Administration for Community Living

Administration on Aging

Advancing Strategies to Support Older Adults with Behavioral Health Conditions in the Senior Nutrition Program Setting
HHS-2025-ACL-AOA-INNU-0036
08/20/2025

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ACL Center:
Administration on Aging

Funding Opportunity Title:
Advancing Strategies to Support Older Adults with Behavioral Health Conditions in the Senior Nutrition Program Setting

Funding Opportunity Number:
HHS-2025-ACL-AOA-INNU-0036

Primary CFDA Number:
93.045

Due Date for Letter of Intent:
07/21/2025

Due Date for Applications:
08/20/2025

Date for Informational Conference Call:
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

Benefit to Older Americans

This funding opportunity will provide beneficial outcomes to improve the health and well-being of older Americans with a behavioral health condition, such as depression, anxiety, or post-traumatic stress disorder. Participation in a senior nutrition program is proven to decrease hunger and malnutrition, improve socialization, and improve health and well-being. Older adults with behavioral health conditions have been found to be at risk for isolation and malnutrition, which can both worsen behavioral health conditions. Thus, our ability to reach and understand the needs of this population will help older adults get connected by their local senior nutrition program to other services and evidence-based programs that will improve their health and prevent worsening of their behavioral health condition. The critical knowledge gained from this funding announcement will not only be beneficial to the older adults served through this funding announcement, but the resources created will provide best practices and lessons learned that will be shared widely so that older adults across our nation can have improved access to services that will contribute to better health outcomes that make America healthier.

Goals

This Notice of Funding Opportunity (NOFO) will fund two (2) statewide initiatives to develop the capacity to increase the number of older adults with behavioral health conditions, which may include older adults experiencing homelessness, who attend senior nutrition programs. This NOFO has the following goals: 1) learn of existing barriers and facilitators to serving older adults living with behavioral health conditions in the congregate meal setting, 2) based on learnings from Goal 1, train staff and sub-grantees to develop and implement person-centered, trauma-informed, and culturally appropriate best practices to meet the needs of older adults living with behavioral health conditions in the congregate nutrition program setting, 3) evaluate the effectiveness of implemented practices through measurable outcomes, and 4) create and share a minimum of ten (10) resource materials and disseminate findings to help the senior nutrition program network adopt best practices.

Applicant should show they can work statewide.

Eligibility

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

Funding details

Estimated Total Funding: $1,000,000 Total

Expected Number of Awards: 2

Award Ceiling:

- Year 1: $500,000
- Year 2-3: $400,000 subject to available funds

Award Floor:

- Year 1: $400,000
- Year 2-3: $300,000 subject to available funds

For this cooperative agreement, we plan to fund awards in three 12-month budget periods for a total project period of 36 months (3 years) with performance periods of September 1, 2025 to August 30, 2028. The awardees will collaborate with ACL and the National Resource Center on Nutrition on Aging (NRCNA) during the project period. ACL expects a September 1, 2025 start date.

Match

Yes, cash or in-kind.

I. Funding Opportunity Description

Background

Administration for Community Living

The mission of the Administration for Community Living (ACL), within the US Department of Health and Human Services (HHS) is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, and their families and caregivers. Within ACL, the Administration on Aging (AoA) is the agency designated to carry out the Older Americans Act (OAA). The OAA promotes older adult well-being by providing services and programs designed to help them live independently in their homes and communities. The OAA also empowers the federal government to fund states, territories, and tribes for support services for older adults.

ACL wants to create a stronger aging network that has the tools and resources to be successful. As a part of this strategy, the OAA promotes sharing best practices, fostering innovation, increasing business acumen, capacity-building, and organizational development. Together, this network seeks to sustain programs that serve older adults effectively.

The Older Americans Act

The Older Americans Act (OAA) is carried out by the aging network in communities across the United States. The aging network includes State Units on Aging (SUAs), Area Agencies on Aging (AAAs), and local service providers (LSPs). This network provides services, referrals, and programs to older adults. Senior centers and congregate meal sites are two of the most common service locations.

The OAA focuses on older adults and family caregivers with the greatest economic need and greatest social need. The OAA encourages regular physical activity, evidence-based health promotion and disease prevention programs, and nutrition services with a person-centered, trauma-informed, and culturally appropriate approach.

Senior Nutrition Program

The Senior Nutrition Program includes Congregate Dining and Home Delivered Meals. The program is designed to:

- reduce hunger, food insecurity, and malnutrition;
- promote socialization of older adults; and

- promote the health and well-being of older adults by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

The Senior Nutrition Program meals must comply with the current Dietary Guidelines for Americans and meet 1/3 of the Dietary Reference Intakes for older adults to help meet their unique nutrition needs. Improved overall diet quality for older adults can help maintain cognitive health and independence.

Intersection of Nutrition and Behavioral Health

Behavioral health and nutrition are linked and depend on what older adults eat and drink and how they live. Nutrition related factors for behavioral health include food security, nutrition security, and malnutrition.

Food and nutrition insecurity can increase depression and anxiety risk, which can create a cycle of chronic stress and chronic disease risk. Stigma, embarrassment, and shame from food and nutrition insecurity can make older adults avoid social situations. This can make them feel isolated and lonely, which can lead to depression and anxiety.[1-3]

Malnutrition can worsen both behavioral health and nutrition status. Nutrient deficiencies can lead to depression or anxiety. Limited mobility, financial constraints, and chronic health issues put older adults at higher risk.[4-5]

Social isolation, limited healthy food access, and financial constraints can lead to poor nutrition and behavioral health issues. Meal programs for older adults that provide nutrition and social engagement can improve access to healthy meals and provide social interaction and behavioral health benefits.[6] Research suggests that meal programs and services may help prevent psychological distress, depression, anxiety, and suicidal thoughts.[7] Programs that include behavioral health and nutrition can improve quality of life, reduce healthcare costs, and enhance independence for older adults.[8]

For older adults, behavioral health conditions may be underdiagnosed, or symptoms masked by another condition.[9] In a study of older adults, of the 90% that reported using prescription medication, 12% took it for depression and 13% took it for worry, nervousness, or anxiety.[10] How SNPs can best serve older adults with behavioral health conditions such as depression, bipolar disorder, anxiety disorders, eating disorders, and post-traumatic stress disorder (PTSD) is not clear.

Almost 30% of people experiencing homelessness in the United States are older adults (20.6% aged 55-64; 8% over the age of 64).[11-12] Homelessness can worsen nutrition and overall health status of older adults and increases their risk of food insecurity and chronic disease.

Focus on Congregate Dining Sites

Home delivered and congregate dining programs provide balanced, nutritious meals and access to needed services and supports. This funding opportunity is focused on only congregate dining sites (locations where groups of older adults dine together) for several reasons.

Behavioral health conditions often lead to self-isolation and social withdrawal. Congregate dining helps reduce isolation and provide social connection. Eating meals with others who may share similar behavioral health conditions may create a sense of belonging, provide informal peer support, and reduce stigma and loneliness.[13]

Social and recreation activities at congregate dining sites provide opportunities for engagement and mental stimulation that may improve emotional well-being. Staff, volunteers, and peers in congregate dining sites may encourage older adults to participate in activities that enhance mood and reduce depression.

Congregate dining sites serve as resource hubs for additional services and supports, such as behavioral health services, evidence-based chronic disease prevention or self-management programs, wellness programs, or case management. Staff at congregate sites may identify behavioral health needs of meal participants and provide early intervention screening and referrals to needed services.

The aging network including SUAs, AAAs, and LSPs, is aware that older adults with behavioral health conditions and older adults experiencing homelessness, need support. However, the capacity to serve them varies widely across the aging network and depends on many factors, including training and professional development, workforce constraints, stigma, funding, and community partnerships.

Purpose

This section provides details about the Areas of Focus, Target Population, Goals, and Additional Requirements.

Areas of Focus

For this project, the areas of focus are:

(A) Through a statewide initiative, develop the capacity to increase the number of older adults with behavioral health conditions, which may include those experiencing homelessness, who participate in the Senior Nutrition Program.

