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National Legal Resource Center
Program Announcement and Grant Application
Instructions

U.S. Administration on Aging

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Department of Health and Human Services (HHS)

Administration on Aging (AoA)

Center for Program Operations

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Announcement Type: Initial

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Key Dates: The deadline date for submission of applications is 11:59 p.m. Eastern Time August 4, 2008. The project start date is no later than September 30, 2008.

Executive Summary: Support projects for legal assistance for older persons under Title IV, Section 420 of the Older Americans Act (OAA), as amended in 2006 (P.L. 109-365), are intended to build and strengthen the national system of legal assistance and elder rights programs and to improve the quality, cost effectiveness, and accessibility of legal assistance and elder rights protections provided to older people. Through this program announcement, the Administration on Aging (AoA) plans to award five (5) cooperative agreements to organizations that will collaborate and collectively function as one **National Legal Resource Center (NLRC)**, with funding for each project ranging from a federal share of \$75,000 to \$250,000 for project year one (1). Four (4) of the cooperative agreements will be funded at a federal share ranging from \$150,000 to \$325,000 for project years two (2) and three (3), contingent on the availability of federal funds, satisfactory performance, and at the discretion of the Assistant Secretary for Aging. One (1) cooperative agreement will be funded for only one (1) year. The total federal funding for the collaborative work of the awardees comprising the NLRC will be approximately \$825,000 for each year.

Pursuant to Title IV, Section 420(c) of the OAA, as amended in 2006, applicants must be national nonprofit organizations experienced in providing support and technical assistance on a nationwide basis to states, area agencies on aging, legal assistance providers, ombudsmen, elder abuse prevention programs, and other organizations interested in the legal rights of older individuals.

National nonprofit entities, including faith based organizations are eligible to apply under this program announcement. An applicant may apply under one or more funding options. It will be the preference of the AoA to make awards to 5 separate organizations, with each organization assuming project responsibilities under one of the 5 funding options. To be considered for funding, applications will be reviewed and scored on the criteria set forth in Section V: Application Review Information, including how well the primary applicant demonstrates comprehensive expertise and experience in supporting aging and

legal services networks in the provision of legal assistance and elder rights protections, and exhibits the requisite organizational capacity to carry out activities outlined in this program announcement on a national level. For each Option, the primary applicant must possess direct, in-house expertise to carry out programmatic work under primary and secondary activities, unless sub-grants or sub-contracts are specifically provided for under the funding option.

Grantees are required to match at least 25% of the total program costs from non-federal cash or in-kind resources. The full text of the program announcement includes a description of the application options, the priority areas, and all the instructions necessary to prepare and submit an application to compete for the National Legal Resource Center.

I. FUNDING OPPORTUNITY DESCRIPTION

Background

Grants under Title IV, Section 420, are intended to create a national legal assistance support system for aging and legal service providers and advocates. Currently, five (5) organizations are functioning as national legal resource centers which provide case consultation, training, technical assistance, and other informational resources to both aging and legal services networks. *National Legal Assistance and Elder Rights Projects (NLAERP)* grantee organizations are in their last project year and have demonstrated a high level of success in generating, disseminating, and applying knowledge and expertise that has improved the quality, efficiency, and effectiveness of state and local efforts to provide legal assistance and elder rights protections. With this program announcement, it is the intent of AoA to align the focus of the national legal assistance support system with current initiatives designed to create integrated and efficient legal service delivery systems, promote home and community based long-term care, and enhance choice and independence for older persons and their families.

2006 OAA Re-authorization and AoA Initiatives

AoA programs and services funded under the Older Americans Act (OAA), as amended in 2006 (P.L. 109-365), are designed to empower older persons to remain independent, healthy, and safe within their homes and communities, for as long as possible. Legal assistance and elder rights programs work in conjunction with other AoA programs and services to maximize the independence and autonomy of older persons and limit government spending for costly nursing home placement.

The 2006 reauthorization of the OAA included a number of significant changes designed to modernize the delivery of aging services and long-term care for the 21st Century. New AOA initiatives and programs made possible by the 2006 re-authorization, such as Choices for Independence ¹ and the expansion of Aging and Disability Resource Centers

¹ Choices for Independence is a demonstration project designed to promote consumer-directed and

(ADRCs)², promote integrated access to aging services, consumer directed choice in service delivery, and evidence based approaches to healthy living. Legal assistance and elder rights programs are increasingly important components of innovative approaches to aging service delivery that provide streamlined access and enhanced choice for older persons and their families.

Title III-B Legal Providers

Legal services provided under Title III-B, Section 321, of OAA are part of the essential core of AoA's legal assistance and elder rights programs. There are approximately 1,000 OAA funded legal services providers nationwide, which provide over one million hours of legal assistance per year. The Title III-B legal services network can provide important legal assistance during critical phases of an older person's access to long term care options and other community based services. Legal services under Title III-B also protect older persons against direct challenges to choice and independence. Areas of legal assistance provided by the III-B legal services network include (but are not limited to):

- Legal assistance for older persons in accessing public benefits (including SS/SSI/SSDI, Medicaid HCBS waiver, and Medicare Part D, veterans benefits, unemployment compensation, and AFDC).
- Legal assistance for older persons in the drafting of advance directives and the designation of surrogate decision makers who will effectuate their wishes if they become incapacitated.
- Legal assistance on issues related to guardianship with a focus on representation for older persons who are the subject of guardianship actions.
- Legal assistance for older persons in accessing available housing options, including low income housing programs which allow them to stay independent in their homes and communities.
- Legal assistance for older persons facing foreclosure or eviction proceedings that jeopardize their ability to stay independent in their homes and communities.

community-based long term care options. Choices aims to strengthen the nation's capacity to promote the dignity and independence of older people and meet the challenges associated with the aging of the baby boom generation. Choices integrates best practices from recent HHS initiatives into a three-pronged strategy focused on: empowering individuals to make informed decisions about their long-term support options; providing more choices for individuals at high-risk of nursing home placement; and enabling older people to make behavioral changes that will reduce their risk of disease, disability, and injury.

² In 2003, AoA and CMS partnered to launch the Aging and Disability Resource Center initiative. ADRCs serve as integrated points of entry into the long-term care system, commonly referred to as "one-stop shops," and are designed to address many of the frustrations consumers and their families experience when trying to access needed information, services, and supports. Integrated points of entry are aimed at fostering community-wide service systems that reduce consumer confusion and build consumer trust and respect by enhancing individual choice and informed decision-making.

- Legal assistance for older persons in gaining access to and the full benefit of appropriate long-term care private financing options.
- Legal assistance for older persons in maintaining their long term financial solvency and economic security.
- Legal assistance in ensuring elder rights protections for older persons transferring from long term care (LTC) facilities to home and community based care.
- Legal assistance for older persons in cases of elder abuse, including consumer fraud and the financial exploitation of older persons.

