demonstration grants under this project, to successfully replicate one or more of the best practices or, to test other approaches to achieving the goal of this project.

D. Design and Implement a Small Grants Demonstration Program

The primary objective of this Small Grants Demonstration Program is to understand and test the replication of proven best practices and new models and approaches to empowering people with disabilities and older adults to be actively involved in the planning, development and implementation of coordinated transportation systems in ways that make those systems responsive to the needs of these populations. The successful applicant for the ACL grant will develop the small grants program based on the environmental scan, expert advice from its partners, its National Knowledge Sharing Network, and consumers, working in collaboration with ACL. The initial phase of this small grants program will involve making small 6 month planning grants targeted at community organizations. These 6 month planning grants will be awarded based on a competitive process, and the successful awardees will use a collaborative process involving consumers and key stakeholder organizations from both the

transportation and human services community, to design a full demonstration proposal, with detailed implementation plans and budgets, that would address the goal of this project and be considered by the national organization managing this ACL grant for funding starting in the second year of this project, if funding is available for a second year. Community organizations developing applications for the 6-month planning grants will be encouraged to include letters of support in their applications from key stakeholder organizations (such as Centers for Independent Living, State Developmental Disabilities Councils, State Protection and Advocacy agencies, self-advocacy organizations, University Centers of Excellence in Developmental Disabilities, Area Agencies on Aging, AARP Offices, and local transportation systems and organizations) that describe their commitment and anticipated role in the planning project. The local applicants will be encouraged to utilize the resources of the National Resource Center (NRC) for Human Service Transportation Coordination, and other FTA supported resource centers. The NRC website can be found at: <http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=1036&z=90>.

The successful applicant of this ACL grant will assist the local projects that receive planning grants in utilizing the expertise of the national Knowledge Sharing Network as they design their demonstration projects. The successful applicant will also help the local planning projects to use underutilized federal transportation funding sources and other resources in their proposed demonstration projects to ensure the on-going sustainability of the impact of their demonstration projects on the transportation systems that are used by people with disabilities and older adults.

There are a number of approaches to ensure project sustainability including: leveraging existing resources (funding, staff, equipment etc.) where ever possible; seeking low cost alternatives when seeking new alternatives; supplemental funding, and; adapting the project based on findings from performance measurement and evaluation activities. Local planning projects will also be required to include an evaluation plan in their demonstration proposals, based on guidance they receive from the national organizations administering the grants program.

The successful applicant for the ACL grant, with input from its National Knowledge Sharing Network, will prepare guidance for the recipients of the planning grants, as well as the recipients of the demonstration project grants on: how to utilize transportation funding as match for FTA grants, innovative practices to insure volunteer drivers, best practices for medical transportation, effective strategies for building system capacity utilizing rider/consumer involvement in the planning process, ongoing operations, and other innovative solutions.

E. Design and Implement a Project Evaluation and Continuous Improvement Process

Key to the success of the ongoing implementation of human services programs is gathering and analyzing reliable information to determine the impact and success of programs. The successful applicant for the ACL grant will include a description in their application of the approach they will use to continually evaluate and track their progress and success in achieving the measurable goals and objectives they establish

for this Research and Demonstration Program. The evaluation should be designed to document the “lessons learned” – both positive and negative - from the project that will be useful to ACL, FTA and others interested in learning from the approaches used to implement this Research and Demonstration Program, including replicating the models and approaches tested under this small grants component of the program (for both the planning and implementation grants) if they prove successful. Consistent with a Continuous Quality Improvement approach, applicants should also identify how the results of their evaluation activities will be utilized to enhance and improve their on-going management of the overall project.

F. Dissemination

Applicants should clearly articulate their plans for promoting awareness of their activities, services, results from the small grants program, and the findings from the environmental scan. To that end, applicants should clearly describe their plans for outreach and marketing of their findings and lessons learned to intended audiences and/or consumers, especially key stakeholder organizations at the national, state, regional and local level and people with disabilities and older adults so the information can be used by others to successfully involve people with disabilities and older adults in the design and implementation of coordinated transportation systems so they meet the needs of these populations.

