



Administration for Community Living

Administration on Disabilities

Minority Serving Institutions Partnership Planning Grants
HHS-2017-ACL-AOD-DDTI-0218
Application Due Date: 07/06/2017

Minority Serving Institutions Partnership Planning Grants
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**Department of Health & Human Services
Administration for Community Living**

ACL Center: Administration on Disabilities
Funding Opportunity Title: Minority Serving Institutions Partnership Planning Grants
Announcement Type: Initial
Funding Opportunity Number: HHS-2017-ACL-AOD-DDTI-0218
Primary CFDA Number: 93.632
Due Date For Letter of Intent: 05/22/2017
Due Date for Applications: 07/06/2017
Date for Informational Conference Call: 05/16/2017

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), Administration on Disabilities (AOD), Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS), is the federal administering agency for the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) programs. As such, AIDD is charged with funding and oversight of State Councils on Developmental Disabilities, Protection and Advocacy Programs, and the University Centers for Excellence in Developmental Disabilities (UCEDD).

The UCEDDs 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).

AIDD announces the availability of Fiscal Year 2017 funds to award, on a competitive basis, one year National Training Initiative (NTI) grants to multiple UCEDDs. AIDD plans to award up to 4 Partnership Planning grants to pay for the federal share of the program. This

opportunity will provide seed funding to support partnership planning grants with Minority Serving Institutions, community colleges and/or other training program(s) to jointly plan and co-design training experiences and utilize a variety of innovative knowledge exchange and transfer strategies that promote and create interdisciplinary approaches to research, training(e.g., pre-service, continuing education, community-based), and services. These Partnership Planning grants will serve as catalysts and models to foster greater involvement with Minority Serving Institutions, community colleges and/or other training program(s) to the value of collaboration with the UCEDDs to assist minority populations with disabilities across the lifespan.

I. Funding Opportunity Description

The Developmental Disabilities Assistance and Bill of Right Act (DD Act) has long identified the importance of cultural competence and improving expectations and outcomes for people with developmental disabilities across the lifespan, including those from culturally and linguistically diverse backgrounds. To this end, the DD Act throughout has various requirements that the programs authorized address the needs of people from culturally and linguistically diverse backgrounds and individuals who are unserved and underserved. These include the following:

- The DD Act requires that the programs authorized under the law are culturally competent to ensure that individuals with developmental disabilities across the lifespan, regardless of background, are full participants in all aspects of community life. Section 101(a) identifies the need to ensure that services, supports, and other assistance are provided in a culturally competent manner and that individuals from racial and ethnic minority backgrounds are fully included in all activities provided under the DD Act.
- Section 102(7) defines the term “culturally competent” as: Services, supports, or other assistance that is conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are receiving the services, supports, or other assistance, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved.
- Section 101(c) requires that, all programs receiving assistance under this title shall be carried out in a manner consistent with the following principles:
 - Services, supports, and other assistance should be provided that demonstrate respect for personal preferences and cultural differences;
 - Specific efforts must be made to ensure that individuals with developmental disabilities across the lifespan from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports available to other individuals with developmental disabilities across the lifespan and their families;
 - Recruitment efforts in disciplines related to developmental disabilities across the lifespan in pre-service training, community training, practice, administration, and policymaking must focus on bringing larger numbers of racial and ethnic

minorities into the disciplines in order to provide appropriate skills, knowledge, role models, and sufficient personnel to address the growing needs of an increasingly diverse population.

The DD Act recognizes the important role that UCEDDs play in enhancing the diversity of the workforce, requiring that UCEDDs coordinate their efforts to recruit and retain underrepresented groups at all levels in order to respond to the changing United States demographics. These requirements in the law are well aligned with current demographic trends. It is well understood that the United States is home to an ever-increasing number of individuals who come from culturally and linguistically diverse backgrounds. To ensure that the field is prepared for the unprecedented growth of diverse communities; an inclusive training, staffing and technical assistance agenda that truly reflects our nation's rich diversity is essential. Achieving cultural and linguistic competence and enhancing program diversity requires strong and informed leadership to spur the necessary changes within systems, organizations, policies, and practice. Without committed and effective leadership, these efforts typically stall. There is a need for leaders with the energy, knowledge, and skills to guide the difficult work of advancing and sustaining cultural and linguistic competence within programs concerned with developmental disabilities across the lifespan.

