



Administration for Community Living

Administration on Intellectual and Developmental Disabilities

University Centers for Excellence in Developmental Disabilities

HHS-2014-ACL-AIDD-DD-0073

Application Due Date: 05/16/2014

University Centers for Excellence in Developmental Disabilities

HHS-2014-ACL-AIDD-DD-0073

TABLE OF CONTENTS

Overview

Executive Summary

I. [Funding Opportunity Description](#)

II. [Award Information](#)

III. [Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Responsiveness and Screening Criteria

IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

V. [Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement Award Date

VI. [Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting
4. FFATA and FSRS Reporting

VII. [Agency Contacts](#)

VIII. [Other Information](#)

**Department of Health & Human Services
Administration for Community Living**

ACL Center: Administration on Intellectual and Developmental Disabilities
Funding Opportunity Title: University Centers for Excellence in Developmental Disabilities
Announcement Type: Initial
Funding Opportunity Number: HHS-2014-ACL-AIDD-DD-0073
Primary CFDA Number: 93.632
Due Date for Applications: **05/16/2014**
Date for Informational Conference Call: N/A

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.

Executive Summary

The Administration on Intellectual and Developmental Disabilities (AIDD) within the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) announces the availability of Fiscal Year (FY) 2014 funds **to make five-year grants to up to three entities designated as University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD)**. These grantees carry out four core functions: (1) interdisciplinary pre-service preparation and continuing education of students and fellows; (2) community services, including training, technical assistance, and/or demonstration and model activities; (3) research; and (4) dissemination of information. UCEDDs are interdisciplinary education, research and public service units of universities, or public or not-for-profit entities associated with universities that implement the four core functions addressing, directly or indirectly, one or more of the areas of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life). Funds made available under this funding opportunity are used to pay for the Federal share of the cost of the administration and operation of programs designated as UCEDDs.

This program announcement contains instructions for the three existing UCEDDs that must

submit in FY 2014 grant applications for core funding to receive continued funding and designation as a UCEDD.

I. Funding Opportunity Description

As defined in the DD Act of 2000, the term "developmental disabilities" means a severe, chronic disability of an individual that is attributable to a mental or physical impairment or combination of mental and physical impairments that are manifested before the individual attains age 22 and are likely to continue indefinitely. Developmental disabilities result in substantial limitations in three or more of the following functional areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living and economic self-sufficiency.

The DD Act of 2000 identifies a number of significant findings, including:

- Disability is a natural part of the human experience that does not diminish the right of individuals with developmental disabilities to enjoy the opportunity for independence, productivity, integration and inclusion into the community.
- Individuals whose disabilities occur during their developmental period frequently have severe disabilities that are likely to continue indefinitely.
- Individuals with developmental disabilities often require lifelong specialized services and assistance, provided in a coordinated and culturally competent manner by many agencies, professionals, advocates, community representatives and others to eliminate barriers and to meet the needs of such individuals and their families.

The DD Act of 2000 also promotes the best practices and policies presented below:

- Individuals with developmental disabilities, including those with the most severe developmental disabilities, are capable of achieving independence, productivity, integration and inclusion into the community, and often require the provision of services, supports and other assistance to achieve such.
- Individuals with developmental disabilities have competencies, capabilities and personal goals that should be recognized, supported and encouraged, and any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities and capabilities of the individual.
- Individuals with developmental disabilities and their families are the primary decision makers regarding the services and support such individuals and their families receive, and play decision making roles in policies and programs that affect the lives of such individuals and their families.

Toward these ends, AIDD seeks to support and accomplish the following:

- Support the increasing ability of individuals with developmental disabilities to exercise greater choice and self-determination and to engage in leadership activities in their communities;
- Enhance the capabilities of families in assisting individuals with developmental disabilities to achieve their maximum potential;
- Promote systemic change activities that ensure the active and meaningful engagement

and participation of individuals with developmental disabilities in community-based programs and services;

- Promote the active involvement of individuals with developmental disabilities and families in all aspects of grantee programs, activities and services;
- Ensure the protection of the legal and human rights of individuals with developmental disabilities;
- Ensure that individuals with developmental disabilities from culturally and linguistically diverse backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports and other forms of assistance available to other individuals with developmental disabilities and their families; and
- Promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds who work with individuals with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration and policymaking.

According to Section 153 (a)(1) of the DD Act of 2000, UCEDDs are funded to provide leadership in, advise Federal, State, and community policymakers about, and promote opportunities for individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life. UCEDDs are defined as interdisciplinary education, research, and public service units of universities or public or non-profit entities associated with universities that engage in four core functions, addressing, directly or indirectly, one or more of the areas of emphasis.

The following is a description of the four core functions:

- Provision of interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, direct service, clinical or other personnel to strengthen and increase the capacity of States and communities to achieve the purpose of the DD Act of 2000.
- Provision of community services that provide training and/or technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy makers, students and other members of the community; and may provide services, supports and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy makers, students and other members of the community through demonstration and model activities;
- Conduct of research, which may include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families; and
- Dissemination of information related to activities undertaken to address the purpose of the DD Act of 2000, especially dissemination of information that demonstrates that the national network of UCEDDs is a national and international resource that includes specific substantive areas of expertise that may be accessed and applied in diverse settings and circumstances.

According to Section 152 of the DD Act of 2000, grants must be made to each UCEDD that existed in the preceding Fiscal Year that meets the requirements of subtitle D. Funds are used to pay for the Federal share of the cost of the administration and operation of the

UCEDD. The DD Act of 2000 defines a State as the 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. Currently, there are 67 grants that fund UCEDDs in every State and Territory.

National Network of University Centers for Excellence in Developmental Disabilities Education, Research, and Service

The National Network of UCEDDs comprise 67 grants that establish Centers which are interdisciplinary education, research, and public service units of universities or public or not-for-profit entities associated with universities that engage in four core functions: interdisciplinary pre-service preparation and continuing education; community services (including training and/or technical assistance and/or services, supports and assistance); research; and dissemination of information and address, directly or indirectly, one or more areas of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life).

As liaisons to service delivery systems, UCEDDs serve to positively affect the lives of individuals with developmental disabilities and their families, and work toward increasing their independence, productivity, inclusion and integration into communities. UCEDD accomplishments include:

- *Directing exemplary interdisciplinary pre-service preparation and continuing education.* The provision of formal training is offered in an interdisciplinary format where faculty and trainees represent a variety of disciplines, such as pediatrics, education, psychology and nursing, thereby expanding opportunities for students to learn about the differing perspectives of various professionals who are providing services to, and working on behalf of, individuals with developmental disabilities and their families.
- *Providing community services.* Staff offer expertise and inform the field through training, technical assistance and demonstration, model activities to individuals with developmental disabilities, families, support service organizations, professionals, paraprofessionals, students, systems, volunteers and others.
- *Research.* UCEDDs contribute to the development of new knowledge through various research activities that may include the field testing of models of service delivery and evaluation of existing innovative practices.
- *Information dissemination.* UCEDDs work to bridge the gap between research and practice by developing products and resources in a variety of formats that are then disseminated to the field.

