

Notice of Funding Opportunity

Application due June 11, 2024



Administration for Community Living

Administration on Aging








Lifespan Respite Care Program

# Lifespan Respite Care Program: State Program Enhancement Grants

Opportunity number: HHS-2024-ACL-AoA-LRLI-0019



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# Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registration is active and up-to-date.

## **SAM.gov registration (this can take several weeks)**

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

## **Grants.gov registration (this can take several days)**

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

## **Apply by June 11, 2024**

Applications are due by 11:59 p.m. Eastern Time on June 11, 2024.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



# Step 1:

# Review the Opportunity

## In this step

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# Basic information

## Administration for Community Living

Administration on Aging

Lifespan Respite Care Program

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Improve access to respite care for family caregivers

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## Summary

The Lifespan Respite Care Program improves statewide, quality access to respite care services to all family caregivers so that they are supported in their efforts. Grantees will collaborate with state respite organizations and coalitions to enhance and expand the availability of lifespan respite services.

## Funding details

Type: Cooperative agreement

Expected funding: Up to \$2,087,682

Expected awards: Up to 7

Funding range: \$200,000 up to approximately \$400,000

We plan to fund awards in four 12-month budget periods for a total four-year period of performance of September 1, 2024, to August 31, 2028.



Have questions?

See [Contacts and Support](#).

## Key facts

### Opportunity name:

Lifespan Respite Care Program: State Program Enhancement Grants

### Opportunity number:

HHS-2024-ACL-AoA-LRLI-0019

### Federal assistance listing:

93.072

### Statutory authority:

Lifespan Respite Care Act of 2006 (42 U.S.C 201), as amended

## Key dates

### Informational conference call:

April 23, 2024

### Optional letter of intent deadline:

April 25, 2024

### Application deadline:

June 11, 2024

### Expected start date:

September 1, 2024

### Expected award date:

September 1, 2024

# Eligibility

## Who can apply

## Eligible applicants

Only these types of organizations may apply:

- All States, the District of Columbia, the Virgin Islands of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.
- Individuals and foreign entities are not eligible to apply.
- By statute, eligible applicants are those state agencies that:
  - Administer the State's program under the Older Americans Act of 1965.
  - Administer the State's program under Title XIX of the Social Security Act.
  - Are designated by the Governor of such State to administer the State's programs under this title.

## Other eligibility requirements

- Not all states that apply for funding will receive grants. Actual award amounts will vary based on the availability of federal funds.
- Only one application per state will be funded.
- States with no currently active grants are eligible to apply and will be given priority for funding.
- States with an active grant that is in a No Cost Extension (NCE) ending in 2024 are eligible to apply.
- States with one or more active grants are **not** eligible to apply for another grant.
- States with one active grant **and** a grant in an NCE period ending in 2024 are **not** eligible.
- Funding decisions are at the discretion of the administrator or their designee for ACL. Only those applications ranking the highest in a third-party review will be recommended for funding by the ACL program officer.
- Successful applicants may be asked to revise their proposals based on smaller-than-requested award amounts.
- Funds made available under this announcement shall be used to supplement and must not supplant other federal, state, and local funds available for respite care services.

- If you propose conduit or pass-through funding for another agency to lead the project, you will not be considered for funding.
- Grantees must work in collaboration with the state's ADRC/No Wrong Door System and the statewide respite coalition or respite organization.
- Eligible state agencies funded under this announcement shall use grant funds solely for the purposes outlined in the Lifespan Respite Care Act of 2006, as amended.

## Cost sharing

This program requires you to contribute 25% of the project's total cost.

You can calculate this cost-sharing requirement by using the following formula:

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

Example: Multiply \$120,000 (federal share) x 25 (required cost sharing percent) and divide that product by 75.

Cost sharing in this example is \$40,000.

## Types of cost sharing

You can meet your match requirement through any combination of:

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

## Cost-sharing commitments

Recipients must follow through on their promise of cost-sharing funds. This includes those who have promised an amount more than the required minimum; however, you are discouraged from promising more than the required minimum amount of cost sharing. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may have to decrease your award amount. You'll have to include your proposed cost-sharing funds when you fill out your Standard Federal Forms (SF-424 and SF-424A) and your budget justification narrative.

# Program description

The [Lifespan Respite Care Program](#),<sup>[1]</sup> enacted by Congress in 2006 under Title XXIX of the Public Health Service Act (42 U.S.C 201) and [reauthorized in 2020](#),<sup>[2]</sup> empowers coordinated state systems to provide accessible, community-based respite care services. Respite services support family caregivers of children and adults across all age groups, disabilities, and chronic conditions. As an essential component of home and community-based long-term services, respite services can contribute to healthier family systems and the health and well-being of caregivers and care recipients. Respite care can be both planned and emergency-based to temporarily relieve the family caregivers.

The Lifespan Respite Care programs focus on elevating the quality and availability of respite services through:

- **Expansion and enrichment:** Boosting respite services across states
- **Coordination and circulation:** Enhancing dissemination and coordination of these services
- **Streamlined access:** Facilitating ease of access to these programs
- **Gap fulfillment:** Identifying and addressing any existent service gaps
- **Quality improvement:** Enhancing the overall quality of present respite services

It is ACL's expectation that you use the relevant components of the [2022 National Strategy to Support Family Caregivers](#)<sup>[3]</sup> as a guide when developing your application.

## LRLI Informational Conference Call

Date: Tuesday, April 23, 2024

Time: 2 p.m. ET

Phone number: (888) 469-1602

Participant passcode: 9897610

## Funding opportunity description

### Purpose

The U.S. Administration for Community Living (ACL) is providing this competitive grant opportunity to help eligible state agencies implement the requirements of the Lifespan Respite Care Act of 2006, as amended (The Act). The purpose of the program is to improve access to, and quality of, respite care services to all family caregivers, thereby reducing family caregiver demands when supporting these individuals.

Additionally, Lifespan Respite Care programs should strive for equitable access to services for family caregivers and care recipients and address barriers to access, including but not limited to:



- Age
- Race
- Sexual orientation
- Socioeconomic status
- Cognitive ability
- Language
- Ethnicity
- Employment status
- Housing situation
- Education level
- People transitioning back to the community from facilities
  - This includes those needing medical or behavioral health care services (for example, substance use disorder and mental health treatment) to manage both chronic and acute conditions or support needs

Respite care services should provide meaningful, person-centered, and family-directed respite options that further reduce isolation and barriers to accessing support services.

From the outset, all programs must address the respite needs of all populations regardless of the age, disability, or chronic condition of the care recipient population. There is no phase-in or preference for specific age groups, disability categories, or populations.

## Background

### Lifespan respite care defined

The Lifespan Respite Care Act, as amended, defines lifespan respite care as a coordinated system of accessible, community-based respite care services for family caregivers of children or adults with special needs.

- Such a system brings together federal, state, and local resources and funding to support, expand, and streamline the delivery of planned and emergency respite services, while also providing for the recruitment and training of respite workers and caregiver training and empowerment.
- Respite can strengthen family systems while protecting the health and well-being of both the caregiver and the care recipient.
- It is a key component of community-based long-term services and supports (LTSS).