(B) To develop at least ten (10) Section 508-compliant resources that can be shared with the network to enhance program knowledge and sustainability.

Target Population

For this project, the target population is older adults (60 years and older), which may include those experiencing homelessness, with one or more of the following behavioral health conditions:

- Depression
- Bipolar disorder
- Anxiety disorders
- Post-Traumatic Stress Disorder (PTSD)
- Eating disorders

OAA programs should be prioritized for older adults at greatest economic need and greatest social need. While your project should focus on the target population, we expect you will serve a population that reflects the demographics, geographic location, and needs of older adults in your state. Your statewide project should reach older adults at greatest economic need and greatest social need and have a geographic reach that includes urban, suburban, and rural (and frontier, if applicable) areas.

Goals

Goal 1: Identify what works to serve older adults with behavioral health conditions in the congregate nutrition program setting.

Find out what helps and hinders meal delivery in the congregate dining site for the target population. Gather existing research on how behavioral health and nutrition are connected. Talk to key people, including the target population, behavioral health service providers, and caregivers. Create a space for people to work together, share ideas, and innovate. Analyze the information to pinpoint common challenges, like stigma or accessibility, and supportive factors, such as helpful programs or community resources.

Recommended activities and use of funds:

- Conduct a needs assessment of the target population to understand their specific experiences and preferences (including food preferences), how familiar they are with programs and services in the aging network, and reasons why they don’t use those programs and services.
- Survey the target population to identify barriers to participation in congregate dining. Include urban and rural communities to reach a wide audience. May include providers and caregivers, but primary population surveyed should be the target population.
- Conduct focus groups with the target population.
- Conduct a literature review on the target population and the intersection with the senior nutrition program. Include perspectives from behavioral health care providers and homelessness practitioners, to identify barriers to participation.
- Create workgroups with stakeholders, leaders, experts, and other relevant groups.
- Examine, document, disseminate key findings, including a report on project learnings.

Goal 2: Based on learnings from Goal 1, train staff and subgrantees to create and apply person-centered, trauma-informed, and culturally appropriate best practices to meet the needs of the target population.

Based on your learnings from Goal 1, train staff and subgrantees. Develop training materials, guides, and tipsheets that highlight these principles in service delivery. Test, refine and improve these practices, based on participant feedback. Document outcomes and share findings with relevant stakeholders across behavioral health and the aging network to promote wider adoption and support for best practices.

Recommended activities and use of funds:

- Use learning collaboratives and/or workgroups to address the barriers found in Goal 1.
- Provide sub-awards
    - Fund pilot sites to test ideas.
    - Conduct pre- and post-surveys at pilot sites to measure effectiveness.
    - Implement routine data collection practices to capture participant reach.
    - Provide training and technical assistance to sub-awardees.

- Implement the following practices at pilot SNP sites:
    - Incorporate social workers or social work students, other relevant professional disciplines, or peer support personnel identified by learnings in Goal 1.
    - Establish or enhance existing evaluation, screening and referral pathways to professionals through congregate meal settings.
    - Include activities shown to improve behavioral health (meditation, yoga, storytelling or oral traditions, gardening, pottery) and to improve socialization.
    - Enhance behavioral health, cultural competency, and person-centered training for staff and establish person-centered policies and procedures at congregate meal sites, AAAs, or statewide.

Goal 3: Evaluate the effectiveness of implemented best practices through measurable outcomes.

Develop or administer quantitative and qualitative feedback from implemented best practices using appropriate evaluation methods. Clean and organize the data for analysis. Finally, analyze, interpret, and document results.

Record the number of participants reached and how they were served, including the target populations. Include participant retention outcomes, reasons for retention success or failure (e.g., what encourages and discourages participants returning for meals after an initially successful outreach). Consider outcomes such as whether attending more congregate meals lead to a person accessing wrap around services, or adhere to their medication schedule, or increase food security? How does the project impact behavioral health conditions or symptoms (e.g., decreased anxiety) or provide stability for the target population (e.g. access to a meal, socialization). Other demographic data may be captured, but is not required.

Recommended activities and use of funds:

- Survey the target population to identify project effectiveness. Include urban, suburban, rural, and frontier (where applicable) communities to reach a wide audience. May include providers and caregivers, but primary population surveyed should be the target population.

- Host focus groups with participants from the project.
- Conduct a post assessment to understand the specific experiences (e.g., food quality, effectively addressing barriers to participation) and preferences (e.g., food, communication) of the target population.
- Use data management software to organize, sort, and analyze data.
- Compile results into tables, graphs, and charts that can be used in reports and resource development and shared with ACL and the National Resource Center on Nutrition on Aging (NRCNA).

Goal 4: Create and share a minimum of ten (10) Section 508-compliant resources and other materials and disseminate findings to help the Senior Nutrition Program network adopt best practices.

Use evaluation findings and collaboration with nutrition experts and program leaders to identify areas for improvement in congregate nutrition program service delivery. Use this information to develop at least ten (10) Section 508-compliant resources that can be shared with the network to enhance program knowledge and sustainability. Share project progress, results, and resources through at least one (1) presentation at a conference or webinar annually. Disseminate materials through other platforms to reach the Senior Nutrition Program network. Gather feedback from users to ensure the needs of the aging network and the target population are met.

This goal should be to produce the following materials in collaboration with ACL and the NRCNA, that include the following seven (7) topic areas plus three (3) additional topic areas based on knowledge gaps and needs identified by your project. Timeline for each resource should be outlined year by year in the work plan.

1. How-to toolkit and lessons learned
2. Insights on food preference and quality
3. Barriers and facilitators to the target population’s participation in SNPs and how to overcome and/or implement them
4. How to develop and implement person-centered policies (e.g., example mealtimes, meal delivery modes, socialization)
5. Insights on how to locate and encourage the target population to participate in SNPs
6. How to implement a trauma-informed and/or culturally appropriate approach with the target population
7. How to develop and maintain effective partnerships to meet the unique needs of the target population
8. - 10. Three or more additional resources based on knowledge gaps and identified needs

Recommended activities and use of funds:

- Create tip sheets, work guides, outlines, and templates to implement best practices.
- Present at conferences, webinars, and local community events throughout the state or nationally.
- Peer-reviewed journal publications.

Additional Requirements

To be considered for funding, you must include the following components in the proposal.

1. You must identify how many older adults from the target population across the state will be reached and define which behavioral health condition(s) will be prioritized. Older adults do not need to have a formal diagnosis of their behavioral health condition. You should describe how the target population will be identified and prioritized, either through existing screenings and assessments, or measures that will be added as a result of the project.
2. If you are not a State Unit on Aging (SUA), identify at least one key partner that receives OAA Title III-C funds. Title III-C recipient organizations include SUAs, AAAs, and LSPs. To identify your state's SUA, or to find your local AAA and service provider go tohttps://eldercare.acl.gov/ .
3. Partnerships to support your application that will engage the target population that is not currently being served by OAA programs and services, including the Senior Nutrition Program. Partnerships should reflect state demographics. At least two or more of those partnerships should specialize in serving the target population. If applicable, one or more of these partners should specialize in serving older adults experiencing homelessness. New or innovative partnerships are encouraged, including the Social Security Administration, behavioral health organizations (e.g., NAMI | National Alliance on Mental Illness), etc.
4. Service delivery should be person-centered, trauma informed, and culturally appropriate. To do this, you will provide training on these topics for grant staff, sub-grantees, and program leaders.
5. Define how you will adhere to requirements for making and monitoring sub-awards, as outlined in 45 CFR 75.307.
6. You will establish uniform data collection requirements for all sub-grantees that collect the number and types of older adults served, activities performed, and project impact.
7. Sub-awardees should identify and help bring promising and impactful practices to scale.
8. All information and products developed and distributed must be Section 508-compliant and meet the cultural/linguistic needs of the target population. We must review and approve before being posted on the NRCNA website.
9. At the project's end, you will transfer all content from listservs, collaboration platforms, videos, and other developed resources to us in a mutually agreed upon electronic format.
10. All proposed activity funded by us, or "federal financial assistance" as it is referred to, must abide by the Final Rule Implementing Section 504 of the Rehabilitation Act of 1973. The Rule defines compliance requirements for federal funding recipients of the ACL that services must be provided in the most integrated setting appropriate to meet the needs of individuals with disabilities.
    - To help regulated entities and community members understand the final rule, the Office of Civil Rights (OCR), as the agency charged to implement and enforce Section 504, has a fact sheet with an overview of the rule. Find Section 504 of the Rehabilitation Act of 1973 Final Rule: Section by Section Fact Sheet for Recipients of Financial Assistance from HHS on the OCR website.