Statutory Authority

The statutory authority for grants for this Program Announcement is contained in Section 1110 of the Social Security Act.

II. AWARD INFORMATION

Total Estimated Federal Funds Available: \$1,000,000

Estimated Number of Awards: One (1) Award

Project Start Date: September 30, 2012

Estimated Length of Project: ACL plans to fund one new grant under this initiative for a five year period. The projects will be funded at a Federal share of up to \$1,000,000 for year one of the project period with years two through five, contingent upon the availability of federal funds. ACL reserves the right to fund the project at an amount that is less than the Federal share requested in the application.

Award type: New Cooperative Agreement

As a cooperative Agreement, the ACL will have substantial involvement in the activities of the funded project. The successful applicant will receive a Notice of Award which makes the Terms and Conditions of the Cooperative Agreement below effective immediately upon award notification and drawdown of funds from the payment management system.

The ACL will carry out the following activities for the cooperative agreement:

- Host an in person or teleconference meeting with the grantee within two

- weeks of award to discuss project activities and work plan modifications.
- Collaborate fully with the grantee in the development, modification, and execution of the work plan;
 - Provide technical support to the grantee related to the activities of the grant including project design, implementation, and performance measurement as necessary.
 - Review and provide technical advice on work products;
 - Provide consultation in identifying emerging issues;
 - Attend and participate in major project events as appropriate and feasible.

The grantee will execute the following responsibilities of the cooperative agreement:

- Attend an in person or teleconference meeting within two weeks of project award
- Collaborate with the ACL in the development, modification, and execution of their work plan and in the implementation of all aspects of their Research and Demonstration Program;
- Work with National Organizations that ACL identifies to be important to the success of this project;
- Evaluate the impact of overall project activities and have systems in place to ensure continuous quality improvement;
- Provide ACL with the opportunity to provide technical advice on activities and review work products; and
- Fulfill all of the requirements of the grant as specified in the Funding Opportunity Announcement.

Under this announcement the grantee will develop a work plan for each year of the project and following award will collaborate with the ACL on finalizing the work plan. Within 45 days of the award, the grantee will agree upon and adhere to a work plan that details expectations for major activities, products, and reports during the current budget period. The work plan will include a detailed timetable with tangible milestones. In addition, the work plan will contain project and activity implementation plans, including potential sub grantees/subcontractors, staff assignments, and other areas that require ACL consultation.

Once a cooperative agreement is in place, 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

A. Eligible Applicants

For purposes of this competition, national organizations are defined as those entities established with headquarters and administration for an organized group of bodies (local chapters, affiliates, faith- and community-based, and tribal organizations) dedicated to improving transportation services for a major, nationwide segment of the older adult and persons with disabilities population. Applicants must demonstrate that they have demonstrated experience and a proven track record in promoting coordinated transportation systems that respond to the needs of people with disabilities and older adults as well as demonstrated experience in partnering with key national stakeholder groups that are involved in the provision of services and information to these target populations. Only one application per agency/organization will be accepted.

Applications that do not meet the responsiveness criteria outlined below will be administratively eliminated and will not be reviewed. The successful applicant will be an organization, which may include contractors or sub-grantees, which meets the criteria listed below. Applicants **must** conform to the following elements:

- a. Applicants must meet the criteria for national organizations as defined above
- b. Applicants must have demonstrated experience in promoting the development of coordinated transportation systems that respond to the needs of people with disabilities and older adults.

The competition is open to 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, and community-based organizations. Consideration will be given to national public and private non-profit agencies and organizations including faith- and community-based organizations (FBOs and CBOs), and national Indian tribal organizations.

B. Cost Sharing or Matching

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

C. Responsiveness and Screening Criteria

Application Responsiveness Criteria

ACL will accept applications that meet the following criteria:

1. Meet the criteria as a national organization as defined in III.A
2. Applicants will possess national experience with supporting coordinated transportation providers in their efforts to enhance state, regional or local coordinated transportation systems for people with disabilities and older adults.
3. Applicants, including any of their proposed contractors or sub-grantees, will possess successful experience in formulating and managing demonstration projects at the community level.