All proposed project activities should seek to improve the delivery and quality of respite services available to families across age and disability spectrums, by establishing coordinated lifespan respite systems.

## The Lifespan Respite Care Act: An overview

First passed by Congress in 2006 and reauthorized in 2020, the Act is intended to accomplish several objectives, including:

- Expanding and enhancing the supply and accessibility of respite services within the state
- Assuring respite services are coordinated between and spread out across various funding streams and programs
- Streamlining caregiver access to programs and filling gaps in service
- Improving the overall quality and equity of available respite services

## The evolving respite environment

Lifespan Respite Programs have been in existence in states since the 1990s. Since implementation of the federal program began in 2009, states have made considerable progress toward building sustainable programs capable of meeting the respite care needs of families and family caregivers across the lifespan.

In recent years, the environment in which Lifespan Respite Programs exist has been impacted by several key factors, including the current post-COVID-19 environment.

The passage of the [Recognize Assist, Include, Support and Engage \(RAISE\) Family Caregivers Act of 2017<sup>\[4\]</sup>](#) and the [Supporting Grandparents Raising Grandchildren \(SGRG\) Act of 2018<sup>\[5\]</sup>](#) and the release of the [2022 National Strategy to Support Family Caregivers<sup>\[6\]</sup>](#) highlighted the importance of cultural and linguistic competence, and the growing crisis brought about by shortages in the direct care workforce.

The passage of the RAISE Act and the formation and work of the [Family Caregiving Advisory Council<sup>\[7\]</sup>](#) (FCAC) shined a spotlight on respite in its [Initial Report to Congress<sup>\[8\]</sup>](#) noting the importance of increasing awareness of respite and that it can mean different things for different family caregivers. For example, the report noted that “what constitutes ‘respite’ for the spouse of an older adult living with dementia (typically [in] an adult day program) differs significantly from what the parent of a child with autism who also has educational needs would view as an equivalent form of respite.”

Similarly, from the Advisory Council to Support Grandparents Raising Grandchildren’s [Initial Report to Congress<sup>\[9\]</sup>](#), [\[10\]](#) we know that due to “the round-the-clock nature of caring for children, especially young children and children with disabilities or exposure to trauma, [kin and grandparent caregivers] need a variety of formal and informal respite options.”

The reports of both advisory councils included a similar recommendation: “increase the availability of high-quality, setting-appropriate, and caregiver-defined respite to give caregivers a healthy and meaningful break from their responsibilities.”

The [2022 National Strategy to Support Family Caregivers<sup>\[11\]</sup>](#) provides an opportunity for states to rethink their respite systems of care and use the strategy as a roadmap for program planning and execution. Additionally, you are encouraged to review the latest policy brief from the [ARCH Lifespan Respite Technical Assistance and Resource Center: Role of Respite in the National Strategy to Support Family Caregivers<sup>\[12\]</sup>](#) and incorporate the ideas and approaches it contains, where appropriate. The strategy also supports the [Executive Order on Increasing Access to High-Quality Care and Supporting Caregivers<sup>\[13\]</sup>](#) through family caregiver supports such as respite care.

Additional resources include:

- [First Principles: Cross-Cutting Considerations for Family Caregiver Support<sup>\[14\]</sup>](#) This component of the Strategy includes essential practices to support each of the four core principles discussed that you may want to incorporate into your plan.
- The [National Center to Strengthen the Direct Care Workforce<sup>\[15\]</sup>](#) This technical assistance and resource center funded by ACL works to support recruitment, retention, and professional development of workers who provide home- and community-based services.
- ACL’s Lifespan Respite Technical Assistance and Resource Center (ARCH National Respite Network and Resource Center) resource, “[Providing and Receiving Respite Care Safely During the COVID-19 Pandemic: Voluntary National Guidelines for Respite Care Agencies, Providers, Family Caregivers, and Respite Care Recipients<sup>\[16\]</sup>](#)”.
- ACL’s Lifespan Respite Technical Assistance and Resource Center (ARCH National Respite Network and Resource Center) resource, “[The Role of Respite in the National Strategy to Support Family Caregivers<sup>\[17\]</sup>](#)”.

## Program priority areas

The strongest applications will be those that are grounded in the [Principles<sup>\[18\]</sup>](#) and [Actions<sup>\[19\]</sup>](#) outlined in the strategy.

Additionally, you should fully describe the approaches you will use for advancing the State Lifespan Respite Systems in each of the following program priority areas:

- Direct service provision
- Continued focus on systems development
- Strengthened collaborations and partnerships
- Paid and volunteer respite provider training

- Identification and reduction of gaps in current services
- Targeting underserved and underrepresented populations across the lifespan

## Direct service provision

The Lifespan Respite Care Act stipulates the provision of five required and three optional services. Application narratives should clearly and completely describe the state agency's plan for further developing and delivering each of the required and optional services in a way that considers the available evidence, emerging strategies, and promising practices in the field of respite.

For more information on emerging, model, or promising practices in the field of respite and family caregiver support, you should review information available on the [Lifespan Respite Technical Assistance and Resource Center](#) webpage.<sup>[20]</sup>

## Enhanced systems development

You should describe in detail your objectives for advancing existing lifespan respite care services statewide, with a focus on the following areas:

- Capacity-building of respite care providers (both paid and unpaid)
- Leveraging resources across various funding streams and partners to sustain and expand available respite care services
- Implementing key administrative functions (including logistical, information technology, communications, operational, and service coordination activities)
- Ongoing monitoring and quality assurance of respite care services

## Strengthened collaborations and partnerships

Partnership, collaboration, and stakeholder involvement are critical to creating a successful statewide Lifespan Respite Care Program. Whether these partnerships are facilitated by the state agency, the statewide respite coalition/organization, the state aging and disability resource center, or collaborative efforts, having the broadest possible array of stakeholders involved is essential.

You should propose approaches for expanding collaboration and partnerships with relevant stakeholders to ensure the program reaches the broadest population of eligible service recipients possible.

Potential stakeholders include:

- State and local government entities that administer and deliver human services designed to meet the respite care needs of family caregivers

- State and local chapters of organizations as well as entities representing individuals with special needs from across the disease and disability spectrum, and for whom respite is an essential component of their ongoing support
- Any other public, private, or nonprofit entities that provide respite care services or other support to caregivers focused on special or targeted populations, that may not be otherwise involved with the state's existing respite care coalition
- Any additional federally funded, local, or state program that may provide support or resources that can be leveraged to further expand lifespan respite care services

## **Paid and volunteer respite workforce training**

- You should describe the extent to which your proposed projects will work to expand or strengthen the respite care workforce, whether paid or volunteer, including recruitment, training, and oversight
  - Emphasize cultural competence and quality in service delivery
- You should describe how the quality and safety of any respite care services provided will be monitored, including methods to ensure that respite care workers and volunteers are appropriately screened
  - They should also possess the necessary skills to care for the needs of the care recipient in the absence of the family caregiver

## **Identification and reduction of gaps in current services**

- You are expected to demonstrate knowledge of your current system of respite services and provide details that inform how the current system of respite services forms the foundation for your statewide systems of lifespan respite care services, including how such services are targeted and delivered.
- Based on your description of the current statewide respite care system, you should then identify and explain known gaps in the provision of respite services and propose how those gaps in respite services will be addressed.