Section 508 Compliance

This is a core requirement of your proposal. All materials and products that you create as part of this project shall comply with government accessibility standards, known as Section 508.

For example:

- Webinars must include live captioning, and American Sign Language interpreters must be available, if requested.
    - If a webinar is jargon-heavy or highly technical, captioning should be done by professional captioners. If automatic captioning tools are used, captions must be edited in the final recording to correct errors.
    - Videos must have correct captions.
- All files, such as PDFs, Word documents, and PowerPoint slide decks, must be navigable by screen readers and have enough contrast.
- All information and products should meet the cultural and linguistic needs of your intended audience. We will review and approve products before you share them with the public. At the end of your project, you will provide us with all the resources you develop.

You should factor enough time and cost for this specialized work into your yearly Work Plan and Budget. Details of how you will meet this requirement should be in the Dissemination, Work plan, and Budget Justification sections of the application.

For more details about Section 508 compliance, please visit: https://acl.gov/Site_Utilities/Accessibility.aspx

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Statutory Authority

The statutory authority for grants under this Notice of Funding Opportunity is contained in the Older Americans Act, Title IIIC; 93.048 Special Program for Aging.

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$1,000,000

Expected Number of Awards:
2

Award Ceiling:
$500,000
Per Budget Period

Award Floor:
$400,000
Per Budget Period

Length of Project Period:

36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Through this funding opportunity, the Administration for Community Living (ACL) plans to award approximately two (2) cooperative agreements to domestic public or private non-profit entities for a 36-month project period, pending available funding.

Under this competition, AoA/ACL will award cooperative agreements in the amount of:

- Year 1: $400,000 - $500,000
- Year 2-3: $300,000 - $400,000 subject to availability of funds.

This award is competitive, and applications will be evaluated in part on applicants' stated plan of action and their demonstrated capacity to start grant activities within sixty days of their grant award.

Cooperative Agreement Terms

As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), Cooperative agreements require our substantial involvement after an award is made. There are specific roles for both you and ACL.

Grantee Responsibilities

Recipient must execute the activities as noted in the program description and the responsibilities of the cooperative agreement listed here:

- Fulfill all grant requirements outlined in this Funding Opportunity, and carry out project activities as reviewed, approved, and awarded.
- Comply with all reporting requirements, as outlined in Section VI (Award Administration Information) of this Funding Opportunity and the Notice of Award.
- On a **statewide level,** establish partnerships to help implement the proposal. Partnerships should reflect state demographics, with at least two organizations specializing in behavioral health. If your project includes older adults who are experiencing homelessness, at least one partner should have expertise in homelessness.
- Identify a significant percent increase in the target population served from baseline to the end of the project period.
- Engage approximately 25% of your target participants by the end of Year 1, 50% of target participants by the end of Year 2, and 100% of target participants by the end of Year 3.
- Participate in ACL/ NRCNA sponsored research and/or evaluations.
- Participate in relevant ACL/ NRCNA education (e.g., webinars, workgroups, symposiums) with reasonable notice from ACL/NRCNA of the subject, date, and time of the event.
- You must budget each year for two people to attend NRCNA's Innovations in Nutrition Program and Services conference. Attendance is expected annually for the project period (including any no-cost extension period, if applicable).
- For sub-awards, you should use a transparent and open process to solicit, review, select, and making required sub-awards to organizations. You should describe how the process

will be designed and administered, and how you will conduct required oversight of sub-awardees.

- Provide person centered, trauma informed, and culturally appropriate training for all grant staff, sub-awardees, and program leaders.
- Project Investigator/Director must attend all regularly scheduled calls and communicate with the AoA Project Officer monthly (or another agreed time), to improve project effectiveness.
- With NRCNA, ensure all project goals and objectives are met and as needed, mutually agree how to address any program or technical assistance needs.
- Help us strengthen awareness of technical assistance and resource needs to serve the target population. Identify networks of aging and human service agencies that serve the target population.
- Improve the effectiveness of project activities and share information with us and the NRCNA and others as appropriate.
- Finalize project work plans for all 3 years and immediately notify us of needed changes to the work plan.
- Create contingency plans for staff turnover or hiring delays.
- Provide us with all resources and material developed, including data and project reach. Comply with Section 508 requirements for all materials and work with us and NRCNA to disseminate Section 508-compliant content to the aging network.
- Share relevant data elements, data collection tools, and methods and materials so any aging network organization could replicate the project and evaluation. This is part of the Capstone Project, which will be due no later than the final performance report.
- Include the following disclaimers on all products produced using this funding:
    - HHS 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."*
    - HHS 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:

- Perform the day-to-day Federal responsibilities of managing a Cooperative Agreement and work with you to ensure that minimum grant requirements are met.
- Work with you to clarify program and budget issues and, as necessary and with support from NRCNA, mutually agree how to solve or address any program, budget, or technical assistance needs identified.
- Help you understand the strategic goals and objectives, policy perspectives, and priorities of ACL and other Federally sponsored projects and activities relevant to activities funded under this announcement.
- With NRCNA, provide technical assistance to you for program support and tasks related to fulfilling grant goals and objectives.
- Attend and participate in major project events, as appropriate.
- Host and facilitate upload of your resources onto the NRCNA website.
- Communicate with your project director monthly, or other agreed times, to improve project effectiveness.
- Consultation on technical assistance and resource needs such as how to:
    - Understand the Older Americans Act and associated regulations.
    - Connect with the network of aging and human service agencies

Once a Cooperative Agreement is in place, requests to modify or amend the agreement or the work plan may be made by us or you at any time as long as it 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 we are 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.

Funding policies & limitations

For guidance on some types of costs we do not allow or restrictions on them, see 45 CFR part 75, General Provisions for Selected Items of Cost.

Funding policies

- Under this NOFO, existing projects cannot be continued without expansion or adding new and innovative approaches.
- Meals are allowed only in limited circumstances linked to program activities, such as during travel or when approved in advance by us.
- Certain telecommunications and video surveillance equipment. See 2 CFR 200.216 to make sure this does not apply to any proposed equipment in your application.

Unallowable costs

IMPORTANT: The successful grantee, including any sub-grantees, cannot use project funds for:

- Construction and/or rehabilitation of buildings
- Basic research, such as scientific or medical experiments
- Medical care

- Income maintenance
- Equipment purchases, unless such equipment is demonstrated to be necessary to carry out an activity otherwise fundable under Title IV of the Older Americans Act

Indirect costs

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project. Learn more at 45 CFR 75.414, Indirect Costs.

To charge indirect costs you can select one of two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Method 2 – De minimis rate. Per 45 CFR 75.414(f), if you have never received a negotiated indirect cost rate, you may elect to charge a de minimis rate. If you are awaiting approval of an indirect cost proposal, you may also use the de minimis rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs. If you use the de minimis rate to calculate indirect costs, when you calculate this rate, you will now use 15% of modified total direct costs (MTDC) rather than 10%. See 2 CFR 200.414(f). Additionally, when you calculate MTDC, you can now use up to $50,000 of sub-awards and subcontracts rather than $25,000. See 2 CFR 200.1.

Program income

It is called program income if you make any income from your project activities. You will have to use those funds to add to the project activities. Find more about program income at 45 CFR 75.307.