Legal assistance provided in these subject matter areas to thousands of older persons each year has a clear and direct positive impact on their ability to stay independent in their homes and communities, with optimized choice and individual autonomy, for as long as possible

Legal Assistance in Cases of Elder Abuse

Legal assistance and elder rights programs are also at the forefront of addressing the harmful consequences of elder abuse. Each year hundreds of thousands of older persons are abused and neglected by persons who are known and unknown to the victims. Many victims are people who are the most vulnerable and unable to help themselves, often depending on others to meet their basic needs. In addition to abuse and neglect, financial exploitation can have a devastating effect on elders. This can include instances when a family member makes unauthorized withdrawals from an older person's bank account, when a caregiver misuses a financial power of attorney document, or when court appointed guardians bill unreasonable fees or otherwise abuse their authority. Instances of consumer fraud such as ID theft ³ and investment fraud ⁴ are also increasingly impacting the financial security of older populations.

The most rigorous national study of state-level Adult Protective services (APS) data, the *Survey of State Adult Protective Services: Abuse of Adults 60 Years of Age and Older*⁵, found a 19.7 percent increase from 2000 – 2004 in the number of reports of elder and vulnerable adult abuse, neglect, and exploitation. More than two in five victims (42.8%)

³ IDT Data Clearinghouse, FTC, 2004. Incidents reported to the FTC affecting persons age 60 and older increased from 5,809 in 2002 to 22,211 in 2004. Agency officials suggest that the dramatic increase may be attributable in part to enhanced public awareness of where to report the problem of ID theft and other factors. Also, a 2002 Senate hearing revealed that seniors are uniquely vulnerable to certain types of ID theft.

⁴ North American Securities Administrator Association (NASSA), 2007. NASSA survey found that an estimated 44 percent of all investor complaints received by state securities regulators are made by seniors. In addition, the survey found that 31 percent of all enforcement actions taken by state securities regulators involve senior investment fraud.

⁵ The 2004 Survey of State Adult Protective Services: Abuse of Adults 60 Years of Age and Older, The National Committee for the Prevention of Elder Abuse, The National Adult Protective Services Association, February 2004.

were age 80 or older. Under Title VII, Chapter 3, Section 721, the OAA funds public awareness campaigns, training programs, and multi-disciplinary teams designed to combat elder abuse. The National Center on Elder Abuse (NCEA) under Title II, Section 202, serves as a national resource center dedicated to the prevention of elder mistreatment and providing relevant information and materials. Legal assistance and elder rights programs under Title III-B and Title IV are also instrumental in addressing the harmful consequences of elder abuse including financial damage caused by exploitation and fraud. With the rapidly increasing aging population creating unique demands on existing service delivery systems, the need to have aging services, legal services, and elder abuse prevention and response networks working cohesively together to protect the rights of older persons will become even more critical.

Role of the Legal Assistance Developer

In order to promote and enhance coordination between legal and aging service delivery networks, the OAA under Title VII, Chapter 4, Section 731, calls for state units on aging to designate a State Legal Assistance Developer (LAD) to ensure:

- State leadership in securing and maintaining the legal rights of older individuals;
- State capacity for coordinating the provision of legal assistance;
- State capacity to provide technical assistance, training and other supportive functions to area agencies on aging, legal assistance providers, ombudsmen, and other persons, as appropriate;
- State capacity to promote financial management services to older individuals at risk of conservatorship;
- State capacity to assist older individuals in understanding their rights, exercising choices, benefiting from services and opportunities authorized by law, and maintaining the rights of older individuals at risk of guardianship; and
- State capacity to improve the quality and quantity of legal services provided to older individuals.

Title VII, Section 705(a), also calls on states to develop state plans containing elder rights provisions which prioritize statewide activities to ensure that older persons have access to, and assistance in, securing and maintaining benefits and rights. The LAD can play a key role in designing and implementing the elder rights provisions of state plans. The LAD's role is becoming even more crucial as states begin to move toward integrated legal and aging service delivery models that strive to create seamless interface between provider networks on legal issues impacting older persons.

Title IV: Discretionary Legal Assistance and Elder Rights Grants

Discretionary grant programs under Title IV of the OAA are designed to enhance the leadership, knowledge, and systems capacity of legal and aging services networks to provide quality legal assistance and elder rights protections for older persons.

AoA has funded grants designed to encourage states to develop cost-effective ways to help at-risk seniors avoid legal pitfalls that may threaten their independence and direct them to important benefits and protections that can enhance their quality of life. Under Title IV, the AoA has provided grants to a number of states to support low-cost legal service delivery mechanisms such as the senior legal helpline model. These low-cost models were shown to be extremely valuable and effective in providing older persons and their caregivers with important information in areas such as consumer protection, public benefits, and health and financial advance planning.

Building on the success of low cost service delivery programs, AoA has recently made available to states a new series of cooperative agreements titled *Model Approaches to Statewide Legal Assistance Systems* (Model Approaches). Model Approaches is designed to promote the development of integrated legal services delivery systems that coordinate the efforts of the LAD, Title III-B legal providers, senior legal helplines, private bar pro bono activities, law school clinics, and self-help sites to ensure maximum impact from limited resources. Model Approaches has the following long-term goals:

- The identification of the components and levels of integration, funding, performance, and results that comprise the current legal services delivery system within the states.
- The comprehensive assessment of current legal needs of older persons within states and a determination of how effectively the current legal service delivery system is meeting those needs.
- The implementation of strategies that effectively and efficiently incorporate the use of low-cost legal service delivery mechanisms (senior legal help lines, pro bono activities, law school clinics, self-help sites etc...) with the Title III-B network of legal providers to address identified needs.
- The development of outreach strategies designed to target and enhance access to legal services for older persons in the most social and economic need.
- The development of statewide standards that address program consistency, accountability, and overall program results.
- The expansion and the adoption of model legal services delivery approaches by states.

In September 2006, AoA awarded Model Approaches cooperative agreements to 6 states: Alabama, Idaho, Iowa, Maryland, North Dakota, and Virginia: In September 2007, AoA made additional awards to the following 7 states: Connecticut, Florida, Kentucky Michigan, Nevada, New Hampshire, and Pennsylvania. At the end of the project cycles,

successful models of well integrated legal and aging service delivery systems that enhance access to target populations will be shared with legal and aging services networks.

AoA also recognizes that adequate pensions are a key factor in helping older persons maintain financial security and independence. The AoA pension information and counseling projects authorized and funded through Title II, Section 215 provide free pension and retirement savings plan counseling and assistance to older individuals.

The full array of programs and services related to legal assistance and elder rights previously described represent a vital part of aging and legal services networks that are rapidly evolving toward an integrated service delivery vision that maximizes access, quality service, choice, and independence for older persons and their families.

Project Objectives and Funding Options

AoA is soliciting applications under this program announcement to create a **National Legal Resource Center (NLRC)** that will serve the function of a national legal assistance support system as described under Title IV, Section 420, of the OAA. The cooperative agreements offered under this announcement will fund organizations that will collaborate as part of the NLRC to generate, disseminate, and apply knowledge and expertise that can improve the quality, efficiency, and effectiveness of state and local efforts promoting and providing legal assistance and elder rights protections. To this end, the NLRC will provide access to case consultation, training, technical assistance, and other informational resources to states, area agencies on aging, legal providers, ADRCs, and other organizations that provide legal assistance, elder rights protections, or other supportive services directly to older persons over the age of 60.