## **Targeting underserved and underrepresented populations across the lifespan**

- You are expected to address equity among populations across the lifespan, particularly given what we know about the disproportionate impact COVID-19 had on many traditionally underserved and underrepresented populations.
- Underserved and underrepresented populations are defined as those in greatest economic and social need, who are further isolated from services and supports because of systemic inequalities based on race, ethnicity, cultural background,

sexual orientation, gender identity, geographic location, or limited English proficiency.

- Describe any underserved populations to be served by your proposed program as defined by [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government<sup>\[21\]</sup>](#), dated January 20, 2021, and [Executive Order on Advancing Equality for Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Individuals<sup>\[22\]</sup>](#) consistent with Executive Order 13988 of January 20, 2021 (Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation).<sup>[23]</sup>
- You are expected to explain current efforts, and results, under their current lifespan respite system of care to serve underserved and underrepresented populations across the lifespan.
- Based on this description, you should then explain how they propose to target and increase services to traditionally underserved populations that are identified in their local communities.

## Additional application elements and considerations

In addition to the [program priority areas](#), you should clearly and concisely address the following in your application:

### Memorandum of Understanding/Agreement

A memorandum of understanding/agreement (MoU/A) regarding the joint responsibility for the development of the state's lifespan respite program between the eligible State agency and the public or private nonprofit statewide respite coalition or organization must be in place at the time of application and submitted with the application. Applicants are encouraged to embed flexibility within the MoU/A so that all parties to the agreement can modify scope, tasks, or partnerships as the need arises. See [attachments](#).

## Program performance and outcomes measurement

Performance measurement is an important part of creating a fully functioning Lifespan Respite Care System. Your goals should identify relevant consumer-based, programmatic, and systems-level outcomes the state would like to measure, as well as proposed approaches.

You should choose and identify consumer-level outcome measures or draw on the ARCH National Respite Network and Resource Center's ["Measuring Systems Change and](#)

[Consumer Outcomes: Recommendations for Developing Performance Metrics for State Lifespan Respite Programs](#)” to assist in conceptualizing, developing, and implementing useful performance metrics, such as caregiver or system change outcomes.<sup>[24]</sup>

You should describe how you plan to count and record the experiences of the people being served in their Lifespan Respite Program. You should describe how data will be collected together with current respite programs and funding streams.

## Data collection and reporting

Awardees will work with ACL to complete the data collection and reporting requirements, as stated in [Section 2904 of the Lifespan Respite Reauthorization Act of 2020](#).<sup>[25]</sup> Respite Care Program applicants, funded through this announcement, will use the Office of Management and Budget-approved data collection tools developed for this program.

## Sustainability

Through this funding announcement, ACL expects to realize tangible, measurable, and sustainable advancements in state capacities to provide respite and related services (see [proposed intervention](#) section) to family caregivers across the age and disability spectrum.

You will be evaluated, in part, on the extent to which you have a clear, feasible [plan for the project's sustainability](#) beyond the period of Federal funding. You are encouraged to consider and propose a range of potential approaches for ensuring the sustainability of the project once Federal funding has ended.

Tools and resources for the sustainability of Lifespan Respite Programs are available on the Lifespan Respite Technical Assistance and Resource Centers’ [sustainability tools](#) webpages.<sup>[26]</sup>

## Product dissemination and sharing

To enable other states to replicate programs and approaches and eliminate the need to “reinvent the wheel,” you will be asked to submit to ACL and the ACL Lifespan Respite Technical Assistance Center key products that can serve as resource guides for future Lifespan Respite Care Program development, enhancement, and expansion. You should submit copies of all final products to ACL at the conclusion of the award.

## Participation in technical assistance efforts

You will be expected to participate in technical assistance activities as they pertain to Lifespan Respite Care Program and System development, management, and integration. This includes participating in regularly scheduled conference calls, webcasts, and one-on-one technical assistance opportunities initiated by yourself, the ACL project officer, or the [Lifespan Respite Program Technical Assistance Resource Center](#).<sup>[27]</sup>

State project directors are strongly encouraged to budget resources for travel to and participation in the National Respite Conference, convened annually by the ARCH Lifespan Respite Technical Assistance and Resource Center. This conference provides participants with the opportunity to learn about the latest trends in respite program development and the opportunity to network and share best practices associated with Lifespan Respite Care Program implementation and Lifespan Respite Care System development.

## Sub-awards and subcontracts

You may carry out your project directly or by subaward to, or contract with, public or private entities. Due to the nature of this program, the State project director must maintain an active role in managing and leading all aspects of the state's lifespan respite project. If you propose conduit or pass-through funding for another agency to lead the project, you will not be considered for funding.

You should clearly describe, if necessary, your processes for sub-awarding or subcontracting specific activities. For activities undertaken by partner organizations, whether through subawards or subcontracts, you should clearly describe how you will oversee all sub-activities to ensure continuity across the project. Finally, you should describe how the State project director, along with the stakeholder groups, will guide the design and implementation of the statewide lifespan respite care system.

## Cooperative agreement terms

Cooperative agreements require substantial ACL project involvement after an award is made. There are specific roles for both you and ACL.

### Your responsibilities

- Collaborate with ACL/AoA in finalizing, executing, and modifying the work plan
- Fulfill all the requirements of the grant initiative as outlined in this funding opportunity, and carry out project activities as reviewed, approved, and awarded
- Communicate with the ACL/AoA project officer regularly to improve the effectiveness of the activities carried out under this agreement



- Meet with the ACL/AoA project officer at least semi-annually, or at such other times as are agreed upon by either party, to improve the effectiveness of the activities carried out under this agreement
- Submit the required semi-annual and final progress reports
- Participate in technical assistance efforts as provided by the Lifespan Respite Technical Assistance and Resource Center (TARC)
- Use the new semi-annual reporting and data collection tools as required in Section 2904 of the Act, approved for use by the Office of Management and Budget (OMB)
- In accordance with the [Stevens Amendment](#), all HHS grant and cooperative agreement recipients are required to acknowledge federal funding when publicly communicating projects or programs funded through HHS federal financial assistance
- You must use the following language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL-supported publications and forums describing projects or programs funded in whole with ACL funding:

This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by ACL/HHS and \$XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

## Our responsibilities

The ACL/AoA project officer shall carry out the following activities for the cooperative agreement:

- Collaborate with you to finalize, execute, and modify the work plan
- Perform the day-to-day federal responsibilities of managing grants, working with you to ensure that the minimum requirements of the grant are met
- Work with you to clarify the programmatic and budgetary issues addressed by the project, and as necessary, negotiate with you to achieve a solution to any needs identified by you or ACL/AoA
- Assist you in understanding the policy concerns and/or priorities of ACL, the U.S. Department of Health and Human Services, and the federal government by conducting periodic briefings and carrying out ongoing consultations
- Share information with you about other federally sponsored projects and activities that are relevant to you and your activities

# Funding policies and limitations

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

## Funding policies

- Under this NOFO, you can't continue existing projects without expansion or new and innovative approaches.
- Meals are allowed only in limited circumstances linked to program activities, like during travel or when approved in advance by ACL. See Allowable Costs and Activities, Exhibit 4: Selected Items of Cost, Meals in the [HHS Grants Policy Statement](#).
- Certain telecommunications and video surveillance equipment. See [2 CFR 200.216](#) to make sure this does not apply to any proposed equipment in your application.