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the screening criteria described 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, August 14, 2012.
2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **font size of not less than 11**.
3. **The Project Narrative must not exceed 20 pages.** NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

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

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Application materials can be obtained from <http://www.grants.gov> or <http://www.ACL.gov/ACLRoot/Grants/Funding/index.aspx>.

Please note, ACL is requiring applications for all funding opportunities to be submitted electronically through <http://www.grants.gov>. The Grants.gov (<http://www.grants.gov>) registration process can take several days. If your organization is not currently registered with <http://www.grants.gov>, please begin this process immediately. **For assistance with <http://www.grants.gov>, please contact them at support@grants.gov or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.** At <http://www.grants.gov>, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website (<http://www.grants.gov>).

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

- You may access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number (HHS-2012-ACL-TC-1216).
- At the <http://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process through <http://www.grants.gov> because of the time involved to complete the registration process.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and register in the Central Contractor Registry (CCR). You should allow a minimum of **five days** to complete the CCR registration.
- **Note:** Failure to submit the correct suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) **or receive sub-awards directly from the recipients of those grant funds** to:
 1. Be registered in the CCR prior to submitting an application or plan;
 2. Maintain an active CCR registration with current information at all

times during which it has an active award or an application or plan under consideration by an OPDIV; and

3. Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

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

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is entered on the SF 424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide:
http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the <http://www.grants.gov> compatibility information and submission instructions provided at <http://www.grants.gov> (click on “**Vista and Microsoft Office 2007 Compatibility Information**”).
- **Your application must comply with any page limitation requirements described in this funding opportunity.**
- After you electronically submit your application, you will receive an automatic acknowledgement from <http://www.grants.gov> that contains <http://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <http://www.grants.gov>.
- After the Administration for Community Living retrieves your application form from <http://www.grants.gov>, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number

provided by <http://www.grants.gov>.

- Each year organizations registered to apply for Federal grants through <http://www.grants.gov> will need to renew their registration with the Central Contractor Registry (CCR). You can register with the CCR online and it will take about 30 minutes (<http://www.ccr.gov>).

Contact person regarding this Funding Opportunity:

U.S. Department of Health and Human Services
Administration for Community Living
Eric Weakly
Center for Disability and Aging Policy
Washington, D.C. 20201
Phone Number: (202) 357-3432
E-mail: eric.weakly@aoa.hhs.gov

B. Content and Form of Application Submission

The components for each Application will include:

1. Project Narrative
2. Work Plan
3. Budget Narrative

1. Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is ten to twenty pages; twenty pages is the maximum length allowed. AoA will not accept applications with a Project Narrative that exceeds 20 pages. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

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

Summary/Abstract
Problem Statement
Goal(s) and Objective(s)
Proposed Project
Special Target Populations and Organizations
Outcomes

Project Management
Evaluation
Dissemination
Organizational Capability

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

Summary/Abstract. This section should include a brief - no more than 265 words maximum - description of the proposed project, including the project goal, objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in Attachment F of this document.

Problem Statement. This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect the people with disabilities and older adult.

Goal and Objectives. This section should consist of a description of the project's goal and major objectives.

Proposed Project. This section should provide a clear and concise description of the Research and Demonstration Project you are proposing to implement to address the goal ACL has established for this program. You should also describe the rationale for using the particular approach, including factors such as: "lessons learned" for similar projects previously tested in the field; factors in the larger environment that have created the "right conditions" for the approach (e.g., existing social, economic or political factors that you'll be able to take advantage of in support of transportation coordination, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers.

Special Target Populations and Organizations. This section should describe the role and makeup of any strategic partnerships you plan to involve in implementing the proposed project. In particular, this section should describe how you plan to empower individuals, including people with disabilities (including people with intellectual and developmental disabilities as well as people with physical disabilities) and older adults, and key national stakeholder organizations in a meaningful way in the planning and implementation of all aspects of your proposal project, including the small grants program.

Outcomes. This section of the project narrative must clearly identify the measurable outcome(s) that will result from the proposed project. (NOTE: ACL will not fund any project that does not include measurable outcomes). This section should also describe how the project’s findings could benefit the field at large, (e.g., how the findings could help other organizations and people with disabilities and older adults and the organizations that serve them throughout the nation to address the same or similar problems.) List measurable outcomes in the attached work plan grid (Attachment E) under “Measurable Outcomes” in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large.