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
Yes

For awards that 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.**

The match for this program requires you to contribute 25% of the project's total cost. You can calculate this match requirement by using the following formula:

- Start with the federal share.
- Multiply the federal share by 25 and divide that product by 75.

EXAMPLE: Multiply $120,000 (federal share) x 25 (required match percent) and divide that product by 75.

Match in this example is $40,000.

Types of match

You can meet your match requirement through any combination of:

- Cash contributed by your organization.
- Cash contributed by partners or other third parties.
- In-kind (non-cash) contributions from third parties.

Match commitments

You must follow through on your promise of match funds. This includes those who have promised an amount more than the required minimum. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may have to decrease your award amount. You will have to include your funds when you fill out your Federal Financial Reports.

Examples of In-Kind Contributions include:

- Volunteer services (a reasonable hourly rate applied to a volunteer's time multiplied by the number of hours worked). Don't forget advisory council members, support staff helping, medical/professional consultants, receptionists;
- Donated time of employees from other organizations (salaries or positions must not be supported by Federal funds);
- Donated IT and tech support time and supplies;
- Unpaid interns or fellows;
- Donated supplies and loaned equipment;
- Donated goods (i.e., food, incentives, give-a-ways);
- Marketing materials, flyers, etc.;
- Donated utilities;
- Site location (donated or discounted space);
- Transportation

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 five screening criteria described below will not be reviewed and will receive no further consideration.

For an application to be reviewed, it must meet 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 both sides, and a **standard font size of no less than 11 point, preferably Times New Roman or Arial.**
3. The Project Narrative must not exceed 20 pages. Project Narratives that **exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment/Support, Organizational Chart, Budget Narrative/Justification, and Vitae of Key Project Personnel, and reference list 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, and 3 along with a combined Budget Narrative/Justification for the proposed 36-month budget period. The proposed combined Budget Narrative/Justification must not exceed the award ceiling of $500,000 per year.
5. Applications must include a Project Work Plan for years 1, 2, and 3. Project Work Plans must be consistent with the proposed Project Narrative and Budget Narrative/Justifications.

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

- At the https://www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.

- All applicants must have a UEI and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Effective June 11, 2018, when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: SAM.GOV Quick Start Guide for Financial Assistance Registrations.

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

Kari Benson

Email: AOA.OAA@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

07/21/2025
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
Email: AOA.OAA@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 entire 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. **NOTE:** The Project Work Plan, Letters of Commitment, Vitae of Key Personnel, Project Map (optional), Organizational Chart, Budget Narrative/Justification, and reference list **are not counted** as part of the Project Narrative for purposes of the 20-page limit.
You must document all source material. If any text, language, and/or materials are from another source, you must make it clear the material is being quoted and where the text comes from. You must also cite any sources when they include numbers, ideas, or other material that are not your own.

The Project Narrative is the most important part of the application. It is the primary basis to determine whether your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should have a clear and concise description of your project.

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

- Abstract
- Problem Statement
- Goals and Objectives
- Approach
- Target Population
- Outcomes
- Project Management/Organizational Capacity
- Evaluation
- Dissemination

To help reviewers score your application, organize your proposal using the headings above.

Summary/Abstract

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

1. Goals: Broad overall purpose, like a mission statement, that says what you want to do and where you want to be.
2. Objectives: Narrow, specific, and clear steps toward the goals. These are the "how" to achieve the goals.
3. Products: The materials and other deliverables you expect to generate through the project
4. Target population: Clearly define which behavioral health conditions will be prioritized (which may include older adults with one or more behavioral health conditions experiencing homelessness), how the project will reach populations statewide, and affirm that your project has a statewide reach that reflects your state's geography and includes older adults residing in urban, suburban, rural (and frontier, if applicable) areas.
5. Outcomes: These are the measurable results of a project. Include expected changes among those served, such as clients, systems, organizations, and communities. These should tie directly to your goals and those of this funding.
6. Key partners: Clearly identify those that specialize in serving the target population.

Problem Statement

- Describe and cite (using reliable population-based, state, and local data sources) the impact and reach of the Senior Nutrition Program in your state, especially for the target population, and how your proposed project will improve this impact.
- Explain the gap in the availability and reach of the Senior Nutrition Program statewide, including congregate nutrition program service gaps in rural (and frontier, if applicable) and urban communities, and the geographic/population reach of the proposed project in your state. Describe the current delivery status of the Senior Nutrition Program by your organization or other organizations across the state, the extent of the network to deliver and sustain these programs, and why your organization can fill the gaps to meet the needs of those groups and geographies that have been underserved.

Goals and Objectives

A description of the project's goals and major objectives consistent with the two areas of focus, four goals, and recommended activities outlined in the Notice of Funding Opportunity. Unless the project involves multiple, complex interventions, we recommend only one overall goal.

Areas of focus:

(A) Through a statewide initiative, develop the capacity to increase the number of older adults with behavioral health conditions, which may include those experiencing homelessness, who participate in the Senior Nutrition Program.

For this funding opportunity, ACL is interested in the following behavioral health conditions:

- *Depression*
- *Bipolar disorder*
- *Anxiety disorders*
- *Post Traumatic Stress Disorder (PTSD)*
- *Eating Disorders*

(B) Develop at least ten (10) Section 508-compliant resources that can be shared with the network to enhance program knowledge and sustainability.

Goals:

Goal 1: Identify what works to serve older adults living with behavioral health conditions in the congregate nutrition program setting.

Recommended activities and use of funds:

- Conduct a needs assessment to understand the target population's specific experiences and preferences.(including food preferences), how familiar they are with programs and services in the aging network, and reasons why they do not use those programs and services.
- Survey the target population to identify barriers to congregate nutrition program participation. Include urban, suburban, rural, and frontier (where applicable) communities to reach a wide audience. May include providers and caregivers, but primary population surveyed should be the target population.
- Conduct focus groups with the target population.
- Do a literature review on the target population and the intersection with the Senior Nutrition Program. Include perspectives from behavioral health care providers, homelessness practitioners, to identify barriers to participation.
- Create workgroups with stakeholders, leaders, experts, and other relevant groups.
- Examine, document, disseminate key findings, including a report on project learnings.

Goal 2: Based on learnings from Goal 1, train staff and subgrantees to create and apply person-centered trauma-informed, and culturally appropriate best practices to meet the needs of the target population.

Recommended Activities and Use of Funds:

- Use learning collaboratives and/or workgroups to solve the barriers found in Goal 1.
- For required sub-awards
    - Fund pilot sites to test ideas.
    - Conduct pre and post surveys at pilot sites to measure effectiveness.
    - Implement routine data collection practices to capture participant reach.
    - Provide training and technical assistance to sub-awardees.

- Implement the following practices at pilot sites:
    - Incorporate social workers or social work students, or other relevant professional disciplines, or peer support personnel as identified by learnings in Goal 1.
    - Establish or enhance existing screening, evaluation, and referral pathways to professionals through congregate and home-delivered meal settings.
    - Include activities shown to improve behavioral health (meditation, yoga, storytelling or oral traditions, gardening, pottery) to include socialization.
    - Enhance behavioral health, cultural competency, and person-centered training for staff and establish person-centered policies and procedures at congregate meal sites, AAAs, or statewide.

Goal 3: Evaluate the effectiveness of implemented best practices through measurable outcomes.

Recommended activities and use of funds:

- Conduct a post assessment to understand the specific experiences (e.g., food quality, effectively addressing barriers to participation) and preferences (e.g., food, communication) of the target population.
- Survey the target population to identify project effectiveness. Include urban, suburban, rural, and frontier (where applicable) communities to reach a wide audience. May include providers and caregivers, but primary population surveyed should be the target population.
- Host focus groups with participants from the project.
- Use data management software to organize, sort, and analyze data.
- Compile results into tables, graphs, and charts that can be used in reports and resource development and shared with ACL and the NRCNA.

Goal 4: Create and share a minimum of ten (10) Section 508-compliant resources and other materials and disseminate findings to help the SNP network adopt best practices.

