



**Administration for Community Living**

Administration on Aging

2023 Empowering Communities to Deliver and Sustain Evidence-Based Falls Prevention  
Programs

HHS-2023-ACL-AOA-FPSG-0005

01/11/2023

## Table of Contents

Executive Summary .....	2
Additional Overview Content/Executive Summary .....	2
I. Funding Opportunity Description .....	3
II. Award Information.....	6
III. Eligibility Information .....	8
1. Eligible Applicants.....	9
2. Cost Sharing or Matching .....	9
3. Responsiveness and Screening Criteria .....	9
IV. Application and Submission Information.....	10
1. Address to Request Application Package .....	10
2. Content and Form of Application Submission.....	12
Letter of Intent .....	12
Project Narrative .....	12
Project Abstract.....	13
Project Relevance and Current Need .....	13
Approach.....	14
Outcomes and Evaluation .....	17
Organizational Capacity.....	18
Letters of Support/Commitment .....	18
Work Plan .....	19
Budget Narrative/Justification .....	20
3. Unique Entity Identifier and System for Award Management (SAM).....	20
4. Submission Dates and Times .....	22
5. Intergovernmental Review .....	23
6. Funding Restrictions .....	23
7. Other Submission Requirements.....	24
V. Application Review Information .....	24
1. Criteria .....	24
2. Review and Selection Process.....	29
3. Anticipated Announcement Award Date .....	29
VI. Award Administration Information.....	29
1. Award Notices.....	29
2. Administrative and National Policy Requirements.....	30

3. Reporting.....	30
4. FFATA and FSRS Reporting.....	30
VII. Agency Contacts .....	30
VIII. Other Information .....	31
The Paperwork Reduction Act of 1995 (P.L. 104-13).....	31
Appendix.....	31
Instructions for Completing Required Forms .....	32
Budget Narrative/Justification- Sample Format .....	42
Instructions for Completing the Project Summary/ Abstract.....	47

**ACL Center:**

Administration on Aging

**Funding Opportunity Title:**

2023 Empowering Communities to Deliver and Sustain Evidence-Based Falls Prevention Programs

**Funding Opportunity Number:**

HHS-2023-ACL-AOA-FPSG-0005

**Primary CFDA Number:**

93.761

**Due Date for Letter of Intent:**

12/07/2022

**Due Date for Applications:**

01/11/2023

**Date for Informational Conference Call:**

11/16/2022

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

**Executive Summary**  
**Additional Overview Content/Executive Summary**

The mission of the Administration for Community Living (ACL) is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, and their families and caregivers. Through this funding opportunity, the Administration on Aging (AoA), part of the Administration for Community Living (ACL), plans to award approximately 6 – 8 Cooperative Agreements to domestic public or private non-profit entities.

The intent of this funding opportunity is to support organizations to reduce falls and/or falls risk among older adults and adults with disabilities in their community through the implementation of

evidence-based falls prevention programs, focusing on those older adults in underserved areas/populations, as defined by the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#).

Applicants must request a total budget between \$400,000 - \$600,000 in federal funds for the four-year project. All awards are subject to the availability of federal funds.

The awards will be made in the form of Cooperative Agreements to allow for substantial collaboration and involvement with ACL and the National Falls Prevention Resource Center throughout the project period. These Cooperative Agreements have an anticipated start date of May 1, 2023.

An informational conference call will be held on November 16, 2022, at 1:00 pm EST.

The dial-in information is below:

Toll Free Number: 888-455-0043, Passcode: 9989425

A recording will be available approximately one hour after the call concludes at the following number:

Toll Free Playback Number: 800-835-8069

## **I. Funding Opportunity Description**

### **Background**

Falls are the leading cause of fatal and nonfatal injuries among older adults [1] and have a widespread and serious impact on their health. With an estimated one out of four older adults reporting falling each year [2], falls may significantly reduce the ability of our older adult population to remain independent. In 2018, adults over the age of 65 reported more than 36 million falls and over 8 million reported a fall-related injury [3]. Each year an estimated 3 million older adults are treated in emergency departments for falls injuries and more than 800,000 of these patients are hospitalized [4]. In 2015, the estimated medical costs attributable to fatal and nonfatal falls totaled more than \$50 billion [5]. Those who have fallen may become afraid to fall again, which may lead to reduction in their everyday activities, causing them to become weaker and increasing the likelihood of a future fall. Physical distancing and social isolation due to COVID-19 increased falls risk for many older adults. A January 2021 poll found that people who felt a lack of companionship and those who felt isolated were more likely to report that their physical conditioning and mobility had worsened [6].

Fortunately, falls are preventable. There are known modifiable risk factors such as balance impairments, muscle weakness, gait deficits, medications, home hazards, problems with vision, and improper footwear [7]. Research has shown that falls and fall risks can be addressed through risk assessment and targeted intervention, including a combination of clinical intervention and community-based programs [8] that include interventions focused on home modification, exercise, strength and balance training, and education on how to prevent falls. Participation in evidence-based community falls prevention programs can improve confidence, decrease fear of falling, and result in fewer falls and injurious falls [9]. When implemented as a part of a results-oriented, comprehensive strategy, these programs play a critical role in advancing the [Healthy People 2030](#) objectives to reduce fall-related deaths and rates of fall-related emergency

department visits among older adults.

ACL's AoA has built an infrastructure to increase access to, and the sustainability of, evidence-based disease prevention and health promotion programs, including falls prevention programs. Between 2014 and 2022, ACL/AoA awarded 88 discretionary grants to states, community-based organizations, and tribal organizations to implement evidence-based falls prevention programs. Between September 1, 2014, and September 1, 2022, over 162,000 individuals participated in an AoA-supported evidence-based falls prevention program. For more information about ACL's Falls Prevention Program, including profiles of current grantees, please visit: <https://www.acl.gov/programs/health-wellness/falls-prevention>.

ACL's efforts leverage and compliment national efforts to reduce falls and falls risk amongst older adults, such as the following:

- The Centers for Disease Control and Prevention's (CDC) National Center for Injury Prevention and Control uses data to report the latest burden and health implications for various injuries including falls, the leading cause of both fatal and nonfatal injuries among older adults. Using this data, CDC is building partnerships with health systems, providers of health care, and those who pay for health care services. These partnerships will improve what is known about the burden of falls and the integration of effective fall prevention strategies and patient care. The CDC's Stopping Elderly Accidents, Deaths & Injuries (STEADI) initiative provides resources and tools for health care providers. These tools include online trainings, screening tools, case studies, videos and information on how to conduct functional assessments, and patient educational materials. The CDC is also working with suppliers of electronic health records systems to facilitate the adoption and use of the STEADI tools in the clinic setting. The CDC supports opportunities to broaden and improve the linkage between primary care providers and evidence-based community falls prevention programs supported by ACL. Related resources include:
  - [CDC STEADI Initiative](#)
  - [Older Adult Fall Prevention](#)
  - [CDC Compendium of Effective Fall Interventions: What Works for Community-Dwelling Older Adults](#)
- The ACL-funded National Falls Prevention Resource Center (NFPRC), based at the National Council on Aging, works to increase public awareness about the risks of falls and how to prevent them, support the implementation of evidence-based falls prevention programs, and serve as a national clearinghouse of tools and best practices. The National Falls Prevention Resource Center is funded to provide direct technical assistance to grantees awarded by this funding opportunity. The NFPRC also leads the Falls Free® Initiative, a national effort to address the growing public health issue of falls, fall-related injuries, and deaths. The initiative includes 70 national organizations and a 43-member State Coalition on Falls Prevention Workgroup charged with collaboratively promoting effective strategies to address falls. Related resources include:
  - [Falls Free CheckUp](#)
  - [National Falls Prevention Resource Center Webpage](#)
  - [Falls Free® Initiative](#)
  - [Falls Prevention Awareness Week](#)

- [2015 Falls Free® National Action Plan](#)
- [Fall Prevention Facts](#)
- [Resources for Older Adults and Caregivers](#)
- [Evidence-Based Fall Prevention Programs](#)
- [Address a Significant Public Health Issue: Funding for Falls Prevention Programs](#)

## Purpose

This funding opportunity has two goals:

- **Goal 1:** *Develop capacity to increase the number of older adults and adults with disabilities who participate in evidence-based falls prevention programs to empower them to reduce falls and/or their risk of falls.*
- **Goal 2:** *Identify and implement one or more robust strategies that will promote the sustainability of evidence-based falls prevention programs.*

Applicants for this funding opportunity must propose to deliver **two or more** evidence-based falls prevention programs. **These programs must be on the list of pre-approved interventions found in Appendix A.**

All applicants must propose to **implement at least one of the identified programs** in a remote format, e.g., by video conference or similar virtual modality. The National Council on Aging (NCOA) maintains a website that tracks remote program guidance (<https://www.ncoa.org/news/ncoa-news/center-for-healthy-aging-news/track-health-promotion-program-guidance-during-covid-19/>), All applicants should contact the program developer/administrator(s) for any program(s) they are interested in delivering remotely to confirm that: 1) the program(s) are allowed for remote delivery; and 2) that training is readily available for applicants who need it. **Note that the NCOA website includes programs on the pre-approved list in Appendix A, as well as other programs not on the list. For this funding opportunity, applicants may ONLY propose programs on the pre-approved list in Appendix A.**

All applicants who do not have adequate existing capacity (trained leaders, licensing, program supplies, etc.) for any in-person and/or remote program(s) they are proposing must include a letter from the program developer/administrator(s) in their application indicating that they will be able to get training in the programs no later than three months after the start date of the grant (if selected for funding).