A “measurable outcome” is an observable end-result that describes how a particular project benefits consumers. It can describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of transportation coordination that can be replicated in the field of aging and disability; new knowledge that can contribute to the field of aging and disability; a measurable increase in persons with disabilities and older adults receiving transportation services; a measurable change in the perceived quality of the services; a measurable change in the reported social connectiveness or ability to keep medical appointments, etc.

Project Management. This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, including partner organizations that the applicant plans to contract with to carry out some of the activities required under this Research and Demonstration Program, and how they will contribute to achieving the project’s goals, objectives and outcomes. This section should specify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project’s on-going progress, preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project’s tasks and objectives.

Evaluation and Continual Improvement Process. This section should describe the method(s), techniques and tools that will be used to track and assess the project’s progress and success in achieving its goal(s) and objectives, and be used to inform and improve the on-going management of the proposed Research and Demonstration Program. This section should also describe in general terms the approach that will be used to design an evaluation program by the end of the first for the small demonstration grant program that will commence in the second year, based on

availability of funds.

Dissemination. This section should describe in general terms the method that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, including and especially those parties who would be interested in benefiting from the findings of the Environmental Scan and in replicating the models and approaches that are found to be successful under the small grants component of this Research and Demonstration Program.

Organizational Capability Statement. Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses.

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

2. Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover all five (5) years of the project period. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s). For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the Sample Work Plan format included in Attachment E.

3. Budget Narrative/Justification

The Budget Narrative/Justification should be provided using the format included as Attachment C of this Program Announcement. Applicants are encouraged to pay particular attention to Attachment C, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.

The budget Narrative/Justification should describe the funding levels and number of awards the applicant proposes to make under the Small Grants Program portion of this project. It should include proposed funding levels and number of awards for both the planning and demonstration grants, and the rationale for the proposed approach.

C. Submission Dates and Times

The deadline for the submission of applications under this funding opportunity is August 14, 2012. Applications must be submitted electronically by 11:59 p.m. Eastern Time, August 14, 2012.

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.

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>. After the Administration for Community Living retrieves your application from <http://www.grants.gov>, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by <http://www.grants.gov>.

D. Intergovernmental Review

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

E. Funding Restrictions

The following activities are not fundable:

- Construction and/or major rehabilitation of buildings;
- Basic research (e.g. scientific or medical experiments); and,

- Continuation of existing projects without expansion or new and innovative approaches.

Note: A recent Government Accountability Office (GAO) report number 11-43, has raised concerns about grantees and contractors charging the Federal government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses. Executive Orders on Promoting Efficient Spending (EO 13589) and Delivering Efficient, Effective and Accountable Government (EO 13576) have been issued and instruct Federal agencies to promote efficient spending. Therefore, if meals are to be charged in your proposal, applicants should understand such costs must meet the following criteria outlined in the Executive Orders and HHS Grants Policy Statement:

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

V. APPLICATION REVIEW INFORMATION

A. Criteria

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

- 1. Project Relevance & Current Need – (5 points);**
- 2. Approach - (60 points);**
- 3. Budget – (10 points);**
- 4. Project Impact - (5 points); and**
- 5. Organizational Capacity - (20 points).**

Project Relevance & Current Need

Weight: 5 points

Does the proposed project clearly and adequately describe the need and rationale for the proposed Research and Demonstration Program in a way that demonstrates a command of the policy, program and management issues, challenges and opportunities associated with the proposed Program? Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to the applicant's purpose/need? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? (5 points)

Approach

Weight: 60 points

Partnerships

Does the applicant optimize the use of potential partnerships with other organizations and people with disabilities and older adults as well as organizations with expertise in coordinated transportation systems, including those supported by FTA in the implementation of the proposed Research and Demonstration Program? Does the applicant propose to contract with one or more of the key national stakeholder organizations with appropriate expertise and demonstrated experience to carry out some of the required activities of the proposed R&D Program? (15 points)