The NLRC will expand access to effective legal and elder right protections by: (1) providing a centralized point of entry into a national legal assistance support system; (2) promoting and supporting the development and implementation of models of integrated legal and aging service delivery systems; (3) promoting and supporting the linkage of legal services and elder right protections with the ADRC network; (4) disseminating information on innovative models of intake/referral, targeting, outreach, and self-help activities; (5) promoting and supporting the development of outcome measures for legal and elder rights programs; (6) facilitating public/private partnerships to leverage limited resources; and (7) by promoting collaborative elder rights efforts of aging and legal services network providers and others. The projects will tailor their activities and work products to promote and enhance the delivery of legal assistance and elder rights services to those in most social and economic need, including low income seniors, ethnic minorities, and rural seniors. In addition, these projects will be able to demonstrate outcomes that measure the beneficial impact of project activities on aging and legal service delivery networks.

The NLRC will serve as a national legal assistance support system for professionals and advocates working in legal services and aging services networks and will advance the following two (2) Objectives:

Objective 1

To support the leadership, knowledge, and systems capacity of states, legal services providers, area agencies on aging, ADRCs, and other organizations serving older persons and enhance the quality, cost effectiveness, and accessibility of legal assistance and elder rights programs provided to older persons.

Objective 2

To support demonstration projects designed to expand or improve the delivery of legal assistance and elder rights protections to older persons with social or economic needs.

Through the achievement of these stated Objectives, the NLRC will contribute to AoA's mission and strategic priorities in the following ways:

- Providing a centralized and streamlined access point to a national legal assistance support system for aging and legal service providers and advocates on issues of law and aging;
- Providing legal assistance, training, and technical assistance to enhance the ability of legal and aging service providers and advocates to help seniors maintain independence, live in the community or the least restrictive environment, exercise choice and self-directed care, and maintain their financial security;
- Enhancing the ability of legal and aging services networks to provide consumer education on issues related to elder rights, consumer protection, financial literacy, and economic security to help seniors protect themselves against fraud and exploitation;
- Enhancing collaborations between aging service organizations, legal service organizations, elder abuse prevention organizations, and other consumer organizations, to enhance access to quality service for target populations;
- Promoting the expansion of well integrated and cost effective legal service delivery systems that incorporate low cost service delivery mechanisms (senior legal helplines, pro bono activities, law school clinics, self-help sites, etc.) with the broader network of legal and aging service providers to address identified needs;
- Promoting the integration and linkage of legal assistance and elder rights programs into the ADRC network;
- Promoting the development of outreach techniques and strategies designed to target and enhance access to legal services for older persons in the most social and economic need;
- Promoting the development of measurable outcomes for legal services delivery systems in order to increase the effectiveness and efficiency of legal service delivery for the elderly;
- Disseminating current information, best practices, and project accomplishments that may be replicated by legal and aging services networks.

Title IV, Section 420, of the OAA specifies various required functions of a national legal assistance support system including case consultation, training, substantive legal advice

and assistance, and technical assistance in the design, implementation, and administration of legal assistance delivery and elder rights advocacy systems. Each function represents a valuable resource in supporting delivery systems which provide legal assistance and elder rights protections for older people, and in improving the quality, cost effectiveness, and accessibility of such services. This program announcement sets forth funding options that focus on each of these essential core functions.

There are five (5) options in this program announcement under which eligible entities may apply for funding:

Option I: Case Consultation (Cooperative Agreement)

Option II: Training on Law and Aging (Cooperative Agreement)

Option III: Technical Assistance / Legal and Aging Systems Development (Cooperative Agreement)

Option IV: Information and Resource Development and Dissemination (Cooperative Agreement).

Option V: NLRC Website Content Development (Cooperative Agreement)

In addition to specific primary and secondary activities set forth under each funding option, all grantees under the NLRC will participate in the following general activities:

- Assist the AoA in developing and enhancing state and community-based legal assistance and elder rights networks;
- Collaborate with the AoA in the development, modification, and implementation of respective grantee NLRC work plan;
- Participate in project implementation meetings conducted by AoA to discuss programmatic issues including the implementation of project objectives and associated activities, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations. Grantees will meet in person at least once annually and participate in regular teleconferences;
- Collaborate as necessary with other NLRC organizations to respond to requests for technical assistance, information, or general guidance on issues impacting legal assistance and elder rights programs, including requests from State agencies and other public and nonprofit private agencies and organizations;
- Provide training to legal assistance providers, elder rights professional/advocates and others, in collaboration with other NLRC organizations, as appropriate;
- Collaborate on content develop for informational webcasts on issues of law and aging;
- Share information with AoA and other NLRC collaborators;
- Conduct public outreach (conferences, senior fairs, etc.) to enhance awareness of the support available through the NLRC;
- Evaluate the impact of NLRC activities.

National nonprofit entities, including faith based organizations are eligible to apply under this program announcement. An applicant may apply under one or more funding options. It will be the preference of the AoA to make awards to 5 separate organizations, with each organization assuming project responsibilities under one of the 5 funding options. To be considered for funding, applications will be reviewed and scored on the criteria set forth in Section V: Application Review Information, including how well the applicant demonstrates comprehensive expertise and experience in supporting aging and legal services networks in the provision of legal assistance and elder rights protections and exhibits the requisite organizational capacity to carry out activities outlined in this program announcement on a national level. For each Option, the applicant must possess direct, in-house expertise to carry out programmatic work under primary and secondary activities, unless the use of sub-grants or sub-contracts is specifically provided for under the funding option for which the eligible entity is applying.

This section outlines the specific activities that will be required under each Option. As outlined in Section IV: Application and Submission Information, applicants must describe how and in what time-frame they intend to carry out the activities for the Option under which they are applying.

Option I: Case Consultation (Cooperative Agreement)

Enhancing the ability of professionals and advocates in the field of law and aging to have access to quality case consultation to assist them in the resolution of complex legal issues impacting older persons is an essential function of a national legal assistance support system. Project funding for Option I: Case Consultation will be approximately \$200,000 for project year one (1), with the possibility of funding of up to approximately \$275,000 for project years two (2) and three (3), contingent upon the availability of federal funds, satisfactory performance, and at the discretion of the Assistant Secretary for Aging. In order to apply for Option I: Case Consultation, the applicant must meet the criteria outlined in Section III: Eligibility Information. In addition, applications for Option I: Case Consultation will be reviewed and scored based on the criteria set forth in Section V: Application Review Information, including how well the applicant demonstrates the following subject-matter expertise and experience:

- Expert knowledge concerning areas of law impacting older persons, including legal issues related to health and long-term care;
- Expert knowledge concerning areas of law impacting older persons, including legal issues related to consumer protection;
- Expert knowledge concerning areas of law impacting older persons, including legal issues related to public benefits and income security;
- A history of expertise in the operation and organization of programs designed to assist local legal providers and other aging and law advocates to resolve complex issues of

elder law; including law related to health and long-term care, consumer protection, public benefits, and income security;

- Requisite organizational capacity to carry out Option I activities on a national level.

There is one primary activity and related secondary activities set forth under Option I: Case Consultation.