Statutory Authority

AIDD is the lead agency in ACL, HHS for administering the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. 15001, et seq.). Section 151(a) of the DD Act of 2000 states that appropriations authorized under section 156(a)(1) of the DD Section 151(a) of the DD Act of 2000 shall be used to make five-year grants to entities in each State designated as UCEDDs.

II. Award Information

Funding Instrument Type: Grant
Estimated Total Funding: \$1,605,645
Expected Number of Awards: 3
Award Ceiling: \$535,215 Per Budget Period
Award Floor: \$535,215 Per Budget Period
Average Projected Award Amount: \$535,215 Per Budget Period
60-month project with five 12-month budget periods

Awards made under this announcement are subject to the availability of Federal funds. Please see Section IV.5 Funding Restrictions for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

1. Eligible Applicants

Section 151(a) of the DD Act of 2000 states that appropriations authorized under section 156(a)(1) of the DD Act shall be used to make five-year grants to entities in each State designated as UCEDDs to carry out the four core functions of interdisciplinary pre-service preparation and continuing education, community services, research and information dissemination. Entities eligible to apply for funds under this program announcement are the three current AIDD grantees that are designated UCEDDs whose five-year funding will end on June 30, 2014. Application is limited to the three entities listed below:

- (1) The Board of Regents of the University of Wisconsin System
- (2) University of Rochester, NY
- (3) Georgia State University, Research Foundation, Inc

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement. No other entities are eligible to apply other than the above listed UCEDDs.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with Section 154(d) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000

Grantees must provide at least 25% percent of the total approved cost of the project.

The total approved cost of the project is the sum of the ACL (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$535,215.00 in ACL (Federal) funds must provide a non-Federal share of the approved total project cost of at least \$178,405, which is 25% percent of total approved project cost of \$713,620. Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Reduced Match

Section 154 (d)(2) of the DD Act states:

In the case of a project whose activities or products target individuals with developmental disabilities who live in an urban or rural poverty area, as determined by the Secretary, the Federal share of the cost of the project may not be more than 90 percent of the necessary costs of the project, as determined by the Secretary.

DEFINITIONS

Poverty area: Census tracts or block numbering areas (BNAs) where at least 20 percent of residents are below the poverty level.

Urban Area: Collective term referring to all areas that are urban. For Census 2000, there are two types of urban areas: urban clusters and urbanized areas.

- *Urban Cluster (UC):* A densely settled territory that has at least 2,500 persons but fewer than 50,000.
- *Urbanized Area(UA):* An area consisting of a central place(s) and adjacent territory with a general population density of at least 1,000 persons per square mile of land area that together have a minimum residential population of at least 50,000 persons. The U.S. Census Bureau uses published criteria to determine the qualification and boundaries of UAs.
- *Rural:* Territory, population and housing units not classified as urban. Rural classification cuts across other hierarchies and can be in metropolitan or non-metropolitan areas. Rural can include frontier, which are places having a population density of six or fewer persons - per square mile.

TWO-TIER ELIGIBILITY SYSTEM FOR REDUCED MATCH

To meet the requirements in the DD Act, AIDD has developed a system that UCEDDs can

use to request a reduced match on the core grant. Such a request is optional and not a requirement for UCEDDs.

AIDD will use a two-tiered system for determining eligibility for the reduced match:

- *Tier 1:* UCEDDs in States where the poverty rate is equal to or greater than the official national poverty rate would automatically qualify for the reduced match. For 2012, the rate was 15% percent.
- *Tier 2:* UCEDDs in States with a poverty rate not equal to or greater than the official national poverty rate would have to show that the UCEDD activities target individuals with developmental disabilities in urban or rural poverty areas. In doing so, the UCEDD would demonstrate that at least 25 percent of the UCEDD projects target individuals with developmental disabilities who live in urban and rural poverty areas by providing the following information to ADD:
 - The current State poverty rate;
 - A full listing of all the UCEDD's current projects [this can be generated from the National Information Reporting System (NIRS)];
 - Identify which UCEDD activities are targeting individuals with developmental disabilities living in urban and rural poverty areas by stating whether the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban and rural poverty area through some other means. A UCEDD seeking to establish eligibility for a reduced match through means other than showing an activity is associated with one or more of the Urban and Rural Poverty Indicators must include in its application other information that establishes that its activities are targeted to benefit individuals with developmental disabilities in an urban or rural poverty area. Because there are not Federal poverty rates for Puerto Rico, Guam, and the Virgin Islands, these jurisdictions can qualify for the reduced match by establishing that the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban or rural poverty area through some other means.
 - The table below shows the Urban or Rural Poverty Indicators that will be used to determine eligibility for the reduced match.

Urban and Rural Poverty Indicator	Description
Empowerment Zones and Enterprise Communities (EZ/EC)	Areas designated by the U.S. Department of Agriculture as communities with high rates of poverty. The UCEDD project would have to be implemented in an EZ/EC.
Food Stamps	The Food Stamp Program helps low-income people and families buy the food they need for good health. The UCEDD project would have to target individuals with DD and their families who receive food stamps.

National School Lunch Program (NSLP) - also referred to as Free and Reduced Lunch Program	NSLP is a Federally assisted meal program operating to provide low-cost or free lunches to children. The UCEDD project would have to be implemented in a school that qualifies for the NSLP.
Head Start	The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families. The UCEDD project would have to work with a Head Start program.
Housing Assistance	The U.S. Department of Housing and Urban Development has a variety of housing assistance programs, such as Section 8 housing assistance programs. The UCEDD project would have to target individuals with DD and their families who are receiving Federal housing assistance.
Medicaid	Title XIX of the Social Security Act is a Federal/State entitlement program that pays for medical assistance for certain individuals and families with low incomes and resources. The UCEDD project would have to target individuals with DD and their families who are Medicaid-eligible.
Supplemental Security Income (SSI)	SSI is designed to help aged, blind and disabled people, who have little or no income. It provides cash to meet basic needs for food, clothing and shelter. The UCEDD project would have to target individuals with DD who are SSI recipients.
Temporary Assistance for Needy Families (TANF)	TANF is a Federal poverty program that provides assistance and work opportunities to needy families through grants to States. The UCEDD project would have to target individuals with DD, children with DD, and their families who are TANF recipients.
Other	The UCEDD may provide other indicators of poverty not included in this list. The UCEDD would have to provide adequate information to justify use of the 'other' category. In doing so, the UCEDD will have to demonstrate the project is targeting individuals with developmental disabilities in rural and urban poverty areas. AIDD will determine the adequacy of the justification for eligibility for a reduced match.

AIDD will review all the information submitted by the UCEDD to determine eligibility for the reduced match.

SUGGESTED FORMAT FOR SUBMITTING INFORMATION TO AIDD

To streamline the process, below is a suggested format for submitting the information to AIDD.