Environmental Scan

Is there a clear plan to effectively complete the Environmental Scan within three months from the project's start date? Does the applicant have demonstrated expertise in conducting environmental scans of coordinated transportation systems? (10 points)

National Knowledge Sharing Network

Is there a methodology for building a national network of national, state, regional and local experts with proven experience in implementing coordinated transportation systems that successfully involved people with disabilities and older adults in ways that made those systems responsive to the needs of these populations? Is a clear role identified for the National Knowledge Sharing network in all stages of the proposed R&D Project? (10 points)

Small Grants Program

Is a methodology identified to designing and implementing a small grants

demonstration program in a way that will successfully achieve the goal(s) and objectives of the proposed R&D program? Is there a strategy for assisting community projects to be successful in implementing their small grant projects? Does the applicant describe how they will help local projects fully utilize existing federal transportation funding streams and other funding opportunities to help them sustain the impact of their projects improved coordinated transportation systems that respond to the needs to people with disabilities and older adults? Does the applicant (including any of its proposed contractors or sub-grantees) have demonstrated experience in developing and managing small grants programs targeted to communities? (10 points)

Evaluation

Does the applicant describe the method(s), techniques and tools that will be used to continually track and measure the applicant's progress and success in achieving the goal and objectives of the proposed Research and Demonstration Program? Does the project evaluation reflect a Continuous Quality Improvement approach? Does the applicant describe in general terms their approach to developing an evaluation programs for the Small Demonstration Grants Program that will commence in the second year, if funding is available? (10 points)

Dissemination

What are the plans to disseminate lessons learned from the project? 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 its findings, particularly to those who might want to replicate the project? Does the applicant have experience in disseminating information and lesson learned to coordinated transportation systems and providers interested in making their systems responsive to the needs of people with disabilities and older adults? (5 points)

Budget

Weight: 10 points

Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project? (3 points)

Are budget line items clearly delineated and consistent with work plan objectives? For Example, has a multiyear budget covering the entire proposed

project period been included as well as a budget covering each individual year? Does the budget and narrative provide sufficient detail on the proposed number and grants and level of funding that will be used for the Small Grants Program, and is a large proportion of the overall ACL grant being used for the Small Grants Program? (7 points)

Project Impact

Weight: 5 points

Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly affect the design and implementation of coordinated transportation systems in ways that will benefit people with disabilities and older adults? (5 points)

Organizational Capacity

Weight: 20 points

Does the applicant organization have the demonstrated experience in working with coordinated transportation systems and helping them to improve their operations, including their ability to serve people with disabilities and older adults? Does the applicant (including any of its proposed contractors or sub-grantees) have demonstrated experience in empowering people with disabilities and older adults to be actively involved in systems improvements? Does the applicant clearly identify their capacity for carrying out the proposed project and evaluation? Does the applicant describe a coherent and well-developed overall approach to implementing and managing the proposed Research and Demonstration Project in a way that will successfully achieve the Program's stated goal(s) and objectives? (10 points)

Do the proposed project director(s), key staff, consultants and contract organizations have the background, experience, and other qualifications required to carry out their designated roles? Are letters 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? (10 points)

B. Review and Selection Process

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their field. Based on the Application Review Criteria as outlined, 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 for the Administration for Community Living. 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.

VI. AWARD ADMINISTRATION INFORMATION

A. 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, Officer of Grants Management, and the ACL Office of Budget and Finance. Acceptance of this award is signified by the drawdown of funds from the Payment Management System. Unsuccessful applicants are generally notified within 30 days of the final funding decision and will receive a disapproval letter via e-mail or U.S. mail. Unless indicated otherwise in this funding opportunity, unsuccessful applications will not be retained by the agency and destroyed.

B. Administrative and National Policy Requirements

The award is subject to DHHS Administrative Requirements, which can be found in 45 CFR Part 74 and 92 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement located at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>.

C. Reporting

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

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

D. FFATA and FSRS Reporting

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

For further guidance please see the following link:

http://www.ACL.gov/ACLRoot/Grants/Reporting_Requirements/index.aspx

E. Additional General Provisions

Cap on Researcher Salaries - None of the funds appropriated in this program shall be used to pay the salary of an individual, through a grant, cooperative agreement or other extramural mechanism, at a rate in excess of Executive Level II (capped at \$179,700).