## REFERENCES

1. WISQARS. Web-based Injury Statistics Query and Reporting System (WISQARS). National Center for Injury Prevention and Control, Centers for Disease Control and Prevention 2021 [cited 2021 June]; Accessed September 30, 2022, from: [www.cdc.gov/injury/wisqars](http://www.cdc.gov/injury/wisqars)
2. Bergen G, Stevens MR, Burns ER. Falls and Fall Injuries Among Adults Aged  $\geq 65$  Years — United States, 2014. MMWR Morb Mortal Wkly Rep 2016;65:993–998. Accessed September 30, 2022, from: [https://www.cdc.gov/mmwr/volumes/65/wr/mm6537a2.htm?s\\_cid=mm6537a2\\_w](https://www.cdc.gov/mmwr/volumes/65/wr/mm6537a2.htm?s_cid=mm6537a2_w)

3. Moreland B, Kakara R, Henry A. Trends in nonfatal falls and fall-related injuries among adults aged  $\geq 65$  years — United States, 2012–2018. *MMWR Morb Mortal Wkly Rep* 2020;69:875–881.
4. Centers for Disease Control and Prevention. (2016) Facts About Falls. Accessed September 30, 2022, from <https://www.cdc.gov/falls/facts.html>
5. Florence CS, Bergen G, Atherly A, Burns ER, Stevens JA, Drake C. Medical costs of fatal and nonfatal falls in older adults. *Journal of the American Geriatrics Society*, 2018 March, DOI:10.1111/jgs.15304
6. Malani P, Kullgren J, Solway E, Hoffman G., Singer D., Kirch M. National Poll on Healthy Aging Physical Functioning and Falls During the COVID-19 Pandemic, August 2021, Accessed September 30, 2022 from: [https://deepblue.lib.umich.edu/bitstream/handle/2027.42/168424/0239\\_NPHA-Falls-report-FINAL-08022021.pdf?sequence=4&isAllowed=y](https://deepblue.lib.umich.edu/bitstream/handle/2027.42/168424/0239_NPHA-Falls-report-FINAL-08022021.pdf?sequence=4&isAllowed=y)
7. Bergen G. Stevens MA. Kakara R. Burns EA. Understanding Modifiable and Unmodifiable Older Adult Fall Risk Factors to Create Effective Prevention Strategies. *American Journal of Lifestyle Medicine*. October 2019 DOI:10.1177/1559827619880529 Gillespie LD, Robertson MC,
8. U.S. Centers for Disease Control and Prevention. (2015). *Compendium of Effective Fall Interventions: What Works for Community-Dwelling Older Adults*, accessed September 30, 2022 from: [https://www.cdc.gov/homeandrecreationalafety/pdf/falls/cdc\\_falls\\_compendium-2015-a.pdf](https://www.cdc.gov/homeandrecreationalafety/pdf/falls/cdc_falls_compendium-2015-a.pdf)
9. Brach JS, Juarez G, Perera S, Cameron K, Vincenzo JL, Tripken J. Dissemination and Implementation of Evidence-Based Falls Prevention Programs: Reach and Effectiveness. *The Journals of Gerontology: Series A*, Volume 77, Issue 1, January 2022, Pages 164–171, Accessed September 30, 2022, from: <https://doi.org/10.1093/gerona/glab197>

### Statutory Authority

The statutory authority for grants under this Notice of Funding Opportunity is contained in the Older Americans Act, Title IV; and the Patient Protection and Affordable Care Act, 42 U.S.C. § 300u-11 (Prevention and Public Health Fund).

## II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$3,500,000

Expected Number of Awards:

6

Award Ceiling:

\$600,000

Per Project Period

Award Floor:

\$400,000

Per Project Period

Length of Project Period:

Other

**Additional Information on Project Periods and Explanation of 'Other'**

48 month project and 48 month budget period (fully funded)

Organizations that have been direct recipients of ACL PPHF falls prevention grant awards in FY2019, FY2020, FY2021 and FY2022 are not eligible to apply for this FY2023 Notice of Funding Opportunity.

**Cooperative Agreement Terms**

As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of AoA in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

The **grantee** agrees to execute the responsibilities outlined below:

1. Fulfill all requirements of the grant initiative as outlined in this program announcement, as well as carry out project activities as reviewed, approved, and awarded.
2. Engage approximately 25% of your target participants by the end of Year 1, 50% of target participants by the end of Year 2, 75% of target participants by the end of year 3, and 100% of target participants by the end of Year 4.
3. Commit to sending two project staff to the annual falls prevention professional development conference hosted by the National Falls Prevention Resource Center. Attendance is expected annually for the duration of your grant activities (including any no-cost extension period, if applicable). All applicants must include funds in your budgets for each budget year for two people to attend the conference in the Washington, D.C. area.
4. Meet all training, licensing, fees, or other requirements associated with the selected falls prevention programs to ensure compliance with all the requirements stipulated by the program developer/administrator.
5. Communicate with the AoA Project Officer monthly, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
6. Collect required program data for all program participants using ACL's specific data collection forms (see Appendix C). Within 30 days of participants' completion of the program, grantees are responsible for compiling and reporting the data to the National Falls Prevention Database. Data include de-identified participant demographic and health status information, attendance information, and workshop type and location. Grantees should plan to train workshop leaders on data collection practices and use of these forms.
7. Participate in any ACL/National Falls Prevention Resource Center sponsored research and/or evaluations.
8. Participate in relevant ACL/National Falls Prevention Resource Center education (e.g. webinars, workgroups, etc.), provided that ACL/National Falls Prevention Resource Center gives reasonable notice of the subject, date, and time of the event.
9. Comply with all other reporting requirements, as outlined in Section VI of this Funding Opportunity and the Notice of Award.

10. Include the following disclaimer on all products produced using this grant funding:

HHS Grant or Cooperative Agreement that is NOT funded with other non-governmental sources:

*"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 100 percent funding by ACL/HHS. 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 HHS Grant or Cooperative Agreement that IS partially funded with other nongovernmental sources:

*"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 **AoA project officer** agrees to execute the responsibilities outlined below:

1. Perform the day-to-day Federal responsibilities of managing a Cooperative Agreement 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 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 assistance to the grantee on the provision of programmatic 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.
6. Communicate with the grant project director monthly, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

Once a Cooperative Agreement is in place, requests to modify or amend the agreement or the work plan may be made by ACL or the awardee at any time as long as the request stays within the scope of work. 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. 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, when an award is issued the Cooperative Agreement terms and conditions from the program announcement are incorporated by reference.

### **III. Eligibility Information**

## 1. Eligible Applicants

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 governments, Native American tribal organizations (other than Federally recognized tribal governments), public housing authorities/Indian housing authorities, special district governments, nonprofits having a 501(C)(3) status with the IRS other than institutions of higher education, city or township governments, public and state controlled institutes of higher education, independent school districts, private institutions of higher education, Native American tribal governments (Federally recognized), nonprofits that do not have a 501(c)(3) status with the IRS other than institutions of higher education, county governments, faith based organizations, and community organizations.

## 2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

**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.**

## 3. Responsiveness and Screening Criteria

**Application Responsiveness Criteria**

Not Applicable

**Application Screening Criteria**

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the six 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 all of the following screening requirements:

1. Applications must be submitted electronically via <https://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 all sides, and a **standard font size of no less than 11 point, Times New Roman or Arial**.
3. The Project Narrative (defined below) must not exceed 20 pages. **NOTE:** The Project Work Plan, Letters of Support/Commitment, Project Map, Organizational Chart, Budget Narrative/Justification, and Vitae of Key Project Personnel are **not** counted as part of the Project Narrative for purposes of the 20-page limit.
4. Applications must include a Budget Narrative/Justification for years 1, 2, 3 and 4 along with a combined Budget Narrative/Justification for the proposed 48-month budget period. The proposed combined Budget Narrative/Justification must not exceed the award ceiling of \$600,000.
5. Applications must include a Project Workplan for years 1, 2, 3 and 4. Project Workplans must be consistent with the proposed Project Narrative and Budget Narrative/Justifications.
6. Applicant must not have been a direct recipient of an ACL PPHF falls prevention grant award in the following years: FY2019, FY2020, FY2021 and FY2022.

Unsuccessful submissions will require authenticated verification from <https://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <https://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](https://www.grants.gov) registration process can take several days. If your organization is not currently registered, please begin this process immediately. For assistance with <https://www.grants.gov>, please contact them at [support@grants.gov](mailto: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](http://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](http://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>.