Official National Poverty Rate	15.0
State Poverty Rate	
UCEDD Project Title and Description	Indicators of Poverty
<i>Provide Name of Project and project description</i>	<i>List name of poverty program targeted by project</i>
Of the total UCEDD projects, the percent that is targeting individuals with developmental disabilities living in urban and rural poverty areas	<i>Fill in percentage</i>

STATES IN TIERS 1 AND 2

Below is a list of the States that fall into Tiers 1 and 2.

Tier 1	
State	Percent
Georgia	18.4
New York	16.4
U.S	15.0
Tier 2	
Wisconsin	11.5

The total approved cost of the project is the sum of the ACL share and the reduced non-Federal share. The reduced non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$594,683.00 requesting \$535,215.00 in ACL funds, must provide a non-Federal share of at least \$59,468.33 (10 percent of total approved project cost of \$594,683). Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Application Screening Criteria

All applications **will** be screened to assure a level playing field for all applicants.

Applications that fail to meet the three screening criteria described below will **not** be reviewed and will receive no further consideration.

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

1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of not less than 11, preferably Times New Roman or Arial**.
3. The Project Narrative must not exceed 60 pages. **Project Narratives that exceed 60 pages** will have the additional pages removed and only the first 60 pages of the Project Narrative will be provided to the merit reviewers for funding consideration.
NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 60-page limit.

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

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in Section II. Award Information, will be deemed non-responsive and will not be considered for funding under this announcement.

Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Applications received from entities other than the three eligible applications, cited in *Section III.1.* of this announcement, will be considered non-responsive and will not be considered for funding under this announcement. Applications disqualified for this reason will not be returned.

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from <http://www.grants.gov> or http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx.

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

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

- You may access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.
- At the <http://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process through <http://www.grants.gov> because of the time involved to complete the registration process.
- All applicants must have a DUNS number (www.dnb.com) 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. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.
- HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive sub-awards directly from recipients of those grant funds to:
 - Be registered in the SAM prior to submitting an application or plan;
 - 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
 - Provide its active DUNS number in each application or plan it submits to the OPDIV.
- The agency is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient

has not complied with these requirements, the agency:

- May determine that the applicant is not qualified to receive an award; and
 - May use that determination as a basis for making an award to another applicant.
- **Note:** Failure to submit the correct suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
 - Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) **or receive subawards directly from the recipients of those grant funds** to be:
 1. Be registered 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 DUNS number in each application or plan it submits to the OPDIV.

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

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

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

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

application form from <http://www.grants.gov>.

- After the Administration for Community Living retrieves your application form from <http://www.grants.gov>, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by <http://www.grants.gov>.
- Each year organizations applying for Federal grants through <http://www.grants.gov> need to register or update their registration with the System for Award Management (SAM) [Formerly the Central Contractor Registry (CCR)]. You can complete the initial registration on www.SAM.gov in three days; however, you must update your registration on www.SAM.gov every year, which can take five days. When you register, or update your registration on www.SAM.gov, you must have your DUNS number and other information about your organization available.
- To keep your SAM.gov registration active, be sure to renew at least once each year. If your registration expires you cannot submit a grant application until it is renewed.

Contact person regarding this Program Announcement:

U.S. Department of Health and Human Services
Administration for Community Living
Pamela O'Brien
Administration for Community Living
Phone Number: (202) 205-7989
E-mail: pamela.o'brien@aoa.hhs.gov

2. Content and Form of Application Submission

b. Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a standard font size of not less than 11, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is ten to sixty pages; sixty pages is the maximum length allowed. Project Narratives that exceed 60 pages will have the additional pages removed and only the first 60 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 60-page limit, but all of the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 60 page limit include:

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

Organizational Capability

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

Part I: The Project Description Overview:

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided.

Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACL is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Summary/Abstract

This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract."

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect the elderly population and/or their caregivers (including specific subgroups within those populations), and possibly the health care and social services systems (e.g., the use of health care and/or nursing home services.)

(Formerly Objective and Need for Assistance Section)

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Geographic Location Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Goals and Objectives

This section should consist of a description of the project's goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

(Formerly Approach Section)

Below are the instructions for responding to this announcement that follow requirements set forth in the DD Act of 2000 with regard to the UCEDD program.

A. Five-Year Plan

The application for core funding must describe a five-year plan for meeting the purpose of the DD Act of 2000. **The plan must outline a projected measurable goal for one or more area(s) of emphasis** (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life) for each core function. **The five-year plan must describe how the goals and the goal-related activities:**

- Are based on data-driven strategic planning;
- Were *developed in collaboration with the Consumer Advisory Committee*;
- Are consistent with, and to the extent feasible, complement and further the State Developmental Disabilities Council goals contained in the Statelan, the goals of the State Protection and Advocacy System, and the other UCEDD(s) in the State;
- Will be reviewed and revised annually, as necessary, to address emerging trends and needs; and
- Will be implemented in a manner consistent with the objectives of the DD Act of 2000.

The five-year plan should include a description of how the core funding is used as a resource to support program infrastructure and how it will be utilized to leverage additional public and private funds to successfully achieve the projected goals developed in the five-year plan.

The five-year plan must describe how the applicant will carry out each of the following four UCEDD core functions:

- **Interdisciplinary Pre-service Preparation and Continuing Education** includes the preparation and continuing education of students and fellows representing leadership, direct service, clinical, or other personnel to strengthen and increase the capacity of States and communities. Interdisciplinary Pre-service Preparation and Continuing Education is a formal training program that usually takes place in an academic setting or program and (a) leads to the award of an initial academic degree or certificate; (b) includes internship, practicum, fellowship, or residency activities; or (c) represents advancement in academic credentials through a course of study. UCEDDs must demonstrate in the application how they will promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds working with people with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration, and policymaking. The application should describe the role of individuals with developmental disabilities and family members in the training program (e.g., serving as lead instructors, co-instructors, curriculum developers). The application should describe how the training program offers an interdisciplinary approach to teaching and learning, which may include the use of a core curriculum. At the very least, the

and learning, which may include the use of a core curriculum. At the very least, the description should include an overview of the variety of disciplines represented in both the faculty and students, which may include:

Audiology	Community Development	Dentistry
Early Intervention	Early Childhood Education	Early Childhood Special Education
Economic	Educational Administration	Engineering
General Education	Health Administration	Law
Leadership Educa	Medicine	Nursing
Nutrition	Occupational Therapy	Pediatric Dentistry
Pediatrics	Physical Therapy	Psychiatry
Psychology	Public Health	Public Policy
Social Work	Special Education	Speech-Language Pathology
		Others

- **Community Services** include the provision of training, technical assistance, and/or demonstration and model activities of services, supports and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy makers, students and other members of the community. Community services provide education & support activities so communities can be accessible and responsive to the needs of individuals with DD and their families. Community services also work towards creating communities that are enriched by the full and active participation and contributions of individuals with developmental disabilities and their families in community activities. Community services promote the inclusion and integration of Individuals with DD and families in all aspects of community life through the delivery of programs, projects, activities and services in community-based settings rather than academic or traditional clinical settings. The provision of community services should ensure that individuals with developmental disabilities from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance and individuals with DD their families.
- **Research** includes basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families. To the extent possible. UCEDDs

with developmental disabilities and their families. To the extent possible, UCEDDs should seek to include people with developmental disabilities and their families, including those from culturally and linguistically diverse groups, as active participants in the research process thereby ensuring that these individuals and their families contribute to the development, design and implementation of research activities, as well as the dissemination of research information.