Gun Control Prohibition - None of the funds appropriated in this program may be used, in whole or in part, to advocate or promote gun control.

Needle Exchange - Notwithstanding any other provision of the Act, no funds appropriated in this Act shall be used to carry out a program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

Publicity and Propaganda [Lobbying] – Sec. 503 (a) No part of any appropriation contained in this act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before Congress or any State or local legislature or legislative body, except in presentation of the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government itself. (b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government. (c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

VII. AGENCY CONTACTS

Project Officer:

U.S. Department of Health and Human Services
Administration for Community Living
Washington, DC 20201
Attn: Eric Weakly
e-mail: eric.weakly@aoa.hhs.gov

Grants Management Specialist:

U.S. Department of Health and Human Services
Administration for Community Living
Washington, DC 20201
Attn: Christine Ramirez
e-mail: grants.office@AoA.hhs.gov

VIII. OTHER INFORMATION

A. Application Submission Checklist

___ Application Narrative

___ Proposed Budget

Please see Required Contents for detailed information on the application submission requirements.

1. **Application Elements**
2. **SF 424, required – Application for Federal Assistance**
3. **SF 424A, required – Budget Information.**
4. **Separate Budget Narrative/Justification, required**
5. **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.**
6. **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).**
7. **Lobbying Certification, required**
8. **Proof of non-profit status, if applicable**
9. **Copy of the applicant's most recent indirect cost agreement, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.**
10. **Project Narrative with Work Plan, required**

- 11. Organizational Capability Statement and Vitae for Key Project Personnel.**
- 12. Letters of Commitment from Key Partners, if applicable.**

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

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The project description and Budget Narrative/Justification is approved under OMB control number 0985-0018 which expires on 8/31/13. 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.

ATTACHMENTS

**Attachment A:
Instructions for Completing Required Forms
(SF 424, Budget (SF 424A), Budget Narrative/Justification)**

**Attachment B:
SF 424 - Sample Format with Example**

**Attachment C:
Budget Narrative/Justification Format - Sample Format with
Examples**

**Attachment D:
Budget Narrative/Justification - Sample Template**

**Attachment E:
Project Work Plan - Sample Template**

**Attachment F:
Instructions for Completing the Summary/Abstract**

Attachment A: Instructions for Completing Required Forms
(SF 424, Budget (SF 424A), Budget Narrative/Justification)

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 Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website (<http://www.grants.gov>).

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

c. Organizational DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website (<http://www.grants.gov>). Your DUNS number can be verified at <http://www2.zapdata.com/CompanyLookup.do>.

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 this funding opportunity.

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

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

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

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

16. **Congressional Districts Of:** (REQUIRED) 16a. Enter the applicant's Congressional District, and 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. See the below website to find your congressional district:

<http://www.house.gov/Welcome.shtml>

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 7/01/2012 to 6/30/2015. The Grants Officer can alter the start and end date at their discretion.

18. **Estimated Funding:** (REQUIRED) If requesting multi-year funding, enter the full

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

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 74 or 45 CFR Part 92 before completing Item 18 and the Budget Information Sections A, B and C noted below.

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

There are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered **matching funds**. Examples of **non-Federal cash match** includes budgetary funds provided from the applicant agency's budget for costs associated with the project. Generally, most contributions from sub-contractors or sub-grantees (third parties) will be non-Federal in-kind matching funds. Volunteered time and use of third party facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations.

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

contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.

ACL's Match Requirement

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

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

Examples of varying match levels:

1) $\frac{\$100,000 \text{ (federal funds requested)} * 5\% \text{ (match)}}{95\%} = \$5,263$

95%

2) $\frac{\$100,000 * 25\% \text{ (match)}}{75\%} = \$33,333$

75%

3) $\frac{\$100,000 * 35\% \text{ (match)}}{65\%} = \$53,846$

65%

4) $\frac{\$100,000 * 45\% \text{ (match)}}{55\%} = \$81,818$

55%

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

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

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

21. Authorized Representative: (Required) To be signed and dated by the

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

b. Standard Form 424A

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

Section A - Budget Summary

Line 5: Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total non-Federal costs (including third party in-kind contributions and any program income to be used as part of the grantee match) in column (f). Enter the sum of columns (e) and (f) in column (g).