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

Administration on Aging  
Office of Nutrition and Health Promotion Programs  
Donna Bethge  
Email: [Donna.Bethge@acl.hhs.gov](mailto:Donna.Bethge@acl.hhs.gov)

## 2. Content and Form of Application Submission

### Letter of Intent

Due Date for Letter Of Intent 12/07/2022

12/07/2022

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:

U.S. Department of Health and Human Services  
Administration for Community Living  
Administration on Aging  
Office of Nutrition and Health Promotion Programs  
Donna Bethge  
Email: [Donna.bethge@acl.hhs.gov](mailto:Donna.bethge@acl.hhs.gov)

### Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on all sides, and a standard font size of no less than 11 point, Times New Roman or Arial. The entirety of the Project Narrative, including tables, graphics, and headings must be double-spaced. You can use smaller font sizes to complete the Standard Forms and Sample Formats outside of the Project Narrative section, such as the Project Work Plans and Budget Narrative/Justifications. Twenty (20) pages is the maximum length allowed.

The Project Work Plan, Letters of Support/Commitment, Vitae of Key Personnel, Project Map, Organizational Chart, and Budget Narrative/Justification **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

Applicants must document all 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 include numbers, ideas, or other material that are not their own.

The Project Narrative is the most important part of the application since it will be used as the primary basis to determine whether your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should provide a clear and concise description of your project. See Appendix E for resources on writing a grant application.

Your Project Narrative **must** include the following sections and be clearly labeled:

1. Project Abstract
2. Project Relevance and Current Need
3. Approach
4. Outcomes and Evaluation
5. Organizational Capacity

**To assist reviewers in scoring your application, applicants are required to organize their proposal using the headings above.**

### **Project Abstract**

This section should include a brief description (265 word maximum) of the proposed project. In your abstract, clearly specify:

1. The objectives and outcomes of your proposed project;
2. The two or more evidence-based falls prevention programs you plan to implement/disseminate and which programs(s) will be offered in a remote format (reference Appendix A for approved programs);
3. Projected number of program participants, broken down for each of your proposed falls prevention programs by year (reference Appendix D);
4. Key partners;
5. Target population(s); and
6. Targeted/impacted geographic area(s).

### **Project Relevance and Current Need**

This section should describe in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed project is designed to address.

In this section:

1. Briefly describe and cite (using reliable population-based, state, and local data sources) the impact of falls in your state/region/tribe and how your proposed evidence-based falls prevention programs will address this impact.
2. Describe the gap that exists in the availability of your proposed falls prevention programs. This should include a description of the current delivery status of falls prevention programs by your organization or by other organizations in the targeted geographic area, sustainability efforts, geographic/population reach of the proposed programs in your state/region/tribe, the extent to which a network exists for systematically delivering and sustaining these programs and why your organization is positioned to fill the existing gap.
3. Include a Project Map of your state/region/tribe that shows where your proposed programs are already being offered (if applicable), and which areas are being selected for this project. Provide data to support why you are targeting those areas (e.g., the number

of older adults, the lack of available programs, etc.). **The map should be included as an appendix to your application.**

## Approach

### *Capacity Building and Program Implementation*

In this sub-section, the applicant must describe how they will develop capacity to deliver falls prevention programs to older adults and adults with disabilities, including description of the key partners, and the underserved populations intended to be served as defined by the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#).

This sub-section should:

1. State your project's goals and major objectives that align with Goal 1 described in this funding opportunity:

*Goal 1: Develop capacity to increase the number of older adults and adults with disabilities who participate in evidence-based falls prevention programs to empower them to reduce falls and/or their risk of falls.*

2. Identify two or more evidence-based falls prevention programs that you propose to implement and a rationale for the programs selected. The rationale should relate to the project relevance and current need of the population(s) and target area(s) identified. The programs must be on the list of pre-approved interventions in Appendix A. **Do not propose programs that are not included on this list.** Applicants can use the guidelines in the [Evidence-Based Falls Prevention Program Risk Continuum](#) to assist them in selecting their proposed falls prevention programs.
3. Propose to implement at least one of the identified programs in a remote format, e.g., by video conference or similar virtual modality. The National Council on Aging (NCOA) maintains a website that tracks remote program guidance: (<https://www.ncoa.org/news/ncoa-news/center-for-healthy-aging-news/track-health-promotion-program-guidance-during-covid-19/>). All applicants should contact the program developer/administrator(s) for any program(s) they are interested in delivering remotely to confirm that: 1) the programs are allowed for remote delivery; and 2) training is readily available for applicants who need it. **Note that the NCOA website includes programs on the pre-approved list in Appendix A, as well as other programs not on the list. For this funding opportunity, applicants may ONLY propose programs on the pre-approved list in Appendix A.**
4. Describe the IT equipment and support required to deliver the proposed remote program(s) and provide a detailed plan for how you will meet these equipment and support needs.
5. State the projected total number of participants that you expect to reach through your proposed evidence-based falls prevention programs, broken down by program and year, and explain how you developed your target numbers for each of the programs. For any proposed programs, please also specify a target number of completers and a target completion rate for each year. Provide a rationale for these targets, e.g., by referencing any previous experience delivering falls prevention programs, the number of older adults and/or adults with disabilities in your state/region/tribe that you may be able to reach,

partner commitments, referral systems, and other factors. **Targets should be realistic and achievable.** In developing your participant/completer targets, please reference Appendix D *Guidance for Administration for Community Living Evidence-based Falls Prevention Program Grant Applicants: Considerations for Estimating Program Participation Targets.*

- Describe how your approach will engage approximately 25% of your target participants by the end of Year 1, 50% by the end of Year 2, 75% of your target participants by the end of year 3 and 100% of your target participants by the end of Year 4.
6. Provide a comprehensive strategy for implementing/disseminating the proposed falls prevention programs, in collaboration with aging and disability programs/services and other relevant innovative partners i.e., first responders, pharmacists, Parkinson's clinics, etc. with the overall goal of reducing falls and falls risk. Note that you must include a Letter of Commitment from each of the key partners and organizations described and attach as an appendix. See *Letters of Support/Commitment* section.)
  7. Describe any existing falls prevention and/or other evidence-based prevention initiatives in your area and how you plan to coordinate with and leverage these efforts. This should include a description of any existing capacity to deliver the proposed programs, i.e., the number of host sites, implementation sites, and delivery personnel (such as trainers and leaders/coaches).
  8. Describe whether your existing infrastructure for implementing and disseminating the proposed programs is adequate, i.e., the number of host sites, implementation sites, and delivery personnel (such as trainers and leaders/coaches). If not, describe and provide a rationale for any proposed trainings. If you require training for any of the proposed programs, you must include a Letter of Commitment in your application from the program developer/administrator that will provide training. The letter should state that the training will be provided no more than three months after the applicant receives the Notice of Award from ACL. **Letter(s) should be submitted as an appendix.** See *Letters of Support/Commitment* section.
  9. Describe how you intend to identify, market to, and recruit participants for your proposed programs. Consider what specific marketing strategies would effectively reach your target population, including any brand messaging, referral systems, media platforms, and partner involvement.
  10. Describe the major challenges and barriers you anticipate encountering, and how your project will address those challenges and barriers.

### *Special Target Populations*

Applicants are required to engage underserved populations in their programming in efforts to advance equity in falls prevention program scaling and participation.

In this subsection applicants should:

1. Describe the underserved population(s) to be served by the proposed falls prevention programs as defined by [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) dated January 20, 2021, for example: Black, Latino, Indigenous, Native American, Asian American, Pacific Islander,

persons of color, religious minorities, LGBTQ+ or persons with disabilities or living in rural areas.

2. Provide the rationale (citing relevant data) for selecting the underserved populations(s), how they will be engaged, and the organizations that you will be collaborating with to reach the identified population(s). See Appendix D, Section III of this funding opportunity, as well as the links below, for more information about selecting and reaching your identified population.
  - [4 Ways Falls Prevention and CDSME Grantees are Reaching Underserved Populations](#)
  - [Evidence-Based Falls Prevention Risk Continuum](#)

### ***Sustainability***

In this sub-section the applicant must identify and describe how they will implement one or more sustainability strategies for their proposed falls prevention programs. The goal of sustainability is to integrate and embed evidence-based programs into a community's network of coordinated health and social services so that they are readily available and easily accessible over time. Sustainability strategies can include a combination of approaches, including development of referral partnerships, philanthropy, public funding, Older Americans Act Title IIID funding, other federal funding, funding from healthcare entities, etc. For more information on business planning and financial sustainability, please visit:

- [Sustainability](#)
- [Business Planning and Sustainability](#)
- [Maximizing Data and Partnerships to Enhance Evidence-Based Program Sustainability](#)
- [Community Integrated Health Care](#)

This sub-section should:

1. State the project's goals and major objectives related to Goal 2 of this funding opportunity.

*Goal 2: Identify and implement one or more robust strategies that will promote the sustainability of evidence-based falls prevention programs.*

2. Describe your sustainability strategies to support the proposed programs during and beyond the grant period, including:
  - One or more robust strategies to be implemented and how you will lead or integrate these efforts. Describe any emerging or established efforts to centralize and coordinate health and social services in your area, for example, a Community Care Hub (previously called [Community Integrated Health Network or Hub](#)).
  - Your key sustainability partners, the role they will play, and how you plan to engage them on a regular basis. Note that you must include a Letter of Commitment from each of the key partners described and attach as an appendix. See *Letters of Commitment section*.
  - Any other business planning efforts to be undertaken (e.g., infrastructure, health IT, etc.); and

3. The major sustainability challenges and/or barriers you anticipate encountering (or are encountering), and how your project will address those challenges and barriers.