- **Information Dissemination** includes the distribution of knowledge that demonstrates the UCEDD Network as a national and international resource with substantive areas of expertise that may be accessed and applied in diverse settings and circumstances.

B. Organizational Structure (*see Sections Project Management/ Organizational Capacity*)

C. Consumer Advisory Council (*see Special Target Populations*)

D. Developmental Disabilities Network (*see Special Target Populations*)

E. Program Accountability

Respondents to this program announcement must describe how they will comply with the accountability requirements outlined in the DD Act of 2000. Please see Section VI.3 for more information.

F. DD Act Assurances

The application must include a statement that the UCEDD will adhere to the requirements in the DD Act of 2000 for UCEDD programs. Please see appendix A for copy of the list of DD Act assurances.

Proposed Intervention

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

See *Goals and Objectives Section* above for additional guidance on the information to include regarding proposed intervention.

Special Target Populations and Organizations

This section should describe how you plan to involve community-based organizations in a meaningful way in the planning and implementation of the proposal project. This section should also describe how the proposed intervention will target disadvantaged populations, including limited-English speaking populations.

[Formerly in Approach Section - C. Consumer Advisory Committee (CAC)]

The applicant must describe how the UCEDD will maintain a CAC that reflects the racial and ethnic diversity of the State. The description should include how the majority of members are individuals with developmental disabilities and family members of such individuals. The applicant should also describe other members of the CAC, including representatives of: the State Protection and Advocacy System; the State Council on Developmental Disabilities; other UCEDDs in the State; a self-advocacy organization led by individuals with developmental disabilities as described in Section 124(c)(4)(A)(ii)(I) of the DD Act of 2000; and organizations that may include Parent Training and Information Centers assisted under Sections 671 and 672 of the Individuals with Disabilities Education Improvement Act of 2004, entities carrying out activities in assistive technology authorized under Sections 4 or 5 of the Assistive Technology Act of 2004, relevant State agencies, and other community groups concerned with the welfare of individuals with developmental disabilities and their families. The applicant should include a meeting schedule showing that the CAC will meet, at a minimum, twice during each grant year.

[Formerly in Approach Section - D. Coordinated Activities with the State Developmental Disabilities Network]

The State Developmental Disabilities Network (DD Network) is comprised of the three AIDD grant programs funded in each State and Territory:

- (1) State Developmental Disabilities Councils;
- (2) Protection and Advocacy System; and
- (3) UCEDD(s).

It is expected that the members of the DD Network work together in a strategic manner to positively impact individuals with disabilities and their families. The respondents to this announcement should provide a narrative and related supporting documentation of how the UCEDD will undertake coordinated activities with the State Developmental Disabilities Councils, the Protection and Advocacy System in the State, and the other UCEDD(s) in the State.

Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. **(NOTE: ACL will not fund any project that does not include measurable outcomes)**. This section should also describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the optional work plan grid ("Project Work Plan – Sample Template") under "Measurable Outcomes" in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large.

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior.) It can also describe a change in the

degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated in the aging network; new knowledge that can contribute to the field of aging; a measurable increase in community awareness; or a measurable increase in persons receiving services. 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.

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

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project’s design.

Project Management

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

[Formerly in Approach Section - B. Organizational Structure and Experience]

As stated in Section 151(a) of the DD Act of 2000, the Secretary makes awards to entities designated as UCEDDs to carry out the activities described in Section 153. A UCEDD is an interdisciplinary education, research and public service unit of a university or a public or non-profit entity associated with a university that engages in four core functions [Section 153(a)(1)].

In order to receive funds under this program announcement, an applicant must provide evidence that the entity is an interdisciplinary education, research and public service unit of a university or public or non-profit entities associated with a university that engage in four core functions. Such evidence may be provided by including the following in the application for core funding:

- Description of the organizational structure of the UCEDD, including an organizational chart and a conceptual overview of the program framework.
- An overview of the management of the Center.
- A description of how the UCEDD manages implementation of the four UCEDD core functions.
- Documentation of the establishment and independence of the UCEDD: (1) **For UCEDDs in Institutes of Higher Education**, *documentation that establishes the UCEDD as an independent entity within the Institute of Higher Education with the authority to carry out the four core functions* of interdisciplinary pre-service

authority to carry out the four core functions of interdisciplinary pre-service preparation and continuing education, community services, research and information dissemination. (2) **For UCEDDs affiliated with Institutes of Higher Education,** documentation that establishes the UCEDD and describes an affiliation with at least one Institute of Higher Education.

The application should explain how the UCEDD will:

- Maintain the faculty and staff necessary to support the functions and purposes of the UCEDD;
- Allocate adequate staff time to carry out activities related to each of the four core functions (section 154(a)(3)(G)(ii));
- Take affirmative action to employ and advance in employment qualified individuals with developmental disabilities (section 107) The application should include the following support documentations of the organizational capacity: (1) Organizational charts (2) Financial statements adhering to Generally Accepted Accounting Principles (GAAP) (3) Audit reports or statements from Certified Public Accountants/Licensed Public Accountants (4) Documentation of experience in the program area (5) Personnel policies (6) Any other pertinent information the applicant deems relevant.

Evaluation

This section should describe the method(s), techniques and tools that will be used to: 1) determine whether or not the proposed intervention achieved its anticipated outcome(s), and 2) document the “lessons learned” – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Dissemination

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

Includes the distribution of knowledge that demonstrates the UCEDD Network as a national and international resource with substantive areas of expertise that may be accessed and applied in diverse settings and circumstances. The UCEDD should educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to members of Congress from the State. UCEDDs should strive to translate research into practice in the dissemination of information. Information should be developed and disseminated using principles of universal design to ensure that resources are available in multiple accessible formats and in a culturally competent manner. UCEDDs should include people with developmental disabilities and families, including those from culturally and linguistically diverse backgrounds, in the development of products and resources that are disseminated.

Organizational Capacity Statement

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. It should also include the organization's capability to sustain some or all project activities after Federal financial assistance has ended.