Section B - Budget Categories

Column 1: Enter the breakdown of how you plan to use the Federal funds being requested by object class category (see instructions for each object class category in Attachment C).

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

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

Section C - Non Federal Resources

Column A: Enter the federal grant program.

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

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

the project.

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

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

Section D – Forecasted Cash Needs

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

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

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

Note: This area is not meant to be one whereby an applicant merely divides the requested funding by four and inserts that amount in each quarter but an area where thought is given as to how your estimated expenses will be incurred during each quarter. For example, if you have initial start up 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 break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement, etc. A percentage of 35% or less does not require a break down but you must show the percentage charged for each full/part time employee.

Line 6c: **Travel:** Enter total costs of all travel (local and non-local) for staff on the project. NEW: Local travel is considered under this cost item not under Other. Local transportation (all travel which does not require per diem is

considered local travel). Do not enter costs for consultant's travel - this should be included in line 6h.

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

Line 6d: **Equipment:** Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is non-expendable 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 sub-grantees.

Line 6e: **Supplies:** Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d.

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

Line 6f: **Contractual:** Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Note: The 33% provision has been removed and line item budget detail is not required as long as you meet the established procurement standards. Also include any awards to organizations for the provision of technical assistance. Do not include payments to individuals on this line. Please be advised: A subrecipient is involved in financial assistance activities by receiving a sub-award and a subcontractor is involved in procurement activities by receiving a sub-contract. Through the recipient, a subrecipient performs work to accomplish the public purpose authorized by

law. Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services. In either case, you are encouraged to clearly describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

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

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

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

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

- *Meals are generally unallowable except for the following:*
- *For subjects and patients under study(usually a research program);*
- *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., Headstart);*

- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;*
- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*
- *Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances (Note: the sole purpose of the grant award is to hold a conference).*

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

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

Line 6j: **Indirect Charges:** Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. **State governments should enter the amount of indirect costs determined in accordance with DHHS requirements.** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. Indirect Costs can only be claimed on Federal funds, more specifically, they are to only be claimed on the Federal share of your direct costs. Any unused portion of the grantee's eligible Indirect Cost amount that are not claimed on the Federal share of direct charges can be claimed as unreimbursed indirect charges, and that portion can be used towards meeting the recipient match.

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

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

funds, **do not** include that portion here or on Item 15(f) of the Form 424 face sheet. Any anticipated program income that will not be applied as grantee match should be described in the Level of Effort section of the Program Narrative.

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Non-Profit Status (as applicable)

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

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

Indirect Cost Agreement

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

Attachment B: Standard Form 424A – Sample Format

OMB Approval No. 0348-0044

BUDGET INFORMATION--Non-Construction Programs

BUDGET INFORMATION--Non-Construction Programs

SECTION A-BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. LifeSpan Respite	93.048			340,294	113,433	453,727
2.						
3.						
4.						
5. TOTALS				340,294	113,433	453,727

SECTION B-BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Year 1	(2) Year 2	(3) Year 3	(4)	
a. Personnel	71,254	30,000	35,000		136,254
b. Fringe Benefits	26,114	15,000	20,000		61,114
c. Travel	7,647	5,000	5,000		17,647
d. Equipment	10,000	0	0		10,000
e. Supplies	9,460	2,500	1,000		12,960
f. Contractual	30,171	0	0		30,171
g. Construction	0	0	0		
h. Other	11,480	55,833	47,334		114,647
i. Total Direct Charges (sum 6a-h)	166,126	108,333	108,334		382,793
j. Indirect Charges @	20,934	25,000	25,000		70,934
k. TOTALS (sum 6i and j)	187,060	133,333	133,334		453,727
7. Program Income	None				

