Administration for Community Living

Administration on Aging

Alzheimer's Disease Programs Initiative (ADPI) - States and Community Grants (SUMMER 2023)
HHS-2023-ACL-AOA-ADPI-0035
08/07/2023

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ACL Center:
Administration on Aging
Funding Opportunity Title:
Alzheimer's Disease Programs Initiative (ADPI) - States and Community Grants (SUMMER 2023)
Funding Opportunity Number:
HHS-2023-ACL-AOA-ADPI-0035
Primary CFDA Number:
93.470
Due Date for Letter of Intent:
06/08/2023

Due Date for Applications:

08/07/2023

Date for Informational Conference Call:

06/22/2023

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

Executive Summary

Additional Overview Content/Executive Summary

Cooperative agreements under the Administration for Community Living's(ACL) Alzheimer's Disease Programs Initiative (ADPI) notice of funding opportunity announcement (NOFO) are intended to support and promote the development and expansion of dementia-capable home and community-based service (HCBS) systems in **States and Communities**. There are two application options contained in this single NOFO:

Grants to States (Option A) and **Grants to Communities (Option B)**. No entity is eligible to apply for both State and Community options and no entity is eligible to hold more than one ADPI grant at a time.The ADPI grant program is designed to pilot and evaluate new community level dementia capable HCBS, as demonstrated by the requirement that 50% of total grant funds be dedicated to direct services. The dementia-capable systems resulting from program activities under either option are expected to provide quality, culturally competent, person-centered services and supports that help individuals living with dementia and their caregiver remain independent and safe in their communities.

OPTION A: Grants to States

Applicants for **Option A** (36-month, fully funded, cooperative agreements) are the governmental entities within states and territories designated as the state agency for dementia-capability. The eligible state entity has working relationships with their state agencies charged with creating and sustaining dementia-capable HCBS systems.

Option A has two required objectives: The first objective is the creation, expansion, and sustainability of a dementia-capable state HCBS system that includes Single Entry Point/No Wrong Door (SEP/NWD) access for people with dementia and their family caregivers. The second objective is to ensure access to a comprehensive, sustainable set of quality state HCBS that are dementia-capable and provide innovative services to people living with dementia and their caregivers.

States and territories eligible for **Option A** are those that do not have active ACL ADPI State dementia-capability grants. All states without active grants are eligible to apply, however those states that have not benefited from ACL's Alzheimer's and dementia grant programs since before 2014 will be given priority consideration in the post-review decision-making process.

OPTION B: Grants to Communities

Option B cooperative agreements are designed to aid community-based HCBS providers in addressing three specific service gaps in existing dementia-capable HCBS systems for persons living with or those at high risk of developing Alzheimer's disease and related dementias (ADRD) and their caregivers.

Cooperative agreements under **Option B** (36-month, fully funded, cooperative agreements) are available to private and/or public community-based organizations (CBOs) that are able to demonstrate meeting the following:

1. Present operation within an **existing** dementia-capable HCBS system dedicated to the population that they serve; and
2. Articulate opportunities for new partnerships, educational opportunities and/or expanded or additional services and supports in the targeted gap areas that would enhance and strengthen the above-described existing system, as well as the infrastructure and the ability to implement such activities.

Option B applicants must describe how they will address ALL of the following three gap areas:

1. The provision of effective supportive services to persons living alone with ADRD in the community;
2. Improvement of the quality and effectiveness of programs and services dedicated to individuals aging with intellectual and developmental disabilities (IDD) with ADRD or those at high risk of developing ADRD; and
3. The delivery of behavioral symptom management training and expert consultations for family caregivers.

All applications should include activities designed to address ALL three gap areas outlined above.

Community-based organizations are only eligible to hold one ADPI grant at a time. All community-based organizations that meet the above criteria are eligible to apply, however those organizations that have not benefited from ACL's Alzheimer's and dementia grant programs since before 2014 will be given priority consideration in the post-review decision-making process.

Highlights of additional program requirements to which **Option A &B applicants** are subject are noted below with further information outlined in the full funding opportunity description:

- Inclusion of (and identifying by name) at least of one dementia-specific evidence-based or evidence-informed intervention (ACL definitions of evidence-based and evidence-informed are provided in this NOFO)
- 25% cost sharing/match
- Dedication of a minimum of 50% of **TOTAL** grant funds to the provision of direct services
- Pass through projects are prohibited, no project partner may receive more than 20% of the Federal funding received by the primary grantee
- Primary grantee and partners agree to complete initial and then annual Dementia Capability Assessment, throughout the entire grant period
- Robust, third-party, program evaluation, including anticipated program outcomes and measures to demonstrate program impact on persons living with dementia(all grants will

measure program impact on quality of life of persons living with dementia) and their caregivers
- Phased program implementation
- Program Deliverables, resources and tools developed with grant funding, will be delivered to ACL at the completion of the grant and will not be proprietary in nature, remaining in the public domain and will be posted on the website of ACL's National Alzheimer's and Dementia Resource Center.
- Data collection
- Participation in technical assistance opportunities.

Emailed Letter of Intent are requested (but not required)to be submitted within 15 days after the notice of funding opportunity posting date.

INFORMATIONAL CALL:

ACL will host an informational conference call in relation to this NOFO,

The call will be recorded and made available to the public immediately following the call.

Thursday, June 22, 2023 from 3:00 pm – 4:00 pm eastern time

The dial-in information is below:

Toll Free Number: 888-469-3308   Passcode: 58280

A recording will be available soon after the call concludes at the following number: Toll Free Instant Replay Number:866-361-4944

Instant Replay will be available through August 1, 2023

Please direct any questions about the programmatic goals and objectives of this NOFO to erin.long@acl.hhs.gov.

I. Funding Opportunity Description

The National Institute on Aging defines dementia, a major cause of impairment among older adults, as the loss of cognitive functioning, thinking, remembering, and reasoning and behavioral abilities, to the extent that it interferes with a person's daily life and activities. Impairment as a result of dementia ranges in severity from the mildest stage, when it is just beginning to affect a person's functioning, to the most severe stage, when the person must depend completely on others for basic activities of daily living. Estimates of the percentage of older persons with dementia vary, but its prevalence increases with age. A number of conditions can mimic dementia, including dehydration, malnutrition, hearing loss, and depression. Medication mismanagement can also result in the appearance of dementia.

People with dementia (70 percent of whom live in the community) and their caregivers use the full spectrum of home and community-based services (HCBS) available from a variety of public and private sector providers. Community dwelling individuals with Alzheimer's disease and related dementias (ADRD) are at an increased risk of, among other things, unmet needs, malnutrition and injury and various forms of neglect and exploitation.[1] The complexity of care of persons with advanced dementia is defined by the severity of functional and cognitive impairment, reliance on surrogate decision-making, inability to live alone and tremendous

family/caregiver burden. Behavioral symptoms such as repetitive speech, wandering, and sleep disturbances are a core clinical feature of ADRD. If untreated, these behaviors can accelerate disease progression, worsen functional decline and quality of life, cause significant caregiver distress, and result in earlier nursing home placement.[2]

Alzheimer's disease is responsible, at least in part, for an estimated 60–80 percent of cases of dementia.[3] An estimated 6.2 million individuals in the United States are living with Alzheimer's disease, that number is projected to triple by 2050.[4] The anticipated increase is attributed to individuals living longer as a result of advances in medicine and technology, as well as social and environmental conditions[5] and thus advancing to ages at which they are at increased risk of developing ADRD.

Estimates are that about half of older persons living with dementia do not have an accurate diagnosis or any diagnosis.[6] It is critically important to identify these conditions correctly to provide for appropriate referrals to dementia-capable services that are supportive of individuals living with dementia and their family caregivers. Given the impact of the dementia on people and communities, state and community service systems that wish to be dementia-capable should consider adopting key aspects of a dementia-capable HCBS model.

A dementia-capable HCBS system should:

1. Identify people with possible dementia and recommend that they see a physician for a timely, accurate diagnosis and to rule out reversible causes of dementia or conditions that resemble it.
2. Ensure that program eligibility and resource allocation take into account the impact of cognitive disabilities.
3. Ensure that staff communicate effectively with people with dementia and their caregivers and provide services that are person-and family-centered, offer self-direction of services, and are culturally appropriate.
4. Educate direct support professionals in the identification of possible dementia and the symptoms of dementia and related appropriate services.
5. Educate the public about brain health, including information about the risk factors associated with developing dementia, first signs of cognitive problems, management of symptoms if individuals have dementia, support programs, and opportunities to participate in research.
6. Implement quality assurance systems that measure how effectively providers serve people with dementia and their caregivers.
7. Encourage development of dementia-friendly communities, which include key parts of dementia-capability.

Dementia-capable services within a HCBS system are those that build upon and integrate existing programs from both private and public sectors.

Information on how states and communities can become dementia-capable, thus increasing their ability to help people with dementia and their caregivers can be found in ACL's paper entitled Dementia Capable States and Communities: Lessons Learned from Administration on Aging Grantees.

Public sector partners/programs include, but are not limited to, tribes or tribal organizations, the Centers for Medicare & Medicaid Services (CMS), the Centers for Disease Control and Prevention and the Department of Veterans Affairs.

The Alzheimer's Disease Programs Initiative (ADPI) State and Community grant program is intended to:

- Fill gaps in services and supports, through the provision of HCBS to both targeted special populations and targeted training at the Federal, State and Community levels and implemented under the authority of Title IV of the Older Americans Act of 1965, as amended.
- Be informed by the work of both the National Alzheimer's Project Act (NAPA)Advisory Council on Research, Care and Services the RAISE Family Caregiving Advisory Council. The NAPA Council each year updates and releases the National Plan to Address Alzheimer's Disease and annual Public Member Recommendations. In 2022, the RAISE Advisory Council released the first National Strategy to Support Family Caregivers.
- Pilot programs to states, tribes and communities, evaluate program outcomes and using outcome data to garner support to sustain successful initiatives beyond the federal program period.
- Advance **non-clinical**, social models of HCBS in support of persons living with dementia and their caregivers.
- Maximize the independence, well-being, and health of older adults, people with disabilities, and their families and caregivers.

NOTE: The ADPI will not consider or fund research projects.

1. Gould, E., Maslow, K., LePore, M., et al. Identifying and Meeting the Needs of Individuals With Dementia Who Live Alone. Accessed February 14, 2023 at https://nadrc.acl.gov/details?search1=79 .
2. Gitlin LN, Kales HC, Lyketsos CG. Non-pharmacologic Management of Behavioral Symptoms in Dementia.JAMA. 2012;308(19):2020-2029.oi:10.1001/jama.2012.36918.
3. Alzheimer's Association. 2022 Alzheimer's Disease Facts and Figures.Accessed January 14, 2023 at https://www.alz.org/media/Documents/alzheimers-facts-and-figures.pdf .
4. Alzheimer's Association. 2022 Alzheimer's Disease Facts and Figures.Accessed January 14, 2023 at https://www.alz.org/media/Documents/alzheimers-facts-and-figures.pdf .
5. Vincent, GK, Velkof, VA. The Next Four Decades:The Older Population in the United States: 2010-050. Washington, DC. US Census Bureau, 2010. Accessed February14, 2032at https://www.census.gov/content/dam/Census/library/publications/2010/demo/p25-1138.pdf .
6. Boustani M, Peterson B, Hanson L, Harris R, Lohr, KN. Screening for dementia in Primary Care: A summary of the evidence for the U.S. Preventive Services Task Force. Ann Intern Med 2003; 138(11):927-37.

