Administration for Community Living

Funding Opportunity Announcement:
HHS-2017-ACL-AOD-DNIQ-0221

CFDA #93.631 –
Developmental Disabilities Projects
of National Significance

Funding Opportunity:

Living Well – Model Approaches for Enhancing the Quality, Effectiveness, and Monitoring of Home and Community Based Services for Individuals with Developmental Disabilities

Guidance for Potential Applicants

Call Outline

- Purpose of the Living Well funding
- Program overview
- Eligibility
- Key program components
- Funding restrictions
- Evaluation criteria
- Administrative/submission info
- What to expect

Read the Funding Opportunity Announcement (FOA) Thoroughly

I.   Funding Opportunity Description

II.   Award Information

III.   Eligibility Information

IV.   Application and Submission Information

V.   Application Review Information

VI.   Award Administration Information

VII.   Agency Contacts

VIII.   Other Information

Living Well Program Purpose (What?)

- To increase community integration and independence of individuals with developmental disabilities

- To improve the quality of home and community-based services (HCBS)

Living Well Program Purpose (How?)

- By developing and testing one or more model approaches of a coordinated and comprehensive system that includes two interrelated core components for enhancing and assuring the independence, integration, safety, health, and well-being of individuals living in the community

Program Overview

Est. Total Program Funding: $1,350,000

Individual Award Ceiling: $450,000 (per year)

Expected # of Awards: 3

Project Period: 60 months (5 years)

Number of Budget Periods: 5 12-month budget periods

Projected Start Date: September 2017

Funding Instrument Type: Cooperative Agreement

Required Match: None

Eligibility

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

Key Program Components

- Developing and testing one or more model approaches of a coordinated and comprehensive system

- Containing 2 interrelated core components

  1) Community Monitoring

  2) Community Capacity Building

Key Program Components

These model approaches must work towards

- Increasing independence, social capital, self-determination, community integration, productivity, and participation

- Strengthening the direct support workforce

- Incentivizing person-centeredness, supported decision making, and similar strategies

- Strengthening community networks

- Reducing abuse, neglect, and other rights violations

Key Features that Your Application Should Address

- Partnerships

- Meaningful and active engagement with self-advocates

- A range of evidence based practices / innovative strategies

- A focus on building the competencies / capacity of providers

- A focus on reducing the risk of abuse and neglect

- Tools and practices to monitor and address health and safety

- An evaluation to assess progress and outcomes

- A focus on sustainability

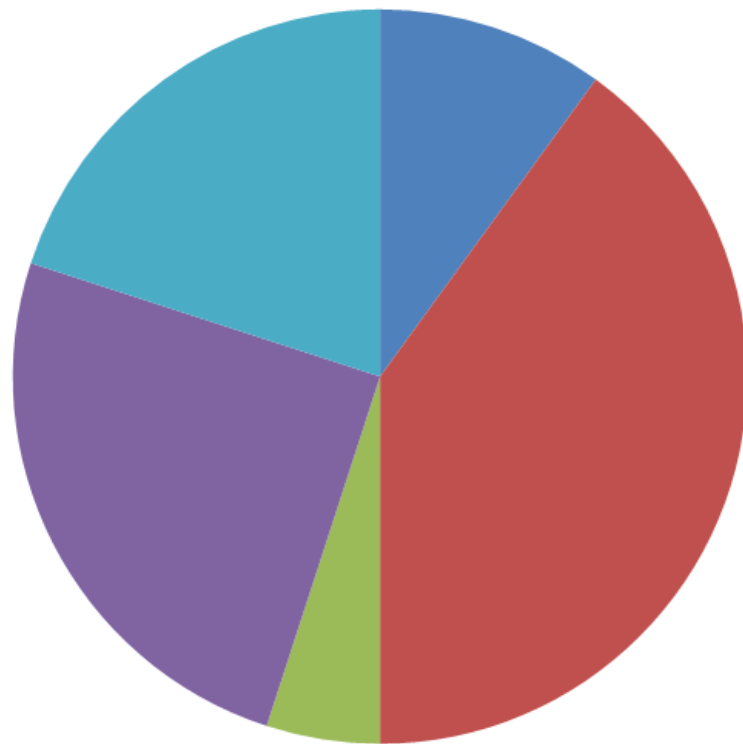# Key Features that Your Application Should Address

- **Partnerships**

  - You must describe how you will partner with local and state level organizations, agencies, and other relevant stakeholders

  - You must include a signed MOU with your application describing how the entities participated in the development of the application and how they plan to work together to ensure the goals and objectives included in the application are achieved.