This goal should produce the following materials in collaboration with ACL and the NRCNA, that include the following seven (7) topic areas plus three (3) additional topic areas based on knowledge gaps and needs identified by your project. These materials should be included in the Capstone Project, a program report due at the end of the project to help other Senior Nutrition programs replicate your project. Timeline for each resource should be outlined year by year in the work plan.

1. How-to toolkit and lessons learned.
2. Insights on food preference and quality.

3. Barriers and facilitators to the target population's participation in the Senior Nutrition Program and how to overcome and/or implement them.
4. How to develop and implement person-centered policies (e.g., example mealtimes, meal delivery modes, socialization).
5. Insights on how to locate and encourage the target population to participate in the Senior Nutrition Program.
6. How to implement a trauma-informed and/or culturally appropriate approach with the target population.
7. How to develop and maintain effective partnerships to meet the unique needs of the target population.
8. - 10. Three or more additional resources based on knowledge gaps and identified needs.

   Recommended activities and use of funds:

- Create tip sheets, work guides, outlines, and templates on implementing best practices.
- Present at conferences, webinars, and local community events throughout the state
- Peer-reviewed journal publications

Approach

This section should adequately describe:

1. The proposed project activities to achieve the goals and objectives of reach and dissemination outlined above and how these activities will address what is outlined in the Problem Statement. Describe the reasons why these activities were chosen. Include the following factors:
   - Lessons learned from similar projects.
   - Existing factors, such as social or economic conditions, that make the activities possible or easier to implement to help achieve project goals.
   - Existing or anticipated barriers (e.g., stigma, discriminatory attitudes, practices, or policies) and how the project will overcome them.
2. How the project will be person-centered, trauma-informed, and culturally appropriate.
3. The plan for required sub-awards that shows how sub-awardees will implement the proposed activities to provide congregate nutrition services to a previously underserved target population with a statewide reach that reflects the geography in your state and includes older adults residing in your state's urban, suburban, rural (and frontier, if applicable) areas.
   1. For sub-awards, you should use a transparent and open process to solicit, review, select, and make required sub-awards. You should describe how this process will be designed and administered, and how you will conduct required oversight of sub-awardees.
4. The role and makeup of planned strategic partnerships and clearly identify how these partnerships will help carry out your statewide initiative as described above in #3 for sub-grantees. Include other organizations, stakeholders, and consumer groups.

Target Population

This section should adequately describe:

1. The target population you plan to focus on, including a description of challenges in reaching or working with that population, and your plans for addressing those challenges.
2. How the proposed project will identify and prioritize the target population with behavioral health conditions, and the number of older adults that will be reached. They do not need to have a formal diagnosis of their behavioral health condition. You should describe how individuals in the target population will be identified, either through existing screenings and assessments conducted, or measures that will be added as a result of the project.
3. If the project includes those experiencing homelessness, this section should also describe how those individuals will be identified and prioritized, and state how many will be reached.
4. How the proposed project will identify and prioritize the target population with a statewide initiative that reflects the statewide population, and the number of individuals that will be reached from each group.
5. A significant percent increase in the target population served from baseline to the end of the project period, and how the proposed project will engage 25% of target participants by the end of Year 1, 50% of target participants by the end of Year 2, and 100% of target participants by the end of Year 3.

Outcomes

In this section, list and describe the expected outcomes of your project. These should match the measurable outcomes in the work plan attachment, and must address the goals of this funding opportunity, which are outlined and described in Section I. Outcomes are the observable end results you expect from your project.

1. Describe how the project will demonstrate improved function, well-being, change in knowledge or skill to manage behavioral health conditions, attitude, awareness, or behavior for participants served.
2. Describe how the project's findings might benefit the field at large. For example, how the findings could help other organizations address similar problems.
3. Describe how your project will benefit and optimize Senior Nutrition Program service delivery for the target population. Examples include:
    - A change in the number or types of activities that improve the quality of services (e.g., nutrition quality, time or frequency of service delivery).
    - A change in how responsive or cost-effective a service delivery system is. For example, a new partnership model between a Senior Nutrition Program and organizations that serve the target population that the aging network can replicate.
    - New knowledge that contributes to the field, such as program innovations or changes in community demographics.

A measurable outcome is not a measurable output, such as the number of clients served, the number of training sessions held, or the number of service units provided. We will not fund any project that does not include measurable outcomes. Reviewers will score your application on the clarity and nature of your proposed outcomes, not on the number of outcomes cited.

Project Management / Organizational Capacity

This section should:

1. Adequately describe the roles, responsibilities, and qualifications of project staff, consultants, and key partner organizations and how they will help achieve the project's objectives and outcomes.
2. Specify the qualifications of key personnel who will have day-to-day responsibility for key tasks such as project leadership; monitoring and tracking progress on stated goals; preparing reports; and communicating with partners and ACL.
3. Adequately describe how your agency is organized, the nature and scope of its work, and its capabilities to implement this project statewide, provide oversight to sub-awardees, and track the progress of goals and objectives.
4. Include the following:
    - An organizational chart as an appendix.
    - Information about any contractual organization(s) that will have a significant role in implementing and achieving project goals.
    - Qualifications and experience of key personnel, including for the Project Director.
    - For key personnel, attach resumes or CVs for positions that are filled. If a position isn't filled, attach the job description with qualifications. Resumes, CVs, and job descriptions should be included as an appendix to the application.

Evaluation

In this section, describe

1. The techniques and tools you will use to meet the project's goals and major objectives that align with Goal 3 described in this funding opportunity: "Evaluate the effectiveness of implemented best practices through measurable outcomes"

2. How you will collect data and measure outcomes listed in the Outcomes section of your project narrative

3. How you will determine whether the proposed project achieved its expected outcomes, goals, and objectives

4. How you will document lessons learned – both positive and negative –that can be used to replicate your project.

Dissemination

This section should adequately describe:

1. Your project's goals and major objectives that align with Goal 4 described in this funding opportunity:
    - Goal 4: Create and share a minimum of ten (10) Section 508-compliant resources and other materials and disseminate findings to help the SNP network adopt best practices.

2. *What* you plan to share about the project's results and *how* you plan to share it, outlined year by year in the work plan. You should plan to develop resources in each project year.

This section should describe a thorough plan for how you will share project information and results promptly, in easily understandable formats in compliance with Section 508, and to inform practice, programs, policy, and project replication. These materials should be included in the

Capstone Project, a program report due at the end of the project to help other Senior Nutrition providers replicate your project.

All materials and products that you create as part of this project shall comply with the government's accessibility standards, known as Section 508. Content of this section should be consistent with the work plan and budget justification.

Budget Narrative/Justification

The Budget Narrative/Justification should use the format included in the document, "Budget Narrative/Justification – Sample Format." This document shows the level of detail desired. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.

Your Budget Narrative/Justification should

- Justify all costs, be reasonable, and include enough detail for how costs were calculated.
- Be consistent and align with the proposed project's purpose and activities in the Project Narrative, Dissemination Plan, and Work Plan and on a scale required for a statewide initiative
- Include adequate detail aligned with Dissemination Plan and Work Plan, that shows how you will meet the Section 508 compliance requirement for all materials you create.
- Include travel each year for two (2) project staff to the annual Innovations in Nutrition Programs and Services conference hosted by the NRCNA (see Cooperative Agreement Terms).

You must submit the following:

- Budget Narrative/Justification for Year 1;
- Budget Narrative/Justification for Year 2;
- Budget Narrative/Justification for Year 3; and
- A total, combined three-year Budget.

Work Plan

You must provide a work plan for **each of the 3 project years** in this program's period of performance. The work plan connects your period of performance outcomes, strategies, activities, and measures, and should be appropriate for the scale of a statewide initiative. It provides more detail on how you will measure process and outcomes. The project work plan should be submitted as an attachment, has no page limit, and is not included in the 20-page limit of the project narrative.

For each of Years 1, 2, and 3, the work plan should:

1. reflect the project narrative and include a statement of the project's overall goal, expected outcomes, key objectives, and the major tasks or action steps for each year.
2. connect period of performance outcomes, strategies and activities, with detail on how process and outcomes will be measured for each year.
3. include the timeframes involved, including start and end dates, and the lead person responsible for each major task or action step.