Primary Activity: The grantee will provide case consultation as the primary activity under funding Option I: Case Consultation. Case consultation will be made available to professionals and advocates in law and aging including, but not limited to: Title III-B legal assistance providers, Legal Services Corporation (LSC) providers, LADs, elder law and consumer law attorneys in the public and private sectors, members of the judiciary, aging services staff of area agencies on aging and ADRCs, and other professionals and advocates within organizations serving older persons. Case consultation will consist of providing intensive and tailored advice in legal subject matter areas that shall include, but are not limited to:

- Healthcare benefits;
- Long term care in institutional or home and community based settings;
- Older Americans Act services;
- Social Security (including SSI and SSDI);
- Medicare (including Medicare Part D);
- Medicaid (including the financing of home and community based care);
- Housing (including defense against foreclosures or evictions);
- Pension benefits;
- Abuse, neglect, and financial exploitation of vulnerable elders;
- Consumer fraud/scams;
- Guardianship (including the defense of guardianship);
- Insurance benefits;
- Age discrimination;
- Energy and utilities issues;
- Debt collection harassment;
- Mortgage fraud and predatory lending;
- Credit repair and counseling.

The grantee under Option I: Case Consultation will make proactive efforts to publicize the availability of case consultation in a targeted manner to state units on aging, area agencies on aging, ADRCs, other local legal service providers, professionals, and advocates who would benefit most from case consultation. Applications should describe how the availability of case consultation will be publicized. In addition, the grantee will make case consultation available to agencies and organizations involved in administering and/or implementing the Model Approaches demonstration projects and other initiatives designed to create integrated legal service delivery systems. In the course of providing case consultation, the grantee would be expected to analyze and document issues and cases that

have precedent setting implications and make that information accessible to legal service providers, state units on aging, and area agencies on aging nationwide.

Secondary Activities: The grantee under Option I: Case Consultation will also provide other forms of legal information and resources to providers, and other aging and law advocates/organizations.

The grantee will provide legal information to aging and legal services networks through the creation, advertisement, and dissemination of informational resource materials on legal issues impacting older people that may include fact sheets, issue briefs, and other educational and outreach materials that provide consistent and factual information nationally. Applications should describe the proposed type and content of fact sheets, issue briefs, and educational and outreach materials that would be most useful; who will be the target audience; how the materials will be distributed; and how new information needs will be identified. In addition to other modes of distribution, these products will be made available to aging and legal services networks through the NLRC website.

In addition, the grantee will be expected to provide expertise on issues of law and aging through participation in training and education events involving aging and legal service providers and advocates, in collaboration with NLRC organizations and other organizations serving older persons, as deemed appropriate. Applications should include suggested topic areas and audiences, and a description of the methods that will be used to reach targeted audiences.

Additional Funding in Project Years Two (2) and Three (3): Additional funding of up to approximately \$75,000 may be made available in project years two (2) and three (3) to conduct the primary or secondary activities under Option I: Case Consultation. Applicants must specify how the additional funding would be used and how primary and secondary activities could be advanced by the additional funding. The applicant must detail anticipated funding allocations for specific tasks or products under primary and secondary activities, and itemize those allocations in the budget narrative for relevant project years.

Authorization for use of Sub-grantee(s) or Contractor(s): The use of funding under Option I: Case Consultation for sub-grantees or sub-contractors to carry out primary and secondary activities is permissible with prior approval from AoA, if a gap in knowledge, expertise, or other resource that is required to be filled from outside the organization is identified.

Option II: Training on Law and Aging (Cooperative Agreement)

Enhancing the ability of professionals and advocates from both aging services and legal services networks to have access to quality training on legal and elder rights issues is an essential function of a national legal assistance support system. Training is universally identified as a critical factor necessary to effective and efficient delivery of aging and legal services.

Project funding for Option II: Training on Law and Aging will be approximately \$150,000 for project year one (1), with the possibility of funding of up to approximately \$225,000 for project years two (2) and three (3), contingent upon the availability of federal funds, satisfactory performance, and at the discretion of the Assistant Secretary for Aging. In order to apply for Option II: Training on Law and Aging, the primary applicant must meet the criteria outlined in Section III: Eligibility Information. In addition, applications for Option II: Training on Law and Aging will be reviewed and scored based on the criteria set forth in Section V: Application Review Information, including how well the primary applicant demonstrates the following subject-matter expertise and experience:

- Expert knowledge concerning aging and legal issues impacting older persons; including legal issues related to health and long-term care, elder abuse, housing, public benefits, income security, consumer fraud and other financial crimes;
- A history of expertise in the operation and organization of programs designed to educate local legal services providers, aging services providers, and other professionals/ advocates on issues of law and aging impacting older persons;
- Demonstrated expertise and knowledge of adult learning theory;
- Experience providing training to multiple and diverse groups of professionals who work in the field of aging, legal assistance, and elder rights advocacy;
- Requisite organizational capacity to carry out Option II activities on a national level.

There is one primary activity and related secondary activities set forth under Option II: Training on Law and Aging.

Primary Activity: The grantee will provide training to aging and legal service provider and advocacy networks as the primary activity under funding Option II: Training on Law and Aging. The grantee will make training and education available to professionals and advocates in law and aging including, but not limited to: LADs, Title III-B attorneys, LSC attorneys, pro bono attorneys, elder law and consumer law attorneys in the public and private sectors, members of the judiciary, law enforcement, members of the judiciary, aging services staff of area agencies on aging and ADRCs, employees and volunteers of organizations providing legal and/or aging services to older persons (including low income minorities and Native Americans), older consumers, and other professionals and advocates within organizations serving older persons. Training topics will include, but are not limited to:

- Legal issues impacting older persons including the application of laws related to: Long-term care in institutional and home and community based settings; financing of health care through Medicare/Medicaid; financing of health care through appropriate private pay options such as LTC insurance and reverse mortgages; guardianship/conservatorship and surrogate decision making; housing and public benefits; Older Americans Act services; predatory mortgage lending; home

foreclosure; and the abuse, neglect, self-neglect, and exploitation of vulnerable older adults;

- Application of laws related to fraud targeting older consumers including identity theft, investment fraud, and other financial crimes;
- The proper identification and referral of legal and elder abuse issues by aging and legal services providers;
- Enhancing the coordination and integration of legal and aging service delivery systems, including the enhanced linkage of legal services with ADRCs;
- The development of outreach techniques and strategies designed to target and enhance access to legal services for older persons in the most social and economic need;
- The development of measurable outcomes for legal services delivery systems that quantify the beneficial impact of legal services on the lives of older persons;
- Enhancing collaborations between aging service organizations, legal service organizations, elder abuse prevention and response organizations, and other consumer organizations, to enhance access to quality legal and aging services for older persons in the most social and economic need.

The grantee under Option II: Training on Law and Aging will make proactive efforts to publicize the availability of training in a targeted manner to state units on aging, area agencies on aging, ADRCs, other local legal service providers, professionals, and advocates who would benefit most from such training. Applications should describe the anticipated topics and number of training sessions, and how the availability of training on law and aging will be publicized. The grantee will also develop, compile, publish, and disseminate training materials for the professionals and advocates in law and aging who attend the training events. In addition, the grantee will be expected to make training available to state and local agencies and organizations involved in administering and/or implementing the Model Approaches demonstration projects and other initiatives designed to create integrated legal service delivery systems. The grantee may also seek opportunities to collaborate with other NLRC organizations, the NCEA, and other organizations serving older persons, on training topics of common interest.

