ACL
Administration for Community Living

Strengthening Aging Services for Minority Populations Through Technical Assistance, Resource Development, and Program Coordination

NOTICE OF FUNDING OPPORTUNITY

Administration on Aging within the Administration for Community Living (ACL)

Strengthening Aging Services for Minority Populations Through Technical Assistance, Resource Development, and Program Coordination

Eligibility
- Non-profit organizations
- State and local governments
- Tribal governments

Award Size
Up to $100,000 to $210,032 each year for 3 years

Match
Yes, cash or in kind

Deadline to Submit Application
Monday, June 26, 2023, 11:59PM ET

Info Session
Thursday, May 4, 2023 at 4:00PM ET
(800) 619-7592,
passcode: 7423984

Summary

Create and expand technical assistance (TA) for organizations and individuals to better serve older people and their family caregivers of diverse backgrounds.

This Notice of Funding Opportunity has two options:

Option A provides for up to five TA and Resource Centers focused on one of these older adult and family caregiver populations:

- African American;
- Hispanic;
- Asian-Pacific Islander;
- Native American;
- and lesbian, gay, bisexual, transgender, and queer (LGBTQ) backgrounds.

Option B provides for one TA and Coordinating Center to coordinate the work of the five TA and Resource centers, and promote collaboration among other stakeholders.

Under both options, you must show the capacity to work nationally. You may apply separately for both options, but no one organization may receive more than one award under Option A.

Questions?

Contact Nicole.Becerra@acl.hhs.gov

Contents

Problem Statement—Statement of Need

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Not all older adults and their family caregivers are the same. They are a diverse group with unique differences.

They are also a growing population.

The population of people who are 65 or older:

- Has grown by **33%** in the past 10 years or so.
- Is likely to triple to **98 million** by 2060.
- Is increasingly part of racial and ethnic minority populations. In 2006, this population was 6.9 million—or 19% of the older adult population. By 2016, it grew to **11.1 million—or 23%** of older adults. By 2030, it is likely to grow to **21.1 million—or 28%** of older adults.
- Includes **3 million** people who identify as LGBTQ. This population is likely to double by 2030[i].

The COVID-19 pandemic brought even greater inequities:

- Older adults in communities of color face higher rates of hospitalizations and deaths[ii].
- It became harder to access services as some stopped and others changed to virtual.

Background

The Older Americans Act (OAA) directs the aging services network to focus on older adults and their family caregivers with the greatest economic and social need. The aging services network includes state units on aging, area agencies on aging, and local services providers.

The greatest needs of older adults include challenges related to their racial or ethnic backgrounds, language barriers, and/or sexual and gender identity.

Services include those directly to older adults and to their family caregivers. These services help older adults to remain in their homes and communities and provide family caregivers with a range of specific services to enable them to remain in their roles for as long as possible.

Since 2010, ACL-AoA has worked to help the aging services network build the capacities and competencies needed to respond to the needs of a broad range of minority and diverse populations of older adults and their family caregivers.

To do so, we turned to the expertise and reach of national organizations. Our purpose was to create technical assistance and support activities with a focus on serving minority older adult populations.

These populations include African American; Hispanic; Asian and Pacific Islander; Native American; and lesbian, gay, bisexual, transgender, and queer (LGBTQ) seniors.

With this NOFO, ACL is looking to expand the work with these diverse groups of older adults and include family caregivers. We also want to test better ways to coordinate the work of the technical assistance and resource centers and how they work with other groups, including those that ACL supports.

This initiative directly supports the Biden-Harris administration's Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.

Desired Activities, Focus Areas, & Priorities

There are two options under this NOFO. Recipients under both must collaborate with each other, ACL-funded resource centers, and stakeholders.

Option A. Older Adults Equity Collaborative: Technical Assistance & Resource Center (OAEC-TARC) Program

Recommended Activities and Use of Funds

Under Option A, ACL-AoA will fund five new cooperative agreements. No single organization may receive more than one award under this option.

The purpose is to create a technical assistance and resource center that supports older adults and the service networks they turn to for help.

You must select only one of these target populations: African American; Hispanic; Asian and Pacific Islander; Native American; or LGBTQ seniors and their respective family caregivers.

Applicants should show how they will bring a broad, effective approach both to supporting the aging services network and to providing direct support to older adults and their family caregivers.

Priority Areas

In proposing approaches, identify critical priority areas for the three-year project. You will need to be very specific in defining your priority areas. Some broad ideas to consider include:

• Social isolation among diverse older adults and family caregivers, including its negative impact on health.

• Family-focused supports and programs for multiple generations.

• Aligning family caregiver-related project activities with the 2022 National Strategy to Support Family Caregivers.

• Housing and homelessness.

• Legal and financial issues and preparedness.

• Workforce re-entry, engagement, and development.

- Reframing the reality of aging as a positive.
- Trauma and its impact on aging.
- Supports for persons with dementia and their family caregivers.
- Self-advocacy.
- Unique needs and challenges of diverse older adults and family caregivers in rural areas.
- Aging with a disability within diverse populations of older adults.
- Bridging the gaps between the aging and disability networks.

You will need to show your capacity to design and deliver training, TA, and resource tools. This includes using the following approaches and concepts:

- Maximizing limited resources and achieving measurable impacts.
- Embedding efforts in the aging services network to ensure long-term ownership.
- Using technology to reach greater numbers of people more efficiently.
- Supporting volunteerism to sustain service delivery, training, and activities.
- Achieving long-term sustainability.