The long-term goals of this effort are to: Increase the diversity of leadership, staff and governing bodies across the DD network; Build cultural competence capacity with the leadership, staff, and governing bodies across the DD network; Increase the number of persons from underrepresented racial, ethnic groups, people with disabilities across the lifespan, people from disadvantaged backgrounds who benefit from AIDD supported programs; and Improve the recruitment and employment of underrepresented groups including racial and ethnic groups, people with disabilities across the lifespan, and people from diverse or disadvantaged backgrounds in the UCEDD Network.

AIDD anticipates that these partnership planning grants will develop a joint action plan that will provide a foundation for future collaborative work that could lead to the following:

- Use of a variety of strategies to exchange and transfer knowledge between the UCEDDs and the minority-serving institutions, community colleges and/or other training program(s) such as faculty and student exchanges, course exchanges, joint course offerings, joint course development, joint research, collaborative community-based training, joint service projects; and or undergraduate internships, mentorships and or pipeline opportunities.
- Increasing understanding of faculty and students from minority-serving institutions, community colleges and/or other training program(s) to the benefits of interdisciplinary research, training (e.g., pre-service, continuing education, community-based), and service;
- Increasing understanding of faculty and students from more UCEDDs to the importance of culture, custom, and tradition in reaching out to and seeking the involvement of minority individuals with disabilities across the lifespan and their families in initiatives that could affect their lives;

- Increasing knowledge of faculty and students from a greater range of minority-serving institutions, community colleges and/or other training program(s) to the range of funding opportunities that UCEDDs pursue and how to do the same, especially through partnerships;
- Providing UCEDDs with assistance of faculty and students from minority-serving institutions, community colleges and/or other training program(s) to recruit from minority populations with disabilities to: (1) obtain greater minority participation in on-going UCEDD research, training (e.g. pre-service, continuing education, community-based), and/or service project(s);
- Creating a basis for future collaboration between members of a partnership;
- Sharing experiences from the partnership with other UCEDDs and minority-serving institutions;
- Sustaining efforts through the development of a sustainability plan for continuing the MSI Partnership that will further development of cultural competence between the UCEDD and the partner organization to employ traditional and non-traditional methods for marketing and maintaining the project over time in collaboration with national organizations, including the UCEDD Resource Center and the network of UCEDDs; and
- Building a pipeline for undergraduate and graduate training program.

Memorandum of Understanding (MOU)

The applicant is required under this priority to submit a signed Memorandum of Understanding (MOU) between all participating entities: the UCEDD, Minority- Serving Institution, Community College, and/or other training program(s). Each applicant should include copies of the signed MOUs, policy statements, and procedures developed among the Partnership members on key issues for implementing the project. Additionally, applicants should include letters of support from the partner organizations for the project. The MOU must identify principals, faculty, and staff and include agreed upon specific roles, responsibilities, communication plans; schedule of time commitments of each.

Statutory Authority

AIDD is the lead agency in AOD, ACL, HHS for administering the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 15001, et seq.). The purpose of the DD Act is to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, integration and inclusion in all facets of community life, through culturally competent programs [Section 101(b)]. To achieve this purpose, the DD Act authorizes under Subtitle D University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDDs). Section 151(b) of the DD Act states that appropriations authorized under section 156(a)(1) and reserved under section 156(a)(2), grants shall be made to (UCEDDs) to carry out National Training Initiative grants.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$200,000
Expected Number of Awards:	4
Award Ceiling:	\$50,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Length of Project Period:	12-month project and budget period

III. Eligibility Information

1. Eligible Applicants

Section 151(b) of the DD Act states that from appropriations authorized under section 156(a)(1) and reserved under section 156(a)(2), grants shall be made to UCEDDs to carry out National Training Initiative grants. Entities eligible to apply for funds under this funding opportunity announcement are the 67 current AIDD grantees that are designated UCEDDs.

Applications will only be accepted from the 67 UCEDDs listed at <http://www.acl.gov/Programs/AIDD/Programs/UCEDD/Contacts.aspx>.

Applications from other entities not designated as a current UCEDD will not be reviewed.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

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

Grantees are required to meet a non-Federal share of the project cost, in accordance with Section 154(d) of the DD Act.

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

Reduced Match Amount - 10% match to the total federal funds for the UCEDDs whose activities or products target individuals with developmental disabilities who live in an urban or rural poverty area

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 of HHS, 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 of HHS.