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

[Formerly in Approach Section - B. Organizational Structure and Experience (Capacity)]

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staffs are appointed, biographical sketches or resumes will also be required. The application should describe the qualifications of the faculty and staff assigned to the UCEDD grant. ***The UCEDD staff shall include a director with:***

- Appropriate academic credentials;
- Demonstrated leadership;
- Expertise regarding developmental disabilities;
- Significant experience in managing grants and contracts; and
- The ability to leverage public and private funds (section 154 (a)(3)(G)).

c. Work Plan

d. Letters of Commitment from Key Participating Organizations and Agencies

Include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via <http://www.grants.gov>, signed letters of commitment should be scanned and included as attachments. Applicants unable to scan the signed letters of commitment may fax them to the ACL Office of Grants Management at 202-357-3467 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency name.

e. Budget Narrative/Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the five years of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The budget narrative should clearly outline how funds awarded under this grant will support the administration or operation of the UCEDD. Funds made available through the grant will be used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACL grant funds for which you are applying. "Non-Federal resources" are all other non-ACL Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel:

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Applicants must include in their budget, funds to pay for travel expenses to attend at least one AIDD-sponsored Project Director's two-day meeting in Washington, DC. In their budget, applicants should include funds to support the travel of data coordinators to attend an annual training on the National Information Reporting System (NIRS). All other travel costs must be related to the implementation of the four core functions and the operation or administration of the Center.

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and sub-recipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C.

403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACL.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (non-contractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs. The budget narrative must also include information about how core grant funds are being used to support activities of the Consumer Advisory Committee (CAC), such as reimbursement for travel, monetary compensation, and staff positions.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a

signed acknowledgement that the applicant is accepting a lower rate than allowed.

This grant program meets the ACL definition for training grants. Therefore, applicants must limit the indirect cost rate to eight percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants and renovation and alteration, under this program announcement.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Paperwork Reduction DisclaimerAs required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2013. [DHHS1] 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.

3. Submission Dates and Times

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

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

Grants.gov (<http://www.grants.gov>) will automatically send applicants a tracking number

and date of receipt verification electronically once the application has been successfully received and validated in <http://www.grants.gov>.

Due Date for Applications: **05/16/2014**

Extension/Waiver of Due Date and Receipt Time

ACL may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACL's Chief Grants Management Officer.

4. Intergovernmental Review

This program is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under the EO 12372.

5. 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 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. Executive Orders on Promoting Efficient Spending (EO 13589) and Delivering Efficient, Effective and Accountable Government (EO 13576) have been issued and instruct Federal agencies to promote efficient spending. Therefore, if meals are to be charged in your proposal, applicants should understand such costs must meet the following criteria outlined in the Executive Orders and HHS Grants Policy Statement:

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

This grant program meets the ACF definition for training grants. Therefore, applicants must limit the indirect cost rate to 8 percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants, and renovation and alteration, under this program announcement. "See the HHS Grants Policy Statement, Indirect Costs on page I-23 and I-24 at <http://www.hhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf>."

The budget narrative must clearly outline how funds awarded under this grant will support the administration or operation of the UCEDD. Funds made available through the grant will be used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.

6. Other Submission Requirements

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations
Required Certifications and Assurances	No page limitations
Project Summary/ Abstract	One page limitation, single-spaced, 12-point font
Project Description	60 double-spaced format in 12-point font pages and included items are listed later in this section. The 60 page project description does not include the project abstract/summary, table of contents, appendix, budget and budget narrative, or the standard forms.
Budget Justification	Submit a 5 year budget with line-item detail with justification narrative. No page limitations
Proof of legal Status/proof of Non-Profit Status	No page limitations
Appendices	40 single-spaced pages

Application Package Components

Applications must be divided into the sections listed in the table. It is important that each component is submitted in a separate electronic file. Page limitations apply to the Project Description document and the Appendices as the following:

- *The Project Summary/Abstract is limited to one single-spaced page.*
- *The Project description is limited to 60 double spaced pages*
- *Appendix is limited to 40 single-spaced pages.*

Project description

60 double-spaced format in 12-point font pages and included items are listed later in this section. The 60 page project description does not include the project abstract/summary, table of contents, appendix, budget and budget narrative, or the standard forms.

LaDeva Harris
 Grants Management Officer
 Office of Grants Management
 Administration for Community Living
 Washington, DC 20010

V. Application Review Information

1. Criteria

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

- a. Project Relevance & Current Need
- b. Approach
- c. Budget
- d. Project Impact
- e. Organizational Capacity

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review.

Project Relevance & Current Need

Maximum Points: 15

Applications will be evaluated according to the extent to which the applicant demonstrates a thorough understanding and analysis of the problem(s) being addressed in the project; documents the need for assistance, and the importance of addressing these problems in the area(s) to be addressed by the proposed project; outlines key goals and objectives of the project directly related to the four core functions (interdisciplinary pre-service preparation and continuing education, community services, research and information dissemination) in one or more selected areas of emphasis (quality assurance, education and early intervention, child care, health, employment, housing, transportation,

recreation and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life); provides evidence that consumer members provided input into the development of the application for core funding; and provides any supporting documentation and relevant data based on research or planning studies, and maps and other graphical aids.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Provides a portrait of the State needs and clearly identifies the need for assistance based on relevant and current data, including that collected through planning studies. **(5 points)**
- Describes how individuals with developmental disabilities, family members, advocates, the State DD Council, the State Protection and Advocacy System, the other UCEDD (s) in the State, and representatives of State agencies were consulted in the development of the application and provides evidence that feedback from such representatives was utilized in developing the project approach, including the goals and goal-related activities outlined in the five-year plan. **(5 points)**
- Shows a direct relationship between the needs identified based on research and/or planning studies and feedback from individuals with developmental disabilities, family members, advocates, the State DD Council, the State Protection and Advocacy System, the other UCEDD (s) in the State, and representatives of State agencies and the goals and goal-related activities in the five-year plan. **(5 points)**

Approach

Maximum Points: 40

The applications will be evaluated according to the extent to which the applicant outlines a sound, workable and detailed plan of action pertaining to the measurable goals and objectives of the proposed project and the proposed approach; identifies activities in chronological order, with target dates for accomplishment, and clearly identifies the plan of action and delineates the roles and involvement of each of the proposed project's partners and collaborators.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding describes a five-year plan for meeting the purpose of the DD Act that includes the following:

- Describes a five-year plan for meeting the purpose of the DD Act by outlining a projected measurable and attainable goal for one or more area(s) of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life) for each core function. Provides quantitative projections of the accomplishments to be achieved for each core function or activity in such terms as the number of people to be served and the number of activities to be accomplished. Provides chronological order of approach with target

dates. **(4 points)**

- Describes how the UCEDD will carry out the Interdisciplinary Pre-service Preparation and Continuing Education core function as a formal training program for students and fellows representing leadership, direct service, clinical, or other personnel that usually takes place in an academic setting or program and (a) leads to the award of an initial academic degree or certificate; (b) includes internship, practicum, fellowship or residency activities; or (c) represents an advancement in academic credentials through a course of study. **(3 points)**
- Describes how the Interdisciplinary Pre-service Preparation and Continuing Education formal training program utilizes an interdisciplinary approach to teaching and learning, including a description of the core curriculum for the training program and the variety of disciplines represented in both the faculty and students (e.g., Audiology, Dentistry, Early Intervention, Early Childhood Education, Early Childhood Special Education, Medicine, Nursing, Pediatrics, Psychology, Occupational Therapy). See Section IV.2. for a full listing of possible disciplines. **(3 points)**
- Under the Community Services core function, describes how the UCEDD will provide training, technical assistance and/or demonstration, and model activities of services, supports, and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students and other members of the community so communities can be accessible to and responsive to the needs of individuals with developmental disabilities and their families and are enriched by full and active participation in community activities, and contributions by individuals with developmental disabilities and their families. **(3 points)**
- Describes a Research program, which may include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families. **(3 points)**
- Describes an Information Dissemination plan that includes strategies for translating research into practice and for communicating that the UCEDD Network is a national and international resource with substantive areas of expertise that can be accessed and applied in diverse settings and circumstances. **(3 points)**
- Describes how the UCEDD will maintain a CAC, the majority of which shall be individuals with developmental disabilities and family members of such individuals; includes representatives of the DD Council, Protection and Advocacy System (P&A), other UCEDDs in the State (as appropriate); and a self-advocacy organization; and that reflects the racial and ethnic diversity of the State. **(3 points)**
- Describes active and meaningful roles of individuals with developmental disabilities and families in the Interdisciplinary Pre-service Preparation and Continuing Education formal training program. Such roles may include serving as