Application Elements: Option A

When preparing your proposal, please consider multiple strategies and approaches in each area. You should clearly describe:

- Your rationale for choosing to focus on a particular population group.
- Your expertise in each of the areas chosen.
- The strategies and approaches you will use.
- Your ability to collaborate effectively with a range of stakeholders. You might collaborate with organizations that:
    - Work specifically with your target populations,
    - Work with older adults or have connections to mainstream aging services providers,
    - Evaluate programs and help them to use data to succeed,
    - Others with relevant expertise.

The partner organizations and their roles. Each partner organization should include a letter of commitment with the application. See Attachments.

If, and how, you will use an advisory committee to aid your efforts, including a list of some of the people or organizations you will invite and their expected roles. Such a committee can help you consider diverse ideas in planning and implementing your project.

- How the proposed project will effectively reach intended audiences.

- The resources that you will develop and use, which may include efforts to discover more resources once you receive funding.

- A comprehensive plan that describes how you will measure, evaluate, and report project performance and effectiveness. This plan needs to include:
  - How you will use measurement during the project for continuous improvement.
  - What measurable outcomes will result from the project.
  - How you will measure those outcomes.

Collaboration: Option A

ACL will expect the recipients under Option A to:

- Work closely with the Older Adult Equity Collaborative (OAEC) Coordinating Center for Technical Assistance (CCTA).

- Coordinate their work with each other and other ACL-funded efforts, through meetings and joint projects, while contributing to the goal and mission of the Coordinating Center.

Option B. Older Adult Equity Collaborative (OAEC) Coordinating Center for Technical Assistance (CCTA)

Recommended Activities and Use of Funds

Under Option B, ACL-AoA will make one award to one entity to continue developing the OAEC Coordinating Center for Technical Assistance (CCTA). The purpose is to promote greater alignment, collaboration, and coordination across:

- the five resource centers funded under Option A;

- other ACL-funded resources centers focused on older adults, family caregivers and, where relevant, persons with disabilities; and

- other stakeholders and entities to promote greater crosscutting work on behalf of diverse older adults and their family caregivers.

Priority Areas

In proposing approaches, identify critical priority areas for the three-year project. You will need to be very specific in defining your priority areas. Some broad ideas to consider include:

- Integrating diversity, equity, and inclusion with aging and disability issues and concerns.
- Aligning project activities, where applicable, with the 2022 National Strategy to Support Family Caregivers.
- Advocacy as a tool for sustaining the project after funding ends.
- Addressing the needs of diverse older adults and family caregivers living in inner-city areas.
- Addressing institutional racism in service provision.
- Leveraging opportunities for intergenerational opportunities.

You will need to show your capacity to coordinate technical assistance across multiple organizations and population groups, including your use of webinars, conference presentations, and social media.

Application Elements: Option B

When preparing your proposal, try to consider multiple approaches in each area. You should clearly describe:

- Your reasons for choosing to focus on certain priority areas.
- Your expertise in each priority area.
- The strategies and approaches you will use, including TA methods, resources, and partnerships and collaborations with key stakeholders from across the public and private sectors.
- Your ability to collaborate effectively with a range of stakeholders. You might collaborate with organizations that:
    - Work specifically with your target populations,
    - Work with older adults and/or have connections to mainstream aging services providers,
    - Evaluate programs and help them use data to succeed;
    - Others with relevant expertise.
- The partner organizations and their roles. Each partner organization should include a letter of commitment with the application. See Attachments.

- If, and how, you will use an advisory committee to aid your efforts, including a list of some of the people or organizations you will invite and their expected roles. Such a committee can help you consider diverse ideas in planning and implementing your project.

Subawards

Under either option, you may rely on subawards or subcontracts to carry out specific activities. However, to be allowed, you must:

- Identify areas where additional expertise is needed to complete project goals and objectives.
- Fully describe your rationale and criteria for selecting subawardees or subcontractors, including your approaches for monitoring their progress and ensuring successful completion of all tasks.

Note: All first-tier subaward recipients must have a SAM.gov registration and UEI number at the time the subaward is made.

Mandatory Post-Award Planning Period

This requirement applies to both Option A and Option B recipients. With leadership and facilitation by the CCTA, ACL expects recipients to undertake a mandatory post-award planning and project alignment period.

During this period, not to exceed three months, each of the five national recipients and their partners will collaborate with one another, the CCTA, and ACL program staff to finalize their work plans, evaluation plans, and partnerships and to onboard new staff.

The ACL program officer will work closely with recipients to ensure successful completion of the planning period and will provide written notice when project implementation may begin.

Information Accessibility and 508 Compliance

Given this project's focus on technical assistance and resource center development, ACL expects that recipients will develop and employ a robust and far-reaching dissemination strategy. Disseminated information must be fully accessible and 508-compliant and meet the cultural and linguistic needs of the intended audience[iii].

Work Plan

For both Option A and Option B, recipients will submit a three-year work plan that builds on the application and provides greater detail, including timelines and milestones:

The ACL-AoA project officer will work with you to address any changes you need to make later.

Cooperative Agreement Terms

All awards under this Notice of Funding Opportunity will be new cooperative agreements. These require collaboration with and substantial involvement by ACL.

Both you and ACL will have a role in the project. Throughout the life of your project, ACL staff will be there to help and work with you.