## Unallowable costs

- Construction or major rehabilitation of buildings
- Basic research, such as scientific or medical experiments

## Funding restrictions

The [Government Accountability Office \(GAO\) report number 11-43](#) has raised considerable concerns about awardees 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 toward 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, for example, in programs providing children's services such as Head Start
- When an organization customarily provides meals to employees working beyond the normal workday as a part of a formal compensation arrangement
- As part of a per diem or subsistence allowance provided in conjunction with allowable travel
- Under a conference award, 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: This rule only applies if the sole purpose of the award is to hold a conference

## Indirect costs

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

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

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

**Method 2 – *De minimis rate.*** Per [45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis rate*. If you are awaiting approval of an indirect cost proposal you may also use the *de minimis rate*. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

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

## Program income

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

## Statutory authority

The statutory authority for this program is the Lifespan Respite Care Act of 2006 (42 U.S.C 201), as amended.



# Step 2:

## Get Ready to Apply

### In this step

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# Get registered

## SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to [sam.gov entity registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

## Grants.gov

You must also have an active account with [grants.gov](#). you can see step-by-step instructions at the Grants.gov [quick start guide for applicants](#).

# Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants' search at grants.gov](#) and search for opportunity number HHS-2024-ACL-AoA-LRLI-0019. You can also refer to the readiness checklist:

## Readiness checklist

Applying for an award takes time. Registering with [sam.gov](#) can take over two weeks.

There are a few things that need to happen before you can apply:

- Make sure your organization is eligible.
- As soon as possible, register in [sam.gov](#) or make sure your registration is up to date.
- To register, go to [sam.gov entity registration](#) and click Get Started.
- See a [checklist](#) for what you will need to register in SAM.
- The Entity Registration page also includes a video that walks you through the registration process. If you need help, you can call (866) 606-8220 or live chat with the [federal service desk](#).
- Get a Unique Entity Identifier (UEI). You get your UEI when you register in [sam.gov](#). (This is different from a DUNS number. See [DUNS to UEI transition](#) information).
- Register in [grants.gov](#). See [how to register in grants.gov](#).

- Begin working on gaining the required memorandum of agreement (MoA) or memorandum of understanding (MoU) and letters of commitment from key participating organizations and agencies. See [attachments](#).
- Read over this NOFO.
- Make sure that you understand the [screening and responsiveness](#) factors that could affect your ability to get an award.
- Submit an [optional letter of intent](#).
- Review the [post-award requirements](#) to make sure you can meet them.

To find the application package, go to [Grants.gov and search](#) using Keyword: **Lifespan Respite Care Program: State Program Enhancement Grants** and Opportunity Number: **HHS-2024-ACL-AoA-LRLI-0019**.

You can also find information on the ACL website at [applying for grants](#).

ACL requires you to use [grants.gov](#) Workspace. Workspace is a shared online environment where your team can access and edit at the same time. For instructions, go to [get started on your workspace application](#).

# Join the informational call

## LRLI 0019 Informational Conference Call

Date: Tuesday, April 23, 2024

Time: 2 p.m. ET

Phone number: (888) 469-1602

Participant passcode: 9897610



# Step 3:

# Prepare your application

## In this step

Application contents and format

24

# Application contents and format

Applications include five main components. This section includes guidance on each.

Make sure you include each of these:

Component	Grants.gov Submission Forms
<a href="#">Project abstract</a>	Use the Project Abstract Summary form.
<a href="#">Project narrative</a>	Use the Project Narrative Attachment form.
<a href="#">Budget justification narrative</a>	Use the Budget Narrative Attachment form.
<a href="#">Attachments</a>	Insert each in the Other Attachments form.
<a href="#">Standard Forms</a>	Upload using each required form.

## Required format for project narrative

Font: Times New Roman or Arial

Format: PDF, double-spaced, on 8.5" x 11" plain white paper

Size: 11-point font

Footnotes and text in graphics may be 10-point.

Spacing for Project Narrative main content: Double-spaced

Spacing for project summary, tables, footnotes: Single-spaced

Margins: 1-inch

Include page numbers

Project Narratives that exceed 30 pages will have the additional pages removed. Only the first 30 pages of the project narrative will be provided to the merit reviewers for funding consideration.

The project work plan, budget justification narratives, memorandum of understanding/ agreement, letters of commitment, and vitae of key project personnel are not counted as part of the project narrative for purposes of the 30-page limit.



## Project abstract

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

- **Goals:** Broad overall purpose, like a mission statement that says what you want to do and where you want to be
- **Objectives:** Narrow, specific, and clear steps toward the goals. These are the “how” to achieve the goals
- **Outcomes:** These are the measurable results of a project
  - Include expected changes among those served, such as clients, systems, organizations, and communities
  - These should tie directly to your goals and those of this funding
- **Products:** The materials and other deliverables you expect to generate through the project

## Project narrative

**Page Limit: 30**

The project narrative is the most important part of the application. We use it as the primary basis to decide whether your project meets the statutory requirements and to review its merit. The project narrative should give a clear and concise description of your project.

Be sure to cite all your sources. Merit reviewers may lower your score if you do not.

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

## Problem statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of lifespan respite care services currently available within the state, including increased availability of services because of previous funding award activities, existing gaps, and unmet needs that need to be addressed.

You should also describe how you anticipate challenges related to scaling existing lifespan respite care services, as well as available partners and resources that will support scaling.

Discuss the impact of existing lifespan respite care services on older adults and people with disabilities (including specific subgroups within those populations), their families, and caregivers.

For purposes of this funding opportunity, you are required to include the following descriptive information as it pertains to the caregiving needs and current respite care infrastructure in your state:

- The population of family caregivers in the state, and the criteria used to identify family caregivers eligible for respite care services
- The extent and nature of the respite care needs of that population
- Existing respite care services for that population, including number of family caregivers being served and the extent of unmet demand or need
- Existing methods to coordinate respite care information and services to the population at the State and local level, and barriers that impede increased access to lifespan respite care services
- A description of respite care services available to family caregivers in the eligible State agency's State or locality, including unmet needs and how the eligible State agency's plan for use of funds will improve the coordination and distribution of equitable respite care services for family caregivers

## Goals and objectives

This section should consist of a description of the project's goals 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 you are proposing to use to address the problem described in the [problem statement](#).