## Outcomes and Evaluation

This section should clearly identify and describe the measurable outcome(s) that will result from your proposed project, how you will establish and maintain quality assurance, and disseminate your project's findings to the field at large.

### *Project Outcomes*

In this section you must:

1. Describe the quantifiable and measurable outcomes that will be achieved during the project period. Note that the outcomes must address the two goals of this funding opportunity.
2. List measurable outcomes in the Work Plan grid under "Measurable Outcomes".

*\* A "measurable outcome" is an observable end-result that describes how a particular intervention benefits participants. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness, or behavior. A measurable outcome is not a measurable "output", such as the number of clients served, or the number of training sessions held.*

### *Quality Assurance*

Describe your plans for maintaining quality assurance including methods, techniques, and tools that will be used to:

1. Monitor and track progress on the project's tasks and objectives;
2. Monitor whether the proposed programs are being implemented with fidelity\*, as well as identify processes for corrective actions;
3. Ensure the ACL-required dataset (see Appendix C) is being collected and accurately reported by the delivery partners and how you will identify and troubleshoot any potential problems.

*\* Fidelity is the extent to which delivery of the evidence-based program consistently adheres to the program's intent and design. In other words, the extent to which you are delivering the program exactly how it is meant to be implemented. Maintaining fidelity to the program is essential to ensure that your participants receive the intended health benefits from the program.*

### *Dissemination*

1. 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 to inform practice, service delivery, program development, and/or policymaking, including and especially those parties who would be interested in replicating the project.

2. Clearly state your commitment to cooperating with any broader efforts led by ACL and/or the National Falls Prevention Resource Center to help others understand how they could successfully replicate the project activities in their communities.
3. State your commitment to participating in any ACL/National Falls Prevention Resource Center sponsored research and/or evaluation.

### Organizational Capacity

This section should describe your organizational structure, capabilities, and project management plans.

In this section:

1. Describe how your agency is organized, the nature and scope of its work, and/or the capabilities it possesses. **Include an organizational chart as an appendix to your application.** Also include information about any contractual organization(s) that will have a significant role in implementing the project and achieving project goals.
2. Describe any experience delivering health promotion programs (particularly those that are evidence-based) to older adults and adults with disabilities and how you will leverage this experience to integrate your proposed falls prevention programs within your organization.
3. Describe the project management, including capacity to successfully carry out the project activities as well as the roles and responsibilities of project staff, consultants, and key partner organizations, as well as how they will contribute to achieving the project's objectives and outcomes. You should:
  - Provide a description of the qualifications and experience of the key personnel for this proposed project, including for the Project Director. **Application must include resumes or CVs as an appendix to the application;**
  - Specify who will have day-to-day responsibility for key tasks such as leadership of project, monitoring the project's on-going progress, preparation of reports, and communications with other partners and ACL; and
  - Detail the approach that will be used to monitor and track progress on the project's tasks and objectives.

### Letters of Support/Commitment

Applicants must include Letters of Support/Commitment **as an appendix to their application** and use a Table of Contents to clearly identify which letters represent which partners. Note that any organization that is specifically named to have a significant role in carrying out the project should be considered a key partner.

1. **Key partners and organizations:** You must provide letters of commitment describing and confirming commitments from key partners, such as collaborating organizations, consultants and agencies that were named in the Project Abstract and Approach sections as having a significant role in the proposed project. These letters should describe the specific role of each partner in the project.
2. **State Unit on Aging:** It is expected that the State Unit on Aging (SUA) will provide a letter of support for your proposed project. If the SUA declines to provide a letter, you must provide documentation indicating this, e.g., an email. If you are a SUA applicant,

include a letter from your SUA director. Note that if you are proposing a multi-state effort you must obtain a letter from the State Unit on Aging in each state involved in the project. **This requirement is applicable for all applicants except tribes/tribal entities.** You can locate applicable SUA information using the search feature on <https://eldercare.acl.gov/Public/Index.aspx>.

- a. If you are a tribe or tribal entity, you must include a tribal resolution that states the reasons you are applying for the grant, and your commitment to executing the grant activities.
3. **Area Agency on Aging:** It is expected that relevant Area Agencies on Aging (AAA) will provide a letter affirming their support of your proposed project. If you are proposing a target geographic area covered by more than one AAA, you should have a letter from each relevant AAA (a letter from the state AAA association is not permissible in lieu of this requirement). If a AAA declines to provide a letter, you must provide documentation indicating this, e.g., an email. This requirement is not applicable **if you are an applicant from a Single State Authority (Alaska, Delaware, Nevada, New Hampshire, North Dakota, Rhode Island, South Dakota, Washington DC, and Wyoming) or tribe/tribal entity.** You can locate applicable AAA information using the search feature on <https://eldercare.acl.gov/Public/Index.aspx>.
4. **Program Developer/Administrator:** Applicants are expected to begin delivering their proposed falls prevention programs within three to six months after receiving their Notice of Award. If you require training for the evidence-based programs you propose before you can begin delivery of the programs, your application must include letters of support from the program developers/administrators that will be providing training for the evidence-based programs proposed. The letter should state that the trainings will be provided within three months of award notification. ACL encourages applicants to have a thorough discussion with the program developer/administrator to ensure that applicants: 1) fully understand the requirements and length of the training/certification process; 2) understand and can budget appropriately for the full cost of the training/certification; and 3) propose an appropriate target population for the programs selected. For any program(s) identified for remote delivery, applicants should also confirm with the developer/administrator that the program(s) proposed are indeed available in this format.

*\* If you do not need training from a program developer/administrator, please provide a letter from your organizational leadership stating that you have the required capacity (the number of host sites, implementation sites, and delivery personnel, such as trainers and leaders/coaches) to implement the programs.*

**The quality of the letter content (i.e., specificity with respect to the role of that partner) is more important than the quantity of letters submitted with your application.** Signed letters of commitment should be scanned and **included as attachments.** Letters of Support/Commitment must be uploaded as part of the applicant package via Grants.gov. Hard copies will not be accepted.

#### **Work Plan**

1. You must provide a project Work Plan for Years 1, 2, 3 and 4.

2. Each Work Plan should reflect and be consistent with the Project Narrative and Budget Narrative/Justification.
3. Each Work Plan should include a statement of the project's overall goals, anticipated outcomes, key objectives, and the major tasks/action steps that will be pursued to achieve the results-oriented goals and outcomes.
4. Applicants should identify timeframes involved (including start- and end-dates) and the lead person responsible for completing the task.

Provide each Work Plan formatted according to the guidelines below in *Project Work Plan – Sample Template* section.

**The Work Plan should be attached to your application as an appendix.**

### **Budget Narrative/Justification**

1. You must submit the following:
  - Budget Narrative/Justification for Year 1;
  - Budget Narrative/Justification for Year 2;
  - Budget Narrative/Justification for Year 3;
  - Budget Narrative/Justification for Year 4; and
  - A total, combined four-year Budget.
2. Your Budget Narrative/Justifications should be aligned with the proposed activities in your Project Narrative and Work Plans.
3. It should also include travel for two project staff to the annual falls prevention professional development conference hosted by the National Falls Prevention Resource Center (see item #3 in grantee section of Cooperative Agreement Terms).

Provide each Budget Narrative/Justification formatted according to the guidelines in the *Budget Narrative/Justification – Sample Format* section below. Applicants are encouraged to pay particular attention to these guidelines, which provide an example of the level of detail sought.

**The Budget Narrative/Justifications should be attached to your application as an appendix.**

### **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](mailto: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](http://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](http://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 01/11/2023

01/11/2023

Date for Informational Conference Call:

11/16/2022

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

Not Applicable

## V. Application Review Information

### 1. Criteria

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

1. Project Abstract
2. Project Relevance and Current Need
3. Approach
4. Outcomes and Evaluation
5. Organizational Capacity
6. Letters of Support/Commitment
7. Workplan
8. Budget Narrative/Justification

Applicants must document all 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 include numbers, ideas, or other material that are not their own.