  - Please see pages 5-6 for other partner requirements

Funding Restrictions

Funds may not be used for

- 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

- Meals (except under certain conditions)

Evaluation Criteria

- Project Relevance & Current Need (10 points)
- Approach (40 points)
- Budget (5 points)
- Project Impact (25 points)
- Organizational Capacity (20 points)

Evaluation Criteria
(Your application must clearly …)

Project Relevance & Current Need (10 points)

- Establish the need to develop a coordinated, comprehensive model with 2 interrelated components (5 points)
- Describe how the project will benefit individuals with DD (5 points)

Evaluation Criteria
(Your application must clearly ...)

Approach (40 points)

- Describe an overall strategy (5 points)
- Provide partnership evidence (5 points)
- Describe a process for improving services (5 points)
- Describe strategies for building competencies and capacities of HCBS professionals and providers (5 points)
- Provide a plan for a community monitoring system (5 points)
- Provide a plan to track at-risk individuals (5 points)
- Describe a plan to engage self-advocates (5 points)
- Describe how the project will be sustainable (5 points)

Evaluation Criteria
(Your application must clearly ...)

Budget (5 points)

- Provide a narrative budget justification describing how the costs were derived and how each is necessary, reasonable, and appropriate (3 points)
- Provide a budget with line-item detail (2 points)

Evaluation Criteria
(Your application must clearly …)

Project Impact: Evaluation Plan (15 points)

- Outline a reasonable and rigorous process evaluation plan (7 points)
- Demonstrate how the evaluation plan will show fidelity in implementation of the model in a variety of community settings (8 points)

Evaluation Criteria
(Your application must clearly …)

Project Impact: Dissemination Plan (10 points)

- Provide a plan to disseminate and maintain materials (5 points)
- Provide a plan to disseminate findings for implementation in other sites (5 points)

Evaluation Criteria
(Your application must clearly …)

Organizational Capacity (20 points)

- Demonstrate that the lead agency has substantial expertise and authority (5 points)
- Describe how the partnership will be organized and provide an overall management plan for the partnership (5 points)
- Provide information about each consortium member (5 points)
- Describe how each entity participated in the development of the application (5 points)

Application Elements

- ❑ SF 424 – Application for Federal Assistance (Form)
- ❑ SF 424A – Budget Information (Form)
- ❑ Budget Narrative/Justification
- ❑ SF 424B – Assurances (Form)
- ❑ Lobbying Certification
- ❑ Proof of non-profit status
- ❑ Copy of most recent indirect cost agreement, if applicable
- ❑ Project Narrative
- ❑ Organizational Capability Statement and Vitae for Key Project Personnel
- ❑ Letters of Commitment from Key Partners

Tips to Help You
Avoid Common Mistakes

➢ Read the entire (and correct) program announcement
- *Be mindful of cross-references*

➢ Double-check eligibility requirements

➢ Follow the format guidelines on pages 12 and 14-17 *(e.g.,* no more than 15 pages, etc.)

➢ Use "Application Elements" on page 26 as a checklist

➢ Set up Grants.gov account in advance

➢ Do not ask for more than $450,000

➢ Submit your application several days in advance in case of any technical problems

Letter of Intent Deadline

The deadline for Letters of Intent is today:

June 14, 2017

katherine.cargill-willis@acl.hhs.gov

They are requested – but not required.

Application Submission Deadline

The deadline for application submission is:

July 24, 2017

11:59 pm, Eastern Time

Applications received after this time will be classified as late and will not be considered for funding.

Other Submission Information

- You are strongly encouraged to submit your application 3-5 days in advance of the deadline – it could be 48 hours before you find out that your submission is successful.

- The Grants.gov registration process can take several days and technical difficulties are not uncommon.

What Happens Next?

- ACL will convene panels of outside reviewers
- Reviewers will independently read, review, and score all applications against the criteria and requirements in the FOA
- The highest ranking applications will be recommended for funding
- The ACL Administrator will make final award decisions

Questions?

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