The following cooperative agreement terms and conditions apply to all recipients, whether funded under Option A or Option B:

ACL Role

The ACL-AoA project officer will carry out the following activities for the cooperative agreement:

- Collaborate with the recipient in the finalization, execution and modification of the work plan;

- Provide technical advice on the provision of technical support and associated tasks related to each of the key program areas outlined above;

- Review, provide technical advice, and approve work products;

- Provide consultation in identifying emerging issues as they relate to technical assistance and resource needs of diverse older adult populations and family caregivers as well as the network of aging and human services agencies that serve the identified populations; and

- Attend and participate in major project events, as appropriate.

Recipient Role

The recipient must execute the activities as noted above and the responsibilities of the cooperative agreement listed below:

- Participate in and successfully complete, the post-award project alignment period to finalize and align project work plans;
- Immediately notify ACL/Program Officer of needed or anticipated modifications to the work plan;
- Assist ACL-AoA in strengthening the awareness and accessibility of technical assistance and resource needs of diverse older adult populations and family caregivers as well as the network of aging and human services agencies that serve the identified populations;
- Collaborate, as necessary, with ACL-AoA and other stakeholders to respond to requests for, and provide, technical assistance or resources;
- Provide training, in multiple formats, to the network of aging and human services agencies that serve the diverse older adult population and family caregivers;
- Share information with ACL-AoA and other entities as appropriate; and
- Provide technical advice in developing or implementing training.

Statutory Authority

Older Americans Act (OAA) of 1965, as amended in 2006 (Public Law 109-365), Title IV.

Basic Award Information

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Funding Instrument Type: CA (Cooperative Agreement)

Estimated Total Funding: $1,150,160

Expected Number of Awards: 6

- **Option A:** 5 awards

- **Option B:** 1 award

Funding range:

- **Option A:** $205,000 to $210,032 per budget period

- **Option B:** Up to $100,000 per budget period

Budget periods: 12 months

Period of performance: 36 months

Project Start Date: September 1, 2023

Eligibility Requirements

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These types of entities may apply:

- Domestic public or private non-profit organizations
- State and local governments
- Indian tribal governments and organizations (American Indian/Alaskan Native/Native American)
- Faith-based organizations
- Community-based organizations
- Hospitals
- Institutions of higher education

To be considered eligible you must also:

- Have experience in serving racial, ethnic minority, or LGBTQ older adult populations and family caregivers at the national level; and
- Not propose conduit or pass-through funding for another agency to lead the project.

Match Requirement

Matching Requirement

Applicant will provide 25% of the project's total cost. See calculation below. ACL must hold recipients accountable for their projected commitments of non-federal resources. This includes those at or above the statutory requirement. We place match commitments in the Notice of Award (NOA).

Not meeting the committed match amount may result in thedisallowance of federal funds. You will need to report matching funds in Federal Financial Reports.

Calculating the Match

Under this program, ACL will fund no more than 75% of the project's total cost, which means that you must cover at least 25% of the project's total cost with non-federal resources.

In other words, *for every* $3 you receive in federal funding, you must contribute at least $1 in non-federal resources.

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

You can calculate this match requirement in one of two ways:

Method 1: Start with the federal share

Calculation:

$$\frac{\text{amount of federal funds requested}}{3} = \text{minimum match required}$$

For example:

$$\frac{\$210{,}032 \ (example \ funds \ requested)}{3} = \$70.010.67 \ (example \ match)$$

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Method 2: Start with the total project cost

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Calculation: For example:

$$\frac{\text{total project costs}}{4} = \text{minimum match required}$$

$$\frac{\$280,043\ (\textit{example project costs})}{4} = \$70,010.67\ (\textit{example match})$$

Types of Match

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. You can meet your match requirement through any combination of:

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

Funding Restrictions

The following activities are not allowable:

- Construction or major rehabilitation of buildings.
- Basic research, such as scientific or medical experiments.
- Continuation of currently or previously funded projects without expansion or new and innovative approaches.
- Meals are allowed only in limited circumstances linked to program activities, like during travel or when approved in advance by ACL. See Allowable Costs and Activities, Exhibit 4: Selected Items of Cost, Meals in the HHS Grants Policy Statement.
- 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.

Readiness Checklist

To learn more about applying for awards, see Applying for Grants on the [ACL Grants Page](#).

Need Help?

For questions about the program, contact [Nicole.Becerra@acl.hhs.gov](#)

For questions about award management or the application process, contact [Aiesha.Gurley@acl.hhs.gov](#).

Applying for an award takes time. Registering with [SAM.gov](#) can take over two weeks. There are a few things that need to happen before you can apply. Be sure to:

○ Make sure your organization is [eligible](#).

○ As soon as possible, register in [SAM.gov](#) or make sure your registration is up to date. **Remember, it can take over two weeks to register.**

  To register go to [SAM.gov Entity Registration](#) and click Get Started.

  See a [checklist](#) for what you will need to register in SAM.

  The Entity Registration page also includes a video that walks you through the registration process. If you need help, you can call (866) 606-8220 or live chat with the [Federal Service Desk](#).

○ Get a Unique Entity Identifier (UEI). You get your UEI when you register in [SAM.gov](#). (This is different from a DUNs number. See [DUNS to UEI transition](#) information.)

○ Register in [Grants.gov](#). See How to Register in Grants.gov.

○ Begin working on gaining the required letters commitment from key participating organizations and agencies. See [Attachments](#).

○ Read over this NOFO before beginning.

○ Make sure that you understand the [screening and responsiveness](#) factors that could affect your ability to get an award.