#### Project Abstract

**Maximum Points: 6**

Does the abstract include, at minimum, each of the following:

1. The objectives, and outcomes of the proposed project; *(1 point)*
2. Names of at least two evidence-based falls prevention programs to be implemented and which program(s) will be offered in a remote format (the programs **must** be on the list of pre-approved programs in Appendix A below); *(1 point)*
3. The number of program participants to be reached, broken down by program and year; *(1 point)*
4. Key partners; *(1 point)*
5. Target population(s); and *(1 point)*

Targeted/impacted geographic area(s). *(1 point)*

#### Project Relevance and Current Need

**Maximum Points: 5**

Does the applicant:

1. Describe and cite (using reliable population-based, state, and local data sources) the impact of falls within their state/region/tribe and how the proposed evidence-based falls prevention programs will address this impact? *(1 point)*

2. Describe the gap in the current availability of their proposed falls prevention programs? This should include a description of the current delivery status of falls prevention programs by the applicant or by other organizations in the targeted geographic area, sustainability efforts, geographic/population reach of the proposed programs in their state/region/tribe, the extent to which a network exists for systematically delivering and sustaining these programs and why the organization is well positioned to fill the existing gap. (3 points)

Include a Project Map (as an appendix) of their state/region/tribe that shows where proposed program(s) is already being offered (if applicable) and which areas are being selected for this project, along with relevant local/state/national data to support why they are targeting these areas? (1 point)

### **Approach**

**Maximum Points: 45**

***Note: if the applicant proposes to use ACL funds to implement any program not on the pre-approved list or less than the required number of programs, reviewers must assign zero (0) out of the 45 possible points for the Approach section.***

### ***Capacity Building and Program Implementation (25 points)***

Does the applicant:

1. State clear, meaningful goals and objectives for this proposal that align with the purpose and objectives of Goal 1 described in this funding opportunity: (2 points)  
*Goal 1: Develop capacity to increase the number of older adults and adults with disabilities who participate in evidence-based falls prevention programs to empower them to reduce falls and/or their risk of falls.*
2. Identify two or more falls prevention programs that they propose to implement and a rationale for selecting the programs? (2 points)
3. Clearly identify which program(s) they propose to deliver in a remote format? (1 point)
4. Describe the IT equipment/support required to deliver their proposed remote program(s) and provide a detailed plan on how they will meet these equipment/support needs. (2 points)
5. Provide a target number of participants for the falls prevention programs proposed, broken down into each program and year? For any proposed group programs, has the applicant specified a target number of completers and a target completion rate? Does the applicant provide a clear and data-supported rationale that these targets are realistic and achievable e.g., by referencing their previous experience implementing relevant health promotion programs, demonstrating an understanding of the proposed falls prevention program's implementation, the number of older adults in their state/region/tribe at risk for falls, and/or other factors? Does the applicant describe how the approach will engage 25% of their participant target by the end of Year 1, 50% by the end of Year 2, 75% by the end of Year 3, and 100% of their participant target by the end of Year 4? (4 points)
6. Clearly describe a comprehensive strategy for implementing/disseminating the proposed falls prevention programs, in collaboration with aging and disability programs/services and other relevant partners i.e., first responders, pharmacists, Parkinson's clinics, etc. with the overall goal of reducing falls and falls risk. (3 points)

7. Describe any existing falls prevention and/or other evidence-based prevention initiatives in their area and how they plan to coordinate with and leverage these efforts. This should include a description of any existing capacity to deliver the proposed programs, i.e., the number of host sites, implementation sites, and delivery personnel (such as trainers and leaders/coaches). *(1 point)*
8. Specify whether existing infrastructure for the proposed programs is adequate, i.e., the number of host sites, implementation sites, and delivery personnel (such as trainers and leaders/coaches). If not, do they describe the rationale for proposed trainings(s)? *(2 points)*
9. Describe how they will identify, market to, and recruit participants for their proposed programs, including any brand messaging, referral systems, media platforms, and/or partner involvement. *(2 points)*
10. Describe the major challenges/barriers they anticipate encountering, and how they plan to overcome those challenges/barriers? *(2 points)*

*Special Target Populations*

Does the applicant:

1. Describe the underserved population(s) to be served by the proposed falls prevention programs as defined by [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) *(2 points)*
2. Describe the rationale for selecting the target population(s)? *(2 points)*

***Sustainability (20 points)***

1. Does the applicant state the project's goals and major objectives related to Goal 2 of this funding opportunity? *(2 points)*

*Goal 2: Identify and implement one or more robust strategies that will promote the sustainability of evidence-based falls prevention programs.*

2. Does the applicant describe a sustainability plan to support the proposed programs during and beyond the grant period, including:
  - One or more robust strategies to be implemented. Describe any emerging or established efforts to centralize or coordinate health and social services in their area (for example a Community Care Hub); *(8 points)*
  - Who their sustainability partners are, the role the partners will play, and how the applicant plans to engage these partners on a regular basis; *(4 points)*
  - Any other business planning efforts to be undertaken (e.g., infrastructure, health IT, etc.); and *(2 points)*
3. The major sustainability challenges and/or barriers they anticipate encountering (or are encountering), and how their project will address those challenges and barriers. *(4 points)*

**Outcomes and Evaluation**

**Maximum Points: 7**

*Project Outcomes*

1. Does the applicant identify quantifiable and measurable outcomes that are achievable and address the two goals of this funding opportunity? (2 points)

#### *Quality Assurance Activities*

1. Does the applicant describe their plans for maintaining quality assurance including how they will monitor project tasks and activities, fidelity, and support the collection of the ACL-required falls prevention dataset? (2 points)

#### *Dissemination*

1. Does the applicant describe the method that will be used to disseminate the project's results and findings in a timely manner for those who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policymaking? (1 point)
2. Does the applicant clearly state their commitment to cooperating with any broader efforts led by ACL and/or the National Falls Prevention Resource Center? (1 point)
3. Does the applicant clearly state their commitment to participating in any ACL/National Falls Prevention Resource Center sponsored research and/or evaluations? (1 point)

#### **Organizational Capacity**

**Maximum Points: 7**

Does the applicant:

1. Describe how their agency is organized, the nature and scope of its work, and its capabilities? (2 points)
2. Describe their experience delivering health promotion programs (particularly those that are evidence-based) to older adults and adults with disabilities and how they will leverage this experience to integrate their proposed falls prevention programs within their organization (and, if applicable, their key partner organizations)? (3 points)
3. Clearly describe the roles and responsibilities of project staff, consultants, and partner organizations, and how they will contribute to achieving the project's objectives and outcomes? (2 points)

#### **Letters of Support/Commitment**

**Maximum Points: 8**

*Key Partners (5 points)*

- Does the applicant include detailed letters of commitment describing and confirming the commitments to the project made by key partners, such as collaborating organizations, consultants and agencies that were named in the Abstract and the Approach part of the application as having a significant role in the proposed project?

*State Unit on Aging (1 point)*

- Is a letter from the State Unit on Aging (SUA) provided? If applicant is proposing a multi-state effort, does the applicant have a letter from the SUA in each state involved in the network?
- If a letter from the SUA(s) is not provided, is there documentation indicating that a letter was sought (i.e. email)? This requirement is applicable for all applicants except

tribes/tribal entities. You can locate applicable SUA information using the search feature on <https://eldercare.acl.gov/Public/Index.aspx>.

- If the applicant is a tribe or tribal entity, did they include a tribal resolution stating the reasons for applying for the grant, as well as their commitment to executing grant activities?

*Area Agency(ies) on Aging (1 point)*

- Is a letter from each applicable Area Agency on Aging (AAA) provided that indicates their support of the project?
- If a AAA letter is not provided, is there documentation indicating that a letter was sought (i.e. email)? For applicants proposing a geographic area that is covered by more than one AAA, did they include a letter from each relevant AAA? You can locate applicable AAA information using the search feature on <https://eldercare.acl.gov/Public/Index.aspx>.
- This requirement is not applicable for tribes/tribal entities or applicants from a Single State Authority (Alaska, Delaware, Nevada, New Hampshire, North Dakota, Rhode Island, South Dakota, Washington DC, and Wyoming).

*Program Developer/Administrator (1 point)*

- If the applicant indicates there is a need to build capacity before beginning delivery of the proposed program(s), did they provide a letter from the program developer/administrator committing to providing this training within 3 months of the start date of this grant? If they do not need training, did the applicant provide a letter from their organizational leadership stating that they have existing capacity?

**Work Plan**

**Maximum Points: 11**

1. Does the applicant include a work plan for year 1, 2, 3 and 4? (4 points – 1 point per year)
2. Does the workplan reflect that it is consistent with the Project Narrative and Budget Narrative/Justification? (2 points)
3. Does the Work Plan include a statement of the project’s overall goals, anticipated outcomes, key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcome(s)? (3 points)
4. Does the Work Plan identify timeframes involved (including start- and end-dates) and the lead person (including partners/consultants) responsible for completing each task? (2 points)

**Budget Narrative/Justification**

**Maximum Points: 11**

1. Does the applicant include detailed budgets for year 1, 2, 3, 4 and a totaled, combined four-year budget? (5 points – 1 for each year and the combined budget)
2. Are budget line items clearly delineated and consistent with Work Plan objectives? Are relevant activities from the Project Narrative and Work Plan reflected in the budget as appropriate? (5 points)

3. Does the budget include travel for two project staff to attend the annual falls prevention-relevant professional development conference hosted by the National Falls Prevention Resource Center? (1 point)

## **2. Review and Selection Process**

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

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

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

## **3. Anticipated Announcement Award Date**

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

The anticipated project period start date for this announcement is: 05/01/2023

## **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.

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

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

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

## **3. Reporting**

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

## **4. FFATA and FSRS Reporting**

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

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

## **VII. Agency Contacts**

### **Project Officer**

#### **First Name:**

Donna

**Last Name:**

Bethge

**Phone:**

202-795-7659

**Office:**

Administration on Aging

**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**

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

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-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](http://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 12<sup>th</sup> 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 1<sup>st</sup> 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**

<p><b>NOTE:</b> 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</p>
---

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.