- course instructors and developers of curriculum. **(2 points)**
- Demonstrates how the UCEDD will promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds working with people with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration and policymaking. **(2 points)**
 - Describes how Community Services offer innovative designs and methods that promote the inclusion and integration of individuals with developmental disabilities and families in all aspects of community life through the delivery of programs, projects, activities, and services in community-based settings rather than academic or traditional clinical settings. **(2 points)**
-
- Describes Community Services strategies that will promote increased and meaningful opportunities for individuals with developmental disabilities from racial and ethnic minority backgrounds and their families to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families. **(2 points)**
 - Describes how people with developmental disabilities and their families, including those from culturally and linguistically diverse groups, will be active participants in the research process thereby ensuring that these individuals and their families participate in the development, design and implementation of research activities, as well as the dissemination of research information. **(2 points)**
 - Describes how information is developed and disseminated using principles of universal design to ensure that resources are available in multiple accessible formats and in a culturally competent manner. **(2 points)**
 - Describes the involvement of people with developmental disabilities and families, including those from culturally and linguistically diverse backgrounds, in the development of products and resources that are disseminated. **(1 point)**
-
- Identifies and delineates the UCEDD's role and involvement in coordinated activities of DD Network partners (the State Developmental Disabilities Council, the Protection and Advocacy System, and the other UCEDD[s]). **(2 points)**
-
- Describes how the five-year plan for the UCEDD complements and furthers the State DD Council five-year plan, the P&A Statement of Goals and Priorities, and the five-year plan for the other UCEDD(s) in the State. **(1 point)**
 - Describes how the infrastructure and resources obtained through funds made available under the grant will be utilized to leverage additional public and private funds to successfully achieve the projected goals developed in the five-year plan. **(1 point)**
 - Describes how the UCEDD will educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is

located and to Members of Congress from the State. **(1 point)**

Budget

Maximum Points: 10

The applications will be evaluated according to the extent to which the applicant provides a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 15 of the SF-424; a narrative budget justification that describes how the categorical costs are derived; and discusses the necessity, reasonableness, and allocability of the proposed costs.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Provides a narrative budget justification that describes how the categorical costs are derived and discusses the necessity, reasonableness, and allocability of the proposed costs in relation to the administration or operation of the UCEDD program, including implementation of the four core functions and support of the CAC. **(5 points)**
- Describes a budget that shows funds made available through the grant are being used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation, and continuing education, community services, research and information dissemination. **(3 points)**
- Provides a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 15 of the SF-424. **(2 points)**

Project Impact

Maximum Points: 15

The applications will be evaluated according to the extent to which the applicant provides a narrative outlining how project results will be evaluated; states methods for measuring the extent to which project goals have been achieved; discusses the criteria to be used to evaluate results; explains the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved; with respect to the conduct of the project, defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented; and discusses the impact of the project's various activities on the project's effectiveness.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Explains the methodology that will be employed to report outcomes and results using the *UCEDD Annual Report Template*. The methodology should include use of quantitative and qualitative techniques to determine if the needs identified and discussed are being met and if the UCEDD results and benefits are being achieved. **(5 points)**
- Describes a logic model for evaluating the extent to which the goals for the UCEDD have been achieved in a manner consistent with the objectives of the DD Act of 2000. **(4 points)**
- Describes how the CAC will review and comment on the progress of the Center to determine whether the UCEDD is carrying out the five-year plan in a manner consistent with the work plan presented. **(4 points)**
- Describes how the annual review will identify emerging trends and needs. **(2 points)**

Organizational Capacity

Maximum Points: 20

The applications will be evaluated according to the extent to which the applicant provides information on the applicant's organization and cooperating partners, such as: organizational overview and charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding: Describes a clear organizational structure that appears to be an effective approach for managing the Center and implementation of the core functions. Includes an organizational chart that clearly identifies the organizational structure of the UCEDD. **(5 points)**

- Describes how the applicant does or will employ individuals with developmental disabilities, their family members, and individuals from culturally and linguistically diverse backgrounds. **(3points)**
- Describes how the entity is an interdisciplinary education, research, and public service unit of a university or public or a non-profit entity associated with a university that engages in four core functions. **(2 points)**
- Provides and describes a conceptual overview of the program framework. **(2 points)**
- Identifies the UCEDD as an independent Center and provides documentation. **(2 points)**
- Describes the qualifications of the faculty and staff assigned to the UCEDD grant. **(2 points)**
- Describes the qualifications of the UCEDD director with appropriate academic

credentials, demonstrated leadership, and expertise regarding developmental disabilities, significant experience in managing grants and contracts, and the ability to leverage public and private funds. **(2 points)**

- Explains how the UCEDD will maintain the faculty and staff necessary to support the functions and purposes of the UCEDD and allocate adequate staff time to carry out activities related to each of the four core functions. **(2 points)**

2. Review and Selection Process

The grant applications that pass the initial screening will undergo a rigorous review process that follows the requirements of Section 154(c) of the DD Act of 2000. This shall include the following:

- (1) *Peer Review.* All applications submitted shall undergo a technical and qualitative review by peer review groups. Each peer review group will be comprised of approximately three people and shall include individuals with disabilities and parents, guardians, or advocates of or for individuals with developmental disabilities.
- (2) *Supplemental Review.* Should the peer review group determine that further review is necessary to make a decision to recommend an application for funding, it will advise AIDD of its determination. The peer review group may conduct site visits as part of the supplemental review before recommending an application for funding.
- (3) *Recommendation for Funding.* The peer review group will make a recommendation for funding an application. The recommendations for funding will be the following:
 - a. Recommended for funding;
 - b. Not recommended for funding.
 - c. Need additional information before making a recommendation for funding.

AIDD may approve an application only if the application has been recommended by the peer review group, unless the requirement for such review and recommendation has been waived by the Secretary [see Section 154(c)].

AIDD may consider other factors or elements, other than the evaluation criteria, such as past performance, ability of the applicant to meet the purpose of the DD Act of 2000, and geographical dispersion and diversity, in reviewing and selecting applications.