Please use the "Project Work Plan - Sample Template" format to develop the work plan.

Letters of Commitment

Include signed letters of commitment from all organizations that will have a significant role in carrying out your project. Letters should include partnerships that support the statewide initiative you propose. Letters should explain their role and commitment to the project. The quality of the letter content (i.e., specific about the partner's role) is more important than the quantity of letters submitted with your application.

- Confirm project commitments made by key collaborating organizations, agencies, and partners. If you will work directly with tribes, you may need a tribal resolution.
- If you are not a State Unit on Aging (SUA), at least one letter of commitment should be from a key partner that receives OAA Title III-C funds. Title III-C recipient organizations include SUAs, Area Agencies on Aging (AAAs) and local service providers (LSPs).
- At least two letters of commitment should be from partners that specialize in serving the target population. If applicable, at least one of these partners should specialize in serving older adults experiencing homelessness.
- Signed letters of commitment should be scanned and included as a single attachment as an appendix in the application. Letters of commitment must be uploaded as part of the application package via Grants.gov – mailed hard copies will not be accepted.

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

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

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

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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

Date for Informational Conference Call:
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:

- 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.

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

Attachments

You will upload attachments in Grants.gov using the Other Attachments Form.

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of the current agreement approved by your agency for indirect costs. If you use the de minimis rate, you do not need to submit this attachment.

Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of the above for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

V. Application Review Information

1. Criteria

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

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

1. Abstract
2. Problem Statement
3. Goals and Objectives
4. Approach
5. Target Population
6. Outcomes
7. Project Management / Organizational Capacity
8. Evaluation

9. Dissemination
10. Budget Narrative / Justification
11. Work Plan
12. Letters of Commitment

AbstractMaximum Points: 3

Does the abstract

1. Include a brief description of the proposed project that includes goals, specific objectives, and measurable outcomes that include expected changes among those served, tied directly to your goals and the goals of this funding? **(1 pt)**
2. Include products, materials, and other deliverables you expect to generate from the project? **(1 pt)**
3. Clearly define the target population (which may include older adults with one or more behavioral health conditions experiencing homelessness) and which behavioral health conditions will be prioritized, how the project will reach populations statewide, and affirm that the project has a statewide reach that reflects your state's geography and includes older adults residing in urban, suburban, rural (and frontier, if applicable) areas, and include key partners that clearly specialize in serving the target population.? **(1 pt)**

Problem StatementMaximum Points: 12

1. Does the problem statement describe, in both quantitative and qualitative terms, the nature and scope of the problem or issue the proposed project is designed to address? **(2 pts)**
2. Does the problem statement describe and cite (using reliable population-based, state, and local data sources) the impact of Senior Nutrition Program in your state, especially for the target population, and how the proposed project will improve this impact? **(4 pts)**
3. Does the problem statement explain the gap in the availability and reach of the Senior Nutrition Program statewide that includes the following?
    1. Attention to gaps in congregate nutrition program service in rural (and frontier, if applicable) and urban communities, for populations, and the geographic/population reach of the proposed project in your state? **(3 pts)**
    2. A description of the current delivery status of the Senior Nutrition Program by your organization or by other organizations across the state, and the extent of the network to deliver and sustain these programs? **(1 pt)**
    3. How your organization can fill the gaps to meet the needs of those groups and geographies that have been underserved? **(2 pts)**

Goals and ObjectivesMaximum Points: 12

Do you provide a description of the project's goals and major objectives consistent with the two areas of focus and four goals and recommended activities outlined in the Notice of Funding Opportunity, as follows?

Are your goals and major objectives consistent with Area of Focus A and B? **(4 pts)**

1. **Area of focus (A):** Through a statewide initiative, develop the capacity to increase the number of older adults with behavioral health conditions, which may include those experiencing homelessness, who participate in the Senior Nutrition Program?

2. **Area of focus (B):** Develop at least ten (10) Section 508-compliant resources that can be shared to the network to enhance program knowledge and sustainability?

Are your goals and major objectives consistent with Goals 1, 2, 3, and 4 of this Funding Opportunity (listed with points allocation below) and the recommended activities?

1. **Goal 1:** Identify what prevents and helps serve older adults living with behavioral health conditions in the congregate nutrition program setting? **(2 pts)**
2. **Goal 2:**Based on learnings from Goal 1, train staff and sub-grantees to create and apply person-centered, trauma-informed, and culturally appropriate best practices to meet the needs of the target population? **(2 pts)**
3. **Goal 3:** Evaluate the effectiveness of implemented best practices through measurable outcomes? **(2 pts)**
4. **Goal 4:** Create and share a minimum of ten (10) Section 508-compliant resources and other materials and disseminate findings to help the SNP network adopt best practices? **(2 pts)**

ApproachMaximum Points: 11

Does this section

1. Adequately describe the proposed activities to achieve the goals and objectives (reach and dissemination) and what you outlined in the Problem Statement? **(2 pts)**
2. Adequately describe why these activities were chosen and include lessons learned from similar projects, existing factors that make the activities possible or easier to implement to help achieve project goals, existing or anticipated barriers and how the project will overcome them, and how the project will be person-centered, trauma-informed, and culturally appropriate? **(1 pt)**
3. Include a detailed plan for required sub-awards that shows how sub-awardees will effectively implement the proposed activities in your statewide initiative to provide congregate nutrition services to a previously underserved population, with a statewide reach that reflects your state’s geography and includes older adults residing in your state’s urban, suburban, rural (and frontier, if applicable) areas? Does this section also describe how the sub-awarding process will be designed and administered, and how you will conduct required oversight of sub-awardees? **(4 pts)**
4. Adequately describe the role and makeup of any planned strategic partnerships and clearly identify how these partnerships will help carry out your statewide initiative as described above in #3 for sub-awardees? **(4 pts)**

Target PopulationMaximum Points: 11

Does this section

1. Describe the target population you plan to focus on, including a description of challenges in reaching or working with that population, and your plan for addressing those challenges? **(1 pt)**
2. Describe how the proposed project will identify and prioritize the target population with behavioral health conditions, and the number of older adults that will be reached? If the project includes those experiencing homelessness, does this section also describe how they will be identified, prioritized, and state how many will be reached? Does this section also identify a significant percent increase in the target population served from

baseline to the end of the project period, and describe how the proposed project will engage 25% by the end of Year 1, 50% by the end of Year 2, and 100% by the end of Year 3? **(5 pts)**

3. Describe how the proposed project will identify and prioritize the target population with a statewide initiative that reflects the statewide population, and the number of individuals that will be reached from each group? Does this section also identify a significant percent increase in the target population served from baseline to the end of the project period, and describe how the proposed project will engage approximately 25% by the end of Year 1, 50% by the end of Year 2, and 100% by the end of Year 3? **(5 pts)**

OutcomesMaximum Points: 5

Does this section

1. List and describe the expected outcomes of the project and match the measurable outcomes in the work plan attachment and address the goals of this funding opportunity? **(1 pt)**
2. Describe how the project will demonstrate improved function, well-being, change in knowledge or skill to manage behavioral health conditions, attitude, awareness, or behavior for participants served? **(2 pts)**
3. Describe how the project's findings might benefit the field at large? For example, how the findings could help other organizations address the same or similar problems, and/or benefit Senior Nutrition Program service delivery for the target population? **(2 pts)**

Reviewers will score applications on the clarity and nature of your proposed outcomes, not on the number of outcomes cited.