Secondary Activities: The grantee under Option II: Training on Law and Aging will also be expected to conduct training through information webcasts that address legal issues impacting older persons. Applications should include suggested topic areas and audiences, a description of the methods that will be used to reach targeted audiences, and a discussion of how the effectiveness of the webcasts will be evaluated.

Additional Funding in Project Years Two (2) and Three (3): Additional funding of up to approximately \$75,000 may be made available in project years two (2) and three (3) to conduct the primary or secondary activities under Option II: Training on Law and Aging.

Applicants must specify how the additional funding would be used and how primary and secondary activities could be advanced by the additional funding. The applicant must detail anticipated funding allocations for specific tasks or products under primary and secondary activities, and itemize those allocations in the budget narrative for relevant project years.

Authorization for use of Sub-grantee(s) or Contractor(s): The use of funding under Option II: Training on Law and Aging for sub-grantees or sub-contractors to carry out primary and secondary activities is permissible with prior approval from AoA, if a gap in knowledge, expertise, or other resource that is required to be filled from outside the organization is identified.

Option III: Technical Assistance / Legal and Aging Systems Development (Cooperative Agreement)

Enhancing the ability of service providers, professionals, and advocates in both legal and aging networks to have access to technical assistance in the development of effective legal and aging service delivery systems that address priority issues impacting older persons, is an essential function of a national legal assistance support system. Technical assistance under Option III: Technical Assistance / Legal and Aging Systems Development involves support in the design, implementation, and administration of legal assistance delivery and elder rights advocacy systems offered to state units on aging, area agencies aging, ADRCs, local providers of legal assistance for older persons, and other organizations providing services to older persons.

Project funding for Option III: Technical Assistance / Legal and Aging Systems Development will be approximately \$250,000 for project year one (1), with the possibility of funding of up to approximately \$325,000 for project years two (2) and three (3), contingent upon the availability of federal funds, satisfactory performance, and at the discretion of the Assistant Secretary for Aging. In order to apply for Option III: Technical Assistance / Legal and Aging Systems Development, the primary applicant must meet the criteria outlined in Section III: Eligibility Information. In addition, applications for the Option III: Technical Assistance / Legal and Aging Systems Development will be reviewed and scored based on the criteria set forth in Section V: Application Review Information, including how well the primary applicant demonstrates the following technical expertise and experience:

- Expert knowledge concerning the composition, coordination, interface, integration, and evaluation of legal and aging service delivery systems;
- Expert knowledge in the design, implementation, administration, and evaluation of senior legal helplines;
- A history of expertise in the provision of technical assistance to legal and aging networks in the design, implementation, administration, and evaluation of legal assistance delivery and elder rights advocacy systems;

- A history of experience in the provision of technical assistance to legal and aging services networks in the design, implementation, administration, and evaluation of senior legal helplines;
- History of providing technical assistance to states engaged in the implementation of legal service delivery systems that integrate the use of low cost service delivery mechanisms (i.e. legal helplines; law school clinics, pro bono attorneys, and self-help sites) into a broader network of legal providers;
- Requisite organizational capacity to carry out Option III activities on a national level.

There is one primary activity and related secondary activities set forth under Option III: Technical Assistance / Legal and Aging Systems Development.

Primary Activity: The grantee will provide technical assistance in the design, implementation, administration, and evaluation of legal assistance delivery and elder rights advocacy systems as the primary activity under funding Option III: Technical Assistance / Legal and Aging Systems Development. The grantee will work with states, area agencies on aging, ADRCs, and legal services providers to expand and improve delivery of legal assistance and elder rights advocacy programs statewide, with an emphasis on the implementation of well integrated and cost effective legal service delivery systems that interface seamlessly with the aging services network. The application must describe how on-going technical assistance will be provided in the following areas:

- Providing direct technical assistance to states, AAAs, ADRCs, legal providers, and other local entities involved in implementing and administering aspects of the Model Approaches demonstration projects;
- Providing direct technical assistance to state and local organizations in the design, implementation, administration, and evaluation of senior legal helplines;
- Providing technical assistance to state and local organizations in the development of intake and assessment tools /referral mechanisms that accurately identify and refer legal issues to appropriate providers;
- Providing technical assistance to state and local organizations in the development of comprehensive needs assessment tools designed to identify priority legal issues impacting target populations;
- Providing technical assistance to state and local organizations in the development of systems capacity assessment tools designed to identify the ability of existing legal systems to meet priority legal issues impacting target populations;
- Providing technical assistance to state and local organizations in the development of outreach strategies for targeting and serving populations that are the hardest to reach and most in need;

- Providing technical assistance to state and local organizations in the development of outcomes measures and reporting/data collection systems used to determine the impact of legal services on the personal and financial well being of elder clients;
- Providing technical assistance to state and local organizations in the development of legal service delivery strategic plans focusing on the integration of low cost service delivery mechanisms such as legal helplines, pro bono services, law school clinics, and self-help sites with the broader Title III-B network;
- Providing technical assistance to state and local organizations in the development of legal service delivery standards focusing on the quality, consistency and efficiency of legal service delivery systems;
- Providing technical assistance to AAAs in the integration of legal assistance and elder rights protection programs for older people into existing community based service delivery systems;
- Providing technical assistance to AAAs, ADRCs, and local legal service providers, in the integration of legal assistance and elder rights protection programs for older people into existing community based service delivery systems;
- Providing technical assistance to State and local agencies and organizations on issues related to guardianships over the elderly, including legal representation of alleged incapacitated persons, use of less restrictive alternatives, use of limited guardianship, oversight of court appointed guardians, and data collection on guardianship issues;
- Providing technical assistance to state and local organizations in the identification of innovative funding sources for legal assistance and elder rights programs;
- Providing technical assistance to state and local organizations in the development of guidelines for choosing and evaluating effective legal assistance providers.

By the third quarter of project year three (3), the grantee under Option III: Technical Assistance / Legal and Aging Systems Development will provide AoA with a written report evaluating service delivery models demonstrated as effective in the subject matter areas set forth as requiring technical assistance under Option III. This information will be disseminated nationally to provide models of successful practices that may be adopted by aging and legal services networks to enhance delivery of aging and legal services. The report structure and evaluation criteria will be decided in collaboration with the AoA project officer.

Secondary Activities: The grantee under Option III: Technical Assistance / Legal and Aging Systems Development will also provide other forms of legal information and resources to providers, and other aging and law advocates/organizations.

The grantee will provide legal information to aging services and legal services networks through the creation, advertisement, and dissemination of informational resource materials on legal issues impacting older people that may include fact sheets, issue briefs, and other educational and outreach materials that provide consistent and factual information nationally. In addition to other modes of distribution, these products will be made available to the legal and aging services networks through the NLRC website. Applications should describe the proposed type and content of fact sheets, issue briefs, and educational and outreach materials that would be most useful; who will be the target audience; how the materials will be distributed; and how new information needs will be identified.