○ Submit an optional letter of intent. [See instructions](#).

○ Review the [post-award requirements](#) to make sure you can meet them.

○ Find the application package. Go to [Grants.gov](#) and search opportunity number HHS-2023-ACL-AOA-HDRC-0060. You can also find information on the ACL Website at [Applying for Grants](#).

○ ACL requires you to use [Grants.gov](#) Workspace. Workspace is a shared, online environment where your team can access and edit at the same time. For instructions, go to Get Started on Your Workspace Application.

Application Components

Applications include four main components. This section includes guidance on each. Make sure you include each of these:

Component	How to Upload
Project Narrative	Use the Project Narrative Attachment form
Budget Narrative Justification	Use the Budget Narrative Attachment form
Attachments	Insert each in the Other Attachments form
Required Forms	Upload using each required form

Letter of Intent

ACL requests a letter of intent to apply for this funding opportunity. These are optional.

Letters of intent help ACL staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest.

Send your letter of intent to:

Nicole.Becerra@acl.hhs.gov

Nicole Becerra

Administration on Aging

Project Narrative

The project narrative is the most important part of the application. ACL uses it as the primary basis to decide whether your project meets the statutory requirements and to review its merit.

The project narrative should give a clear and concise description of your project.

Review the application elements for Option A and Option B to understand ACL's expectations for this narrative.

Also study the merit review criteria to make sure you answer all questions and cover all topics reviewers will look at.

Project Narrative Required Format

Project Narrative Page limit: 20 pages

File name: "Project Narrative"

File format: PDF

Font Size: 11-point or higher

Font: Times New Roman, Arial, or similar

Spacing: Double-spaced

Margins: 1-inch

Page Size: 8 ½ x 11

Include page numbers

Upload in the Project Narrative Attachment Form

ACL recommends that your project narrative include the following components:

- Summary Abstract
- Problem Statement
- Goals & Objectives
- Proposed Intervention
- Special Target Populations and Organizations
- Outcomes
- Project Management
- Evaluation
- Dissemination
- Organizational Capability Experience of Project Team
- Equity

Summary Abstract

A brief project summary of no more than 265 words. You will need to include:

- **Goals.** Broad overall purpose, like a mission statement that says what you want to do and where you want to be.
- **Objectives.** Narrow, specific, and clear steps toward the goals. These are the "hows" to achieve the goals.
- **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.
- **Products.** The materials and other deliverables you expect to generate through the project.

See Model Abstract Summary for an example.

Problem Statement

A description of the nature and scope of the specific problem you plan to address. Use both quantitative and qualitative terms to document the problem.

Goals and Objectives

A description of the project's goals and major objectives. Unless the project involves multiple, complex interventions, we recommend that you have only one overall goal.

Proposed Activities

A description of the activities you are proposing to address the problem described in your Problem Statement. You should also describe the reasons why you chose these activities. Include factors like:

- Lessons learned from similar projects.
- The factors that make the activities possible or easier to implement like existing social or economic conditions that can help you achieve your goals.
- Any major barriers you expect and how your project will be able to overcome them.
- The role and makeup of any planned strategic partnerships to help implement the activities. Include other organizations, supporters, and consumer groups.

Special Target Populations and Organizations

This section should describe:

- The specific populations you plan to focus on, including a description of particular challenges and your plans for addressing those challenges.
- How you plan to meaningfully involve organizations in planning and implementing the project.
- How the proposed intervention will target populations with the greatest economic and social need.
- How you will address the needs of older adults and their caregivers with limited English proficiency.

Outcomes

Outcomes are the observable end results you expect from your intervention. ACL will not fund any project that does not include measurable outcomes.

A measurable outcome is not a measurable output like the number of clients served; the number of training sessions held; or the number of service units provided.

In this section, focus only on what outcomes you expect and will measure. Discuss how you will measure them in the Evaluation section. You can also include measures of outputs (for example, how many webinars you plan to hold, or how many people you plan to reach with an activity or service.

Reviewers will score your application on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is fine to have only one outcome you are trying to achieve.

In this section, you will:

- List and explain the outcomes you expect as a result of the project. These should match the measurable outcomes in your Work Plan attachment.

- 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.

A measurable outcome is an observable end-result that:

- Describes how a particular intervention will benefit older adults, their caregivers, or the organizations that serve them in ways that contribute in turn to the well-being of older adults or their caregivers.

- Demonstrates functional status, well-being, knowledge, skill, attitude, awareness, or behavior.

Examples include:

- A change in the degree to which older adults or their caregivers exercise choice over the types of services they receive or if they are satisfied with the service.

- A change in the responsiveness or cost-effectiveness of a service delivery system such as a new model of support or care that others in the ACL network can replicate.

- New knowledge that can contribute to the field.

- An increase in community awareness.

- An increase in people in the community looking for and receiving services.

Project Management

This section should:

- Delineate the roles and responsibilities of project staff, consultants, and partner organizations.
- Describe how they will contribute to achieving the project's objectives and outcomes.
- Specify who will have day-to-day responsibility for key tasks like:
    - project leadership;
    - monitoring the project's on-going progress, including towards your stated goals and those in this NOFO;
    - preparing reports; and
    - communicating with other partners and ACL.
- Describe the approach you will use to monitor and track progress on the project's tasks and objectives.