- You should describe the rationale for using the particular intervention. Some examples of rationales are:
  - Evidence-based interventions
  - Lessons learned for similar projects previously tested in your community or in other areas of the country
- You should also describe factors in the larger environment that have created the "right conditions" for the intervention, for example, existing social or economic factors that you'll be able to take advantage of
- 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 form, including with other organizations, supporters, and/or consumer groups

Describe the following:

- How you will provide the following using evidence-informed interventions and funds provided under this funding opportunity:
  - Respite care information dissemination and coordination
  - Respite care services
  - Respite care workers and volunteer recruitment and training programs
  - Training programs for family caregivers
- A plan for administration, collaboration, and coordination of the proposed respite care activities with other related services or programs offered by public or private, nonprofit entities such as:
  - Aging and Disability Resource Centers/No Wrong Door Systems
  - Medicaid
  - National Family Caregiver Support Programs
  - Veterans Affairs
  - Protection and Advocacy entities
  - Developmental Disability Councils
  - University Centers of Excellence in Developmental Disabilities Education, Research and Service
  - Area Agencies on Aging
  - Centers for Independent Living
  - Community-based organizations providing support to people with disabilities
  - Faith-based entities
- How the population, including family caregivers, care recipients, and relevant public or private agencies, will participate in the planning and implementation of the proposed respite care activities
- How the proposed respite care activities will use other Federal, State, and local funds, programs, contributions, other forms of reimbursement, personnel, and facilities
- How the quality and safety of any respite care services provided will be monitored
- Include methods to ensure that respite care workers and volunteers are appropriately screened and possess the necessary skills to care for care recipient in the absence of the family caregiver
- The planned measures that will ensure confidentiality of the individuals served by the program

## Special target populations and organizations

- This section should describe how you plan to involve caregivers of older adults or children, adults with disabilities who use or need respite care, and stakeholder organizations in a meaningful way.
- This section should also describe how the proposed strategy targets other populations, particularly those in greatest economic and social need, who are isolated from services and support because of systemic inequalities based on race, ethnicity, cultural background, sexual orientation, gender identity, geographic location, or limited English proficiency.
- You should be able to clearly describe the populations and organizations targeted, including the extent to which you have been successful responding to the needs of the populations you've targeted.
- You will also describe how funds from this funding opportunity will be used to address newly identified or existing unmet respite needs that expand, enhance, or build upon previous efforts.
- This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project.
- This section should also describe how the proposed intervention will target disadvantaged populations, including but not limited to low-income families, rural populations, limited-English-proficiency populations, and Native American populations.

## Outcomes

- This section of the project narrative must clearly identify the measurable outcomes that will result from the project. 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 — for example, 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.
  - Include 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, skills, attitudes, 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 respite
  - A measurable increase in community awareness
  - A measurable increase in the number of people 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 outcomes your project will produce.
- You should use the [evaluation](#) section to describe how the outcomes 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.

## Project management

- This section should include a clear delineation of the roles and responsibilities of your project staff, in particular the state project director.
- Due to the nature of this program, the state project director must maintain an active role in managing this project by managing and leading all aspects of the project.
  - For the purposes of this program, ACL defines an “active role” of the state project director as no less than a 0.20 FTE.
- This section should clearly specify who will have day-to-day responsibility for key tasks such as:
  - Project leadership
  - Monitoring the project’s ongoing progress
  - Preparing reports
  - Communicating with other partners and ACL
- It should describe how you will monitor and track progress on the project’s tasks and objectives.

- If you propose conduit or pass-through funding for another agency to lead the project, you will not be considered for funding.
- This section should include information on the roles and responsibilities of sub-awardees, subcontractors, consultants, and partner organizations, and how they will contribute to achieving the project's objectives and outcomes.
- This section should address how you will provide oversight and ensure continuity across project areas undertaken by sub-awardees, subcontractors, consultants, and partner organizations.

## Evaluation

This section should describe the methods, techniques and tools that will be used to:

- Determine whether the proposed intervention achieved its anticipated outcomes
- Document the lessons learned from the project, both positive and negative, that will be useful to people interested in replicating the intervention if it is successful

## Dissemination

This section should describe how you will widely share the project results and findings in a timely manner and in easily understandable formats. Results should be shared with parties who might be interested in using the results of the project to inform practice, service delivery, program development, or policymaking. This especially includes parties who would be interested in replicating the project.

## Organizational capability

- You should include an organizational capability statement and curricula vitae for key project personnel.
- The organizational capability statement should describe how your agency (or the division of a larger agency that will have responsibility for this project) is organized, the nature and scope of its work, and 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 your agency not included in the program narrative, such as any current or previous relevant experience or useful reports, publications, and other products the project team has produced.
- If appropriate, include an [organizational chart](#) showing the relationship of the project to the current organization.
  - Please attach short curricula vitae for key project staff only
  - Neither curricula vitae nor an organization chart will count toward the project narrative page limit

- Also include information about any contractual organizations that will have a significant role in implementing the project and achieving project goals

## Equity experience of project team

This section should describe the approach to and staff experience in advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. See the [Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#), dated January 20, 2021, for additional information. <sup>[28]</sup>

## Budget justification narrative

The budget justification narrative supports the information you provide in Standard Form 424-A. See [standard forms](#).

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities
- The restrictions on spending funds. See [funding limitations](#).
- Justify all the costs, including showing how you calculated them. To create your budget justification narrative, see the [example format](#) on our website.

The budget justification narrative provides:

- A line-item budget that shows the calculations for costs
- A justification for the items in each budget category

There are more detailed instructions in [budget justification narrative instructions](#). You can also use the [budget justification narrative template](#).

You will need to include:

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

To complete your budget justification narrative see the [budget justification narrative template](#) on our website and [instructions for completing required forms](#) in this NOFO.

## Attachments

Attachments do not count against the project narrative page limit, even if you reference them in the project narrative.

You will upload attachments in [grants.gov](https://grants.gov) using the Other Attachments Form. Place your PDF attachments in order in the form. Name each clearly.

### Attachment 1: Work plan

**Does not count towards the page limit.**

You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure outcomes and processes.

- The project work plan should reflect and be consistent with the project narrative and budget justification narrative and should cover all four years of the project period.
- It should include a statement of the project's overall goal, anticipated outcomes, key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcomes.
- For each major task/action step, the work plan should identify time frames involved (including start and end dates), and the lead person responsible for completing the task.
- You can use the [project work plan sample template](#) as a reference and resource.

Failure to include a work plan detailing activities for each year of the project will result in a score of zero for this required component during the [merit review scoring process](#).

To complete your work plan, see the [project work plan sample template](#) and [instructions for completing required forms](#) in this NOFO.

### Attachment 2: Required memorandum of agreement (MoA) or memorandum of understanding (MoU)

**Does not count towards the page limit.**

You must submit with your application a MoA or MoU regarding the joint responsibility for the development of the state's lifespan respite program between the eligible State agency and the public or private nonprofit statewide respite coalition or organization. You are encouraged to embed flexibility within the MoA/MoU so that all parties to the agreement can modify scope, tasks, or partnerships as the need arises.

**A copy of such memoranda must be included in all application packages.**



## Attachment 3: Indirect cost agreement (if applicable)

**Does not count towards the page limit.**

If you include [indirect costs](#) in your budget justification narrative using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis rate*, you do not need to submit this attachment.