<b>Object Class Category</b>	<b>Federal Funds</b>	<b>Non-Federal Cash</b>	<b>Non-Federal In-Kind</b>	<b>TOTAL</b>	<b>Justification</b>
Personnel	\$47,700	\$23,554	\$0	\$71,254	<p><b>Federal</b></p> <p>Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700</p> <p><b>Non-Fed Cash</b></p> <p>Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554</p> <p><b>Total</b> 1,254</p>
	\$17,482	\$8,632	\$0	\$26,114	<b>Federal</b>

Fringe Benefits					<p>Fringe on Project Director at 36.65% = \$17,482</p> <p>FICA (7.65%)</p> <p>Health (25%)</p> <p>Dental (2%)</p> <p>Life (1%)</p> <p>Unemployment (1%)</p> <p><b>Non-Fed Cash</b></p> <p>Fringe on Office Manager at 36.65% = \$8,632</p> <p>FICA (7.65%)</p> <p>Health (25%)</p> <p>Dental (2%)</p> <p>Life (1%)</p> <p>Unemployment (1%)</p>
Travel	\$4,707	\$2,940	\$0	\$7,647	<p><b>Federal</b></p> <p>Local travel: 6 TA site visits for 1 person</p> <p>Mileage: 6RT @ .585 x 700 miles \$2,457</p> <p>Lodging: 15 days @ \$110/day \$1,650</p> <p>Per Diem: 15 days @ \$40/day \$600</p> <p>Total \$4,707</p> <p><b>Non-Fed Cash</b></p> <p>Travel to National Conference in (Destination) for 3 people</p> <p>Airfare 1 RT x 3 staff @ \$500 \$1,500</p> <p>Lodging: 3 days x 3 staff @ \$120/day \$1,080</p> <p>Per Diem: 3 days x 3 staff @ \$40/day \$360</p>

					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	<b>Federal</b> 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 <b>Non-Fed Cash</b> 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  <i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i>  A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	\$5,600	\$0	\$5,880	\$11,480	<b>Federal</b> 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  <b>In-Kind</b>  <b>Volunteers</b> 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.
<b>TOTAL</b>	\$140,294	\$40,866	\$5,880	\$187,060	

Budget Narrative/Justification - Sample Template

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

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

Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

NOTE: Please do not infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

### **Instructions for Completing the Project Summary/ Abstract**

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

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

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

**Outcomes** - measurable results of a project. Positive benefits or negative changes, or measurable characteristics 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: List of Evidence-Based Falls Prevention Programs**

This is the list of approved falls prevention programs that may be proposed for this Funding Opportunity.

Applicants for this funding opportunity must propose to deliver **two or more** falls prevention programs. The programs proposed to be implemented using ACL funding must be on this list and at least one of them must be delivered in a remote format, i.e., by videoconference or similar virtual modality.

The National Council on Aging maintains a website that indicates which programs on this list are available in a remote format (<https://www.ncoa.org/news/ncoa-news/center-for-healthy-aging-news/track-health-promotion-program-guidance-during-covid-19/>). **Note that the NCOA website includes information about remote programs on the pre-approved list in Appendix A, as well as information about other programs not on the pre-approved list. For this funding opportunity, applicants may ONLY propose delivery of programs on this list.**

\*\* Marks programs that are currently available to offer in a remote format. It is, however, incumbent on the applicant to contact the program developer/administrator(s) for any program(s) they are interested in delivering remotely to confirm that: 1) the programs are allowed for remote delivery; and 2) that training is readily available for applicants who need it.

A Matter of Balance \*\*

- <https://www.ncoa.org/resources/program-summary-a-matter-of-balance/>
- <https://mainehealth.org/healthy-communities/healthy-aging/matter-of-balance>

Bingocize \*\*

- <https://ncoa.org/article/evidence-based-program-bingocize>
- <https://www.wku.edu/bingocize/>

CAPABLE \*\*

- <https://ncoa.org/article/evidence-based-program-capable>
- [https://nursing.jhu.edu/faculty\\_research/research/projects/capable/index.html](https://nursing.jhu.edu/faculty_research/research/projects/capable/index.html)

EnhanceFitness \*\*

- <https://ncoa.org/article/evidence-based-program-enhancefitness>
- <http://www.projectenhance.org/>

#### FallsTalk & FallScape \*\*

- <https://ncoa.org/article/evidence-based-program-fallstalk>
- <https://ncoa.org/article/evidence-based-program-fallscape>

#### Fit & Strong! \*\*

- <https://ncoa.org/article/evidence-based-program-fit-strong>
- <https://www.fitandstrong.org/>

#### Home Hazard Removal Program (HARP)

- <https://www.ncoa.org/article/evidence-based-program-home-hazard-removal-program-harp>
- <https://starklab.wustl.edu/resources/harp/>

#### Healthy Steps for Older Adults (HSOA) \*\*

- <https://ncoa.org/article/evidence-based-program-healthy-steps-for-older-adults>
- <https://www.aging.pa.gov/aging-services/health-wellness/Healthy%20StepsFallPrevention/Pages/default.aspx>

#### Healthy Steps in Motion

- <https://ncoa.org/article/evidence-based-program-healthy-steps-in-motion>
- <https://www.aging.pa.gov/aging-services/health-wellness/HealthyStepsinMotion/Pages/default.aspx>

#### Moving for Better Balance (YMCA) \*\*

- <https://ncoa.org/article/evidence-based-program-ymca-moving-for-better-balance>
- <https://www.ymca.org/what-we-do/healthy-living/fitness/older-adults/better-balance>

#### The Otago Exercise Program \*\*

- <https://ncoa.org/article/evidence-based-program-otago-exercise-program>
- <http://www.med.unc.edu/aging/cgec/exercise-program>

#### Stay Active and Independent for Life (SAIL) \*\*

- <https://ncoa.org/article/evidence-based-program-stay-active-independent-for-life-the-sail-program>
- <https://www.sailseminars.com/>

### Stepping On \*\*

- <https://ncoa.org/article/evidence-based-program-stepping-on>
- <https://wihealthyaging.org/programs/falls-prevention-programs/stepping-on/>

### Tai Chi for Arthritis and Fall Prevention \*\*

- <https://ncoa.org/article/evidence-based-program-tai-chi-for-arthritis-and-fall-prevention>
- <http://taichiforhealthinstitute.org/>

### Tai Chi Prime

- <https://ncoa.org/article/evidence-based-program-tai-chi-prime>
- <https://taichihealth.com/tai-chi-prime-overview/>

### Tai Ji Quan: Moving for Better Balance \*\*

- <https://ncoa.org/article/evidence-based-program-tai-ji-quan-moving-for-better-balance>
- [www.tjqmbb.org](http://www.tjqmbb.org)

## APPENDIX B: Glossary of Terms

**Aging Network:** The Older Americans Act of 1965 (OAA) established a national network of federal, state, and local agencies to plan and provide services that help older adults to live independently in their homes and communities. This interconnected structure of agencies is known as the Aging Network. The National Aging Network is headed by the Administration on Aging. The network includes 56 State Agencies on Aging, 622 Area Agencies on Aging, and more than 260 Title VI Native American aging programs.

**Business plan:** management tool to guide the process of planning for financial sustainability and assist in seeking support from other organizations. Business plans can be used to articulate program goals and objectives, substantiate organizational capacity, explain program operations, and to provide documentation of potential benefits and return on investment. For additional information about business planning for evidence-based health promotion programs, visit: [Business Planning and Sustainability](#)

**Continuous quality improvement (CQI):** an ongoing quality assurance process that includes 1) planning (setting performance objectives based on grant goals and work plan objectives); 2) performance monitoring obtaining ongoing data to inform decision-making); 3) evaluating (e.g. team analysis of what is or is not working and problem-solving); and 4) making corrective changes as needed with the aim of improving overall performance.

**Delivery infrastructure/capacity:** the structure that is in place within a state to provide evidence-based programs on an ongoing basis, including the number of sites (host organizations

and implementation sites) and workforce (trainers, leaders, and other personnel) involved in delivering programs. . For additional information about business planning for evidence-based health promotion programs, visit: [Delivery Infrastructure & Capacity](#).

**Delivery system partner:** an organization that can provide evidence-based programs to large numbers of people. The ideal delivery system partner has multiple sites for delivering programs and agrees to embed the programs into their routine operations and budget.

**Embed:** the process of facilitating an organization’s adoption of evidence-based programs as part of the organization’s routine operations and budget with resulting sustained delivery.

**Fidelity monitoring:** activities to ensure that an evidence-based program is being delivered consistently by all personnel across sites, according to the program developers’ intent and design.

**Older adult:** For the purpose of this Funding Opportunity Announcement and consistent with the Older Americans Act, “an individual who is 60 years of age or older.” For tribes and tribal organizations, the age of older Indians is defined by the tribe and may vary.