Project Management / Organizational CapacityMaximum Points: 9

Does this section

1. Adequately describe the roles, responsibilities, and qualifications of project staff, consultants, and key partner organizations and how they will help achieve the project's objectives and outcomes? **(3 pts)**
2. Specify the qualifications of key personnel who will have day-to-day responsibility for key tasks like: project leadership; monitoring and tracking progress on stated goals; preparing reports; and communicating with partners and ACL? **(2 pts)**
3. Adequately describe how your agency is organized, the nature and scope of its work, and its capabilities to implement this project statewide, provide oversight to sub-awardees, and track the progress of tasks and objectives? **(3 pts)**
4. Include the following **(1 pt)**
    1. an organizational chart as an appendix to the application?
    2. information about any contractual organization(s) that will have a significant role in implementing and achieving project goals?
    3. qualifications and experience of key personnel, including for the Project Director?
    4. resumes or CVs for all key personnel as an appendix to the application? If applicable, for positions yet to be filled, job descriptions must be included.

EvaluationMaximum Points: 5

Does this section

1. Explain the techniques and tools you will use to collect data and measure outcomes to meet the project's goals and major objectives that align with Goal 3: "Evaluate the effectiveness of implemented best practices through measurable outcomes", described in the funding opportunity? **(2 pts)**
2. Describe how you will determine whether the proposed project achieved its expected outcomes, goals, and objectives? **(1 pt)**
3. Describe how you will document lessons learned – both positive and negative –that can be used to replicate your project? **(2 pts)**

DisseminationMaximum Points: 7

Does this section

1. Adequately describe the project's goals and major objectives that align with Goal 4 described in this funding opportunity, to "Create and share a minimum of ten (10) Section 508-compliant resources and other materials and disseminate findings to help the Senior Nutrition Program network adopt best practices."? **(4 pts)**
2. Describe a thorough plan for *what* you plan to share and *how* you plan to share about the project's results, in compliance with Section 508, outlined year by year in the work plan, with resources developed in each project year, and consistent across the work plan and budget? **(3 pts)**

This section should include how you will share project information and results promptly, in easily understandable formats in compliance with government accessibility standards (known as Section 508), and to inform practice, programs, policy, and project replication. These materials should be included in the Capstone Project, a program report due at the end of the project to help other Senior Nutrition providers replicate your project. All materials and products that you create as part of this project shall comply with Section 508. Content of this section should be consistent with the work plan and budget justification.

Budget Narrative / JustificationMaximum Points: 10

1. Does the Budget Narrative/Justification seem reasonable and include enough detail and justification for how requested costs were calculated and align with the project's purpose and activities, which includes adequate detail, in alignment with dissemination plan and work plan, that demonstrates how you will meet the requirement for Section 508 compliance for all materials created.? **(3 pts)**
2. Is the Budget Narrative/Justification aligned consistently and reasonably with the proposed project's purpose and activities (including required travel and sub-awarding) in the Project Narrative and Work Plan, and appropriate for the scale required for a statewide initiative? **(3 pts)**
3. Did you include detailed Budget Narratives/Justifications for Project Years 1, 2, and 3 and a totaled combined three-year budget? **(4 pts - 1 pt per budget)**

Work PlanMaximum Points: 10

Do you include a work plan **for each of Years 1, 2, and 3** that

1. Reflects the project narrative and includes a statement of the project's overall goal, expected outcomes, key objectives, and the major tasks or action steps for each year? **(2 pts)**

2. Connects period of performance outcomes, strategies and activities, with detail on how process and outcomes will be measured for each year that is appropriate for the scale of a statewide initiative? **(5 pts)**
3. Includes start and end dates and lead person responsible for each major task or action step for each year? **(3 pts)**

Letters of CommitmentMaximum Points: 5

1. Do you include signed letters of commitment from all organizations that will have a significant role in carrying out the project that explains their specific role and commitment to the project and include partnerships across the state to support this application? If your organization is not a State Unit on Aging (SUA), is at least one letter of commitment from a key partner that receives OAA Title III-C funds, stated as such in the letter? **(2 pts)**
2. Do you include at least two letters from partners that specialize in serving the target population? **(1 pt)**
3. Do all letters of commitment confirm project commitments made by key collaborating organizations, agencies, and partners? If working directly with a tribe, a tribal resolution may be needed. **(2 pts)**

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 the application.

2. Review and Selection Process

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/01/2025

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.

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690). To learn more, see the HHS Office for Civil Rights 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.

As of October 1, 2024, 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards updated to a new version. The eCFR is currently updating its site with the newly adopted content. Until that time, the links below to 2 CFR 200 will not include the changes. If you need to see specific changes while they complete that work, see 78 FR 78608.

Also as of October 1, 2024, HHS adopted several provisions in the new 2 CFR 200 that affect your application. These new provisions supersede those previously used in 45 CFR 75. The changes include:

Indirect costs

De minimis rate

If you use the de minimis rate to calculate indirect costs:

- When you calculate this rate, you will now use 15% of modified total direct costs (MTDC) rather than 10%. See 2 CFR 200.414(f).
- Additionally, when you calculate MTDC, you can now use up to $50,000 of subawards and subcontracts rather than $25,000. See 2 CFR 200.1.

Training awards

If your application is for a training award, your indirect cost rate remains capped at 8% of MTDC. However, when calculating MTDC , you can now use up to $50,000 of subawards and subcontracts rather than $25,000. See 2 CFR 200.1.

Budget

When planning your budget, HHS now uses the definitions for equipment and supplies in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or $10,000 and the threshold for supplies to below that amount.

All changes

HHS adopted all the following superseding provisions on October 1, 2024:

- 2 CFR 200.1, Definitions, Modified Total Direct Cost.
- 2 CFR 200.1, Definitions, Equipment.
- 2 CFR 200.1, Definitions, Supplies.
- 2 CFR 200.313(e), Equipment, Disposition.
- 2 CFR 200.314(a), Supplies.
- 2 CFR 200.320, Methods of procurement to be followed.
- 2 CFR 200.333, Fixed amount subawards.
- 2 CFR 200.344, Closeout.
- 2 CFR 200.414(f), Indirect (F&A) costs.
- 2 CFR 200.501, Audit requirements.

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:
Kari

Last Name:
Benson

Phone:
No Phone Calls

Office:
Administration on Aging

Grants Management Specialist

First Name:
Aiesha

Last Name:
Gurley

Phone:
No Phone Calls

Office:
Office of Grants Management

VIII. Other Information

Application Elements

• SF 424, required – Application for Federal Assistance (See "Instructions for Completing Required Forms" for assistance).

• SF 424A, required – Budget Information. (See Appendix for instructions).

• Separate Budget Narrative/Justification, required (See "Budget Narrative/Justification - Sample Format" for examples and "Budget Narrative/Justification – Sample Template.")

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

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

• Lobbying Certification, required.

• Proof of non-profit status, if applicable

• Copy of the applicant's most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.

• Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).

• Vitae for Key Project Personnel.

• Letters of Commitment from Key Partners, if applicable.

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

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

If you receive an award, HHS may terminate it if any of the conditions in 2 CFR 200.340(a)(1)-(4) are met. No other termination conditions apply.

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. **Estimated Funding:** (REQUIRED) If requesting multi-year funding, enter the full amount requested from the Federal Government in line item 18.a., as a multi-year total. For example and illustrative purposes only, if year one is $100,000, year two is $100,000, and year three is

$100,000, then the full amount of federal funds requested would be reflected as $300,000. The amount of matching funds is denoted by lines b. through f. with a combined federal and non-federal total entered on line g. Lines b. through f. represents contributions to the project by the applicant and by your partners during the total project period, broken down by each type of contributor. The value of in-kind contributions should be included on appropriate lines, as applicable.

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

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

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

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

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

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

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

(Certain federal agencies may require that this authorization be submitted as part of the application.)

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

Line 22: Enter the total Direct charges (calculation of indirect rate and direct charges).
Line 23: Enter any pertinent remarks related to the budget.