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.

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 AIDD:

1. The current State poverty rate;
2. A full listing of all the UCEDD's current projects [this can be generated from the National

Information Reporting System (NIRS)];

3. 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 Developmental Disabilities 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 Developmental

	Disabilities 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 developmental disabilities and their families who are Medicaid-eligible.
Supplemental Security (SSI)	Is designed to help aged, blind and disabled people, who Income (SSI) 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 developmental disabilities who are SSI recipients
Temporary Assistance for TANF	Is a Federal poverty program that provides assistance and Temporary Assistance for Needy Families (TANF) work opportunities to needy families through grants to States. The UCEDD project would have to target individuals with developmental disabilities, children with developmental disabilities, 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. ADD 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, in accordance with the DD Act.

SUGGESTED FORMAT FOR SUBMITTING INFORMATION TO AIDD

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

- List the Official National Poverty Rate of 14.4
- Provide the State Poverty Rate
- List out the UCEDD Project Title (e.g., Provide Name of Project and project description) and Description and the Indicators of Poverty (List name of poverty program targeted by project)
- Of the total UCEDD projects, provide the percent that is targeting individuals with developmental disabilities living in urban and rural poverty areas

STATES IN TIERS 1 AND 2

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

Tier 1	Tier 2
Alabama: 17.5	Alaska: 10.2

Arizona: 18.7	Colorado: 11.0
Arkansas: 17.5	Connecticut: 9.5
California: 14.9	Delaware: 11.1
Dist. of Columbia: 19.6	Hawaii: 10.8
Florida: 14.8	Idaho: 12.4
Georgia: 17.8	Illinois: 12.7
Indiana: 14.9	Iowa: 11.3
Kentucky: 20.5	Kansas: 12.6
Louisiana: 21.0	Maine: 12.8
Mississippi: 20.1	Maryland: 10.0
New Mexico: 21.8	Massachusetts: 12.4
New York: 15.2	Michigan: 13.4
Nevada: 14.9	Minnesota: 9.0
North Carolina: 16.7	Missouri: 12.6
Ohio: 14.7	Montana: 11.5
Oklahoma: 15.3	Nebraska: 11.2
South Carolina: 17.2	New Hampshire: 6.6
Tennessee: 15.8	New Jersey: 10.8
Texas: 16.0	North Dakota: 11.2
West Virginia: 18.3	Oregon: 13.4
	Pennsylvania: 12.0
	Rhode Island: 10.8
	South Dakota: 12.5
	Utah: 10.6
	Virginia: 10.3
	Vermont: 8.9
	Washington: 11.9
	Wisconsin: 11.9
US Poverty Rate 14.4	Wyoming: 10.3

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 maybe 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 \$20,000 in ACL (Federal) funds must provide a non-federal share of the approved total project cost of at least \$6,667 which is 25% percent of total approved project cost of \$26,667. 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.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications received from entities other than the 67 existing grantees defined as UCEDDs, 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.

Application Screening Criteria

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

1. Applications must be received from eligible UCEDDs. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time.
2. The Project Narrative section of the Application must be single spaced on 8 ½” x 11” plain white paper and a standard font size of not less than 11, preferably Times New Roman or Arial.
3. The Project Narrative must not exceed 5 pages. The Project Narratives that exceed 5 pages will have the additional pages removed and only the first 5 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 5-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from <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 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 (<http://fedgov.dnb.com/webform/>) 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. Applicants should 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/Quick_Guide_for_Grants_Registrations.pdf
- 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: Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to be available in Grants.gov before you can submit an application through Grants.gov. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award.

- **Note:** Failure to submit the correct 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 to submit 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 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.

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: https://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.
- **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>.

U.S. Department of Health and Human Services
Administration for Community Living
Pamela O'Brien
Administration on Intellectual and Developmental Disabilities
Phone Number: (202) 795-7417
E-mail: Pamela.O'Brien@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter of Intent: **05/22/2017**

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The

purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. The deadline for submission of the Letters of intent is 15 days from date of publication. Letters of intent should be sent to:

U.S. Department of Health and Human Services
Administration for Community Living
Pamela O'Brien, Project Officer
Administration on Intellectual and Developmental Disabilities
Email: Pamela.O'Brien@acl.hhs.gov

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 5 pages; 5 pages is the maximum length allowed. Project Narratives that exceed 5 pages will have the additional pages removed and only the first 5 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 5-page limit, but all of the other sections noted below are included in the limit.