**Quality assurance (QA) program:** an ongoing system for describing, measuring, and evaluating program delivery and grant activities to ensure that participants receive effective, quality services and grant goals and work plan objectives are met. The ideal QA program addresses both: 1) continuous quality improvement and program fidelity. For additional information about developing a QA program, go to:

[Quality Assurance](#)

[Healthcare Contracting: Tips for Quality Assurance and Evaluation](#)

**Participant:** an individual who attends at least one session of an evidence-based program.

**Result-oriented accountability:** In the context of this FOA, result-oriented accountability is a disciplined way of thinking and taking action used by communities to improve the lives of older adults and adults with disabilities. It involves identifying an end result/indicator or performance measure, using data to both assess a baseline and forecast progress, and identifying partners who have a role to play in achieving progress.

**Sustainability partner:** an organization with the role and commitment to help sustain the proposed programs (e.g., contracting to pay for the proposed programs, incorporating the programs into their routine operations, providing a steady source of program participants whose program costs are covered, assisting in setting up third party arrangements to provide billing or other back-office functions for the programs, etc.).

**Sustainability plan:** plan that focuses on the management and acquisition of fiscal and in-kind resources to expand and maintain programming. For additional information about sustainability planning, visit:

[Sustainability](#)

[Business Planning and Sustainability](#)

## [Maximizing Data and Partnerships to Enhance Evidence-Based Program Sustainability](#)

### **APPENDIX C: Required Data Collection Forms**

Below is the link to the OMB-approved data collection forms for ACL falls prevention grantees, in English. There are also translations available in Spanish, Arabic, Gujarati, Mandarin and Urdu.

[Link to all OMB-approved data collection forms](#)

- Host Organization Information Form
- Program Information Cover Sheet
- Falls Prevention Program Group Leader/Coach Script
- Attendance Log
- Participant Information Form (Pre-Survey)
- Post Session Survey
- Optional Questions for Participant Pre- and Post- Surveys

[Getting Started in the Falls Prevention Database](#)

### **APPENDIX D:**

#### **Guidance for Administration for Community Living Evidence-based Falls Prevention Program Grant Applicants: Considerations for Estimating Program Participation Targets**

This guidance is intended to aid applicants in applying for an Administration for Community Living Funding Opportunity Announcement focused on falls prevention.

This resource was developed by the National Council on Aging's [National Falls Prevention Resource Center](#) to support organizations in:

- I. [Choosing the right falls prevention program\(s\)](#);
- II. [Reviewing existing infrastructure for program implementation](#);
- III. [Developing a target number of participants](#);
- IV. [Creating a quality assurance plan](#).

This guidance document draws on data analyses from the National Falls Prevention Database. Applicants should consider multiple sources of information, highlighted throughout this resource, when identifying their proposed programs and participant targets. Follow instructions in the Funding Opportunity Announcement for requirements around the number and types of programs that must be included in your proposal.

## I. Choosing the right program(s)

Grant applicants may only propose programs from the list of pre-approved options provided in Appendix A of the ACL Funding Opportunity Announcement. This appendix also includes information on how each program addresses different levels of falls risk on a continuum of high, medium, and low risk, as well as which programs have remote (e.g. videoconference) options available.

In the past, some grantees have implemented two falls prevention programs, while others offer an array of programs. In addition, some applicants propose a “set” of programs to target a specific issue. For example:

- Matter of Balance + Otago to address older adults with moderate to high risk for a fall.
- Stay Active and Independent for Life + Stepping On + Otago to address older adults with low, moderate, and high risk for a fall, respectively, and to provide older adults the option to attend a program with an end date (i.e., Matter of Balance and Otago) and an ongoing program that older adults can participate in for as long as they choose (i.e., Stay Active and Independent for Life).

### Questions to consider when choosing programs:

- Does your organization currently implement a falls prevention program? If yes, is your goal to expand that program, offer more options, or a combination of both?
- Thinking of the particular populations you’re aiming to reach and the settings you’re planning to utilize, are there specific types of programs to consider (see the [Evidence-Based Falls Prevention Program Risk Continuum Resource](#)). Are there certain programs that have worked well or haven’t worked well in the past?
- What are the sustainability goals and strategies of your organization? Do particular programs align with those goals?
- What are the "pain points" or needs recognized by other agencies/healthcare in your community among the populations they serve? What partnerships could open up the door to future funding opportunities?
- How many programs do you have the resources and capacity to offer? If you choose to implement more than two programs, do you have resources to build staff support, manage volunteers, provide space, implement training, etc.?
- Is it necessary to find one or more programs translated into a specific language for one of your target populations?
- What are the costs of implementing different types of programs, for example by videoconference or in-person? Consider shipping costs for any materials and/or equipment that may be needed, licenses for videoconferencing platforms (may need to consider HIPAA compliance), tools for collecting data online (also includes HIPAA-compliant options), different marketing methods (social media, newspaper ads, prescription bags, etc.).

## Helpful resources:

- [Evidence-Based Falls Prevention Programs](#)
- [Key Components of Offering Evidence-based Programs](#)
- [Conducting Community Needs Assessments](#)
- [Best Practices Toolkit: Resources from the Field](#)
  - [Strategic Partnerships](#)
  - [Delivery Infrastructure and Capacity](#)
- [Centers for Disease Control and Prevention: Older Adult Falls](#)
- [Administration for Community Living Falls Prevention Grant Awardees Grantee Profiles](#)
- [Track Health Promotion Program Guidance During COVID-19](#)
- [Frequently Asked Questions: COVID-19 and Health Promotion Programs](#)
- [“Grand Rounds” webinars featuring best practices for implementing virtual programs](#)

## **II. Reviewing existing infrastructure for program implementation**

Whether your organization has been implementing evidence-based programs for a long time or just starting, it's important to consider the infrastructure in place for implementation and what is needed to support the activities proposed for the grant. (See [Key Components of Offering Evidence-Based Programs](#).) Organizations that are new to implementing evidence-based programs will need to evaluate the number of leaders/facilitators needed to carry out the proposed activities and think about current partners that may be leveraged to achieve this work. Infrastructure needs may also have changed due to the COVID-19 pandemic. Consider including an explanation of the need to build capacity for remote programs. Remote implementation may require different processes, materials, and levels of staffing.

It's important to think strategically about building infrastructure and best practices for retaining leaders/facilitators and partners over time. Information about program planning and other key aspects of program infrastructure can be found here: [Delivery Infrastructure and Capacity](#).

As you plan the grant proposal, keep in mind the end goal of creating a sustainable delivery system to reach your target number of participants and how the delivery infrastructure can be built to efficiently engage participants and partners. Take the following into consideration:

- *Cost per participant:* Each evidence-based falls prevention program has a different cost per participant based on training costs, licensing fees, equipment, etc. [Use this cost calculator](#) to estimate the cost per participant for your state or region.
- *Cost for training master/authorized trainers, workshop leaders, and/or lay leaders:* Review the scenarios below to consider different options for the number of personnel needed, based on the number of trainings and workshops led. Be sure to review program training requirements carefully and support leaders in fulfilling each step. Based on the experience of evidence-based community programs, volunteer leaders typically lead

fewer workshops than paid staff. Consider the history of your leaders and estimate the number of workshops/programs each will offer during the grant period. Strategies for screening, supporting, and retaining leaders can be found in the [Best Practices Delivery Infrastructure and Capacity](#).

- Scenario 1:

- 10 master/authorized trainers pair off to offer 2 lay leader trainings per pair with 15 participants per training = 150 trained lay leaders (-10% of trained leaders that will not implement any workshops = 125 LLs)
- 125 lay leaders pair off to offer 2 fall prevention program workshops with 12 participants per workshop= 1500 workshop participants in 125 workshops

- Scenario 2:

- 4 master/authorized trainers pair off to offer 3 lay leader trainings with 15 participants per training = 90 trained lay leaders (-10% of trained leaders that will not implement any workshops = 80 LLs)
- 80 lay leaders pair off to offer 4 fall prevention program workshops with 12 participants per workshop = 1920 workshop participants in 160 workshops

- Scenario 3

- One-on-one individualized program (e.g., Otago Exercise Program) - 15 physical therapists complete the online Otago Exercise Program (OEP) leader training. Each leader offers the one-on-one program to 8 older adults per year = 120 OEP participants per year

**If you have a history of program implementation, evaluate the current delivery infrastructure in your state/region:**

<b>Falls prevention program delivery infrastructure</b>	<b>Sample responses</b>
How long has the falls prevention program(s) been offered in your state/region?	5 years
Which program(s) are being implemented?	Matter of Balance
Program license holder	Our organization holds a current license
Number of active master trainers/authorized trainers (Note: master trainers/authorized trainers are licensed to teach lay leaders how to facilitate a program workshop)	2 Matter of Balance Master Trainers

Number of active lay leaders (Note: Lay leaders are trained to facilitate program workshops)	26 lay leaders
Number of existing host organizations/ implementation sites	40 organizations that have conducted programs in the past
Number of participants in last 12 months	950 participants
What is needed to implement programs by phone or videoconference?	Purchase videoconference platform and other technology, train leaders in new format, revise marketing strategy, etc.