Funding Opportunity Requirements

Applicants for either **Option A or B** who have not previously benefited from the program must describe their current system as related to the goals, objectives, and core components of this NOFO, including but not limited to, the identification of a lead agency, and development of

partnerships designed to achieve program goals (Community stakeholders, Area Agencies on Aging, Evaluators, etc.).

Applicants who benefited from this program between 2014 and 2019 must describe the work undertaken in their previous award, including program outcomes and components sustained, as well as how the proposed new program builds upon, does not duplicate or sustain, previously funded activities.

Option A: Grants to States

- New state applicants, those that did not receive ACL Alzheimer's grants before 2014 must agree to and propose a plan to implement dementia-capable HCBS systems that meet BOTH of the NOFO objectives outlined below, including the accompanying core components.
- Applications for those states that received and completed ACL Alzheimer's grants between 2014 and 2019 must detail initiatives undertaken through previous funding. The applications of previous program recipients will include activities that build upon that previously funded work by expanding on the NOFO objectives and accompanying core components outlined below.
- *Applications for states that benefited from an ACL Alzheimer's program between 2014 and 2019 must clearly demonstrate that the application is to fund new activities and not seeking resources to sustain those that were previously funded.*

All applicants under **Option A** are expected to fully describe their anticipated methods for achieving **BOTH** of the following objectives and their core components:

Objective 1: Create and sustain a dementia-capable HCBS system that includes Single Entry Point/No Wrong Door (SEP/NWD) access for people living with Alzheimer's disease and related dementias (ADRD) and their caregivers.

In dementia-capable HCBS systems, people living with ADRD and their family caregivers have streamlined access to the full array of dementia-capable person-centered, public and private sector HCBS that promote community living and independence.

State applicants must fully describe how they plan to implement the following core components of Objective 1 by the end of the cooperative agreement period.

- *If the applicant benefited from an ACL Alzheimer's program between 2014 and 2019, application must provide details of the previous dementia systems project and how what is proposed builds upon or enhances earlier funded work.*

State applications will detail how the proposed project will enhance what presently exists in their dementia-capable HCBS system by addressing each of the following core components.

Core Single Entry Point/No Wrong Door components include:

a. Information, Referral and Access

This component requires that the grantee have a highly visible and trusted place for people with ADRD and their family caregivers to seek objective information on HCBS that maximizes their ability to remain independent in the community.

Applicants must fully describe their method(s) for achieving this and providing access to a full range of services, which may include, but are not limited to dementia-capable person-centered home and community-based services; care transitions; and family caregiver support programs. Applicants must provide measurable targets for achieving maximum population coverage of dementia-capable information, referral and access for each year of the cooperative agreement period. For example, applicants might propose to have a dementia-capable HCBS system available in geographic areas where 25% of the state's population lives in the first year, 35% in the second year and 50% in the third year.Options Counseling and Assistance

b. Options Counseling and Assistance

Options counseling enables persons with dementia and their family caregivers to understand and use the services available in their communities by assisting in:

- Identification of the person with dementias strengths, values, needs, and preferences
- Person-centered service plan development
- Enrollment in self-directed programs or seamless transfer into this process, as appropriate
- Service initiation
- Ongoing assistance and follow-up

Applicants must provide measurable targets for achieving maximum population coverage for Options Counseling during each year of the cooperative agreement period.

c. Person-Centered Care Transitions Across Multiple Setting

Care transitions models are person-centered, interdisciplinary approaches to integrating healthcare and social support services for individuals and their caregivers as they move across settings, such as hospitals, nursing homes, and home. Care transition service models identify individual needs and preferences, develop and activate comprehensive service plans, empower people to take an active role in their health care, and connect them to available resources.

Objective 2: Ensure access to a comprehensive, sustainable set of quality services/interventions that are dementia-capable and provide innovative services to the population with dementia and their family caregivers.

Applicants must describe the dementia-capable services/interventions proposed to meet Objective 2. At least one of the proposed services/interventions must be dementia-specific, evidence-based or evidence-informed, and designed for implementation with individuals living with or at risk of developing Alzheimer's or a related dementia and/or their family caregivers. ACL's definitions/requirements for both evidence-based and evidence-informed interventions are found in both the funding opportunity requirement section and the glossary of this notice of funding opportunity.

Applicants must fully describe how they plan to implement the following three core components of Objective 2 by the end of the cooperative agreement period.

- *If the applicant benefited from an ACL Alzheimer's program between 2014 and 2019, application must provide details of the previous dementia systems project and how what is proposed builds upon or enhances earlier funded work.*

These components include the following:

a. **Comprehensive Set of Services**

Applicants must fully describe how people with ADRD and their family caregivers will have access to a wide range of dementia-capable person-centered HCBS that promote independence in the community. The comprehensive set of services must identify and indicate intent to implement at least one dementia-specific evidence-based or evidence-informed service/intervention, as well as dementia-capable HCBS supports for family caregivers, and related supportive services.

All applications must identify and indicate intent to implement at least one dementia-specific, evidence-based or evidence-informed service/intervention. Examples of dementia-specific evidence-based and evidence-informed services/interventions implemented through ACL state and community grant programs can be found in ACL's NADRC's paper entitled [Grantee-Implemented Evidence-Based and Evidence-Informed Dementia Interventions](). [Best Practice Caregiving]() is a free online database of proven dementia programs for family caregivers and an excellent resource for organizations researching potential interventions for implementation in the community they serve.

b. **Quality Assurance System**

Applicants must fully describe their implementation and use of a quality assurance and improvement process that will help ensure delivery of quality, dementia-capable services. Applicants must propose measurable performance goals and indicators related to the quality assurance systems visibility, ease of access, responsiveness to persons living with dementia and their family caregivers, efficiency and effectiveness. ACL's NADRC's compendium of [Evaluation Measures Resources]() may provide assistance in identifying desired measurable outcomes of program activities.

c. **Sustainable Service System**

Applicants must fully describe how they plan to ensure sustainability of the grantees dementia-capable HCBS system. Sustainability involves HCBS system.

Sustainability involves leveraging existing traditional Federal and State level resources, as well as other private and public innovations underway. Applicants must describe how they will maintain the infrastructure and capacity to deliver programs throughout the state including partnerships that have effectively embedded dementia-capability within HCBS systems, and an adequate number of delivery sites and workforce to deliver the programs.

As program outcomes are a key to sustainability, all applicants must identify program outcomes as well as measures to demonstrate program impact and evaluation strategies. Identified outcomes will document progress toward implementing and sustaining a comprehensive, dementia-capable system. ACL's NADRC's [compendium of evaluation measures resources]() may assist applicants in identifying measurable outcomes tied to program activities.

Option B: Grants to Communities

Grants under this option are dedicated to filling services gaps identified through the work of, and recommendations from, the [National Alzheimer's Project Act Advisory Council](#) and aligning, where appropriate, with the [2022 National Strategy to Support Family Caregivers](#) as developed jointly by the Advisory Councils established by the [RAISE Family Caregiving Act and the Supporting Grandparents Raising Grandchildren Act](#). **Option B** projects are designed to provide dementia-capable home and community-based services (HCBS) to targeted special populations as well as targeted dementia-capability training.

Applicants for **Option B are those** public or private community-based organizations that demonstrate their operation within an **existing** dementia-capable HCBS system dedicated to the population they serve. Eligible applicants articulate opportunities and additional services that would enhance and strengthen the existing system within which they are operating,

Successful applicants under this program will be leaders in **existing** dementia-capable HCBS systems designed to improve the quality and effectiveness of programs and services for individuals living with dementia and their caregivers. Applications will demonstrate intent to support individuals living with ADRD and their caregivers, by addressing **each (ALL)** of the three identified dementia-care service gap areas outlined below:

1. **Develop and deliver supportive services to persons living alone with ADRD in communities:** Individuals living alone are at an increased risk of, among other things, unmet needs, malnutrition and injury and various forms of neglect and exploitation. Applicants will describe actions they will take to identify and support individuals living alone.
2. **Improve the quality and effectiveness of programs and services dedicated to individuals aging with intellectual and developmental disabilities (IDD) with ADRD or those at high risk of developing ADRD:** Advances in medicine and technological advances are extending the lives of individuals living with IDD and those at high risk of developing dementia. Program activities designed to target the unique circumstances of these populations are imperative to this growing population.
3. **Deliver behavioral symptom management training and expert consultation to family caregivers:** Behaviors associated with ADRD can impact disease progression, functional decline and quality of life. Such outcomes may result in significant caregiver distress, impacting the ability to provide care. Provision of symptom management training and caregiver consultations are demonstrated to have positive outcomes.

Please see ACL's dementia-capability issue brief [Dementia Capable States and Communities: Lessons Learned from Administration on Aging Grantees](#) for more information on model dementia-capable systems.

In the development of their programs and addressing the required gaps, **Option B** applicants are encouraged to consider including in their proposed program activities that address the need for innovations in respite care, the needs of individuals with early onset dementia and their caregivers, and/or building workforce capacity to deliver dementia-capable long-term services and supports through training.

GENERAL PROGRAM REQUIREMENTS/COMPONENTS

All applicants to either option in this notice of funding opportunity are subject to the general program and requirements listed below. Successful applicants will consider and include all of them in the development of their application, work and evaluation plans.

Phased Implementation

Successful applicants will propose a phased approach for implementation of their projects.The phases are described as follows:

Planning Phase: The period during which the grantee refines their proposed program Work and Evaluation Plans, based on the plans contained in their original application. The resulting plans will be the ACL/AoA approved road-map for the grantee to accomplish the goals, objectives, and core components of the funded program. During the planning phase, and prior to entering the implementation phase, all grantees and their partners will complete ACL's Dementia-Capability Assessment to establish a baseline from which their program progress and impact on grantee and partner dementia-capability can be evaluated. The NADRC will oversee collection of the Dementia Capability Assessment surveys and will provide analysis of the results to grantees and ACL.

Applicants are to propose a planning phase of not less than 6 months from the notification date of the grant award. During this planning phase, grantees will be able to access no more than 15 percent of total grant funding to refine and expand on the work and evaluation plans submitted with their applications. ACL/AoA will be actively involved during the planning phase of the grant, to ensure that all ACL program objectives outlined in the Notice of Funding Opportunity are addressed. To conclude the planning phase the grantee must have received ACL/AoA's approval of their work and evaluation plans, and uploaded those plans and an updated budget that aligns with the updated plans into the reporting system, the grantee. By the end of the planning phase, all relevant partners will have completed the initial Dementia-Capability Assessment and the grantee will have participated in a "Planning Phase Exit Conference". Upon completion of those steps, grantees will progress to the Implementation Phase and will gain access the 100 percent of cooperative agreement funding.

Implementation Phase: The period during which the grantees implement their approved plan for accomplishing the goals, objectives and core components of these objectives, as well as the evaluation of planned program activities. All grantees and their partners will complete annual Dementia-Capability Assessments, each Fall, over the course of the grant period. The grantees and partners receive the assessment tool from the NADRC team, complete the tool and return it to the NADRC. Grantees receive analysis of their program team submissions back from the NADRC team, it is not part of the program evaluation.