Evaluation

This section should explain the techniques and tools you will use to:

- Collect the data and use it to measure each of the outcomes listed in the Outcomes section of your project narrative.
- Determine whether the proposed intervention achieved its expected outcomes.
- Document your lessons learned – both positive and negative – from the project that will be useful to people interested in replicating the intervention if it proves successful.

Dissemination

This section should describe:

- What you plan to disseminate related to the project's results and findings.
- How you plan to disseminate it.

Be sure to include how you will share information:

- in a prompt manner;
- in easily understandable formats; and

- with a focus on sharing with people who might be interested in using your results to inform practice, programs, or policy, especially those interested in replicating the project.

Organizational Capability

This section should describe:

- How the applicant organization is organized.

- The nature and scope of its work and the capabilities it has.

- The organization's capability to sustain some or all project activities after funding ends.

- Any contractual organizations that will have a significant role in implementing project and achieving project goals.

In this section, cover the capabilities that you have not mentioned elsewhere in this project narrative. Those capabilities might include:
- any current or prior experience relevant to the project and
- the record of the project team in preparing cogent and useful reports, publications, and other products.

Relevant Attachments

Attachments do not count against the project narrative page limit.
See Attachments.

Attach:

- Short resumes for key project staff only. You may include job descriptions with qualifications if you have not filled the position.

- If appropriate, attach an organization chart showing the relationship of the project to the current organization.

Budget Justification Narrative

The budget narrative justification provides:

- a line-item budget that shows the calculations for costs and
- a justification for the items in each budget category.

There are more detailed instructions in Budget Justification Narrative Instructions. You can also use the Budget Narrative Justification – Template if you like.

You will need to include:

- A combined three-year budget narrative justification and
- a detailed budget narrative justification for each of the three budget years in this program's period of performance.

Budget Justification Narrative Required Format

Budget Narrative Page limit: None

File name: "Budget Narrative"

File format: PDF

Font Size: 11-point or higher

Font: Times New Roman, Arial, or similar

Spacing: As needed

Margins: 1-inch

Page Size: 8 ½ x 11

Include page numbers

Upload in the Budget Narrative Attachment Form

Attachments

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

Letters of Commitment from Key Participating Organizations and Agencies

Include confirmation of the commitments to the project made by key collaborating organizations and agencies.

Include any organization that you specifically name to have a significant role in carrying out the project.

Please put your letters together into a single attachment.

Indirect Cost Agreement

If you are using an approved indirect costs rate and include indirect costs in your budget, you must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency. See Indirect Charges.

Proof of Nonprofit Status

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.

Work Plan

The work plan should reflect and be consistent with the project narrative and budget.

It should include:

- A statement of the project's overall goal, expected outcomes, key objectives, and the major tasks or action steps that you will take.
- For each major task or action step:
    - the timeframes involved, including start and end dates, and
    - the lead person responsible for completing the task.

You may use the Project Work Plan - Sample Template as a reference and resource if you like.

Organization Chart

If you think it is helpful and relevant, you may include an organization chart that shows how the project will fit into your organization.

Resume and Job Descriptions

For key personnel, attach the resumes for filled positions or job descriptions with qualifications for vacant positions.

Required Federal Forms

In addition to the forms used to upload portions of your application, you will upload the following standard federal forms at Grants.gov. Review the form instructions, including guidance in this NOFO.

You can find all the following forms in the NOFO Package in Grants.gov or you can review them and their instructions at Grants.gov Forms.

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Key Contacts
- Grants.gov Lobbying Form
- Project/Performance Site Location(s)

See Instructions for Completing Required Forms for more information on completing some of these forms.

Submission Dates and Times

Date for Informational Conference Call: **Thursday, May 4, 2023 at 4:00PM ET, (800) 619-7592, passcode: 7423984**

Deadline for optional letters of intent: **Thursday, May 11, 2023**

Deadline for applications: **Monday, June 26, 2023, 11:59PM ET**

ACL will not review or consider applications that do not meet the application due date. Technical and other issues can occur. We recommend that you submit your application at least three to five days before the due date.

Grants.gov can take up to 48 hours to notify you of a successful submission.

If for any you submit an application more than once before the due date, ACL will only accept your last validated electronic submission.

Submission Method

Electronic Submission. You must submit your application through Grants.gov.

Only your Authorized Organization Representative (AOR), registered with

Grants.gov can submit the application.

Submission Instructions. Grants.gov has information about the online application process.

See How to Register and Apply through Grants.gov for critical information you need to submit your application.

See How to Apply for Grants at Grants.gov for electronic submission instructions.

For more help go to How to Apply for Grants and Training Resources and Videos for Grants.gov.

Compatibility. Make sure that your version of Adobe will work with Grants.gov. See Adobe Software Compatibility.

Give yourself time. If you have a slow internet connection, be aware that transmission can take some time before Grants.gov receives your application. Allow enough time to prepare and submit the application before the closing date and time.

Grants.gov will send an error or success email to the AOR.

Issues with federal systems. If you have systems issues using Grants.gov or SAM.gov, refer to ACF's Policy for Applicants Experiencing Federal Systems Issues.

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov.

If you have problems with your submission, call the Grants.gov Support Center. They will give you a ticket number. The Support Center ticket number will help ACF to understand the issue.

Inability to submit. If after working with the Grants.gov support center, you still cannot electronically submit your application because of technical problems with the Grants.gov system, please contact the ACL grants management specialist (GMS). The GMS cannot help you with Grants.gov issues but will decide if the system issues were the reason you were unable to submit your application. They will decide if ACL can fairly accept your application through other means. In your message to them, provide:

- a written explanation of the technical problem you experienced with Grants.gov and
- along with the Grants.gov Support Desk Case Number.