Successful applicants will be judged on their ability to demonstrate the capacity or the development of the capacity to meet the purpose of the DD Act of 2000 through full implementation of the UCEDD core functions. Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

3. Anticipated Announcement Award Date

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, and the ACL Office of Budget and Finance.

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

2. Administrative and National Policy Requirements

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

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 to 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.

3. Reporting

According to Section 154(e) of the DD Act, entities designated as UCEDDs must submit an Annual Report that provides information for the AIDD system of program accountability. This system is designed to:

- Monitor entities that received funds under the DD Act of 2000 to carry out its activities;
- Determine the extent to which the entities have been responsive to the purpose of the DD Act of 2000; and
- Determine the extent to which the entities have taken actions consistent with the policy described in Section 101(c) of the DD Act of 2000.

The AIDD system of program accountability is comprised of three parts: (1) the UCEDD reporting requirements, (2) Indicators of Progress for the National Network of UCEDDs, and (3) Government Performance and Results Act (GPRA) measures.

Part 1 of the UCEDD Annual Report template requires that grantees submit information on progress made in the previous year towards achieving the projected goals for the UCEDD, including:

- **Part 1.a: Detailed Work Plan Progress Report**

Each UCEDD has a ‘work plan’ for the 5-year plan. To this end, application guidance requires the UCEDD to provide *quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in*

such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, they can be listed in chronological order to show the schedule of accomplishments and their target dates.

The guidance also requires that the **UCEDD provide a list of organizations, cooperating entities, consultants**, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

This section would provide a progress report on the UCEDD work plan. *They would use the work plan from the 5-year application to provide annual updates along with a narrative report of progress for each section of the work plan that has activities planned for the time period. Activities **not** planned for during the reporting period can be reported but must be reflected in a revised work plan or Part 1.b. if the work plan is not yet revised.*

UCEDDs would need to tailor this part of the report to the individual work plan style.

The UCEDD should provide a report on the manner in which funds paid to the UCEDD for a fiscal year were expended; information on proposed revisions to the goals; and a description of successful efforts to leverage funds, other than funds made available to support the operation and administration of the UCEDD, to pursue goals consistent with the UCEDD program.

• **Part 1.b: Summary of Evaluation Results**

The UCEDD provides an evaluation plan in its 5-year core grant application. This section will be used to provide a summary report of the implementation of this evaluation plan. Other relevant information *not* reported elsewhere should also be reported in this section.

Parts 2&3 of the report requires grantees to provide information on Indicators of Progress for the national network of UCEDDs. Indicators of Progress describe and measure the:

1. Satisfaction of individuals with developmental disabilities with the advocacy, capacity building and systemic change activities provided by the UCEDD;
2. Extent to which the advocacy, capacity building, and systemic change activities provided through the UCEDD result in improvements in the ability of individuals with developmental disabilities to:

- a. Make choices and exert control over the type, intensity, and timing of services, supports, and assistance that the individuals have used;
 - b. Participate in the full range of community life with persons of the individuals' choice; and
 - c. Access services, supports, and assistance in a manner that ensures that such an individual is free from abuse, neglect, sexual and financial exploitation, violation of legal and human rights, and the inappropriate use of restraints and seclusion.
3. Extent to which the State Developmental Disabilities Council, the Protection and Advocacy System, and UCEDD collaborate with each other to achieve the purpose of this title and the policy described in Section 101(c).

The measures serve as indicators describing progress achieved through advocacy, capacity building and systemic change activities undertaken by the national network of UCEDDs. Progress achieved through the advocacy, capacity building and systemic change activities must be reported by core functions and the areas of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life).

When collecting consumer satisfaction data, UCEDDs must ensure the protection of the informant's confidentiality to the extent permitted by law. Information gathering techniques for the collection of consumer satisfaction data are to be conducted without inclusion of names or other identifying information of the respondents. Respondents are to be assured that the information they provide is confidential and will be used for the stated purpose for which it was collected. In addition, respondents are to be assured that their participation evaluating satisfaction is voluntary. In keeping with AIDD practices with respect to cultural competence and the Americans with Disabilities Act (ADA), alternative formats must be made available. In conducting the evaluative activities, the UCEDDs will ensure the respondents' confidentiality in a variety of formats, including oral and written statements. If UCEDDs use written survey techniques, a standard written statement about confidentiality must be included. All statements about confidentiality will explain that responses are voluntary, confidential information will not be shared with others, and that answers will be used for the purpose for which they were collected. In keeping with agency practices with respect to cultural competence issues, literacy, and visual or auditory ability, alternative formats will be made available.

Part 4 of the report requires grantees to provide data for the Government Performance Results Act (GPRA) measures. These are two measures that report on activities related to the interdisciplinary pre-service preparation and continuing education core function.

AIDD uses the *UCEDD Annual Report Template* approved by the Office of Management and Budget (OMB Control Number 0970-0289, expiration date (01/31/2015) to capture the information outlined above. The average number of hours per response is 1412 hours. 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 applicant must describe how they will use the *UCEDD Annual Report Template* to evaluate program outcomes and impacts. This should include a description of a logic model for evaluating program results and the methodology for evaluating results.

A copy of the *UCEDD Annual Report Template* may be accessed through the National Information Reporting System (NIRS) at <https://www.aucd.org/nirs/db/index.cfm> or by contacting:

Pamela O'Brien

Administration on Intellectual & Developmental Disabilities
Administration for Community Living
One Massachusetts Avenue, NW
Washington, DC 20201
Phone: 202-205-7989

Email: pamela.o'brien@acl.hhs.gov

4. FFATA and FSRS Reporting

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

For further guidance please see the following link:

http://www.acl.gov/Funding_Opportunities/Grantee_Info/FFATA.aspx

VII. Agency Contacts

Project Officer:

U.S. Department of Health and Human Services
Administration for Community Living
Pamela O'Brien
Administration for Community Living
Phone Number: (202) 205-7989
E-mail: Pamela.O'Brien@acl.hhs.gov

Grants Management Specialist:

U.S. Department of Health and Human Services
Administration for Community Living
La Deva Harris
Grants Management Officer
Phone Number: (202) 401-4855

E-mail: ladeva.harris@acl.hhs.gov

VIII. Other Information

1. Application Elements

a. SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).

b. SF 424A, required – Budget Information. (See Attachment A for Instructions; See “Standard Form 424A – Sample Format” for an example of a completed SF 424A).

c. 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.

d. 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).

e. Lobbying Certification, required

f. Proof of non-profit status, if applicable

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

h. Project Narrative with Work Plan, required (See “Project Work Plan – Sample Template” for a formatting suggestions).

i. Organizational Capability Statement and Vitae for Key Project Personnel.

j. Letters of Commitment from Key Partners, if applicable.

Visit <http://www.acl.hhs.gov/programs/aidd/> to learn more about AIDD and the UCEDD program.