SECTION C-NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other sources	(e) TOTALS	
8. Life Span Respite	80,886		32,547	113,433	
9.					
10.					
11.					
12. TOTALS (sum of lines 8 and 11)	80,886		32,547	113,433	
SECTION D-FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	140,294	20,000	50,000	20,000	50,294
14. Non-Federal	46,766	12,000	10,000	9,000	15,766
15. TOTAL (sum of lines 13 and 14)					
SECTION E-BUDGET ESTIMATES OF <u>FEDERAL</u> FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First	(c) Second	(d)	(e)	
16. Life Span Respite	100,000	100,000			
17.					
18.					
19.					
20. TOTALS (sum of lines 16-19)					

SECTION F-OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:

22. Indirect Charges:

23. Remarks

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Standard Form 424A (7-97)

Prescribed by OMB Circular A-102

Attachment C: Budget Narrative/Justification – Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	<p>Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700</p> <p>Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = <u>\$23,554</u></p> <p>Total \$71,254</p>
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	<p>Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p> <p>Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p>

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Travel	\$4,707	\$2,940	\$0	\$7,647	<p>Federal</p> <p>Local travel: 6 TA site visits for 1 person</p> <p>Mileage: 6RT @ .585 x 700 miles \$2,457</p> <p>Lodging: 15 days @ \$110/day \$1,650</p> <p>Per Diem: 15 days @ \$40/day <u>\$600</u></p> <p>Total \$4,707</p> <p>Non-Fed Cash</p> <p>Travel to National Conference in (Destination) for 3 people</p> <p>Airfare 1 RT x 3 staff @ \$500 \$1,500</p> <p>Lodging: 3 days x 3 staff @ \$120/day \$1,080</p> <p>Per Diem: 3 days x 3 staff @ \$40/day <u>\$360</u></p> <p>Total \$2,940</p>
Equipment	\$10,000	\$0	\$0	\$10,000	<p><i>No Equipment requested OR:</i></p> <p>Call Center Equipment</p> <p>Installation = \$5,000</p> <p>Phones = <u>\$5,000</u></p> <p>Total \$10,000</p>
Supplies	\$3,700	\$5,760	\$0	\$9,460	<p>Federal</p> <p>2 desks @ \$1,500 \$3,000</p> <p>2 chairs @ \$300 \$600</p> <p>2 cabinets @ \$200 \$400</p> <p>Non-Fed Cash</p> <p>2 Laptop computers \$3,000</p> <p>Printer cartridges @ \$50/month \$300</p> <p>Consumable supplies (pens, paper, clips etc...) @ \$180/month <u>\$2,160</u></p> <p>Total \$9,460</p>

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Contractual	\$30,171	\$0	\$0	\$30,171	<p>(organization name, purpose of contract and estimated dollar amount)</p> <p>Contract with AAA to provide respite services:</p> <p>11 care givers @ \$1,682 = \$18,502</p> <p>Volunteer Coordinator = <u>\$11,669</u></p> <p>Total \$30,171</p> <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) = <u>\$200</u></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	\$40,886	\$5,880	\$187,060	

Attachment D: 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					

Attachment E: 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.														

Attachment E: Project Work Plan, Page 2 – Sample Template

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*
3.														
4.														

Attachment E: Project Work Plan, Page 3 – Sample Template

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*
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.

Attachment F: Instructions for Completing the Project Summary/Abstract

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

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

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

Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics that occur as a result of an organization's or program's activities. (Outcomes are the end-point)

Products – materials, deliverables.

- A model abstract/summary is provided below:

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place. The **goal** of this project is to improve the delivery and quality of respite services available to families across age and disability spectrums by expanding and coordinating existing respite systems in Delaware. The **objectives** are: 1) to improve lifespan respite infrastructure; 2) to improve the provision of information and awareness about respite service; 3) to streamline access to respite services through the Delaware ADRC; 4) to increase availability of respite services. Anticipated **outcomes** include: 1) families and caregivers of all ages and disabilities will have greater options for choosing a respite provider; 2)

providers will demonstrate increased ability to provide specialized respite care; 3) families will have streamlined access to information and satisfaction with respite services; 4) respite care will be provided using a variety of existing funding sources and 5) a sustainability plan will be developed to support the project in the future. The expected **products** are marketing and outreach materials, caregiver training, respite worker training, a Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.