Use of Evidence-Based/Evidence-Informed Intervention

All programs must identify, by name, and describe the dementia-specific, evidence-based or evidence-informed intervention they propose to implement through a funded grant. The proposal will include how it will fit into their overall program and identify the intended beneficiaries (i.e. persons living with dementia, family caregivers) The chosen intervention must fit one of the definitions outlined below, and the proposal must include relevant documentation demonstrating the meeting of the definitions with the chosen intervention.

Evidence-based programs or interventions: have been tested through randomized controlled trials and are : 1) effective at improving, maintaining, or slowing the decline in the health or functional status of people living with dementia or family caregivers; 2) suitable for deployment through community-based human services organizations and involve non-clinical workers and/or volunteers in the delivery of the intervention; 3) the research results have been published in a peer-reviewed scientific journal;and 4) the intervention has been translated into practice and is ready for distribution through community-based human services organizations.

Evidence-informed interventions: have substantive research evidence that demonstrates an ability to improve, maintain, or slow the decline in the health and functional status of people living with dementia or family caregivers. For the purposes of this announcement, an evidence-informed intervention is one that has: 1) been tested by at least one quasi-experimental design with a comparison group, with at least 50 participants; OR 2) is an adaptation or translation of a **single** evidence-based intervention.

Examples of dementia-specific, evidence-based and evidence-informed services/interventions implemented through ACL state and community grant programs can be found in ACL's NADRC's paper entitled Grantee-Implemented Evidence-Based and Evidence-Informed Interventions. Best PracticeCaregiving, a free online database of proven dementia programs for family caregivers, is another excellent resource for identifying dementia-specific evidence-based interventions.

There are many considerations related to the selection of an evidence-based intervention. Prospective applicants should give careful consideration to such factors as feasibility, scalability, costs (e.g., licensing fees, curriculum costs) and sustainability when selecting the intervention(s) they wish to implement. ACL developed a tool, Choosing an Evidence-Based or Evidence-Informed Intervention: Considerations to Inform Decision-Making to assist applicants in the selection of an evidence-based intervention. The tool is a compilation of questions grantees should consider during their intervention selection process.

In addition to including information on the chosen dementia-specific intervention in the project narrative, **all applications must** include an attachment that contains information on the dementia-specific intervention intended to meet the evidence-based/evidence-informed requirement. The attachment will include the name of the proposed dementia-specific evidence-based/evidence-informed intervention, a brief description of it, including relevant information demonstrating that it meets programmatic requirements/definitions. If a dementia-specific evidence-informed intervention is proposed, the attachment must include information on the single evidence-based intervention from which the intervention is derived and a complete description of the modifications taken to the original intervention.

Applicants must identify in the project narrative and in the project evaluation plan the intended measurable outcomes(i.e. improved quality of life, reduced depression and stress/burden) of the proposed dementia-specific intervention, as well as providing estimates of persons served by each programmatic component. ACL's National Alzheimer's and Dementia Resource Center (NADRC) created a compendium of Evaluation Measures Resources that could provide assistance in identifying desired measurable outcomes of program intervention activities.

Direct Service Requirement

All successful applicants are required to dedicate **50% of the TOTAL (Federal and match dollars)** program budget to the provision of direct services to persons living with dementia and caregivers. A definition of direct service is provided in the notice of funding opportunity Appendix A. Answers to frequently asked questions (FAQs) on direct service can also be found in the [Alzheimer's and Dementia Program Data Reporting Tool FAQ document](). Budget narratives must include clear identification of the lines within the budget where the funds for the required direct services will reside, demonstrating intent to meet the requirement of dedicating 50% of the total grant funding to meet the requirement of dedicating 50% of total grant funds to the provision of direct services.

Data Collection

Grantees are required to collect information on services provided under the authority of existing or future approved data collections.

Evaluation

All applications **MUST** include a plan for a robust, **third-party** evaluation assessing the impact of direct services and supports, including education and training, delivered through program funded activities.A third-party entity is one that is not engaged in proposed program activities beyond development and implementation of the program's comprehensive evaluation plan and resulting reports. Individuals or organizations involved in the development of **any single** component of the proposed program or the overall program design or development, beyond evaluation plan design and implementation, would not qualify as "third party" evaluator (i.e., if one university department is involved in program implementation, another university department may not serve as the evaluator).

Evaluation activities will result in the delivery of a comprehensive program evaluation report designed to demonstrate the impact of the program supported direct services, as such process evaluations are not required or recommended for this program. Examples of the expected content and structure of the program evaluation plans, including a template, can be found on the [NADRC website](). *Appendix C of the NOFO package is Evaluation Plan Guidance to support development of a quality evaluation plan.*

Grantees will work with their chosen evaluator throughout the grant period.At the onset of the program, they will expand on the evaluation plan submitted with the application resulting in a comprehensive plan to evaluate all program supported direct services. The evaluator will train those delivering services in the established data collection and delivery processes. Over the course of the program period, the grantee and evaluator will conduct program evaluation oversight by reviewing and analyzing collected data for completeness and impact, to allow for adjustments as necessary. The interim data, outcomes provided to the grantee can be included in program progress reporting.

Applications will be scored on the inclusion of a **robust, third-party, project evaluation plan**. Evaluation plans should demonstrate the intent to determine the effectiveness and impact of all direct services provided through the funded program. Applicants should include outcome measures that demonstrate the impact of the program related supports and services on persons living with dementia and family caregivers as well those benefiting from education and training opportunities that are outlined in the proposed program and evaluation plans (**ACL will NOT**

fund any project that does not include measurable outcomes). *All proposed projects will include at least one project component through which they will demonstrate impact on the quality of life of persons living with dementia.*

More information on evaluation expectations can be found in Section V of this notice of funding opportunity.

Dementia Capability Assessment Tool

At the onset of the project, grantees and their partners will be required to conduct a baseline assessment of the dementia-capability of their existing systems, using the National Alzheimer's and Dementia Resource Center's (NADRC) Dementia Capability Assessment Tool. The NADRC will oversee collection of the Dementia Capability Assessment surveys and will provide analysis of the results to grantees and ACL. Completion of the Dementia Capability Assessment Tool will be included in the Work Plan, but will not be in the evaluation plan.

The assessment will afford grantees the opportunity to create metrics for use in future service program evaluations, as well asa basis for setting goals, objectives and milestones for program monitoring and reporting throughout the program period. To track program progress toward enhanced dementia-capability and document progress toward systems change, grantees will agree to conduct annual follow-up assessments in each year of program funding throughout the duration of the program. The annual follow-up assessment will be submitted with each Fall Semi-Annual Report, including a final assessment at the end of the grant period. Use of a progressive assessment model will ensure that, at the conclusion of the grant period, programs will be able to document their progress by reporting on the aspects of their project that were successful and those that were not, as well as the lessons learned.

Technical Assistance

Successful applicants are to draw on the expertise of ACL/AoA program staff and existing agency sponsored resources to develop, implement, and sustain their strategic work plans. All grantees are required to participate in technical assistance activities as they pertain to the program development, management and integration. This includes, but is not limited to, participation in regularly scheduled technical assistance conference calls, webinars, learning collaboratives and one-on-one technical assistance opportunities initiated by ACL/AoA staff, resource center staff or the grantees.

Statutory Authority
Title IV of the Older American Act

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)
Estimated Total Funding:
$26,300,020
Expected Number of Awards:
30
Award Ceiling:

$1,000,000
Per Project Period

Award Floor:
$800,000
Per Project Period

Length of Project Period:
Other

Additional Information on Project Periods and Explanation of 'Other'

All awards made in connection with this funding opportunity will be for three-year (36-month) fully funded projects. In other words, the funding, in its entirety, will be made available at the time of award.

Minimum/maximum award amounts:

Option A (grants to states): minimum anticipated awards of $800,000, maximum awards of $850,000, for 36 months.

Option B (grants to community-based entities): minimum anticipated awards of $900,000; maximum awards of $1,000,000, for 36 months.

When preparing budgets and budget narratives, applicants are expected to provide three 12-month budgets and budget narratives (one for each year of the project) and one budget and narrative summarizing all three years, for a total of four separate budgets and budget narrative documents.

No organization is eligible to submit applications for both the State and the Community programs.

Awards made under both **Options A and B** are subject to terms provided for in the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224). The Cooperative Agreement provides for the substantial involvement and collaboration of ACL/AoA in activities that the recipient organization will carry out in accordance with the provisions of the approved award.

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 as long as it stays within the original confines of the proposed project description. Major changes may affect the integrity of the competitive review process. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the execution of an award notice. When an award is issued, the cooperative agreement terms and conditions from the program announcement are incorporated by reference unless ACL is authorized under the Terms and Conditions of award, 45 CFR Part 75, or other applicable regulation or statute to make unilateral amendments.

The grantee agrees to execute the responsibilities of the cooperative agreement, as outlined below:

1. Fulfill all the requirements of the grant initiative as outlined in this notice of funding opportunity (NOFO), as well as carry out project activities as reviewed, approved, and awarded;

2. Communicate with the AoA Project Officer and/or the assigned technical assistance liaison regularly to improve the effectiveness of the activities carried out under this Agreement; Conduct a baseline assessment of project dementia-capability (grantee and all relevant partners)in collaboration with Project Officer and technical assistance team, with annual reassessments to be conducted each Fall in alignment with semi-annual report submission through the duration of the project;

3. Produce and submit to the ACL/AoA Project Officer, at the conclusion of the project, a program report/manual and an independent evaluation report describing how the project was conducted and goals, program outcomes that were achieved, as well as program components sustained beyond the program funding period. The report would also include ways in which barriers to goal achievement were addressed;

4. Grantees and partners will submit all deliverables funded through this grant. **No materials developed with program funding (program deliverables) will be proprietary**, as such all program deliverables (tools, resources, manuals, etc.) will remain in the public domain, with promising practices, resource materials and tools posted on the website of ACL's National Alzheimer's and Dementia Resource Center (NADRC), for the benefit and utilization of the broader dementia community;

5. Cooperate with any federal evaluation efforts and comply with the timeline, content and format of all required data collection and reporting requirements (see Section VI-3 for more detail). Submit to the ACL/AoA project officer a final, clean copy of all data developed or supported with these grant funds in the format in which it was developed or produced, as provided for in the HHS Grants Policy Statement and referenced in the Notice of Award. The HHS Grants Policy Statement defines "data" as: "recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data" (p. II-69, Footnote 18);

6. Participate in program collaborative activities as organized by the ACL/AoA Project Officer and the technical assistance team. Collaborative program activity participants will mentor one another in their efforts to fulfill the aims of the ADPI program; and

7. Include the following disclaimer language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL supported publications and forums describing projects or programs funded in whole or in part with ACL funding:

> "This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services(HHS) as part of a financial assistance award totaling $XX with XX percentage funded by ACL/HHS and $XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

The ACL/AoA Project Officer agrees to execute the responsibilities of the cooperative agreement as outlined below:

1. Perform the day-to-day federal responsibilities of managing a grant initiative and work with the grantee to ensure that the minimum requirements for the grant are met;

2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL/AoA;
3. Assist the grantee project leadership in understanding the strategic goals and objectives, policy perspectives, and priorities of AoA, ACL and the U.S. Department of Health and Human Services; and about other federally sponsored projects and activities relevant to activities funded under this announcement;
4. Provide technical advice to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant;
5. Attend and participate in major project events as appropriate; and
6. Communicate with the grantee project director regularly to improve the effectiveness of the activities carried out under this Agreement.