The sample components of the Project Narrative counted as part of the 5 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

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."

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 older adults and /or people with disabilities, their families and caregivers and the health care and social services systems.

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.

Proposed Intervention

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

For this FOA, the Proposed Intervention (Approach) is a clear, concise description of the approach, including strategies that you will use the seed funding with at least one partner organization defined as a MSI, community college, or other training program that serve underrepresented populations, to jointly plan and co-design training experiences and utilize a variety of innovative knowledge exchange and transfer strategies that promote and create interdisciplinary approaches to research, training (e.g., pre-service, continuing education, community-based), and services.

Special Target Populations and Organizations

Describes in detail how the applicant plans to involve Minority Serving Institutions, Community colleges, or other training programs that serve historically underrepresented groups in the partnership planning project.

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 ACL network; new knowledge that can contribute to the field of community living; 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.

For example: The development of a plan that will lead to faculty and students from the partner organizations being exposed to the benefits of interdisciplinary research, training (e.g., pre-service, continuing education, community-based), and service; Faculty and students from more UCEDDs being exposed to the importance of culture, custom, and tradition in reaching out to and seeking the involvement of minority individuals with disabilities and their families in initiatives that could affect their lives; Faculty and students from partner organizations being exposed to the range of funding opportunities that UCEDDs pursue and how to do the same, especially through partnerships; UCEDDs are provided with assistance of faculty and students from minority-serving institutions, community colleges and other organizations to recruit from minority populations with disabilities to obtain greater minority participation in on-going UCEDD research, training (e.g., pre-service, continuing education, community-based), and/or service project(s); Basis for future collaboration between members of the partnership is established; Experiences from the partnership are shared with other UCEDDs and minority-serving institutions, community colleges and other training programs that serve underrepresented groups; and, Creation of a pipeline for undergraduate and graduate training programs.

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.

Evaluation

This section should describe the method(s), techniques and tools that will be used to: 1) determine whether or not the proposed intervention- (Approach) 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.

Dissemination

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

Organizational Capacity 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) and or partner organization(s) that will have a significant role(s) in implementing project and achieving project goals.

Organization Capability

A Memorandum of Understanding (MOU) with the participating partner organization should be included. See Section I, Description of this Funding Opportunity Announcement.

Budget Narrative/Justification

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

Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s). For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the "Project Work Plan - Sample Template" format as a reference and resource, if desired.

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) 205-0405 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency name.

3. Submission Dates and Times

Due Date for Applications: **07/06/2017**

Date for Informational Conference Call: 05/16/2017

The Informational Conference Call will be held at 1:30 PM EST. The Call-in Line is 1(866)720-5216; Passcode: 7413380

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

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

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

receipt by Grants.gov only.)

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

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

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

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>.

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

This grant program meets the ACL definition for training grants. For training grants, OGM, ACL allows for indirect costs rates to be capped at 8%. For more information on the long form see: https://rates.psc.gov/fms/dca/a21-appx_c.pdf. In accordance with 2 CFR part 200.331(a)(4) sub-grantees are permitted to use the indirect cost rate negotiated by the government. 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 sub-grants and renovation and alteration, under this program announcement.

Training grant funds may not be used for travel support for conference attendance.

The following activities are not fundable:

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

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

- *Meals are generally unallowable except for the following:*
 - *For subjects and patients under study (usually a research program);*
 - *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., 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)*

6. Other Submission Requirements

Letters of Intent should be emailed to: Pamela.O'Brien@acl.hhs.gov

V. Application Review Information

1. Criteria

Applicants must document all of their source material. If any text, language and/or materials are from another source, the applicant must make it clear the material is being quoted and where the text comes from. The applicant must also cite any sources when they obtain numbers, ideas, or other material that is not their own.

If the applicant fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce their scores accordingly even to the degree of issuing no points at all.