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

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The project description and Budget Narrative/Justification is approved under OMB control number 0985-0018 which expires on 3/12/17. 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

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 (<http://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 DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may

be obtained by visiting the Grants.gov website (<http://www.grants.gov>). Your DUNS number can be verified at www2.zapdata.com/CompanyLookup.do.

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

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

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

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

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

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

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

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

17. Proposed Project Start and End Dates: (REQUIRED) Enter the proposed start date and final end date of the project. **If you are applying for a multi-year grant, such as a 3 year grant project, the final project end date will be 3 years after the proposed start date.** In general, all start dates on the SF424 should be the 1st of the month and the end date of the last day of the month of the final year, for example 7/01/2014 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 74 or 45 CFR Part 92 before completing Item 18 and the Budget Information Sections A, B and C noted below.

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

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

NOTE: Indirect charges may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency; or (2) the applicant is a state or local government

agency. State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement must be included with the application. Further, if any sub-contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.**

ACL's Match Requirement

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

Federal Funds Requested * Match Percentage = Minimum Match Requirement

Inverse Match Percentage

Examples of varying match levels:

1) **\$100,000 (federal funds requested) * 5% (match) = \$5,263**

95%

2) **\$100,000 * 25%(match) = \$33,333**

75%

3) **\$100,000 * 35%(match) = \$53,846**

65%

4) **\$100,000 * 45%(match) = \$81,818**

55%

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

19. Is Application Subject to Review by State Under Executive Order 12372 Process?

Check c. Program is not covered by E.O. 12372

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B Budget Categories

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

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

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

Section C – Non Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D –Forecasted Cash Needs

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

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

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

Note: This area is not meant to be one whereby an applicant merely divides the requested funding by four and inserts that amount in each quarter but an area where thought is given as to how your estimated expenses will be incurred during each quarter. For example, if you have initial 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 break down but you must show the percentage charged for each full/part time employee.

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

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

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

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

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

In the Justification: . For any grant award that has supply costs in excess of 5% of total direct costs (Federal or Non-Federal), you must provide a detailed break down of the supply items (e.g., 6% of \$100,000 = \$6,000 – breakdown of supplies needed). If the 5% is applied against \$1 million total direct costs (5% x \$1,000,000 = \$50,000) a detailed

breakdown of supplies is not needed. Please note: any supply costs of \$5,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., 5% x \$100,000 = \$5,000 – no breakdown needed).

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

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

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

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

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

criteria outlined in the Grants Policy Statement:

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

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

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

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

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

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

Indirect Cost Agreement

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

Standard Form 424A - Sample Format

OMB Approval No. 0348-0044 BUDGET INFORMATION--Non-Construction Programs						
SECTION A-BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
Lifespan Respite	93.048			340,294	113,433	453,727
2.						
3.						
4.						
5.				340,294	113,433	453,727

TOTALS					
SECTION B-BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function, or Activity				Total (5)
	(1) Year 1	(2) Year 2	(3) Year 3	(4)	
a. Personnel	71,254	30,000	35,000		136,254
b. Fringe Benefits	26,114	15,000	20,000		61,114
c. Travel	7,647	5,000	5,000		17,647
d. Equipment	10,000	0	0		10,000
e. Supplies	9,460	2,500	1,000		12,960
f. Contractual	30,171	0	0		30,171
g. Construction	0	0	0		
h. Other	11,480	55,833	47,334		114,647
i. Total Direct Charges (Sum 6a-h)	166,126	108,333	108,334		382,793
OMB Approval No. 0348-0044 BUDGET INFORMATION--Non-Construction Programs					
j. Indirect Charges @	20,934	25,000	25,000		70,934
TOTALS (Sum 6i and j)	187,060	133,333	133,334		453,727
7. Program Income	None				

SECTION C-NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Lifespan Respite	80,866	32,547		113,433	
9.					
10.					
11.					
12. TOTALS (Sum of lines 8 and 11)	80,866	32,547		113,433	
SECTION D-FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	140,294	20,000	50,000	20,000	50,294
	46,766	12,000	10,000	9,000	15,766

TOTAL (Sum of lines 13 and 14)					
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SECTION E-BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d)	(e)
Life Span Respite	100,000	100,000		
17.				
18.				
19.				
20. TOTALS (Sum of lines 16-19)				
SECTION F-OTHER BUDGET INFORMATION				
21. Direct Charges		22. Indirect Charges		
23. Remarks				

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 Prescribed by OMB Circular A-102

Budget Narrative/Justification - Sample Format

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

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

					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

					<i>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.</i>
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) = <u>\$200</u> 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 not infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

Instructions for Completing the Project Summary/Abstract

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

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

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

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

Products – materials, deliverables.

- A model abstract/summary is provided below:

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

Developmental Disabilities Assistance and Bill of Rights Act of 2000 Assurances

- The entity designated as the UCEDD will meet statutory and regulatory requirements that apply to Centers.

- The entity designated as the UCEDD will address the projected goals and carry out goal-related activities in a manner consistent with the objectives of the DD Act of 2000.
- The goal-related activities must be:
 - Based on data-driven strategic planning;
 - Developed in collaboration with the CAC;
 - Consistent with, and to the extent feasible, complement and further the State Developmental Disabilities Council goals contained in the State plan, the goals of the State Protection and Advocacy System and the other University Center(s) in the State; and
 - Reviewed and revised annually, as necessary, to address emerging trends and need.
- Funds made available through the grant will be used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research and information dissemination.
- The entity designated as the UCEDD will protect the legal and human rights of all individuals with developmental disabilities (especially those individuals under State guardianship) who are involved in activities carried out under programs assisted by the DD Act of 2000.
- The entity designated as the UCEDD will maintain a CAC that:
 - Includes a majority of individuals with developmental disabilities and family members of such individuals;
 - Also includes representatives of: The State Developmental Disabilities Council; State Protection and Advocacy System; and the other UCEDD(s) in the State; a self-advocacy organization described in Section 124(c)(4)(A)(ii)(I) of the DD Act of 2000; and organizations that may include Parent Training and Information Centers assisted under Sections 671 and 672 of the Individuals with Disabilities Education Improvement Act of 2004, entities carrying out activities in assistive technology authorized under Sections 4 or 5 of the Assistive Technology Act of 2004, relevant State agencies, and other community groups concerned with the welfare of individuals with developmental disabilities and their families;
 - Reflects the racial and ethnic diversity of the State;
 - Is consulted regarding the development of the five-year plan, participates in an annual review, and comments on progress in meeting projected goals; and
 - Meets as often as necessary, but at a minimum of twice during each grant year.
- To the extent possible, the infrastructure and resources obtained through funds made available under the grant will be utilized to leverage additional public and private funds to successfully achieve the projected goals developed in the five-year plan.
- The director of the UCEDD will hold appropriate academic credentials, demonstrate leadership, have expertise regarding developmental disabilities, have significant experience in managing grants and contracts, and have the ability to leverage public and private funds; and will allocate adequate staff time to carry out activities related

to each of the four core functions.

- The entity designated as the UCEDD will educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to Members of Congress from the State.

Signature, UCEDD Director

Date