ACL staff will contact you once we decide if we can accept your application.

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

Acknowledgments

After you electronically submit your application, you will receive an automatic acknowledgment from Grants.gov that contains a Grants.gov tracking number. The Administration for Community Living will retrieve your application from Grants.gov.

Intergovernmental Review

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs. No action is needed.

Initial Review

ACL will review all applications to make sure they meet the basic criteria and provide a level playing field. To pass the initial review, you must:

- Meet the criteria outlined in Eligible Applicants, including:
  - Having experience in serving racial, ethnic minority, or LGBTQ older adult populations and family caregivers at the national level.
  - Not proposing conduit or pass-through funding for another agency to lead the project.

- Submit your applications electronically via Grants.gov by 11:59 p.m., Eastern Time, by the due date listed in Submission Dates and Times.

- Ensure the project narrative section is double-spaced, 8.5" x 11" with 1" margins on all sides, and a standard font size of no smaller than 11 point, preferably Times New Roman or Arial.

Additionally, the project narrative must not exceed 20 pages. If the project narrative is over 20 pages, ACL will remove extra pages and give only the first 20 pages to the merit reviewers.

Note: Attachments, even if you reference them in the project narrative, do not count as part of the 20-page limit.

Merit Review

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria.

These reviewers are experts in their field, and come from academic institutions, non-profit organizations, state and local governments, and federal government agencies.

Using the criteria below, the reviewers will comment on and score the applications using the criteria below.

You must document all source material. If any text, language, or materials are from another source, you must be clear it is a quote and cite it. Also cite any sources if you use numbers, ideas, or other material that are not your own. If you do not follow this requirement, regardless of the severity or frequency of the plagiarism, the reviewers will reduce their scores accordingly. They may choose to award no points at all.

Criteria

Reviewers score applications by assigning a maximum of 100 points across five categories. Be sure to address each of the questions included in each category below:

1. **Project Relevance & Current Need** - (20 points)

2. **Approach -** (30 points)

3. **Budget** – (10 points)

4. **Project Impact** - (20 points)

5. **Organizational Capacity** - (20 points)

Unless otherwise noted, the following review criteria and point scores apply to applications under both Option A and Option B of this Notice of Funding Opportunity.

Project Relevance & Current Need

Maximum Points: 20

Purpose and Need (10 Points)

1. Does the proposed project clearly and adequately respond to any of the priority areas, as described in this Notice of Funding Opportunity, in relation to current needs?

2. Does the applicant clearly describe the need for a technical assistance and resource center that specifically targets those in greatest economic and social need and who are further isolated by their race or ethnicity, English speaking proficiency and/or sexual orientation/gender identity?

3. Does the application adequately and appropriately describe and document the key problem(s) or condition(s) relevant to the applicant's purpose or need?

Problem to be Addressed (10 Points)

4. Does the applicant include a description of the problems or needs this proposal is intended to address?

5. Does the applicant provide appropriate information about the field of culturally appropriate services and educational materials and the degree to which proposed activities help to advance the field?

6. Is the proposed project justified based on current knowledge?

Approach

**Maximum
Points: 30**

Goals and Objectives (5 Points)

1. Is the intervention clearly defined?

2. Does it reflect a coherent and feasible approach for successfully addressing identified problems and achieving the identified outcome(s)?

3. Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success?

4. Does the intervention optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate?

Work Plan and Management Plan (10 Points)

1. Is the project work plan clear and comprehensive?

2. Does it include sensible and feasible timeframes for the accomplishment of tasks presented?

3. Does the work plan include specific objectives and tasks that are linked to measurable outcomes?

4. Does the proposal include a clear and coherent management plan?

5. Are the roles and responsibilities of project staff, consultants and partners clearly defined and linked to specific objectives and tasks?

6. Are the qualifications of the project staff, consultants and/or partners, and the proposed level of effort, adequate to carry out the project?

Methods of Addressing the Problem(s) (10 Points)

1. Has the applicant described a coherent approach to implementing a Technical Assistance and Resource Center (Option A) or a Coordinating Center (Option B) capable of addressing the needs described?

2. Does the proposed approach adequately address the key priorities outlined in this Notice of Funding Opportunity?

3. Based on the information provided by the applicant, is it likely the proposed approach will achieve specified goals?

Coordination and Linkages (5 Points)

1. Does the application describe how key stakeholders will be involved in a meaningful way in the planning, implementation, and execution of the proposed project?

2. Does the application address how the project will target disadvantaged populations, including limited-English speaking populations?

Budget

Maximum Points: 10

1. Is the budget justified with respect to the adequacy and reasonableness of resources requested?

2. Has a multi-year budget covering the entire proposed project period been included as well as a budget covering each individual year?

3. Are the resources requested consistent with the scope of the proposed project activities?

4. Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management, and prompt completion of the project?

5. Are budget line items clearly delineated and consistent with work plan objectives?

Project Impact

Maximum Points: 20

Project Outcomes (5 Points)

1. Are the expected project results clear, realistic, and consistent with the objectives and purpose of the project?

2. Are the expected outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field of aging as a whole?

Project Evaluation (5 Points)

1. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether the project has achieved its proposed outcome(s)?

2. Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?

3. Is the evaluation also designed to capture "lessons learned" from the overall effort that might be of use to others in the field of aging, especially those who might be interested in replicating the project?