III. Eligibility Information

1. Eligible Applicants

For FY 2023 the below guidance is provided to advance the Administration's policy, as stated in E.O. 13985, to "pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality." This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By advancing equity in our NOFOs, we can "create opportunities for the improvement of communities that have been historically underserved, which benefits everyone."

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

Option A is extended to eligible state government agencies designated to serve as the State Units on Aging. **Option B** is open to domestic, community-based public and/or private home and community-based service providers that are operating within an underlined existing dementia-capable system and are able to demonstrate their dementia capability.

Option A: States eligible for this option are those states that do not have active State ADPI dementia-capability grants.

Applications from states that have benefited from ACL's Alzheimer's and related dementia program opportunities between 2014 and 2019 will include in their narrative a complete description of previously funded activities and program outcomes, as well as a status update of those activities sustained beyond the program funding period. The narrative will also include a clear delineation between the previously funded activities and the proposed program.

Option B of this Notice of Funding Opportunity is designed to extend existing dementia-capable home and community-based services (HCBS) to the special populations targeted and outlined within this announcement. Eligible entities are those that are able to 1) demonstrate their operation **within** an existing dementia-capable HCBS system dedicated to the population that they serve, and 2) articulate opportunities and additional services that would enhance and strengthen the existing dementia-capable HCBS system within which they are operating.

Eligible community-based organizations that have benefited from ACL's Alzheimer's disease and related dementias program opportunities between 2014 and 2019 will include in their narrative a complete description of previously funded activities and program outcomes, as well as a status update of those activities sustained beyond the program funding period. The narrative will also include a clear delineation between the previously funded activities and proposed program. This funding opportunity is not extended to entities not operating within an existing dementia-capable HCBS system.

There are no entities that would be eligible to submit applications for both Option A and Option B.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
Yes

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACL, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACL as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Under this ACL program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost.

This "three-to-one" ratio is reflected in the following formula which you can use to calculate the minimum required match.

(**Federal Funds Requested**) times (**Match Percentage**) divided by (**Inverse Match Percentage**)

Here are examples of varying match levels

Federal Funds Requested "X" Match Percentage / Inverse Match Percentage	Minimum Match Requirement
($100,000 X 5%)/ (95%)	$5,263
($100,000 X 25%)/ (75%)	$33,333
($100,000 X 35%)/ (75%)	$53,846
($100,000 X 45%)/ (55%)	$81,818

A common error applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost.

There are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds.

Under this program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-federal resources. In other words, for every three (3) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in the "Instructions for Completing Requested Forms." You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the federal share, rather than 25% of the project's total cost.

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matchingfunds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. ACL encourages you to not exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review.

Match is one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

The federal match required for the **State and Community** (**Options A & B**)program is 25% (cash and/or in-kind). All applicants are required to comply with the 25%   match requirement outlined in the Notice of Funding Opportunity (NOFO). M*atch/cost sharing is required, the presence of match in the application will be a "responsiveness" criterion.*

All proposed matching funds must be directly connected to proposed program activities and cannot come from other Federal sources.

ACL discourages applicant agencies exceeding the minimum match requirement. A recipient's failure to provide the matching or cost sharing amount (and any voluntary committed amount in excess)may result in the dis-allowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

Applications with a match greater than the minimum required will not receive more favorable consideration under the review.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria
All applications will go through an initial programmatic screening to verify that the applicant meets the notice of funding opportunity criteria. Those applicants that do not meet the minimum responsiveness criteria outlined below will be "screened out" and will not be forwarded for panel review.

Attachment D of the NOFO is an Application Submission *Package Checklist to* support grantees ensuring they submit all the required application components.

Applications will be reviewed to establish responsiveness to the following criteria. The responsive State and Community **(Option A & B)** project applicant:

1. Applicant for **Option A** is an eligible State Unit on Aging. Applicant for **Option B** is a public agency, private nonprofit agency, institution of higher education, and organization, including tribal organizations **operating within an <u>existing </u>dementia-capable home and community-based service system;**
2. Application includes required match in the application budget documents**;**
3. Application <u>names </u>at least one dementia-specific evidence-based or evidence-informed intervention (that complies with the ACL provided definition) directed at persons living with dementia and/or caregivers that will be implemented through program activities (see examples in Grantee-Implemented Evidence-Based and Evidence-Informed Interventions **and** Best Practice Caregiving);
    1. Application includes an attachment demonstrating that the proposed dementia-specific evidence-based or evidence-informed intervention meets definitions to satisfy the programmatic requirement, and
    2. Demonstrate intent to implement said intervention in the application project narrative and the proposed work and evaluation plans.

Application Screening Criteria

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

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

1. Applications must be submitted electronically via http://www.grants.gov by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times.**
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Times New Roman or Arial.**
3. The Project Narrative must not exceed 25 pages. **Project Narratives that exceed 25 pages** will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work and Evaluation Plans, Letters of Commitment, and Vitae of Key Project Personnel, etc. **are not counted** as part of the Project Narrative for purposes of the 25-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

- At the https://www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a UEI and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Effective June 11, 2018, when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf.

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

- Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:

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

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.
- After you electronically submit your application, you will receive an automatic acknowledgment from https://www.grants.gov that contains https://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form from https://www.grants.gov.

APPENDIX D IS AN APPLICATION SUBMISSION CHECKLIST CREATED TO SUPPORT APPLICANTS ENSURING THEY SUBMIT ALL REQUIRED APPLICATION COMPONENTS.

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

Erin Long, Erin.Long@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

06/08/2023
Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to:

US Department of Health and Human Services

Administration for Community Living

Erin Long

Administration on Aging

Office of Supportive and Caregiver Services

Email: Erin.Long@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 20 to 25 pages; 25 pages is the maximum length allowed. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 25-page limit, but all of the other sections noted below are included in the limit. A new requirement for all Project Narratives is a section that explains the equity experience of the project team.

The sample components of the Project Narrative counted as part of the 25 page limit include:

- Summary/Abstract
- Problem Statement
- Goal(s) and Objective(s)
- Proposed Intervention
- Special Target Populations and Organizations
- Outcomes
- Project Management
- Evaluation
- Dissemination
- Organizational Capability/Equity Experience of Project Team

Summary Abstract

This section should include a brief (265 words maximum) description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. If the applicant is a previous recipient of ACL Alzheimer's/dementia program funding, that information should be included in the abstract, including high level description of activities undertaken through earlier funding. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract."

Problem Statement

In this section **Option A and B (State and Community)** applicants should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed program is designed to address in the community you serve, including how the project will potentially affect older adults and/or people with disabilities, their families, and caregivers

as well as the health care and home and community-based service system within which they are operating.

Both **Option A and B** Problem Statements must include:

- Describe the impact of ADRD on the community and population that you serve;
- Describe any previous activities undertaken with ACL funding, if any, including program outcomes and insight into activities sustained beyond federal funding;
- Describe the training and services presently available to address behavioral symptom management, and
- Describe the management, systems, financial or other challenges requiring attention in order to implement and sustain programs funded under this opportunity.
- *If the state applicant has benefited from ACL Alzheimer's disease and related dementias program funding since 2014 a description of the previous funding activities and outcomes, as well as they ways in which the proposed program builds on previous funding must be included.*

In this section **Option B** Community applicants must:

- Describe the existing dementia-capability of the home and community-based service system within which the applicant organization operates and how it pertains to the target populations;
- Describe the current state of supports and services in relation to **ALL** three of the funding opportunity identified gaps that will be addressed through the proposed program.
- *If the community applicant has previously benefited from ACL Alzheimer's disease and related dementias program funding a description of the previous funding activities and outcomes, as well as they ways in which the proposed program builds on previous funding must be included.*

Goals and Objectives

This section should consist of a description of the project's goal(s)and major objectives. In this section **Option A and B** applicants should:

- Identify your proposed project goal(s) and major objectives (i.e. **State** project objectives or three Community project targeted gap areas), including the projected total number of individuals who will benefit from proposed project services. The project goals and objectives will be reflected in the work plan included in the application;
- *If the community applicant has previously benefited from ACL Alzheimer's disease and related dementias program funding a description of the previous funding activities and outcomes, as well as they ways in which the proposed program builds on previous funding, must be included;*
- How you plan to address the major challenges identified in the problem statement;
- Description of partnerships, collaborations and innovative activities that will be implemented in support of goal/objective achievement, including the dementia-specific evidence-based/evidence-informed intervention(s) to be implemented in the project;
- Explanation of how program activities will be marketed and participants identified;
- Explanation of anticipated outcomes and the measures to demonstrate program outcomes; and

- Description of the sustainability plan for program elements that are deemed successful.

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the "Problem Statement". You should also describe the rationale for using the particular intervention, including factors such as: "lessons learned" for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the "right conditions" for the intervention (e.g., existing social or economic factors that you'll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

PLEASE NOTE: When the Project Narrative instructions use the term "intervention," the applicant is required to address ALL elements that this Notice of Funding Opportunity requires, including the following:

- **Option A**: dementia-capable HCBS system Objectives 1 and 2 and at least one dementia-specific evidence-based or evidence-informed intervention, and
- **Option B:** three required service gap areas and at least one dementia-specific evidence-based or evidence-informed intervention**.**

All interventions proposed to meet the dementia-specific evidence-based or evidence-informed requirement must comply with the ACL standards defined in this notice of funding opportunity. Examples of interventions that meet ACL standards can be found in Grantte Implemented Evidence-Based and Evidence-Informed Interventions and Best Practice Caregiving**.**

Special Target Populations and Organizations

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

Applicants should pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Please describe how you plan to reach underserved/under-resourced communities including, but not limited, to individuals who are Black, Latino, and Indigenous and Native American people, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons who live in rural areas.

Outcomes

This section of the project narrative must clearly **identify the measurable outcome(s)** that will result from the project. **(NOTE: ACL will not fund any project that does not include**

measurable outcomes). <u>Each project must include AT LEAST ONE outcome measure to demonstrate their project's impact on the Quality of Life of a person living with dementia.</u>

This section should also describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the evaluation plan 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. The National Alzheimer's and Dementia Resource Center (NADRC) publishes a compendium of <u>Evaluation Measure Instruments</u> intended to help providers of dementia-related services identify appropriate and well-researched measures in support of their program evaluation plans.

Applicants are encouraged to consider including a completed program activities matrix in their proposal package, the activities matrix would include: Program area being addressed, Activity proposed, Responsibility for activity, Manner of identification program participants, Participant target numbers, Desired outcomes/tools to measure activity outcomes. A sample grants activity matrix is included in the NOFO Appendix B.