In addition, the grantee will provide expertise on issues of law and aging through participation in training and education events involving aging and legal service providers, in collaboration with NLRC organizations and other organizations serving older persons, as appropriate. Applications should include suggested topic areas and audiences, and a description of the methods that will be used to reach targeted audiences.

Additional Funding in Project Years Two (2) and Three (3): Additional funding of up to approximately \$75,000 may be made available in project years two (2) and three (3) to conduct the primary or secondary activities under Option III: Technical Assistance /Legal and Aging Systems Development. Applicants must specify how the additional funding would be used and how primary and secondary activities could be advanced by the additional funding. The applicant must detail anticipated funding allocations for specific tasks or products under primary and secondary activities, and itemize those allocations in the budget narrative for relevant project years.

Authorization for use of Sub-grantee(s) or Contractor(s): The use of funding under Option III: Technical Assistance /Legal and Aging Systems Development for sub-grantees or sub-contractors to carry out primary and secondary activities is permissible with prior approval from AoA, if a gap in knowledge, expertise, or other resource that is required to be filled from outside the organization is identified.

Option IV: Information and Resource Development and Dissemination

Enhancing the ability of professionals and advocates in both aging and legal services networks to have access to quality information and resources on legal and elder rights issues impacting older persons, is an essential function of a national legal assistance support system. Information and resource development and dissemination under Option IV involves the creation, advertisement, and distribution of informational resource materials on a wide range of legal issues impacting older persons.

Project funding for Option IV: Information and Resource Development and Dissemination will be approximately \$150,000 for project year one (1), with the possibility of funding of up to approximately \$225,000 for project years two (2) and three (3), contingent upon the availability of federal funds, satisfactory performance, and at the discretion of the Assistant Secretary for Aging. In order to apply for Option IV: Information and Resource Development and Dissemination, the primary applicant must meet the criteria outlined in

Section III: Eligibility Information. In addition, applications for Option IV: Information and Resource Development and Dissemination will be reviewed and scored based on the criteria set forth in Section V: Application Review Information, including how well the primary applicant demonstrates the following subject-matter expertise and experience:

- Expert knowledge concerning aging and legal issues impacting older persons, including those in most social and economic need;
- A history of expertise in the operation and organization of programs designed to develop and disseminate informational resources on issues of law and aging to legal services providers, aging services providers, and other professionals and advocates;
- A history of expertise in research and policy development on aging and legal issues impacting older persons;
- Requisite organizational capacity to carry out Option IV activities on a national level.

There is one primary activity and related secondary activities set forth under Option IV: Information and Resource Development and Dissemination

Primary Activity: The grantee will develop and disseminate a wide range of information and resources on law and aging as the primary activity under funding Option IV: Information and Resource Development and Dissemination. The grantee will make informational materials and other resources available to professionals and advocates in law and aging including, but not limited to: Title III-B attorneys, LSC attorneys, LADs, pro bono attorneys, elder law and consumer law attorneys in the public and private sectors, members of the judiciary, law enforcement, aging services staff of area agencies on aging and ADRCs, employees and volunteers of organizations providing legal and aging services to older persons (including low income minorities and Native Americans), older consumers, and other professionals and advocates within organizations serving older persons.

The informational materials and other resources on law and aging to be developed and/or disseminated will include, but will not be limited to: research and findings on “cutting edge” issues of elder law; newsletters; fact sheets; issue briefs; self-help manuals; educational and outreach materials; results of demonstration projects impacting aging and legal systems; and models of innovation in legal and aging service delivery. Applications should describe the proposed type and content of fact sheets, issue briefs, self-help manuals, and educational and outreach materials that would be most useful; who will be the target audience; how the materials will be distributed; and how new information needs will be identified. In addition, a primary activity under Option IV will involve the administration of a professional listserve, whose platform will be provided for by AoA.

The grantee will make proactive efforts to publicize the availability of information and resources on law and aging to local service providers, professionals, and advocates who

would benefit most from such assistance. Specifically, grantees will make information and resources on law and aging available to states, area agencies on aging, ADRCs, legal service providers, and other professionals and advocates within organizations serving older persons in order to expand and improve delivery of legal assistance services and elder rights advocacy programs statewide. Applications should describe how the availability of information and resources on law and aging will be publicized and disseminated. In addition to other modes of distribution, these resources will be made available to the general public through the NLRC website. The grantee will also be expected to make information and resources available to state and local level agencies and organizations involved in administering and/or implementing the Model Approaches demonstration projects and other initiatives designed to create integrated legal and aging service delivery systems.

Secondary Activities: The grantee under Option IV: Information and Resource Development and Dissemination will also provide legal information and resources to providers, and other law and aging advocates/organizations through participation in training events and the provision of substantive advice on legal issues impacting older persons.

The grantee will be expected to provide expertise on issues of law and aging through participation in training and education events involving aging and legal service providers and advocates, in collaboration with NLRC organizations and other organizations serving older persons, as deemed appropriate. Applications should include suggested topic areas and audiences, and a description of the methods that will be used to reach targeted audiences.

The grantee will also conduct training or information through webcasts that address legal issues impacting older persons. Applications should include suggested topic areas and audiences, a description of the methods that will be used to reach targeted audiences, and a discussion of how the effectiveness of the webcasts will be evaluated.

Additional Funding in Project Years Two (2) and Three (3): Additional funding of up to approximately \$75,000 may be made available in project years two (2) and three (3) to conduct the primary or secondary activities under Option IV: Information and Resource Development and Dissemination. Applicants must specify how the additional funding would be used and how primary and secondary activities could be advanced by the additional funding. The applicant must detail anticipated funding allocations for specific tasks or products under primary and secondary activities, and itemize those allocations in the budget narrative for relevant project years.

Authorization for use of Sub-grantee(s) or Contractor(s): The use of funding under Option IV: Information and Resource Development and Dissemination for sub-grantees or sub-contractors to carry out primary and secondary activities is permissible with prior approval from AoA, if a gap in knowledge, expertise, or other resource that is required to be filled from outside the organization is identified.

Option V: NLRC Website Content Development (Cooperative Agreement)

It is critical that professionals and advocates from both aging services and legal services networks have centralized and streamlined access to the core support functions provided through Options I through IV. To this end, the NLRC will feature a website, owned and overseen by AoA, that will serve as a point of centralized access to the national legal assistance support system. Features of the NLRC website may include, but are not limited to:

- Profiles of and direct linkages to collaborating organizations;
- Descriptions of and direct access to core functions (case consultation, training, technical assistance, and other informational resources), including the ability to make online requests for assistance;
- Descriptions of and linkages to vital components of aging and legal services delivery networks;
- Links to other informational resources related to law and aging including the NCEA, the National Pension Assistance Resource Center, the National Long Term Care Ombudsman Resource Center, and other organizations providing resources in law and aging;
- Calendar listing of NLRC organizational activities and opportunities for collaboration;
- Posting of legal cases that have precedent setting implications;
- Information on access to legal and protective services through ADRCs and AAAs, featuring models of assessment/referral and targeting/outreach tools;
- Information on the progress of Model Approaches demonstration projects and access to Model Approaches discussion forum; and
- Posting of fact sheets, issue briefs, educational and outreach materials, and other informational resources.