**If you do not have a history of program implementation, evaluate the current delivery infrastructure in your state/region:**

<b>Falls prevention program delivery infrastructure</b>	<b>Sample responses</b>
Has the falls prevention program been implemented by other organizations in your state or region? Do your delivery regions overlap?	Yes, the Department on Aging has supported the program in metropolitan areas. Programs aren't offered in our region.
Is there potential to partner with those already offering programs?	Yes, for training or license. No, for program implementation sites.
Which programs are being implemented?	Stepping On
Program license	Department on Aging holds a license. Is it a statewide license that we can utilize?
Number of active master trainers	3 (would they be available to conduct training in our region?)
Number of active lay leaders	0 in our region
Number of partners that are committed to serving as host organizations/ implementation sites	- 3 local health departments - 2 area agencies on aging - 1 health clinic - 4 senior centers
How many workshops have your partners committed to offering in the next 12 months?	- 3 local health departments (2 workshops each= 6) - 2 area agencies on aging (3 workshops total) - 1 health clinic (2 workshops) - 4 senior centers (3 workshops each=12) Total= 23

What is needed to implement programs by or phone videoconference?

Purchase videoconference platform and other technology, train leaders in new format, revise marketing strategy, etc.

Questions to consider:

- Do you need to maintain or expand the current program delivery infrastructure? Are there gaps that need to be filled? For example, leaders who speak a specific language?
- If there are trained lay leaders, are there retention strategies proposed or in place?
- Are there any training opportunities available in your state or region within the first three months of the planned grant period? If not, will you need to plan a master trainer or lay leader training?
- Have you built time into your work plan to build the infrastructure to implement programs, like building partnerships or recruiting and training leaders?
- Are there plans in place to address potential staff turnover? How does this impact leader training? How will this be addressed with major partners?
- Does your grant proposal include plans to reach a new population, such as rural communities, veterans, caregivers, Tribal elders, etc.? If yes, consider whether it will take additional time to create partnerships to train leaders and reach participants in these target groups.

Helpful resources:

- [Best Practices Toolkit: Resources from the Field](#)
  - [Delivery Infrastructure and Capacity](#)
  - [Strategic Partnerships](#)

**III. Developing a target number of participants**

Applicants are required to identify a target number of participants and completers for the falls prevention programs chosen for the proposal. Target goals should be realistic and achievable for your community—whether that means reaching 300 participants or 2,000 participants.

While developing your goal, think about how many participants have been engaged in evidence-based programs in the past (and what percentage have completed the program, on average) or how many individuals you reach in your community through other programs. If you are newly offering remote programs, consider factors that may slow recruitment and participation including access to and familiarity with technology, different outreach and scheduling methods, and new processes for leaders.

If you are awarded the grant, you will be expected to reach approximately 25% of your target

participants by the end of Year 1, 50% of participants by the end of Year 2, 75% of participants by the end of year 3 and 100% of participants by the end of Year 4. Consider whether it is feasible to meet these benchmarks with your target participation goal.

*Example 1*

<b>Sample Grant Goal</b>	<b>Year 1 Target</b>	<b>Year 2 Target</b>	<b>Year 3 Target</b>	<b>Year 4 Target</b>
	≥25% of total goal	≥50% of total goal	≥75% of total goal	100% of total goal
300 participants	≥ 75 participants	≥ 150 participants	≥ 225 participants	≥ 300 participants

<b>Planning question</b>	<b>Sample responses</b>
What is your target number of participants for Year 1?	75
How many workshops do you need to reach the target number of participants?	5-6 workshops with 12-15 participants per workshop
When will the target number of workshops be scheduled to meet the grant goal?	<p><u>Quarter 1 of grant Year 1 (May-Jul.):</u> 0 workshops, use this time to develop contracts and train leaders</p> <p><u>Quarter 2 (Aug-Oct) and Quarter 3 (Nov – Jan) of Year 1:</u> Leaders are trained, schedule, and hold at least 3 workshops (yielding approximately 36-45 participants). Ensure that you consider potential holiday season conflicts and cancellations due to inclement weather when scheduling.</p> <p><u>Quarter 4: (Feb.-April):</u> Hold at least 3 workshops (yielding approximately 36-45 participants)</p>

*Example 2*

<b>Sample Grant Goal</b>	<b>Year 1 Target</b>	<b>Year 2 Target</b>	<b>Year 3 Target</b>	<b>Year 4 Target</b>
	≥25% of total goal	≥ 50% of total goal	≥ 75% of total goal	100% of total goal
2,000 participants	≥ 500 participants	≥ 1,000 participants	≥ 1,500 participants	≥ 2,000 participants

<b>Planning question</b>	<b>Sample responses</b>
What is your target number of participants for Year 1?	500
How many workshops do you need to reach the target number of participants?	34-42 workshops with 12-15 participants each= 500 participants in Year 1

When will the target number of workshops be scheduled to meet the grant goal?	<p>Quarter 1 of grant Year 1 (May-Jul.): 0 workshops, use this time to develop contracts and train leaders</p> <p>Quarter 2 (Aug.-Oct.) and Quarter 3 (Nov.- Jan.): Hold at least 20 workshops (yielding approximately 240-300 participants). Ensure that you consider potential holiday season conflicts and cancellations due to inclement weather when scheduling.</p> <p>Quarter 4: (Feb.-April): Hold at least 22 workshops (yielding approximately 264-330 participants)</p>
---	--

Questions to consider when developing a target participation goal:

- How many older adults live, work, or worship in your target community? What is your current reach to older adults? Will this change over the grant period?
- If you have a history of implementing programs, how many participants were reached over the last 12 months? Do you expect to continue to enroll participants at the same rate going forward? If not, what may impact participation in the future? Consider that you may saturate your current target participant population (e.g. reach all of the “low hanging fruit”) and will need to engage additional partners to maintain enrollment in the falls prevention program(s).
- Do you need options for individuals with and without access to devices (e.g. phone, computer, tablet) or internet connectivity?
- Do you have a marketing plan and materials for recruiting older adults to programs?
- How much time will be needed to build capacity to implement programs prior to beginning workshops? For example, finalizing contracts, establishing plans with partners, training leaders, etc.
- Do you have any participant referral systems in place from partners, health care providers, etc.? How many participants do they refer on a regular basis? Will this continue during the grant period?
- What commitments do you have from partners to meet goals? Are partners able to commit to conducting a certain number of workshops each grant year?
- Does your grant proposal include plans to reach a new population, such as rural communities, veterans, caregivers, tribal elders, etc.? If yes, consider whether it will take additional time to create partnerships to reach participants in these target populations.
- What systems or processes do you currently have in place to collect required participant paperwork and data?

Helpful resources:

- [Best Practices Toolkit: Resources from the Field](#)

- [Delivery Infrastructure and Capacity](#)
- [Marketing and Recruitment](#)
- [Falls Prevention Program Participants vs. Completers: How Are They Tracked?](#)
- [Delivering Falls Prevention Programs Remotely: Best Practices and Lessons Learned](#)
- [4 Ways Falls Prevention and CDSME Grantees are Reaching Underserved Populations](#)
- [Delivery of Fall Prevention Interventions for At-Risk Older Adults in Rural Areas: Findings from a National Dissemination](#)
- [Tip Sheet: Engaging People with Disabilities in Evidence-Based Programs](#)
- [Disability, Accessibility, and Inclusivity: A Best Practices Guide for Health Education Providers](#)
- [Tip Sheet: Engaging Veterans in Evidence-Based Programs](#)
- [Tip Sheet: Engaging American Indian/Alaska Native Elders in Falls Prevention Programs](#)
  - [Program Staff Perspectives on Health Promotion Programs in Indigenous Communities](#)
  - [What American Indian, Alaska Native, and Native Hawaiian Elders Say About Evidence-Based Health Promotion Programs](#)
  - [Engaging American Indian/Alaska Native/Native Hawaiian Adults in Chronic Disease Self-Management Education](#)
- [Successful Strategies & Lessons Learned from Implementing Evidence- Based Programs in American Indian, Alaska Native, and Native Hawaiian Communities](#)
- [Frequently Asked Questions: Data Collection & Management for Health Promotion Programs during the COVID-19 Pandemic](#)

#### IV. **Creating a quality assurance plan**

Each evidence-based falls prevention program approved for the funding opportunity follows a format or curriculum that has been researched and proven to lead to specific falls prevention outcomes. It's important to develop a quality assurance and fidelity monitoring plan to ensure programs are implemented as intended, regardless of implementation site or program leader. Adhering to program fidelity ensures that participants receive researched benefits of the program and assures partners that programs meet high standards across your service area.

Find resources in our Best Practices Toolkit: Resources from the Field focused on [Quality Assurance](#), including sample plans and fidelity checklists.

#### **APPENDIX E: Resources for Competitive Grant Application Writing**

- [How to Apply for Grants](#)
- [Grant Writing Basics](#)
- [Succeed at Grant Proposals: Have a Plan and a Process](#)
- [How to Successfully Write Competitive Grants as a Community-Based Organization](#)