## Attachment 4: Commitment letters

**Does not count towards the page limit.**

Include letters from any organization that will have a significant role in carrying out your project. The letter should explain their role and their commitment to the project.

## Attachment 5: Organizational chart

**Does not count towards the page limit.**

As discussed in the [organizational capability](#) section, if you think it is helpful and relevant, you may include an organization chart that shows how the project will fit into your organization.

## Attachment 6: Resume and job descriptions

**Does not count towards the page limit.**

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications.

## Standard forms

You will need to complete some standard forms. Upload the standard forms listed below at [Grants.gov](https://grants.gov). You can find them in the NOFO [application package](#) or review them and their instructions at [grants.gov forms](#).

Form	Submission requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Assurances for Non-Construction Programs (SF-424B)	With application.
Other Attachments Form	With application.
Key Contacts	With application.
Project Narrative Attachment Form	With application.
Grants.gov Lobbying Form (Certification Regarding Lobbying)	With application.
Project/Performance Site Location(s)	With application.



# Step 4:

# Learn About Review and Award

## In this step

Application review	<a href="#"><u>36</u></a>
Award notices	<a href="#"><u>42</u></a>

# Application review

## Initial review

We review each application to make sure it meets basic requirements. We won't consider an application that:

- Requests funding above the award ceiling shown in the [funding range](#).
- Requests funding below the award floor shown in the funding range.
- Is submitted after the [deadline](#).

We will not review any pages over the page limit.

## Responsiveness and screening criteria, application responsiveness criteria

Applications will be reviewed for the following criteria:

- Is the applicant an [eligible state agency](#)?
- Did you request the [minimum award amount](#) (award floor) or more to fund your project?
- Did you include an MoU/MoA between the eligible state agency and the statewide respite coalition/organization?

Applications that fail to meet any of the above criteria will not be reviewed and will receive no further consideration.

## Application screening criteria

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

Applications that fail to meet the [formatting criteria](#) will not be reviewed and will receive no further consideration.

## Merit review

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria. These reviewers are experts in their field, and come from academic institutions, nonprofit organizations, state and local governments, and federal government agencies. The members use the criteria below.

Criterion	Total number of points = 100
1. Project relevance and current need	15 points
2. Approach	30 points
3. Budget justification narrative	15 points
4. Project impact	25 points
5. Organizational capability	15 points

## Criteria

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

### Project relevance and current need (Maximum points: 15)

Does the application describe:

- The population and demographics of caregivers in the state, and demonstrates knowledge of the state's family caregiver populations?
- The [extent and nature of respite needs](#) of all populations regardless of the age, disability, or chronic condition of the care recipient population?
- Available respite care services, including unmet needs?

Do you:

- Apply the knowledge and lessons learned under current and previous Lifespan Respite awards to further understand and describe the respite needs of family caregivers in the state?
- Provide information on the impact of the state's previous efforts under the Lifespan Respite Care Program to date?
- Describe how the proposed project will build upon the accomplishments made in previous Lifespan Respite Care Program grants?

## Approach (Maximum points: 30)

### Goals, objectives, and methods of addressing the problem (10 points)

- Have you stated clear and meaningful [goals and objectives](#) for the proposed program as well as problems that relate to the proposed program?
- Does the application tie current goals and objectives clearly to your work in your previous Lifespan Respite Care Program awards?
- Does the project consider barriers and opportunities that exist in the larger environment that may impact the project's success, and intentions to identify and reduce gaps?
- Does the [intervention](#) optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate?
- Does the application propose an approach for expanding the range of collaborations and partnerships to ensure the program is reaching the broadest population of eligible caregivers?
- Do you describe the actions you will take to further develop your Lifespan Respite program into a Lifespan Respite Care System?
- Does the proposed program address from the outset the [respite needs of all populations](#) regardless of the age, disability, or chronic condition of the care recipient population?
- Are the goals and objectives reasonable and likely to be achieved?

### Work plan (15 points)

- Does the application include a [work plan](#) for each year of the project? Failure to include a work plan with the application will result in a score of zero for this section.
- Does the work plan include sensible and feasible timeframes to accomplish the tasks presented?
- Is the project work plan clear and comprehensive, covering all years of the proposed project (including start and end dates)?
- Does the work plan include specific goals, key objectives, and tasks that are linked to [measurable outcomes](#)?
- Are the roles and responsibilities of project staff, consultants, and partners clearly defined and linked to specific objectives and tasks?

## Coordination and linkages (5 points)

- Does the application detail how the awardee, the State respite coalition/ organization, and the state’s aging and disability resource center/No Wrong Door system will work collaboratively to design, implement, and manage Lifespan Respite Care System?
- Does the application describe how other state or local community-based organizations will be involved in a meaningful way in planning, implementing, and delivering respite care services?
- Do you demonstrate inclusion of the full range of age and disability populations in planning and implementing the Lifespan Respite Program?
- Does the proposed project [target all eligible population groups](#), including disadvantaged and limited-English-speaking populations?
- Does the application describe the plan for administering, collaborating, and coordinating respite care activities in the state with other related programs and services?

## Budget justification narrative (Maximum points: 15)

- Does the application include a [budget justification narrative](#)? Failure to include budget justification narratives with the application will result in a score of zero for this section.
- Is the budget justified? Are the resources requested to carry out proposed activities adequate and reasonable?
- Is the scope of project activities consistent with the resources requested?
- Are budget line items clearly delineated and consistent with work plan objectives?
- Do you describe the percentage of the award funds to be used for directly providing respite services?
- Is the time commitment of the proposed state project director (at the applicant agency) at least 0.20 full-time equivalent, and does their stated involvement appear to be sufficient to assure proper direction, management, and timely completion of the project?
- Does the budget include the required match?

## Project impact (Maximum points: 25)

### Project outcomes (10 points)

- Are the expected project benefits and results clear, realistic, and consistent with the objectives and purpose of the project?
- Are the proposed outcomes quantifiable and measurable, and consistent with the [definition of a measurable outcome](#)?
- Are the anticipated outcomes of the proposed project likely to be achieved, and will they significantly benefit both the populations affected by the intervention and the field as a whole?

### Project evaluation (5 points)

- Does the [project evaluation](#) reflect a thoughtful and well-designed approach to successfully measure whether the project has achieved its proposed outcomes?
- Does the plan include the qualitative and/or quantitative methods necessary to reliably measure consumer outcomes?
- Is the evaluation also designed to capture lessons learned that can influence ongoing program and policy recommendations and be of use to others in the field, especially those interested in replicating the project?
- Will the evaluation enable you to determine whether you have achieved your objectives?

### Sustainability (5 points)

- Is there a clear and realistic plan to make policy changes or to secure resources to continue the Lifespan Respite Care System and access to respite services after Federal financial assistance has ended?
- Is it likely that you will be able to [sustain the Lifespan Respite Care System](#)?
- Will the results of the project be used to inform state lifespan respite care system, program, and policy development?