Project funding for Option V: NRLC Website Content Development will be \$75,000 for one (1) year. In order to apply for Option V: Website Content Development, the primary applicant must meet the criteria outlined in Section III: Eligibility Information. In addition, applications for Option V: Website Content Development will be reviewed and scored based on how well the primary applicant demonstrates the following subject-matter expertise and experience:

- Expert knowledge concerning a broad range of aging and legal issues impacting older persons, including those in most social and economic need;
- A history of expertise in creating content for websites designed to provide access to resources on law and aging for legal providers, aging service providers, and other professionals and advocates in law and aging.

There is one Primary activity set forth under Option V: NRLC Website Content Development.

Primary Activity: The grantee under Option V: NRLC Website Content Development

will develop content for the NLRC website. An NRLC Website content outline has been developed by AoA and will be provided to the grantee for content development. NRLC Website Content shall include, but is not limited to:

- Description of core support functions accessible through NLRC, including full written description of the type of support available, its intended target population, examples of how the support has benefited other professionals in law and aging, and the ability to request support services on line;
- Profiles of collaborating organizations including their history and background, staff directories, general services and resources available through the organizations, and their support function served within the national legal assistance support system;
- Descriptions and resource directories of vital components of the legal services network, including, but not limited to: LADs, Title III-B providers, LSC providers, Legal Helplines, elder law attorneys, consumer law attorneys, Volunteer/Pro Bono attorneys, Pension Counseling Centers, law school clinics, and self help sites;
- Descriptions and resource directories of vital components of the aging services network, including but not limited to Administration on Aging, State Units on Aging, state agencies administering Medicare/ Medicaid, ADRCs, tribal organizations, and Senior centers;
- The drafting of and/or linking to informational resource materials related to essential topics in law and aging including, but not limited to: guardianship/conservatorship, consumer protection/fraud, elder abuse and protective services, income/financial security, housing, health care, legal capacity/medical decision making, institutional long term care, and home and community based care long term care;
- Develop content for NRLC Website section highlighting innovations in law and aging, including but not limited to: progress of Model Approaches grantees and their key contributions to systems integration and increased access; and innovations in intake and client assessment, needs and capacity assessment, targeting and outreach, outcome measurement, legal standards, and organizational collaborations.

NLRC Outcome Measurement - Options I through IV

The Government Performance and Results Act (GPRA) requires federal agencies to use performance outcome measurement to improve the accountability of Federal programs. The AoA measures program outcomes in order to improve performance and to ensure that the goals of the OAA are being met. Program outcome data will be used by AoA to justify current and future program expansions and funding enhancements.

In the context of the anticipated work to be done by collaborating organizations in the NLRC, a “measurable outcome” is an observable end-result that describes how particular project activities under core functions beneficially impact professionals and advocates in

aging and legal services networks. Collaborating organizations within the NLRC will be responsible for measuring the outcomes of the support activities provided under their respective funding options. Anticipated outcome and associated performance indicators are set forth in Section II: Award Information and are included as terms and conditions of cooperative agreements under Options I through IV.

It is important to note that anticipated outcomes and associated performance indicators will be reviewed as only one factor in combination with others factors listed under Section II: Award Information in assessing the success of a grantee in contributing to the achievement of the project objectives under the program announcement. The inability of the grantee to demonstrate it met a target under a performance indicator at the end of a project year shall not be considered in isolation of other factors indicating success in achieving project objectives and meeting other requirements under the cooperative agreement. The applicant may also include in the project proposal/work plan additional performance indicators designed to measure how particular project activities beneficially impact professionals and advocates in aging and legal services networks.

Grantees under Options I through IV will be expected to utilize project year one (1) to collect and establish baseline data from which percentage increases set forth in applicable performance indicator targets may be subsequently measured.

Statutory Authority

The statutory authority for awards under this program announcement is contained in Title IV, Section 420 (a-c) of the Older Americans Act, as amended in 2006 (P.L. 109-365).

II. AWARD INFORMATION

Award Type:	Cooperative agreements
Estimated Federal Funds Available:	\$825,000 per year
Estimated Number of Awards:	5
Anticipated Project Start Date:	No later than September 30, 2008
Estimated Length of Project:	Option I through IV: Three (3) years Option V: One (1) year

Under this competition, the Administration on Aging (AoA) will award five (5) Cooperative Agreements to organizations that will collaborate and collectively function as one **National Legal Resource Center (NLRC)**, with funding ranging from a federal share of \$75,000 to \$250,000 for project year one (1). Four (4) of the cooperative agreements will be funded at a federal share ranging from \$150,000 to \$325,000 for project years two (2) and three (3), contingent on the availability of federal funds, satisfactory performance, and at the discretion of the Assistant Secretary for Aging. One (1) cooperative agreement will be funded for only one (1) year. The total federal funding for the collaborative work of the grantees comprising the NLRC will be approximately \$825,000 for each year.

Option I through V will be funded contingent on the availability of federal funds, satisfactory performance, and at the discretion of the Assistant Secretary for Aging, at a federal share of approximately:

1. \$200,000 for project year one (1), and up to \$275,000 for project years two (2) and three (3) for Option I: Case Consultation;
2. \$150,000 for project year for one (1), and up to \$225,000 for project years two (2) and three (3) for Option II: Training on Law and Aging;
3. \$250,000 for year one (1), and up to \$325,000 for project years two (2) and three (3) for Option III: Technical Assistance / Legal and Aging Systems Development NCEA;
4. \$150,000 for project year one (1), and up to \$225,000 for project years two (2) for Option IV: Information and Resource Development and Dissemination;
5. \$75,000 for one (1) project year for Option V: Website Content Development.

Cooperative Agreements - Options I -V

Pursuant to the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), Awards for Option I: Case Consultation, Option II: Training on Law and Aging, Option III: Technical Assistance / Legal and Aging Systems Development, Option IV: Information and Resource Development and Dissemination; and Option V: NLRC Website Content Development will be cooperative agreements in which the AoA will be substantially involved in the development and execution of grantee activities. Cooperative agreements for Options I through V will describe substantial involvement, including the guidance, technical assistance, and support to be provided by the AoA project officer, who will serve as the project officer for the NLRC. The cooperative agreements for Options I through V will also incorporate by reference required project activities under the program announcement and set forth general responsibilities of the NLRC grantees. In addition, the cooperative agreements for Options I through IV will specify anticipated outcomes and associated performance indicators under each option that are intended to measure the beneficial impact of the project activities on professionals and advocates in aging and legal services networks.

In its role under the cooperative agreement, the Administration on Aging will assist each of the grantees in understanding the strategic goals and objectives, policy perspectives, and priorities of the Assistant Secretary for Aging and the Department of Health and Human Services by sharing such information via e-mail, conference calls, briefings, memos, and other consultations. The AoA- NLRC Project Officer will provide technical assistance and guidance on issues related to the implementation of the cooperative agreement. The AoA- NLRC Project Officer will also share information with each of the grantees about other federally sponsored projects and activities relevant to the interests of the NLRC activities.