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It may demonstrate functional status, mental well-being, knowledge, skill, attitude, awareness or behavior. Desirable outcomes from projects targeting individuals living with dementia and their caregivers include, but are not limited to: change in quality of life of the person living with dementia, change in unmet needs, change in stress and/or burden, change in caregiver self-efficacy, a change in the responsiveness or cost-effectiveness of a service delivery system. **A measurable outcome is <u>not measurable</u> "output", such as: the number of clients served; the number of training sessions held; or the number of service units provided.**

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

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited.

Project Management

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

Evaluation

This section should describe the method(s), techniques, and tools that will be used by the **third party** evaluator to: 1) determine whether the proposed intervention achieved its anticipated outcome(s), and 2) document the "lessons learned" – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if proven

successful. The third-party evaluator will develop and submit an evaluation report to the grantee which will be submitted to the funder as a project deliverable. Examples of the expected content and structure of the program evaluation plans, including a template, can be found on the NADRC website.

Individuals or organizations involved in the development of any component of the proposed program would not qualify as "third-party" evaluator (i.e. if one University department is involved in program implementation, another University department may not serve as the evaluator). The third-party program evaluation plan will include a matrix (as an application appendix) that reflects the following program components: Activity Proposed, Responsibility for Activity, Manner of Identification of Program Participants, Participant Target Numbers, Outcomes/Tools to Measure Activity Outcomes. A list of appropriate and well researched measurement tools that assess outcomes of importance to dementia-related programs can be found in the National Alzheimer's and Dementia Resource Center's (NADRC) compendium of Evaluation Measures Instruments. A sample activity matrix is included in NOFO Appendix B. The third-party evaluator will not be expected to collect or analyze the required Dementia Capability Assessments, ACL's NADRC team is responsible for this activity with data submission from grantees and their partners.

The development and implementation of a quality assurance (QA) program which ensures continuous quality improvement should be included in this section. The QA program description will include techniques and tools to demonstrate project outcomes, methods for monitoring and tracking progress toward program goal(s) and objectives, and documentation of both positive and negative lessons learned. This section will include the role in program evaluation of the initial and annual (each Fall) completion of the Dementia Capability Quality Assessment of the grantee and its partners.

On the NADRC website, there is a recording and tools from a webinar entitled "Writing an effective Work Plan and Evaluation Plan" that may be useful in the development of an evaluation plan. Webinar attendees learned: (1) learn how to write project objectives, activities and tasks; (2) learn key elements of an evaluation plan; (3) understand the importance of providing specific details in the work plan and evaluation plan; and (4) find out about available tools and resources. Samples of desired formats of work and evaluation plans are included with the webinar recording.

Dissemination

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

Organizational Capacity/Equity Experience of Project Team

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, including dementia-capability.

A comprehensive description of the approach to and staff experience in advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality will be included in this section.

The organization's capability to undertake all proposed activities (all of which must be new to the organization) and sustain those program activities deemed successful after federal financial assistance has ended.

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant dementia-specific 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.

Budget Narrative/Budget Justification

The Budget Narrative/Justification can be provided using the format included in the document, "Budget Narrative/Justification – Sample Format". Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought in the document.

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 will detail where federal and non-federal funds will be expended over the course of the proposed project.

The budget narrative/justification breakdown should reflect the structure of the project team. Primary grantee personnel and other related programmatic costs would be outlined in the main sections of the budget, while contract or sub-grantee detail(including personnel and other costs) would be included in the contract section of the budget.

Pass through projects are prohibited, no project **partner may receive more than 20% of the Federal funding received by the Primary Grantee.**

The budget narrative/justification must indicate the budget lines where the applicant expects the direct service expenditures to occur - to demonstrate intent to meet the program requirement of dedication of 50% of the program budget to direct services.

The budget narrative/justification must demonstrate the budget lines that will include the required match dollars. Match dollars must be directly connected to program activities articulated in the narrative, work and evaluation plans.

Applicants with budgets requesting indirect cost reimbursement must include a copy of the applicant's most recent indirect cost agreement or cost allocation plan. If any subcontractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be

included with the application package. Applicants without existing indirect cost agreements, may include the 10% de-minimus rate in their budget.

General Provisions under the Department of Health and Human Services Appropriations Act of 2022 (Public Law 117-103 Consolidated Appropriations Act, 2022, Division H, Title II, Section 202) includes a salary rate limitation. The law limits the salary amount that may be awarded and charged to ACL grants and cooperative agreements. *Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is $203,700.*This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside the duties to the applicant organization. This salary limitation also applies to sub-awards/subcontracts under an ACL grant or cooperative agreement.

Letters of Commitment from Key Participating Organizations and Agencies

Include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator and letters included. Signed letters of commitment detailing organization's roles in the proposed project should be scanned and included as attachments to the application.

A copy of negotiated indirect cost rate letters should accompany letters of commitment from collaborators/agencies that anticipate collection of a negotiated indirect cost expenses.

A signed letter of commitment from the Third-Party Evaluator is required.

State entities that are restricted by statute from soliciting commitments from evaluators in the application process, should include a letter or memorandum stating the challenge and citing the statute to which they are bound. The letter will indicate the intent to meet the requirement of engaging a third party evaluator, post award.

The inability of a State applicant to secure a commitment from a third party evaluator in the application stage (due to statutory restrictions) does NOT relieve State applicants from the requirement to submit an evaluation plan with their application.

3. Unique Entity Identifier and System for Award Management (SAM)

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

- At the https://www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a UEI number and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Effective June 11, 2018, when registering or renewing your registration, you must

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

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

- Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:

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

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to this help article.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification

and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

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

4. Submission Dates and Times

Due Date for Applications 08/07/2023

08/07/2023
Date for Informational Conference Call:
06/22/2023
Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with http://www.grants.gov. Grants.gov can take up to 48 hours to notify you of a successful submission.

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

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

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

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

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

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

opportunity number, prior to the Grants.gov application due date as the final and only acceptable application

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

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

5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs.

6. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

7. Other Submission Requirements

V. Application Review Information

1. Criteria

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

Applications are scored by assigning a maximum of 100 points across the desired review criteria:

1. Project Relevance & Current Need
2. Approach
3. Budget
4. Project Impact
5. Organizational Capacity/Equity Experience of Project Team

Project Relevance and Current Need   **Maximum Points:** 15

Option A (STATE)

1. Does the applicant demonstrate capacity to deliver and enhance person-centered services persons of all ages with dementia?
2. Does the applicant provide a clear description of the need for dementia-capability in the state system for the population it serves?
3. Does the applicant provide a clear understanding of the dementia capability of the system within which they are operating?
   1. If previous program recipient, does the application clearly articulate the way in which previously funded program activities and outcomes impacted the state dementia-capable system, as well as the need for additional resources?

4. Does the proposed project clearly and adequately identify the relevance of the priority areas, as described in this Notice of Funding Opportunity (NOFO), in relation to current state/community needs?

1. If previous program recipient, does the applicant clearly articulate the way in which previously funded program activities and outcomes impacted the priority areas, as well as the current state of the priority areas?

5. Does the applicant adequately and appropriately describe and document the key problem(s)/condition(s) relevant to the applicant's purpose/need?
   1. If previous program recipient, does the applicant document the work previously undertaken, as well as the ongoing problems/conditions relevant to the applicants purpose/need?

6. Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge?

Option B (COMMUNITY)

1. Does the applicant demonstrate the capacity to address the three required gap areas through enhancement and delivery of person-centered services to people of all ages living with or at high risk of developing dementia, including those with intellectual and developmental disabilities?
2. Does the applicant demonstrate the capacity to enhance and deliver person-centered services to caregivers of people of all ages living with or at high risk of developing dementia, including those with intellectual and developmental disabilities?
3. Does the applicant provide a clear description of the need for the proposed specialized supportive services in the target community?
   1. If previous program recipient, does the applicant clearly articulate the way in which previously funded program activities and outcomes served the community and the need for additional resources for targeted community services?

4. Does the proposed project clearly and adequately specify the direct services to be provided in response to each of the three required service gap areas?
   1. If previous program recipient, does the proposed new project clearly and adequately describe how the proposed gap activities build upon earlier funded work in the gap areas, not proposing to sustain such work?

5. Does the applicant clearly articulate opportunities and additional services, including each of the three identified gap areas, to enhance and strengthen the existing dementia-capable system?
   1. If a previous program recipient, does the applicant clearly and adequately articulate how the proposed additional services will build upon earlier funded work, not proposing to sustain such work, to enhance and strengthen the existing dementia-capable system?

6. Does the applicant describe:
   1. The population of individuals living with Alzheimer's or a related dementia and their caregivers in the community being served?
      1. If previously funded recipient, does the applicant describe the targeted population before and after the earlier funding, as well as the present-day population in the community?
   2. The extent and nature of the needs of that population?

      3. If previously funded recipient, does the applicant describe the extent and nature of the needs of targeted population before and after the earlier funding, as well as the current needs in the community?

   2. Existing services including numbers of persons with dementia and their caregivers their home and community-based organization presently serves.
      1. If previously funded recipient, does the applicant describe the existing services, including articulating what was added and sustained through the previous funding?

7. Does the applicant adequately and appropriately describe and document the key problem(s)/condition(s) relevant to the applicant's purpose/need?
   1. If previous program recipient, does the applicant clearly and adequately describe and document how their previously funded work addressed problems/conditions relevant to the purpose and need at that time and how the proposed additional services will build upon earlier funded work, not proposing to sustain such work, to address continued need?

8. Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge?

Approach   **Maximum Points:** 30

OPTION A (STATE)

Goals/Objectives(9 Points)

1. Are clear and meaningful goals and objectives of the dementia-capability systems project clearly defined?
   1. If previous program recipient, does the applicant clearly and adequately describe how the proposed goals and objective build upon previously funded work?

2. Does the applicant clearly articulate how they plan to address the major challenges identified in the problem statement?
   1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

3. Does the applicant clearly identify proposed project goal(s) and major objectives (dementia-capable HCBS systems that meet the two Objectives and core components), including the projected total number of individuals who will benefit from services provided this proposed project?
   1. Are they reasonable and likely to be achieved?

4. Does the applicant describe partnerships, collaborations and innovative activities that will be implemented in support of goal/objective achievement, including the dementia-specific evidence-based/evidence-informed intervention(s) to be implemented in the project?
5. Does the applicant explain how program activities will be marketed and participants identified, including the populations explicitly targeted in the Notice of Funding Opportunity?

6. Does the applicant include measurable performance outcome goals and indicators related to program impact, including the quality assurance system's visibility, ease of access, responsiveness to persons with dementia and their family caregivers, efficiency and effectiveness?
7. Does the project take into account barriers and opportunities that exist in the larger environment that may impact project success?

Work/Management Plan (12 Points)

1. Does the application include a work plan? **(Failure to include a work plan with the application will result in a score of "ZERO" for this section)**
2. Does the work plan include education and training to develop or expand the dementia-capable workforce, to work with and on behalf of people living with dementia and caregivers?
3. Does the applicant project work plan provide detail all intended program activities?
   1. Is the work plan clear and comprehensive, covering All years of the proposed project?

4. Does the applicant include in its narrative a management plan that demonstrates the intent to undertake the activities laid out in the work plan?
   1. Does the management plan include for administration, collaboration and coordination of program activities with other related services or programs?