Sustainability (5 Points)

4. Is there a plan to use, where possible, other funding sources to expand and enhance the proposed activities?

5. Is there a realistic plan to try to secure resources to continue some or all project activities after funding has ended?

Dissemination (5 Points)

1. Will the dissemination plan get technical assistance, resources and information developed about respite care programs, services, and other target areas out in a timely manner to parties that might be interested in making use of its findings, particularly to those who might need the information for program development activities?

2. Does the dissemination plan include multiple means for delivering technical assistance, information, and other resources, including electronic, print and web-based methods?

Organizational Capacity

Maximum Points: 20

Project Staffing and Qualifications (10 Points)

1. Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation?

2. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles?

3. Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Organization and Management (10 Points)

1. Does the applicant demonstrate an understanding of the diversity issues to be addressed by their project?

2. Does the applicant demonstrate the capacity to provide technical assistance on a range of topics associated with the desired focus areas of this cooperative agreement, including program planning, design, and administration on a national scale?

3. Does the applicant demonstrate the commitment to lead the project?

4. Does the application adequately describe the applicant's ability and plan to partner with other entities as necessary to achieve the goals of the project?

5. Does the applicant demonstrate experience working with entities and stakeholders that support, or are otherwise impacted by, the core issues associated with this Notice of Funding Opportunity?

Risk Review

⚠

ACL must consider applicant information in the Federal Awardee Performance and Integrity Information System (FAPIIS). This information is also known as SAM.gov Responsibility/Qualification.

ACL does this review for any award over the simplified acquisition threshold during the period of performance. You may review and comment on any information about your organization in FAPIIS.

ACL will consider your comments before making a judgment about your organization's integrity, ethics, and performance record under federal awards.

For more on risk review, see 45 CFR 75.205.

Selection and Award

☑

The ACL Administrator makes final award decisions. In doing so, the Administrator will consider:

- 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 expected results; and
- the likelihood that the proposed project will result in the benefits expected.

Award Notices

✉

If we select you for award, ACL staff will send you 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. You accept the award by drawing down funds from the Payment Management System.

If we do not select you for award, ACL staff will generally let you know within 30 days of the final funding decision in a letter via e-mail. ACL does not keep unsuccessful applications and will destroy them.

Post-Award Changes

After award, either you or ACL may request changes. Many changes require ACL prior approval. See 45 CFR 75.308.

ACL will not approve any changes that alter the project scope beyond the requirements in this NOFO or your proposed project.

ACL effects the changes by issuing a modified award notice.

Administrative & National Policy Requirements

HHS-Wide Requirements

The award is subject to the HHS Administrative Requirements 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.

ACL Award Terms and Conditions

You can review ACL award terms and conditions and funding requirements at Managing a Grant on the ACL website. On this page, scroll down and select Terms and Conditions from the menu.

Non-Discrimination

Recipients must complete an HHS Assurance of Compliance form (HHS 690). By doing so, you agree, as a condition of award, 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
    - federal conscience laws, where applicable.
- Take steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities.
- Not discriminate on the basis of sexual orientation, and gender identity, where Title XI and Section 1557 statutes prohibit it.

The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS.

See:

- Conditions of award at ACL Managing a Grant, Terms and Conditions
- HHS Non-discrimination notice
- Civil rights For Providers of Health Care and Social Services

Procurement

You may follow your own procurement policies and procedures when contracting with project funds, but you must comply with the requirements of 2 CFR 200.317-200.326.

Additionally, when using project funds to procure supplies or equipment, all applicants are encouraged to purchase American-manufactured goods to the maximum extent possible. 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 more guidance on what constitutes an American manufactured good, see 48 CFR part 25.

Reporting

Financial and Performance Reports

The terms and conditions in the Notice of Award will have information on performance and financial reports including:

- how often you will report,
- any required form or formatting, and
- how to submit them.

FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires:

- data entry at the FFATA Subaward Reporting System for all sub-awards and sub-contracts you issue for $30,000 or more; and
- reporting executive compensation for both recipient and sub-award organizations.

See FFATA information on the ACL website.

Contacts

Project Officer

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Grants Management Specialist

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Model Abstract Summary

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, over 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. 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 Required Forms

You can find the general instructions for all forms at Grants.gov/Forms.

Application for Federal Assistance (SF-424)

Below is some specific guidance about certain parts of the form.

4. Applicant Identifier: Leave blank

5a Federal Entity Identifier: Leave blank

10. Name of Federal Agency: Grants.gov will populate this field as U.S. Administration for Community Living

11. Catalog of Federal Domestic Assistance Number/Title: Enter 93.048.

12. Funding Opportunity Number/Title: Enter HHS-2023-ACL-AOA-HDRC-0060 - Strengthening Aging Services for Minority Populations Through Technical Assistance, Resource Development, and Program Coordination

13. Competition Identification Number/Title: Leave blank.

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

16. Congressional Districts Of: Go to House.gov to find your congressional district.

17. Proposed Project Start and End Dates: Enter the proposed start date and final end date of the project. The final project end date will be three years after the proposed start date. The start date should be on the first of the month and the end date on the last day of the month.

18. Estimated Funding:

- 18a. Enter the full amount you are requesting from ACL for the full three-year period of performance.

- 18b. Enter the amount of your organization's matching contributions for the full three-year period of performance. Include both cash and in-kind.