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

Line 6a: **Personnel**: Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included under 6h Other.
In the Justification: Identify the project director, if known. Specify the key staff, their titles, and time commitments in the budget justification.
Line 6b: **Fringe Benefits**: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate.
In the Justification: If the total fringe benefit rate exceeds 35% of Personnel costs, provide a breakdown of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement, etc. A percentage of 35% or less does not require a breakdown but you must show the percentage charged for each full/part time employee.
Line 6c: **Travel**: Enter total costs of all travel (local and non-local) for staff on the project. NEW: Local travel is considered under this cost item not under Other. Local transportation (all travel which does not require per diem is considered local travel). Do not enter costs for consultant's travel - this should be included in line 6h.
In the Justification: Include the total number of trips, number of travelers, destinations, purpose (e.g., attend conference), length of stay, subsistence allowances (per diem), and transportation costs (including mileage rates).
Line 6d: **Equipment**: Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. If the item does not meet the $5,000 threshold, include it in your budget under Supplies, line 6e.
In the Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions. Further, the purchase of specific items of equipment should not be included in the

submitted budget if those items of equipment, or a reasonable facsimile, are otherwise available to the applicant or its subrecipient.

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 $10,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., 5% x $200,000 = $10,000 – no breakdown needed).

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

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

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

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

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

Meals are generally unallowable except for the following:

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

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

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

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

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

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

					FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080 Per Diem: 3 days x 3 staff @ $40/day $360 Total $2,940
Equipment	$10,000	$0	$0	$10,000	No Equipment requested OR: Call Center Equipment Installation = $5,000 Phones = $5,000 Total $10,000
Supplies	$3,700	$5,670	$0	$9,460	**Federal** 2 desks @ $1,500 $3,000 2 chairs @ $300 $600 2 cabinets @ $200 $400 **Non-Fed Cash** 2 Laptop computers $3,000

					Printer cartridges @ $50/month $300 Consumable supplies (pens, paper, clips etc…) @ $180/month $2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502 Volunteer Coordinator = $11,669 Total $30,171 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600 **In-Kind** **Volunteers** 15 volunteers @ $8/hr for 49 hours = $5,880
Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

Budget Narrative/Justification - Sample Template

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification

Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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

1. Project Director.

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

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

Appendix A: 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, more than 260 Title VI Native American aging programs, and thousands of local service providers.

Anxiety Disorders: As defined by SAMHSA and the National Institute of Mental Health, anxiety disorders can include Generalized Anxiety, Panic Disorder, Specific Phobias, Obsessive-Compulsive Disorder, and Social Anxiety.

Behavioral health: The promotion of mental health and well-being, the treatment of mental and substance use disorders, and the support of those who experience and/or are in recovery from these conditions.

Bipolar Disorder: As defined by SAMHSA, bipolar disorder is a serious mental illness that causes unusual shifts in mood, ranging from extreme highs (mania or “manic” episodes) to lows (depression or “depressive” episode). A person who has bipolar disorder also experiences changes in their energy, thinking, behavior, and sleep. During bipolar mood episodes, it is difficult to carry out day-to-day tasks, go to work or school, and maintain relationships.

Capstone Project: The Capstone Project is a program report due at the end of the grantee’s project. It includes materials grantees have created so other senior nutrition programs can replicate the project, including Section 508 compliant materials where applicable. The Capstone Project will be available on the NRCNA website. More information may be found on the Nutrition and Aging Resource Center.

Chronic conditions: Illnesses or disabilities that persist for at least a year and require medical attention and/or self-care. They include physical conditions, e.g., arthritis, diabetes, chronic respiratory conditions, heart disease, HIV/AIDs and hypertension, as well as behavioral health conditions such as depression and mental illnesses.

Congregate Meal: A meal provided by a qualified nutrition project provider to an eligible individual in a congregate or group setting.

Culturally appropriate: Providing services that are responsive to a person’s cultural identity and heritage.

Depression: As defined by SAMHSA, depression is a disorder of the brain and is a serious mental illness that is more than just a feeling of being "down in the dumps" or "blue" for a few days. Types of depression include major depressive disorder, persistent depressive disorder, psychotic depression, and seasonal affective disorder, and are further defined by SAMHSA.

Disabilities/adults with disabilities: Consistent with the definition of disability in the Older Americans Act (42 U.S.C. §3002(8)), one who has a developmental, physical, and/or mental impairment that results in substantial functional limitation in one or more major life activities including self-care, communication, learning, mobility, capacity for independent living, self-direction, economic self-sufficiency, cognitive functioning or emotional adjustment.

Eating Disorder: As defined by SAMHSA and the National Institute of Mental Health, eating disorders are mental disorders that involve extreme mental preoccupation, disturbing emotions, attitudes, and behaviors involving weight and food. Includes avoidant restrictive food intake disorder (ARFID), a condition where people limit the amount or type of food eaten. Unlike anorexia nervosa, people with ARFID do not have a distorted body image or extreme fear of gaining weight.

Food security: Access by all people at all times to enough food for an active, healthy life.

Home Delivered Meal: A meal provided to a qualified individual in his/her place of residence.

Loneliness: A subjective distressing experience that results from perceived isolation or inadequate meaningful connections, where inadequate refers to the discrepancy or unmet need between an individual's preferred and actual experience.

Malnutrition: Inadequate nutritional intake or absorption by older adults resulting from physiological changes that occur with aging that may include changes in cognitive functioning, metabolism, body composition, chronic diseases and conditions, and use of multiple medications that may affect intake and absorption of nutrients.

National Resource Center on Nutrition and Aging (NRCNA): NRCNA, also referred to as the Nutrition and Aging Resource Center. Its purpose is to build the capacity of senior nutrition programs funded by the Older Americans Act (OAA) to provide high-quality, person-centered services and to assist ACL and stakeholders in identifying current and emerging issues and opportunities that enhance program sustainability and resiliency.

Nutrition security: Consistent and equitable access to healthy, safe, and affordable foods that promote optimal health and well-being.

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 a Native American older adult is defined by the tribe and may vary.

Participant: An individual who receives OAA-funded home delivered or congregate meal services**.**

Person-Centered: Integrated services delivered in a setting and manner that is responsive to individuals and their goals, values and preferences and gives the individual control over the services they receive. A holistic approach that prioritizes the unique needs, preferences, and goals of older adults, considering factors such as cultural background, personal preferences, health conditions, and social circumstances. Instead of adopting a one-size-fits-all model, tailored support aims to meet the specific requirements of each individual — to the extent possible in a community (within reason and budget).

Post-Traumatic Stress Disorder (PTSD): As defined by SAMHSA, post-traumatic stress disorder (PTSD) is a real disorder that develops when a person has experienced or witnessed a scary, shocking, terrifying, or dangerous event. These stressful or traumatic events usually involve a situation where someone's life has been threatened or severe injury has occurred. Adults with PTSD may feel anxious or stressed even when they are not in present danger.

Rural: Under the Older Americans Act (OAA), states have the flexibility to define "rural". For the purpose of this funding opportunity, and in alignment with the OAA, an applicant's State Unit on Aging (SUA) should have a process and control for determining the definition of "rural areas" within their State. Their state's definition of "rural" should be used in the application.

Section 508: Section 508 of the Rehabilitation Act, as amended, requires agencies to provide individuals with disabilities equal access to electronic information and data. The Section 508 standards are the technical requirements and criteria that are used to measure compliance with Section 508. Examples of content includes websites, documents, PowerPoint slides, etc. More information on Section 508 may be found here: https://acl.gov/Site_Utilities/Accessibility.aspx

Social Isolation: Objectively having few social relationships, social roles, group memberships, and infrequent social interaction.

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

Statewide initiative: Coordinated effort with a variety of partners to reach people across an entire state which includes a geographic reach that reflects the state and includes older adults residing in urban, suburban, rural (and frontier, if applicable) areas.

Trauma: Individual trauma results from an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual's functioning and mental, physical, social, emotion, or spiritual well-being.

Trauma-Informed: A program realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms in clients, families, staff, and others involved in the system; and responds by fully integrating knowledge about trauma into policies, procedures, and practices. Part of a person-centered approach that involves acknowledging past trauma and showing sensitivity to the effects it can have on the present. Person-centered, trauma-informed services use a holistic approach; promote the dignity, strength, and empowerment of victims; and incorporate evidence-based practices based on knowledge about the role of trauma in trauma victims' lives.