5. Do the work and management plans clearly delineate the roles and responsibilities of project staff, consultants and partners and link them to specific objectives and tasks?
6. Does the applicant fully describe, through their work plan and management narrative, their methods for achieving the two Objectives (and core components) detailed in the Notice of Funding Opportunity?
7. Do the work and management plans provide measurable targets for maximum population coverage of dementia-capable information, referral, and access, options counseling and person-centered care across settings?
8. Does the work plan include training for delivery and implementation of at least one dementia-specific evidence-based/evidence-informed intervention that meets ACL definitions?
   1. Do the work and management plans include coordinating with intervention developers for implementation, including training, licensing and sustainability planning?

9. Does the applicant include letters of commitment from all individuals/organizations with roles in the work and management plans?
10. Do the work and management plans include sensible time frames for the accomplishment of the tasks necessary to implement a successful project?
11. Does the work plan include specific objectives and tasks that are linked to <u>measurable outcomes</u>?
    1. Does the applicant work plan include program activity that will impact the Quality of Life of people with dementia and be measurable through the proposed evaluation plan?

12. Does the work plan include a commitment to conduct an initial Dementia Capability Assessment at the beginning of the project and reassess each fall over the course of the Federal funding project period?
13. Does the applicant fully describe their implementation and use of a quality assurance and improvement process that will help ensure delivery of quality, dementia-capable services?
14. Does the project work plan include production and submission of a final report describing how the project was conducted and goals were achieved, as well as ways in which barriers to goal achievement were addressed?
15. Does the work plan include the development and submission of an evaluation report, developed by a third-party evaluator, which demonstrates the outcomes of the project, including the impact of the work on people living with dementia and paid and unpaid caregivers?

Methods of Addressing the Problem (9 Points)

1. Does the applicant specify services chosen, summarize the rationale for those services and the methods they propose to use in service development, pilot testing, program implementation and evaluation?
   1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

2. Does the applicant fully describe how people with ADRD and their family will have access to a wide range of person-centered HCBS that promote independence in the community?
   1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

3. Does the applicant include a plan to create and sustain a dementia-capable HCBS system that includes Single Entry Point/No Wrong Door (SEP/NWD) access for people with Alzheimer's disease and related dementias (ADRD) and their caregivers?
   1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

4. Does the applicant propose robust efforts to reach and provide services equitably to underserved populations, including but not limited to those with the most economic and/or social need, racial or ethnic minority groups, those with limited English-speaking proficiency, or who live in rural areas?
   1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

5. Does the applicant identify and fully describe how they plan to provide at least one dementia-specific evidence-based or evidence-informed intervention in the provision of service?
   1. Does the applicant include the required attachment describing the proposed evidence-based/evidence-informed intervention and demonstrating that the proposed intervention falls within the ACL definition?

OPTION B (COMMUNITY)

Goals/Objectives (9 Points)

1. Are the clear and meaningful goals and objectives of the dementia-capability systems project clearly defined?
2. Does the applicant clearly describe the existing dementia-capable HCBS system within which they operation and how the proposed project will expand on that existing system?
   1. If previous program recipient, does the application clearly and adequately describe how the proposed goals and objective build upon previously funded work?

3. Does the applicant clearly articulate how they plan to address the major challenges identified in the problem statement?
   1. If previous program recipient, does the application clearly articulate how the proposed plans build on previously funded work?

4. Does the applicant describe partnerships, collaborations and innovative activities that will be implemented in support of goal/objective achievement, including the dementia-specific evidence-based/evidence-informed intervention(s) to be implemented in the project?
5. Does the applicant explain how program activities will be marketed and participants identified?
6. Does the application include measurable performance outcome goals and indicators related to program impact, including the quality assurance system's visibility, ease of access, responsiveness to persons with dementia and their family caregivers, efficiency and effectiveness?
7. Does the project take into account barriers and opportunities that exist in the larger environment that may impact project success?

Work/Management Plan (12 Points)

1. Does the application include a work plan? **(Failure to include a work plan with the application will result in a score of "ZERO" for this section)**
2. Does the work plan include education and training to expand the dementia-capable workforce, to work with and on behalf of persons living with dementia and caregivers?
3. Does the application project work plan detail all intended program activities, including activities addressing **all** three required gap areas?
   1. Is the work plan clear and comprehensive, covering ALL years of the proposed project?

4. Does the application include in its narrative a management plan that demonstrates the intent to undertake the activities laid out in the work plan?
   1. Does the management plan include for administration, collaboration and coordination of program activities with other related services or programs?

5. Do the work and management plans clearly delineate the roles and responsibilities of project staff, consultants and partners and link them to specific objectives and tasks?

6. Does the applicant fully describe, through their work plan and management narrative, their methods for achieving the activities in support of the three required gap areas detailed in the Notice of Funding Opportunity?
7. Do the work and management plans provide measurable targets for maximum population coverage of dementia-capable information, referral, and access, options counseling and person-centered care across settings?
8. Does the work plan include training for delivery and implementation of at least one dementia-specific evidence-based/evidence-informed intervention that meets ACL definitions?
   1. Do the work and management plans include coordinating with intervention developers for implementation, including training, licensing and sustainability planning?

9. Does the application include letters of commitment from all individuals/organizations with roles in the work and management plans?
10. Do the work and management plans include sensible time frames for the accomplishment of the tasks necessary to implement a successful project?
11. Does the work plan include specific objectives and tasks that are linked to measurable outcomes?
    1. Does the application work plan include program activity that will impact the Quality of Life of people with dementia and be measurable through the proposed evaluation plan?

12. Does the work plan include a commitment to conduct an initial Dementia Capability Assessment at the beginning of the project and reassess each fall over the course of the program?
13. Does the application fully describe their implementation and use of a quality assurance and improvement process that will help ensure delivery of quality, dementia-capable services?
14. Does the project work plan include production and submission of a final report describing how the project was conducted and goals were achieved, as well as ways in which barriers to goal achievement were addressed?
15. Does the work plan include the development and submission of an evaluation report, developed by a third-party evaluator, which demonstrates the outcomes of the project, including the impact of the work on persons living with dementia and paid and unpaid caregivers?

Methods of Addressing the Problem (9 Points)

1. Does the applicant specify services chosen, summarize the rationale for those required gap areas services and the methods they propose to use in service development, pilot testing and evaluation?
   1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

2. Does the application fully describe how people living with ADRD and their family will have access to a wide range of   person-centered HCBS that promote independence in the community?

1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

3. Does the application include a plan to create and sustain a dementia-capable HCBS system that address the required three gap areas in support of people with Alzheimer's disease and related dementias (ADRD) and their caregivers?
    1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

4. Does the applicant propose robust efforts to reach and provide services to underserved populations (i.e. those with the most economic and/or social need, racial or ethnic minority groups, those with limited English-speaking proficiency, or who live in rural areas)?
    1. If previous program recipient, does the applicant clearly articulate how the proposed plans build on previously funded work?

5. Does the application identify and fully describe how they plan to provide at least one dementia-specific evidence-based or evidence-informed intervention in the provision of service?
    1. Does the applicant include the required attachment describing the proposed dementia-specific evidence-based/evidence-informed intervention and demonstrating that the proposed intervention falls withing the ACL definition provided in the FOA?

Budget   **Maximum Points:** 15

OptionsA (STATE) and B (COMMUNITY)

1. Does the budget and associated narrative cover the entirety of the proposed project? **(Failure to include BOTH a budget and budget narrative with the application will result in a score of "ZERO" for this section)**
2. Does the application package include a copy of the applicant's negotiated indirect cost rate, if they are seeking indirect cost reimbursement?
3. Is it clear that the applicant is not proposing conduit or pass-through funding for another agency to lead the project?
    1. Are the proposed budgets for all project partners at or below limit of 20% of the primary grantee's Federal budget?
    2. Does the budget clearly delineate between resources dedicated to the Primary Grantee their contractors/sub-grantees (i.e. all contracted funding, including staff should be outlined under contracts in the budget)?
    3. Has the applicant included letters of commitment for project partners (as well as negotiated indirect cost rate letters for those who are claiming those costs)?
    4. Has the applicant budget complied with salary limitations with no hourly rates exceeding an annual salary rate of $207,300 exclusive of fringe?

4. Does the budget reflect the 25% match (cash and/or in-kind) match requirement?
5. Does the application reflect an understanding that the applicant agrees to expend not less than 50% of the TOTAL grant funds (Federal and Match) for the provision of direct services to persons with ADRD and their caregivers?

1. Does the budget identify where in the budget the direct service swill be allocated?

6. Is the time commitment of the proposed Project Director and other key project personnel sufficient to assure proper direction, management and timely completion of the project?
   1. Are the budget amounts proposed for personnel proportionate to other activities, given the scope of the proposal?
   2. Does the proposed budget include time and financial resources for the lead agency staff to ensure engagement in and oversight of program activities?

7. Is the budget justified with respect to the adequacy and reasonableness of resources requested?
8. Are budget line items clearly delineated and consistent with work plan objectives?

Project Impact   **Maximum Points:** 25

Options A (STATE) and B (COMMUNITY)

Project Outcomes (9 Points)

1. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the project?
2. Are the proposed outcomes quantifiable and measurable, consistent with the definition of the project outcome contained in the program announcement?
3. Does the evaluation plan include the required measure designed to assess program outcomes related to the **Quality of Life in the person living with dementia**?
4. Has the applicant agreed to work with AoA/ACL and comply with any OMB approved reporting requirements and to submit reports according to the required schedule?
5. Does the applicant provide measurable targets for achieving maximum population coverage of dementia-capable information, referral and access for each year of the cooperative agreement period?

Project Evaluation (12 Points) (ACL will not fund any project that does not include measurable outcomes.)

1. Does the applicant include a robust, third-party, evaluation plan that demonstrates the intent to meet program direct service and outcome measure requirements?**(Failure to in include an evaluation plan with the application will result in a score of "ZERO" for this section)**
   1. Does the applicant name and include a letter of commitment from the proposed third-party evaluator (*the proposed individual or organization's role in the project has zero connection to program implementation*)**? If the applicant is a state bound by statute that disallows securing a commitment from a third party evaluator, did they include an attachment explaining the situation and citing the statute to which they are bound?**

2. Does the evaluation plan demonstrate intent to evaluate the impact of program education and training initiatives designed to expand the dementia-capability of their workforce, in support of their work with and on behalf of persons living with dementia and caregivers?

3. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved it proposed outcomes?
4. Does the evaluation plan include well-articulated, intended program targets, outcomes and outcome measures?
5. Does the evaluation plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?
6. Is the evaluation designed to capture "lessons learned" from the overall effort?
7. Does the applicant include the development and submission of an evaluation report developed by a third-party evaluator?

Dissemination (2 points)

1. Does the applicant describe the method and related financial resources that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats?
2. Is there a dissemination plan to get relevant and easy to use information about the program, the services they are providing?
3. Does the project plan include efforts to disseminate information on project efforts(i.e. program deliverables, conference presentations, web-based methods, media outreach, etc.)?

Sustainability (2 points)

1. Does the applicant include a sufficient plan to ensure sustainability of the grantee's expanded dementia-capable HCBS system?
2. Does the applicant describe the sustainability plan for program elements that are deemed successful?
    1. If previous program recipient, does the applicant clearly describe the components of their previously funded work were sustained?