### Dissemination (5 points)

- Will the [dissemination plan](#) provide relevant and easy-to-use information about respite care services, worker recruitment and training, and programs for family caregivers, including training, in a timely manner to parties that might be interested in making use of its findings, particularly to those who might want to replicate the project?
- Does the dissemination plan include multiple means for delivering information, including electronic, print, and web-based methods?



## Organizational capability (Maximum points: 15)

### Project staffing and qualifications (5 points)

- Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation?
- Do the proposed project director, key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles?
- Are [letters from participating organizations](#) included, as appropriate? Do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

### Organization and management (10 points)

- Does the application adequately describe the agency's ability to work with other state and community-based agencies?
- Does your proposed approach for working with public and private nonprofit respite coalitions and organizations seem feasible?
- Do you demonstrate an understanding of respite care and family caregiver issues across all age groups, disabilities, and chronic conditions?
- Do you demonstrate capacity and commitment to ensuring meaningful involvement of family members, family caregivers, and care recipients?
- Do you demonstrate a commitment to expand or enhance the delivery of respite services?
- Are assurances in place that you will have a system for maintaining the confidentiality of care recipient and family caregiver records?

## Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov [responsibility / qualification](#) to check this history for all awards likely to be over \$250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

## Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- Reasonableness of proposed costs to the expected results and the likelihood you will achieve those results.
- Available funding.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Choose to fund no applications under this NOFO.

The ACL administrator makes all final award decisions.

## Award notices

If you are successful, we will email a Notice of Award (NoA) to your authorized official.

We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

To see what is in a NoA, see an [example](#) on our website.



# Step 5:

# Submit Your Application

## In this step

Application submission and deadlines	<u>44</u>
Application checklist	<u>46</u>

# Application submission and deadlines

See [find the application package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [get registered](#). You will have to maintain your registration throughout the life of any award.

## Deadlines

### Optional letter of intent

Due on April 25, 2024.

### Application

Due on Friday, June 11, 2024, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

If you can't submit your application because of problems with Grants.gov, you will need verification for us to consider accepting your application. Call the [federal service desk](#) before the application due time and record your tracking number. Save your tracking number and any error messages you receive.

## Submission methods

### Grants.gov

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. [See get registered](#).

For instructions on how to submit in Grants.gov, see the [quick start guide for applicants](#). Make sure that your application passes the Grants.gov validation checks or we may not get it. Do not encrypt, zip, or password protect any files.

See [Contacts and Support](#) if you need help.

## Other submissions

### Intergovernmental review

This NOFO is not subject to executive order 12372, Intergovernmental Review of Federal Programs. No action is needed.

### Optional letter of intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers we will need to evaluate applications. You do not have to submit a letter of intent to apply.

Please email the letter to [Emily.Anozie@acl.hhs.gov](mailto:Emily.Anozie@acl.hhs.gov).

In your email, include:

- The funding opportunity number and title
- Your organization's name and address
- A contact name, phone number, and email address

See the [deadline](#) for letters of intent.

### Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](#).

Send written disclosures to ACL at [Emily.Anozie@acl.hhs.gov](mailto:Emily.Anozie@acl.hhs.gov) and to the Office of Inspector General at [grantdisclosures@oig.hhs.gov](mailto:grantdisclosures@oig.hhs.gov).

# Application checklist

Make sure that you have everything you need to apply:

Component	How to Upload	Included in page limit?
<input type="checkbox"/> <a href="#">Project abstract</a>	Use the Project Abstract Summary Form.	No
<input type="checkbox"/> <a href="#">Project narrative</a>	Use the Project Narrative Attachment form.	Yes
<input type="checkbox"/> <a href="#">Budget justification narrative</a>	Use the Budget Narrative Attachment form.	No
<p><a href="#">Attachments</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work plan</li> <li><input type="checkbox"/> Required memorandum of agreement (MoA) or memorandum of understanding (MoU)</li> <li><input type="checkbox"/> Indirect cost agreement (if applicable)</li> <li><input type="checkbox"/> Commitment letters</li> <li><input type="checkbox"/> Organizational chart</li> <li><input type="checkbox"/> Resume and job descriptions</li> </ul>	Insert each in a single Other Attachments form.	No No No No No No
<p><a href="#">Standard forms</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Federal Assistance (SF-424)</li> <li><input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)</li> <li><input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)</li> <li><input type="checkbox"/> Key Contacts</li> <li><input type="checkbox"/> Grants.gov Lobbying Form (Certification Regarding Lobbying)</li> <li><input type="checkbox"/> Project/Performance Site Location(s)</li> </ul>	Upload using each required form.	No No No No No No



# Step 6:

# Learn What Happens After Award

## In this step

Post-award requirements and administration [48](#)

# Post-award requirements and administration

## Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. You can find information at [managing a grant](#) on our website.
- The rules listed [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS [Grants Policy Statement](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#).

## Managing changes

After award, either you or ACL may request changes. We manage these using the rules at 45 CFR 75, including [45 CFR 75.308](#).

## Reporting

If you are successful, you will have to submit financial and performance reports. To learn more about reporting, see Managing a Grant, [funding requirements](#) on our website.

## Financial and performance reports

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

- How often you will report
- Any required form or formatting
- How to submit them



## FFATA and FSRS reporting

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

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

## Non-discrimination and assurance

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



# Contacts and Support

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Reference websites	<u>51</u>

# Agency contacts

## Program and eligibility

Emily Anozie

[Emily.Anozie@acl.hhs.gov](mailto:Emily.Anozie@acl.hhs.gov)

(202) 795-7347

## Grants management

Aiesha Gurley-Parry

[Aiesha.Gurley@acl.hhs.gov](mailto:Aiesha.Gurley@acl.hhs.gov)

(202) 795-7358

## Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). Hold on to your ticket number.

## SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [federal service desk](#).

## Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Home Page | ACL Administration for Community Living](#)
- [Applying for Grants | ACL Administration for Community Living](#)
- [Application Tips | ACL Administration for Community Living](#)
- [How to Apply for a Competitive Grant | ACL Administration for Community Living](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)
- To learn more about creating accessible documents, web pages, presentations, social media content, and blogs, please visit [create accessible digital products](#).

# Appendix

## Other information

### Model abstract summary example

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in partnership with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, over this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place.

The goal of this project is to improve the delivery and quality of respite services available to families across age and disability spectrums by expanding and coordinating existing respite systems in Delaware.

The objectives are to:

- Improve lifespan respite infrastructure
- Improve the provision of information and awareness about respite Service
- Streamline access to respite services through the Delaware ADRC
- Increase availability of respite services

Anticipated outcomes include:

- Families and caregivers of all ages and disabilities will have greater options for choosing a respite provider
- Providers will demonstrate increased ability to provide specialized respite care
- Families will have streamlined access to information and satisfaction with respite services
- Respite care will be provided using a variety of existing funding sources
- A sustainability plan will be developed to support the project in the future

The expected products are marketing and outreach materials, caregiver training, respite worker training, a Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program, and 24/7 telephone information and referral services.

### Instructions for completing required forms

You can find the [general instructions](#) for all forms at [grants.gov](https://grants.gov).