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

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

Project Relevance & Current Need

Maximum Points: 15

- Clearly identifies and provides a portrait of the physical, economic, social, financial, institutional, and other problems that substantiates the need for the partnership with at least one minority-serving institution, community college and other training program(s). In doing so, uses relevant and current data, including that collected through planning studies and focus groups with minority populations. **(3 points)**
- Clearly describes needs specific to at least one minority-serving institution, community college and/or other training program(s) that will be a member of the partnership and provides evidence that feedback from the proposed partner was utilized in developing the project approach, including the goals and goal-related activities outlined in the partnership plan. **(3 points)**
- Describes how the UCEDD's Consumer Advisory Committee(CAC) was consulted in the development of the application and provides evidence that feedback from the CAC was utilized in developing the project approach, including the goals and goal-related activities outlined in the partnership plan. **(3 points)**
- Shows a direct relationship between the needs identified based on research and/or planning studies, feedback from the minority-serving institution, community college and/or other training program(s) and the CAC and the goals and goal-related activities in the partnership plan. **(3 points)**
- Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant are included. **(3 points)**

Approach

Maximum Points:45

- Clearly outlines a one year partnership plan process with at least one minority serving institution, community college and/or other training program(s) that serves historically underrepresented communities that includes projected measurable and attainable goals describing the scope and detail of how the proposed partnership work will be accomplished. **(9 points)**
- Describes how the faculty and students at the partner organization will be directly engaged in the partnership planning process. **(9 points)**
- Provides in the plan, a quantitative projections of the accomplishments to be achieved by the partnership planning process and a chronological order of approach with target dates. **(5 points)**
- Describes a sustainability plan for continuing the partnership effort past the project period. **(5 points)**
- Provides a conceptual framework for the partnership contextualized in a range of strategies that will be used to develop a partnership plan between the UCEDD and the minority-serving institution, community college and/or other training program(s). **(2 points)**
- Describes how information about the partnership experience will be shared with the UCEDD Network and minority-serving institutions, community colleges, and/or other training program(s) serving historically underrepresented communities, using a variety of methods (e.g., national meetings, written products, or national teleconferences using web-based technologies), including: **(10 points)**
 1. What the partnership is doing or has accomplished
 2. How it is structured
 3. How the resources are allocated
 4. The sequence and timing of partnership activities
 5. Future plans for collaboration with each other
- Describes how this project will serve as a catalyst for replication initiatives by identifying how the project will generate critical elements as a basis for future collaboration between members of a similar partnership. **(5 points)**

Budget

Maximum Points:10

- Provides a budget with line-items and detailed calculations for each budget objective, 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. **(5 points)**
- Provides a breakout by the funding sources identified in Block 18 of the SF-424; a narrative budget justification that describes how the categorical costs are derived; and a discussion of the necessity, reasonableness, and allocability of the proposed costs.

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 operation of the diversity fellowship program. **(5 points)**

Project Impact

Maximum Points: 15

- Includes criteria for determining the extent to which the project has achieved its stated goals and objectives and the extent to which the accomplishment of goals and objectives can be attributed to the partnership. **(4 points)**
- Defines the procedures to be used to determine whether the project is being conducted in a manner consistent with the work plan presented. **(2 points)**
- Identifies the criteria for determining the results and benefits (e.g., impact) of the partnership planning grant using indicators. Identifies specific outcomes, metrics, and measures that they will use to prospectively evaluate the impact. Examples of indicators is the development of a partnership plan that provides for the foundation for:
 1. Increasing understanding of faculty and students from the partner organization to the benefits of interdisciplinary research, training (e.g., pre-service, continuing education, community-based), and service; internships.
 2. Increasing understanding of faculty and students from UCEDDs to the importance of culture, custom, and tradition in reaching out to and seeking the involvement of culturally and linguistically diverse individuals with disabilities and their families in initiatives that could affect their lives.
 3. Increasing knowledge of faculty and students from the partner organization to the range of funding opportunities that UCEDDs pursue and how to do the same, especially through the partnership planning program.
 4. Providing UCEDDs with assistance of faculty and students from one partner organization to recruit from historically underrepresented communities with disabilities to: obtain greater minority participation to on-going UCEDD research, training (e.g., pre-service, continuing education, community-based), and/or service project(s) or undergraduate internship or mentorship.
 5. Identifying critical elements for future collaboration between members of the partnership;
 6. Identifying key elements for building a pipeline for the undergraduate and graduate training programs between members of the partnership; and
 7. Sharing the experiences from the partnership with other UCEDDs and minority-serving institutions, community colleges and/or training program(s) and serving as a catalyst for replication initiatives. **(7 points)**

- Describes an ongoing monitoring activity that is structured to gain information that is quantifiable and that permits objective rather than subjective judgments. **(2 points)**