3. Is sustainability sufficiently addressed in the work plan?
4. Is there a clear and realistic plan to try to identify resources and avenues through which program activities can continue after Federal Financial assistance has ended?
5. Is sustainability of the program beyond the program period likely?

Organizational Capacity/Equity Experience of Project Team	**Maximum Points:** 15

Option A (STATE) and B (COMMUNITY)

Organizational Capacity (8 Points)

1. Does the applicant organization clearly articulate their capacity for carrying out the proposed project of funded activities?
2. Do the proposed project director(s), key staff and contracted consultants have requisite dementia background, experience, and other qualifications required to carry out their designated roles?
3. Does the proposed third party evaluator have the necessary experience to plan, conduct and deliver a comprehensive program evaluation report? **If the applicant is a State**

entity that is prohibited by statute from engaging an evaluator, and requisite documentation is provided (as outlined in the Letters of Commitment section of the NOFO) as part of the application package, points will not be deducted.

4. Are time commitments of key staff sufficient to carry out proposed project activities?
5. Are letters of commitment from partner organizations included, as appropriate?
    1. Do the letters demonstrate clear understanding of partner roles in the project and are those commitments consistent with the work plan description of their intended roles and contributions?

Organization and Management and Equity (7 Points)

1. Does applicant organization demonstrate systemic approaches to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality?
    1. Does staff demonstrate experience in advancing equity for all?

2. Does the applicant demonstrate the ability and commitment to lead the project?
3. Does the applicant adequately describe organizational ability to work with other state and community-based entities?
4. Does the applicant clearly describe the organizations' capacity to undertake the program activities laid out narrative and work plan?
5. Does the application demonstrate the organization's intent/capability to sustain those project activities that deemed successful after Federal program funding has expired?
6. Does the applicant demonstrate commitment and ability to comply with the timeline, content and format of all Federal data a collection and reporting requirements?

2. Review and Selection Process

3. Anticipated Announcement Award Date

Award notices to successful applicants will be sent out prior to the project start date.

The anticipated project period start date for this announcement is: 09/30/2023

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

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

implemented through the HHS Grants Policy Statement.

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity, The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html and https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html.

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (http://www.FSRS.gov) for all sub-awards and sub-contracts issued for $30,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

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

VII. Agency Contacts

Project Officer

First Name:

Erin

Last Name:

Long

Phone:

202-795-7389

Office:

Administration on Aging, Office of Supportive and Caregiver Services

Grants Management Specialist

First Name:

Aiesha

Last Name:

Gurley

Phone:

202-795-7358

Office:

Office of Grants Management

VIII. Other Information

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity, The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html and https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html and https://www.lep.gov. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html; https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html; and https://www.eeoc.gov/sexual-harassment.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see https://www.hhs.gov/conscience/conscience-protections/index.html and https://www.hhs.gov/conscience/religious-freedom/index.html.

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

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

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

c. Organizational UEI (REQUIRED): If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records.

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

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

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

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

A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent

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

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

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

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

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

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

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

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

https://www.house.gov/

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

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

contributor. The value of in-kind contributions should be included on appropriate lines, as applicable.

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

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

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

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

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

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

21. **Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the

person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In the Justification: Provide the following three items – 1) Attach a list of contractors indicating the name of the organization; 2) the purpose of the contract; and 3) the estimated dollar amount. If the name of the contractor and estimated costs are not available or have not been negotiated, indicate when this information will be available. The Federal government reserves the right to request the final executed contracts at any time. If an individual contractual item is over the small purchase threshold, currently set at $100K in the CFR, you must certify that your procurement standards are in accordance with the policies and procedures as stated in 45 CFR Part 75 for states, in lieu of providing separate detailed budgets. This certification should be referenced in the justification and attached to the budget narrative.

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

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

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

- *Meals are generally unallowable except for the following:*

- *For subjects and patients under study(usually a research program);*

- *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., Headstart);*

- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;*

- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*

- *Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances (Note: the sole purpose of the grant award is to hold a conference).*

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

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

					Total 71,254
Fringe Benefits	$17,482	$8,632	$0	$26,114	**Federal** Fringe on Project Director at 36.65% = $17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) **Non-Fed Cash** Fringe on Office Manager at 36.65% = $8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080

				Per Diem: 3 days x 3 staff @ $40/day $360 Total $2,940
Equipment	$10,000	$0	$0	$10,000	No Equipment requested OR: Call Center Equipment Installation = $5,000 Phones = $5,000 Total $10,000
Supplies	$3,700	$5,670	$0	$9,460	**Federal** 2 desks @ $1,500 $3,000 2 chairs @ $300 $600 2 cabinets @ $200 $400 **Non-Fed Cash** 2 Laptop computers $3,000 Printer cartridges @ $50/month $300 Consumable supplies (pens, paper, clips etc…) @ $180/month $2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502

				Volunteer Coordinator = $11,669
				Total $30,171
				If contract details are unknown due to contract yet to be made provide same information listed above and:
				A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900
					Printing 10,000 Brochures @ $.05 = $500
					Local conference registration fee (name conference) = $200
					Total $5,600
					In-Kind
					Volunteers
					15 volunteers @ $8/hr for 49 hours = $5,880
Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

Budget Narrative/Justification - Sample Template

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel					
Fringe Benefits					
Travel					
Equipment					

Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

NOTE : Applicants requesting funding for a multi-year grant program are REQUIRED to provide a Project Work Plan for EACH potential year of grant funding requested.

Goal:

Measurable Outcome(s):

* Time Frame (Start/End Dates by Month in Project Cycle)

Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
1.														
2.														
3.														
4.														
5.														
6.														

NOTE: Please do note infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

Instructions for Completing the Project Summary/ Abstract

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

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

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

Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics among those served through this funding (e.g., clients, consumers, systems, organizations, communities) that occur as a result of an organization's or program's activities. These should tie directly back to the stated goals of the funding as outlined in the funding opportunity announcement. (Outcomes are the end-point)

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

Instructions for Completing the "Supplemental Information for the SF-424" Form

1. Project Director.

Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (*) are mandatory.

2. Novice Applicant. Select "Not Applicable To This Program."

APPENDIX A: Definitions

Care Transitions: is a person-centered, interdisciplinary approach to integrating healthcare and social support services for individuals and their caregivers as they move across settings in which individual needs and preferences are identified, comprehensive service plans are developed and activated, individuals are empowered to take an active role in their healthcare and support and connection to resources are provided by options counselors and/or identified care transition staff.

Randomized-controlled trials of care transitions activities (or care coordination programs with care transition elements) have shown positive results, such as significant reductions in hospital admissions and re-admissions, hospital costs, and nursing facility days. Some examples of these types of interventions include:

- Care Transitions Intervention
- Hospital2Home
- Transitional Care Model
- GRACE (Geriatric Resources for Assessment and Care of Elders)
- BOOST (Better Outcomes for Older Adults through Safe Transitions)
- The Bridge Program

Centers for Independent Living (CIL): (1) Center for independent living. The term "center for independent living" means a consumer-controlled, community-based, cross-disability, non-residential private nonprofit agency that – (A) is designed and operated within a local community by individuals with disabilities; and (B) provides an array of independent living services such as information and referral, peer counseling, advocacy, and independent living skills training. (2) Consumer control. The term "consumer control" means, with respect to a center for independent living, that the center vests power and authority in individuals with disabilities.

Dementia-capable: Means tailored to the unique needs of persons with dementia stemming from conditions such as Alzheimer's disease and related disorders, and their caregivers. In model dementia-capable systems, programs are tailored to the unique needs of people with Alzheimer's disease and related dementias, and their caregivers:

1. Information and assistance services have a method to identify people with possible dementia. Individuals with possible dementia receive a recommendation for follow-up with a physician.
2. Options counseling staff communicate effectively with persons with dementia and their family caregivers and know what services this population is likely to need.
3. Eligibility criteria and resource allocation take into account the impact of dementia on the need for services.

4. Publicly and privately financed services are capable of meeting the unique needs of persons with dementia and their caregivers.
5. Self-directed services ensure that persons with dementia and their caregivers are supported in their decision-making and involve others who can represent the person's best interest when necessary.
6. Workers who interact with persons with dementia and their caregivers have appropriate training in identifying a possible dementia in persons that they serve, the symptoms of Alzheimer's disease and related dementias, the likely illness trajectory, and services needed. Quality assurance systems measure how effectively individual providers, the Aging Network, and LTSS systems serve persons with dementia and their family caregivers.

Direct Service: Direct Services – there are six specific categories of direct services (adult day care, companion services, home health care, personal care, respite, and short-term care in health care facility) into which program direct service activities must fall. Certain trainings also can be counted toward program direct service requirements. Answers to common questions related to direct services can be found in the [Alzheimer's and Dementia Program Data Reporting Tool FAQ](#) document located on the NADRC web page.

- **Adult Day Care**– an organized program that takes place outside the home and provides care for the person with dementia in a congregate setting, but is not a   residential setting. Services are supervised and include social engagement or health care for elders who require skilled services or physical assistance with activities of daily living. These services may be also referred to as Adult Day Services and Adult Day Health Services.
- **Companion Services**– companion services include non-medical care, supervision and socialization provided to a participant/client. Companions may assist or supervise the individual with such tasks as meal preparation, laundry, light housekeeping, and shopping. Companion services are typically provided in a participant/client's home but may include time spent accompanying participant/client to access services outside the home. These services may be also referred to as Homemaker Services.
- **Home Health Care** - in-home assistance that addresses medical needs, such as administering medications and physical therapy. These services may be also referred to as Health Maintenance Care.
- **Personal Care** – in-home assistance with daily living activities, including bathing, dressing, eating, meal preparation and light housekeeping. These services may be also referred to as Personal Assistance.
- **Respite**–an interval of rest or relief OR the result of a direct dementia-specific service or supportive intervention that generates rest or relief for the caregiver and/or care recipient.
- **Short Term Care in Health Facility**–services provided on a short/long-term basis in a residential or assisted livingfacility, nursing home,or other long-term care institution because of the absence/need for relief of the regular caregiver.

Disability: As defined by the American's with Disability Act Statutory Definition -- With respect to an individual, the term "disability" means (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment. 42 U.S.C. §

12102(2); see also 29 C.F.R. § 1630.2(g). A person must meet the requirements of at least one of these three criteria to be an individual with a disability under the Act.

Elder abuse and neglect: can affect people of all ethnic backgrounds and social status and can affect both men and women. The following types of abuse are commonly accepted as the major categories of elder mistreatment:

- Physical Abuse—Inflicting, or threatening to inflict, physical pain or injury on a vulnerable elder, or depriving them of a basic need.
- Emotional Abuse—Inflicting mental pain, anguish, or distress on an older person through verbal or nonverbal acts.
- Sexual Abuse—Non-consensual sexual contact of any kind, coercing an elder to witness sexual behaviors.
- Exploitation—Illegal taking, misuse, or concealment of funds, property, or assets of a vulnerable elder.
- Neglect—Refusal or failure by those responsible to provide food, shelter, health care or protection for a vulnerable elder.
- Abandonment—The desertion of a vulnerable elder by anyone who has assumed the responsibility for care or custody of that person.