- 18c – 18e. Enter the amount of matching contributions coming from other organizations in the appropriate row. Include both cash and in-kind.

- 18f. Enter the amount of program income to be used as match for the full three-year period of performance.

- 18g. Total of 18a through 18f.

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

Budget Information for Non-Construction Programs (SF-424A)
Below are instructions on the parts of the SF-424A you should respond to. Leave all other parts blank. 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 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 (Year one only)

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. Enter actual expected costs for each quarter, not just one-fourth of the budget.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project (Years two and three only)

Column A: Enter the federal 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.

Budget Justification Narrative Instructions

For each budget category, provide the costs along with the calculations needed to replicate them. Follow each with a justification for the costs. Tie your costs back to the information in Section B of the SF-424A.

Personnel (align with SF-424A line 6a)

Line-item costs: Show the total costs of salaries and wages of applicant staff. Do not include the costs of consultants. Include these under Other.

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

Fringe Benefits (Align with SF-424A line 6b)

Line-item costs: Show the total costs of fringe benefits unless treated as part of an approved indirect cost rate.

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- and part-time employee.

Travel (Align with SF-424A line 6c)

Line-item costs: Show 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. Include it under Other.

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.

Equipment (Align with SF-424A line 6d)

Line-item costs: Show the total costs of all equipment you will acquire under the project. 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.

Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. You must use the equipment 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 you or your subrecipients.

Supplies (Align with SF-424A line 6e)

Line-item costs: Show the total costs of all tangible expendable personal property (supplies) other than those included under Equipment. Justification: If your supply costs are more than 5% of total direct costs (federal and non-federal), unless the total is less than $5,000, you must provide a detailed breakdown of the supply items.

Contractual (Align with SF-424A line 6f)

Line-item costs: Show the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Do not include payments to individuals on this line.

Justification: Provide the following three items – 1) Attach a list of contractors showing 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, say 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 $250K 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.

Reference this certification in your justification for this section.

Construction (Align with SF-424A line 6g)

Leave blank. Construction is not allowable in this program.

Other (Align with SF-424A line 6h)

Line-item costs: Show 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.

Justification: Provide a reasonable explanation for items in this category. For example, for 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.

Total Direct Charges (Align with SF-424A line 6i)

Show the totals of Lines 6a through 6h.

Indirect Charges (Align with SF-424A line 6j)

Line-item costs: Enter the total amount of indirect charges (costs), if any.

If no indirect costs are requested, enter "none."

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 their cognizant federal agency. **Justification:** Provide a summary of the rate. Enclose a copy of the current approved rate agreement in the attachments.

- **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. This rate is 10% of modified total direct costs (MTDC). See 45 CFR 75.2 for the definition of MTDC. You can use this rate indefinitely.

As described in 45 CFR 75.403(d) you must consistently charge items as either indirect or direct costs and may not double charge.

Any unused portion of the recipient's eligible indirect cost amount that are not claimed can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

Total (Align with SF-424A line 6k)

Enter the total amounts of Lines 6i and 6j.

Program Income (Align with SF-424A line 7)

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 entered at the bottom of SF-424A Section B and for SF-424 item 15(f) 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 in SF-424A Section B or on item 15(f) of the SF-424.

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Budget Justification Narrative Sample and Template

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification Federal
Personnel	$47,700	$23,554	$0	$71,254	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%) Federal

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**	

Work Plan - Sample Template

Note: Applicants requesting funding for a multi-year program MUST provide a Project Work Plan for EACH potential year of 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*

Add rows as needed for your specific needs.

Paperwork Reduction Act Disclaimer

The Paperwork Reduction Act, [44 U.S.C. 3501-3521](#), requires reporting of public burden. The estimated average response time for the Project Description and Budget Narrative Justification is 10 hours per response. This includes the time to review instructions, gather and maintain the needed data, and review the information.

The Project Description and Budget Narrative Justification information collection approval is OMB control number 0970-0139. Approval. It expires 03/31/2025.

An agency may not conduct or sponsor, and a person does not have to respond to, a collection of information unless it displays a currently valid OMB control number.

Endnotes

[i]2017 Profile of Older Americans https://acl.gov/aging-and-disability-in-america/data-and-research/profile-older-americans

Movement Advancement Project and SAGE (2017), Understanding the Issues Facing LGBT Older Adults. Retrieved from http://www.lgbtmap.org/policy-and-issue-analysis/understanding-issues-facing-lgbt-older-adults

U.S. Census Bureau, American Community Survey. National Center for Health Statistics, National Health Interview Survey.

AARP. Beyond 50.2003: A Report to the Nation on Independent Living and Disability, 2003. Retrieved from https://www.aarp.org/health/doctors-hospitals/info-11-2003/aresearch-import-753.html

U.S. Department of Health and Human Services, and U.S. Department of Labor. The future supply of long-term care workers in relation to the aging baby boom generation: Report to Congress. Washington, DC: Office of the Assistant Secretary for Planning and Evaluation, (2003).

National Council on Aging, Economic Security for Seniors Facts. Retrieved from www.ncoa.org

[ii]Guerrero LR, Wallace SP. The Impact of COVID-19 on Diverse Older Adults and Health Equity in the United States. Front Public Health. 2021 May 17; 9:661592. doi: 10.3389/fpubh.2021.661592. PMID: 34079786; PMCID: PMC8165264.

[iii]To learn more about creating accessible documents, web pages, presentations, social media content, and blogs, please visit https://www.section508.gov/create