## Budget justification narrative example and template

Applicants requesting funding for a multi-year program are **required** to provide a detailed budget justification narrative for **each** potential year of funding requested. See the [example budget justification narrative format](#).

However, you are not required to use this specific format. It is only provided as an example. You may use whatever format you prefer to develop and submit your budget justification narrative.

The table is also filled out with examples as a guide, but you do not need to copy these exact examples.

**Table 1: Budget justification narrative – example format**

Object class category	Federal funds	Non-federal cash	Non-federal in-kind	Total	Justification
<b>Personnel</b>	Example: \$47,700	Example: \$23,554	Example: \$0	Example: \$71,254	Example:  <b>Federal</b> Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700  <b>Non-fed cash</b> Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554  Total = \$71,254
<b>Fringe benefits</b>	Example: \$17,482	Example: \$8,632	Example: \$0	Example: \$26,114	Example:  <b>Federal</b> Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)  <b>Non-fed cash</b> Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%)

Object class category	Federal funds	Non-federal cash	Non-federal in-kind	Total	Justification
					Dental (2%) Life (1%) Unemployment (1%)
<b>Travel</b>	Example: \$4,707	Example: \$2,940	Example: \$0	Example: \$7,647	Example:  <b>Federal</b> Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles = \$2,457 Lodging: 15 days @ \$110/day = \$1,650 Per Diem: 15 days @ \$40/day = \$600 Total = \$4,707  <b>Non-fed cash</b> 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
<b>Equipment</b>	Example: \$10,000	Example: \$0	Example: \$0	Example: \$10,000	Example:  <b>No equipment requested or Call center equipment</b>  Installation = \$5,000 Phones = \$5,000 Total = \$10,000
<b>Supplies</b>	Example: \$3,700	Example: \$5,760	Example: \$0	Example: \$9,460	Example:  <b>Federal</b> 2 desks @ \$1,500 = \$3,000 2 chairs @ \$300 = \$600 2 cabinets @ \$200 = \$400  <b>Non-fed cash</b> 2 Laptop computers = \$3,000 Printer cartridges @ \$50/month = \$300  <b>Consumable supplies (pens, paper, clips etc.)</b>

Object class category	Federal funds	Non-federal cash	Non-federal in-kind	Total	Justification
					@ \$180/month = \$2,160 Total = \$9,460
<b>Contractual</b>	Example: \$30,171	Example: \$0	Example: \$0	Example: \$30,171	(organization name, purpose of contract and estimated dollar amount)  Example:  <b>Contract with AAA to provide respite services</b> 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669 Total = \$30,171  If contract details are unknown due to contract yet to be made, provide same information listed above and a detailed evaluation plan and budget by (date), when contract is made.
<b>Other</b>	Example: \$5,600	Example: \$0	Example: \$5,880	Example: 11,480	Example:  <b>Federal</b> 2 consultants @ \$100/hr for 24.5 hours each = \$4,900 Printing 10,000 Brochures @ \$.05 = \$500 Local conference registration fee (name conference) = \$200 Total = \$5,600  <b>In-Kind Volunteers</b> 15 volunteers @ \$8/hr for 49 hours = \$5,880
<b>Indirect charges</b>	Example: \$20,934	Example: \$0	Example: \$0	Example: \$20,934	Example:  21.5 % of salaries and fringe = \$20,934 IDC rate is attached
<b>Total</b>	Example: \$140,294	Example: \$40,886	Example: \$5,880	Example: \$187,060	

**Table 2: Budget justification narrative - example template**

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					



## Work plan – sample template

Applicants requesting funding for a multi-year program are required to provide a project work plan for each potential year of funding requested.

Goal:

Measurable outcome(s):

Time frame (start/end dates by month in project cycle):

**Table 3: Work plan - sample template**

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

## Paperwork reduction act disclaimer

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

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

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

# Endnotes

**Select the endnote number to jump to the related section in the document.**

[1] <https://www.congress.gov/109/plaws/publ442/PLAW-109publ442.pdf>

[2] <https://archrespice.org/wp-content/uploads/2022/10/PLAW-116publ324.pdf>

[3] <https://acl.gov/CaregiverStrategy>

[4] <https://acl.gov/sites/default/files/about-acl/2018-10/PLAW-115publ119 - RAISE.pdf>

[5] <https://acl.gov/sites/default/files/about-acl/2018-10/BILLS-115s1091enr - SGRG.pdf>

[6] <https://acl.gov/CaregiverStrategy>

[7] <https://acl.gov/programs/support-caregivers/raise-family-caregiving-advisory-council>

[8] <https://acl.gov/SGRG/report>

[9] <https://acl.gov/programs/support-caregivers/supporting-grandparents-raising-grandchildren-0>

[10] [https://acl.gov/sites/default/files/RAISE\\_SGRG/SGRG-InitialReportToCongress\\_2021-11-16.pdf](https://acl.gov/sites/default/files/RAISE_SGRG/SGRG-InitialReportToCongress_2021-11-16.pdf)

[11] <https://acl.gov/CaregiverStrategy>

[12] <https://archrespice.org/ta-center-for-respice/>

[13] <https://www.whitehouse.gov/briefing-room/presidential-actions/2023/04/18/executive-order-on-increasing-access-to-high-quality-care-and-supporting-caregivers/>

[14] [https://acl.gov/sites/default/files/RAISE\\_SGRG/NatlStrategyFamCaregivers\\_FirstPrinciples.pdf](https://acl.gov/sites/default/files/RAISE_SGRG/NatlStrategyFamCaregivers_FirstPrinciples.pdf)

[15] <https://acl.gov/programs/direct-care-workforce>

[16] <https://archrespice.org/library/providing-and-receiving-respice-care-safely-during-the-covid-19-pandemic/>

[17] <https://archrespice.org/library/the-role-of-respice-in-the-national-strategy-to-support-family-caregivers/>

[18] [https://acl.gov/sites/default/files/RAISE\\_SGRG/NatlStrategyFamCaregivers\\_FirstPrinciples.pdf](https://acl.gov/sites/default/files/RAISE_SGRG/NatlStrategyFamCaregivers_FirstPrinciples.pdf)

[19] [https://acl.gov/sites/default/files/RAISE\\_SGRG/NatlStrategyFamCaregivers\\_ActionsSCO.pdf](https://acl.gov/sites/default/files/RAISE_SGRG/NatlStrategyFamCaregivers_ActionsSCO.pdf)

[20] <https://archrespice.org/ta-center-for-respice/>

[21] <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/>

[22] <https://www.whitehouse.gov/briefing-room/presidential-actions/2022/06/15/executive-order-on-advancing-equality-for-lesbian-gay-bisexual-transgender-queer-and-intersex-individuals/>

[23] <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-preventing-and-combating-discrimination-on-basis-of-gender-identity-or-sexual-orientation/>

[24] <https://archrespice.org/library/measuring-systems-change-and-consumer-outcomes/>

[25] <https://archrespice.org/wp-content/uploads/2022/10/PLAW-116publ324.pdf>

[26] <https://archrespite.org/ta-center-for-respite/sustainability-tools/>

[27] <https://archrespite.org/>

[28] <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/>