Eligibility Screening: Is a non-binding inquiry into an individual's income and assets, as necessary, and other circumstances in order to determine probable eligibility for programs, services, and benefits, including Medicaid. This screening should be provided to all individuals who may be eligible for publicly funded programs.

Evidence-based programs or interventions: have been tested through randomized controlled trials and are: 1) effective at improving, maintaining, or slowing the decline in the health or functional status of people living with dementia or family caregivers; 2) suitable for deployment through community-based human services organizations and involve non-clinical workers and/or volunteers in the delivery of the intervention; 3) the research results have been published in a peer-reviewed scientific journal; and 4) the intervention has been translated into practice and is ready for distribution through community-based human services organizations. Examples of interventions that meet ACL standard can be found in **Grantee-Implemented Evidence-Base and Evidence-Informed Interventions.**

Evidence-informed interventions: have substantive research evidence that demonstrates an ability to improve, maintain, or slow the decline in the health and functional status of people living with dementia or family caregivers. For the purposes of this announcement, an evidence-informed intervention is one that has: 1) been tested by at least one quasi-experimental design with a comparison group, with at least 50 participants; OR 2) is an adaptation or translation of a **single** evidence-based intervention.

Examples of interventions that meet ACL standard can be found in **Grantee-Implemented Evidence-Based and Evidence-Informed Interventions.**

Long-Term Services and Supports (LTSS): refers to a wide range of in-home, community-based, and institutional services and programs that are designed to help older adults and individuals with disabilities or chronic conditions with activities of daily living or instrumental activities of daily living.

Options Counseling: is a person-centered, interactive, decision-support process whereby individuals receive assistance in their deliberations to make informed long-term support choices in the context of their own preferences, strengths, and values. Essential components of Options Counseling include:

- A personal interview
- Assisting with the identification of choices available(including personal, public, and private resources)
- Facilitating a decision-support process(weighing pros/cons of various options)
- Assisting as requested and directed by the individual in the development of an action plan
- Connecting to services (when services are requested and assistance in connecting is requested or needed)
- follow-up

Options Counseling is available to persons regardless of their income or financial assets. Options Counseling is preferably provided by one person but may be collaboratively provided by more than one person or agency.

Palliative Care: is comprehensive treatment of the discomfort, symptoms and stress of serious illness. The goal is to prevent and ease suffering and improve an individual's quality of life.

Person-centered Planning and Services: are those that empower people with disabilities by focusing on the desires and abilities of the individual. Person-centered Planning and Services most importantly are directed by the individual but often involves a team of family members, friends, and professionals. The individual chooses their team members.This team then identifies the skills and abilities of the individual that can help them achieve their goals of competitive employment, independent living, continuing education, and full inclusion in the community.

They also identify areas in which the individual may need assistance and support and decide how the team can meet those needs. While it is recognized that not all the elements of a complete person-centered plan can be achieved prior to discharge from the hospital, many elements can be addressed. Elements, such as working with the consumer to develop the most independent living arrangement and providing assistance and supports that are desired by the consumer are included. The consumer with involvement of family members, professionals and others work toward the ultimate discharge plan goal of living as independently as possible with home and community-based services.

Program Eligibility Determination: A determination of the publicly supported benefits or services to which a person is eligible, based on non-financial criteria. This may require a formal assessment to determine the full scope of the individual's needs. It may include a functional assessment of the individual's current health conditions and provide a situational assessment of the client's environment, available resources, and current support. For Medicaid services, this function includes the "Level of Care" determination process.

Public Education and Outreach: Activities related to ensuring that all potential users of long-term support (and their families) are aware of both public and private long-term support options, as well as awareness of the ADRC, especially among underserved and hard-to-reach populations.

Single Entry Point (SEP)/No Wrong Door (NWD): is a system that enables consumers to access long-term and supportive services through one agency or organization. In their broadest

form, SEPs perform a range of activities that may include information and assistance, referral, initial screening, nursing facility pre-admission screening, assessment of functional capacity and service needs, care planning, service authorization, monitoring, and periodic reassessments. SEPs may also provide protective services. [1]

State: Refers to the definition provided under 45 CFR 74.2 indicating that any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.

Self-direction: is an approach to providing services(including programs, benefits, supports, and technology) intended to assist an individual so that:

1. Services (including the amount, duration, scope, provider, and location of the services are planned, budgeted, and purchased under the control of the individual;
2. The individual is provided with the information and assistance necessary and appropriate to enable the individual to make informed decisions about the individual's care options;
3. The needs, capabilities, and preferences of the individual with respect to services, and the individual's ability to direct and control the individual's receipt of services, are assessed by the area agency on aging (or other agency designated by the area agency on aging) involved;
4. Based on the assessment made under subparagraph (C), the area agency on aging (or other agency designated by the area agency on aging) develops together with the individual and the individual's family, caregiver (as defined in paragraph (18)(B)), or legal representative:

   o A plan of services for the individual that specifies which services the individual will be responsible for directing;
   o A determination of the role of family members (and others whose participation is sought by such individual) in providing services under the plan; and
   o A budget for the services;
   o The area agency on aging or State agency provides for oversight of such individual's self-directed receipt of services, including steps to ensure the quality of services provided and the appropriate use of funds under this Act.

Senior or Older Adult: as defined in the Older Americans Act, "an individual who is 60 years of age or older."

Statewide system: is one in which individuals anywhere in the state have streamlined access to the full array of public and private sector programs and services that promote community living, health and independence.

Streamlined eligibility processes: ensure that potential beneficiaries of public programs have easy access through one entry point to programs such as Low Income Heating and Assistance Program (LIHEAP), Medicaid, Medicare Savings Program, Older Americans Act programs, Senior Housing programs, Supplemental Nutrition Assistance Program (SNAP), and transportation services. The required administrative functions of streamlined eligibility include:

- Screening and intake of persons with dementia and their family caregivers for these programs;

- Assessing a person's needs for these programs;
- Determining whether a person meets or is likely to meet programmatic and financial eligibility requirements;

Assistance to persons who request it when they choose to apply for any of these programs;

- Developing service plans for these programs as required;
- Ensuring that persons receive the services for which they are found to be eligible.

AoA-Sponsored Resource Centers

National Alzheimer's and Dementia Resource Center (NADRC) supports Alzheimer's/dementia program grantees and their community partners' efforts to maintain integrated and sustainable service delivery systems for individuals with ADRD and their family caregivers. Materials developed through the efforts of the resource center can be found at: https://www.nadrc.acl.gov .

National Center on Advancing Person-Centered Practices and Systems (NCAPPS) is an initiative from the Administration for Community Living and the Centers for Medicare & Medicaid Services that helps States, Tribes, and Territories implement person-centered thinking, planning, and practice in line with U.S. Department of Health and Human Services policy.

The RAISE Act Family Caregiver Resource and Dissemination Center To better support family caregivers, Congress passed the Recognize, Assist, Include, Support, and Engage (RAISE) FamilyCaregivers Act in 2018, which established the Family Caregiving Advisory Council tasked with creating the country's first national Family Caregiver Strategy. NASHP supports the council's work by providing resources, convening experts,and supporting statesas they develop policies.

 Technical Assistance Centers for Caregiver Programs and Lifespan Respite - offer comprehensive information and training on a range of issues associated with the development and implementation of family caregiver support and Lifespan Respite Care Programs.Technical Assistance available includes two web sites   (http://www.caregiver.org or http://www.archrespite.org) training materials, fact sheets,policy briefs, workshops, webinars, and specialized technical assistance through phone calls, emails and in-person communication.

APPENDIX B: SAMPLE State/Community Grant Activities Matrix

State/Community Grant Number Name of Grant Project: 2023 Activity Matrix

Program Activity	Activity: Exactly what activities are going to be conducted?	Responsibility: Who is going to provide the intervention/services?	How will program participants be identified and Recruited?	Outputs: Target numbers of people served?	Outcomes: What will change?

APPENDIX C: Program Evaluation Guidance

1. A universal grantee report structure could include an executive summary, introduction, activities organized by goal, conclusion, and dissemination efforts.
    1. Within the report activity discussion, alphanumeric labeling can support overall report organization (i.e., labeling goals with letters and goal-associated projects with numbers).
    2. When describing project activities:
        1. Name the project and provide its alphanumeric designation
        2. Describe the performance period and any partners
        3. Describe participants and discuss recruitment and retention efforts
        4. Describe the principal activities
        5. Describe the expected outcomes
        6. Discuss any changes made to the initial plan and the reason for changes
            1. Describe barriers, challenges, and facilitators affecting implementation
        7. Describe the actual activities and their outcomes
        8. Describe any sustainability efforts

2. When reporting results, include:

    o A narrative discussion of the instruments used.
    o The intended outcomes of the project.
    o A description all measured outcomes.
    o A table describing each project's finding and the metadata necessary to judge whether the finding accurately describes the overall effect of the project on participants.

3. Conclusions should provide a high-level summary of key objectives, measures, and accomplishments, plus lessons learned and future recommendations.

4. Grantees should describe any related dissemination efforts.

5. Appendices can be used to highlight key program publications and communication activities, as well as supplemental materials.

(Derzon, J. (March, 2022). Summary: Recommendations to Improve ADPI Evaluation Reporting (draft). RTI International.)

APPENDIX D: Application Submission Checklist

Alzheimer's Disease Programs Initiative (ADPI)

State and Community 2023

Application Submission Checklist

All items listed below align with what is included in the application scoring criteria (included in the NOFO) and should be included in the application package

- Program Narrative (up to 25 Pages) covering all of the items included in the Notice of Funding Opportunity (NOFO). Point Values for each section of Narrative included in the Scoring Criteria section of the NOFO.

ATTACHMENTS

- Work Plan (include full three years of project – **12 Points of 30 in Approach Section**)
- Evaluation Plan (include full three years of project– **12 Points of 25 in Impact Section– ZERO points if not included**)
  - ○ Third Party Evaluator Letter of Commitment **OR**
  - ○ States subject to legislative restrictions from engaging evaluator include letter citing statute to which they are subject (this option is only available to State applicants) which prohibits identification of evaluator at the application phase.

- Budget Narrative/Justification (Individual budgets for all three years and total budget summary – total of four budgets – **15 Points in Budget Section**)
- Information on Dementia-specific Evidence-Based/Evidence-Informed intervention demonstrating chosen intervention meets stated requirements. (Intervention name, a brief description, including relevant information demonstrating that it meets programmatic requirements/definitions (**Part of the Responsiveness** programmatic requirements/definitions (**Part of the Responsiveness Criteria, if not included application is screened out and not forwarded for review**)
- Curriculum Vitae of key program staff - limiting page length by including only program relevant citations
- Program Activity Matrix (template in application package)
- Letters of support
- Letters of Commitment (for partners)
- Non-profit designation (if applicable)
- Negotiated Indirect Cost materials (if applicable)
- Other miscellaneous attachments at the discretion of applicant

Standard Forms

- SF-424 (Application for Federal Assistance)
- Certification Regarding Lobbying
- Key Contacts Form
- Project Performance Site/Locations Form

SUBMISSION TIPS:

- Upload your materials in an organized manner and only upload each document once.
- Include a list all support and commitment letters and indicate whether they are support letters or acknowledgment commitment to do work anf what they will do in the project.