Organizational Capacity

Maximum Points: 15

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

- Provides information on the UCEDD's expertise and ability to implement a partnership grant. **(4 points)**
- Identifies as a primary partner a minority-serving institution, community college and/or other training program(s) that serves historically underrepresented communities. **(3 points)**
- Describes how the minority-serving institution, community college, and/or other training program(s) that serves historically underrepresented communities identified to participate in the partnership is unique to the UCEDD Network (e.g., it is an institute of higher education that does not currently receive funding from AIDD to support a UCEDD). **(3 points)**
- Provides a Memorandum of Understanding between all participating entities: the UCEDD, Minority Serving Institution, Community College, and/or other training program(s) that serves historically underrepresented communities. Each applicant should include copies of MOUs, policy statements, and procedures developed among the Partnership members on key issues for implementing the project. The MOU must identify principals, faculty, and staff and include agreed upon specific roles, responsibilities, communication plans; schedule of time commitments of each. **(5 points)**

2. Review and Selection Process

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACL is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov> before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACL will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business

ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants ([https:// www.ecfr.gov/ cgi-bin/ text-idx?node=se2.1.200_1205&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8)).

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.

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 of HHS [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, 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. Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

The anticipated award date is on or around August 15, 2017, with an estimated project start

date of September 1, 2017.

VI. Award Administration Information

1. Award Notices

The anticipated award date is on or around August 15, 2017, with an estimated project start date of September 1, 2017.

2. Administrative and National Policy Requirements

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

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

3. Reporting

Effective March 1, 2011, ACL requires the submission of the SF-425 (Federal Financial Report). The reporting cycle will be reflected in the Notice of Award. The ACL program progress report is due annually. The progress report and final SF-425 report are due 90 days after the end of the project period.

Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully completed SF-425 will be required as denoted in the Notice of Award terms and conditions.

VII. Agency Contacts

Project Officer

Pamela O'Brien

Administration for Community Living

Administration on Intellectual and Developmental Disabilities

Phone: (202) 795-7417

E-mail: Pamela.O'Brien@acl.hhs.gov

Grants Management Specialist

LaDeva T. Harris

Administration for Community Living

Office of Grants Management

Phone: (202) 795-7360

Email: 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 Appendix for instructions).

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 or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.

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.
 - 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.”)
 - 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.

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. 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.

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

a. **Legal Name:** (REQUIRED): Enter the name that the organization has registered with the System for Award Management (SAM), formally the Central Contractor Registry. Information on registering with SAM may be obtained by visiting the Grants.gov website

(<https://www.grants.gov>) or by going directly to the SAM website (www.sam.gov).

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

c. Organizational 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 (<https://www.grants.gov>). Your DUNS number can be verified at <https://fedgov.dnb.com/webform/>.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 75 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 1/3 of the amount of federal funds being requested (the amount in 18a). For a full explanation of ACL's match requirements, see the information in the box below. For sub-item 18f (program income), enter only the

amount, if any, that is going to be used as part of the required match. Program Income submitted as match will become a part of the award match and recipients will be held accountable to meet their share of project expenses even if program income is not generated during the award period.

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

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

ACL's Match Requirement:

Under many ACL programs, ACL will fund no more than 75 % of the projects total cost, which means the applicant must cover at least 25% of the projects 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 projects 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:

FederalFundsRequested*MatchPercentage = Minimum Match Requirement

Inverse Match Percentage

Examples of varying match levels:

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

95%

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

75%

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

65%

4) $\$100,000 * 45\%(\text{match}) = \$81,818$
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? Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

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

in the Budget Narrative/Justification The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms.

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

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

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

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

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

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

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

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

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

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

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

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

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

Line 6h: **Other:** Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to individual consultants, postage, space and equipment rentals/lease, printing and publication, computer use,

training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

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

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification - Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	<p>Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700</p> <p>Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554</p> <p>Total 71,254</p>
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	<p>Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p> <p>Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p>
Travel	\$4,707	\$2,940	\$0	\$7,647	<p>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</p>

					<p>\$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</p>
Equipment	\$10,000	\$0	\$0	\$10,000	<p>No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000</p>
Supplies	\$3,700	\$5,670	\$0	\$9,460	<p>Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$2,160 Total \$9,460</p>
Contractual	\$30,171	\$0	\$0	\$30,171	<p>(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669</p>

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