Under the cooperative agreement, each of the NLRC grantees, in collaboration with AoA - NLRC Project Officer, will develop a work plan for each year of the project specific to the option for which it received funding. Within 45 days of the award and 45 days of each continuation award, the grantee will agree upon and adhere to a work plan that details expectations for major objectives, associated activities, and reports for each year of the

project. The work plan will include a detailed timetable as identified by AoA in the terms and conditions of the Notice of Award. In addition, the work plan will contain project and activity implementation plans, including the anticipated use of sub-grantees/sub-contractors to carry out project activities (if applicable), functions of key project personnel, and other areas that require AoA consultation, review, and/or prior approval. Either the AoA - NLRC Project Officer or the grantee can propose a revision of the final work plan at any time. Any modifications to the work plan will be effective upon the mutual agreement of both parties, except as otherwise permitted by the terms and conditions of award.

The NLRC grantees for Options I through IV will use the outcome measures under the relevant option to aid in assessing the effectiveness of NLRC project activities in achieving the stated NLRC objectives as set forth in Section I: Description of Funding Opportunity. Anticipated outcomes and associated performance indicator targets will be reviewed in combination with other performance standards as set forth in the cooperative agreement in deciding continuation of funding under Options I through IV. The extent to which the grantee meets designated targets under performance indicators at the end of the project year shall not be considered in isolation of other performance standards indicating success in achieving project objectives.

Grantees under Option I through IV may include additional performance indicators that are designed to measure how particular project activities beneficially impact professionals and advocates in aging and legal services networks. Such additional performance indicators as set forth by the grantees in the approved work plans will be incorporated by reference as additional terms and conditions of the cooperative agreement.

Below are the terms and conditions of cooperative agreements for Options I through V:

Option I: Case Consultation

Under Option I: Case Consultation, the AoA - NLRC Project Officer will carry out the following activities under the cooperative agreement:

- Collaborate with the grantee in the development, modification, and implementation of the NLRC work plan.
- Provide technical advice in the development of fact sheets, issue briefs, and educational and outreach materials related to legal issues impacting older persons, including the abuse, neglect, and exploitation of vulnerable elders.
- Review, provide technical advice, and approve work products.
- Provide technical support to grantees conducting training.
- Provide consultation in identifying emerging legal issues and in developing and enhancing a system of state and community-based legal assistance and elder rights networks made up of service providers funded under the Older Americans Act.

- Organize and conduct regular project implementation meetings to discuss programmatic issues including the implementation of project objectives and associated activities, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations.
- Attend and participate in major media, outreach, or other project events as appropriate.

Under Option I: Case Consultation, the grantee will carry out the specific activities as set forth in the program announcement under the relevant option and abide by the following general responsibilities under the cooperative agreement:

- Assist the AoA in developing and enhancing state and community-based legal assistance and elder rights networks.
- Collaborate with the AoA in the development, modification, and implementation of the NLRC work plan.
- Collaborate as necessary with other NLRC organizations to respond to requests for technical assistance, information, or general guidance on issues impacting legal assistance and elder rights programs, including requests from State agencies and other public and nonprofit private agencies and organizations.
- Provide training to legal assistance providers, elder rights professional/advocates and others, in collaboration with other NLRC organizations, as appropriate.
- Share information with AoA and other NLRC collaborators.
- Participate in project implementation meetings conducted by AoA to discuss programmatic issues including the implementation of project objectives and associated activities,, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations. The grantee will participate in annual meetings and participate in regular teleconferences.
- Conduct public outreach (conferences, senior fairs, etc.) to enhance awareness of the support available through the NLRC.
- Evaluate the impact of NLRC activities.

Under Option I: Case Consultation, the NLRC grantees will carry out the specific activities as set forth in the program announcement, as follows:

- The grantee will make Case Consultation available to professionals and advocates in law and aging including, but not limited to: Title III-B legal assistance providers, Legal Services Corporation (LSC) providers, Legal Assistance Developers, elder law and consumer law attorneys in the public and private sectors, members of the judiciary,

aging services staff of area agencies on aging and ADRCs, and other professionals and advocates within organizations serving older persons.

- The grantee will make Case Consultation available on legal subject matter areas that shall include, but are not limited to: healthcare benefits; long term care in institutional or home and community based settings; Older Americans Act services; Social Security (including SSI and SSDI); Medicare(including Medicare Part D); Medicaid (including the financing of home and community based care); housing (including defense against foreclosures or evictions); pension benefits; abuse, neglect and financial exploitation of vulnerable elders; consumer fraud/scams; guardianship (including the defense of guardianship); insurance benefits; age discrimination; energy and utilities issues; debt collection harassment, mortgage fraud and predatory lending, and credit repair and counseling.
- The grantee will make proactive efforts to publicize the availability of case consultation in a targeted manner to state units on aging, area agencies on aging, ADRCs, other local legal service providers, professionals, and advocates who would benefit most from case consultation.
- The grantee will make case consultation available to agencies and organizations involved in administering and/or implementing the Model Approaches demonstration projects and other initiatives designed to create integrated legal service delivery systems.
- The grantee will provide legal information to aging and legal services networks through the creation, advertisement, and dissemination of informational resource materials on legal issues impacting older people that may include fact sheets, issue briefs, and other educational and outreach materials that provide consistent and factual information nationally.
- The grantee will participate in training and education events involving aging and legal service providers, in collaboration with NLRC organizations and other organizations serving older persons, as appropriate.

Under Options I: Case Consultation, the NLRC grantee will seek to achieve anticipated outcomes as measured by performance indicators, as follows:

Anticipated Outcome (1) Support the leadership, knowledge, and systems capacity of states, legal services providers, area agencies on aging, ADRCs, and other organizations serving older persons and enhance the quality, cost effectiveness, and accessibility of legal assistance and elder rights programs provided to older persons.

Performance Indicators:

- Increase by 5% per year the number of legal professionals and advocates in the field of law and aging (i.e. Title III-B providers, LSC providers, elder law attorneys in the public or private sectors, and other professional/advocates) receiving case consultation.
- 90% of legal professionals and advocates in the field of law and aging (i.e. Title III-B providers, LSC providers, elder law attorneys in the public or private sectors, and other professionals/advocates) receiving case consultation and responding to evaluative tools will rate the quality of the assistance provided as good to excellent.
- 90% of legal professionals and advocates in the field of law and aging (i.e. Title III-B providers, LSC providers, elder law attorneys in public or private sector, and other professionals/advocates) receiving case consultation and responding to evaluative tools will agree or strongly agree that the assistance provided contributed to the successful resolution of a specific legal issue.

Anticipated Outcome (2) Support demonstration projects designed to expand or improve the delivery of legal assistance and elder rights protections to older persons with social or economic needs.

Performance Indicators:

- Provide case consultation to legal services staff of at least three (3) organizations involved in the Model Approaches demonstration projects per project year.

Additional performance indicators as set forth by the grantee in the approved work plan will be incorporated by reference as terms and conditions of the cooperative agreement.

Applications for continuation funding beyond the initial budget period of one year will be reviewed on a non-competitive basis. Continuation of funding under Option I will be subject to the grantee's progress toward achieving the objectives as outlined in Section I: Description of Funding Opportunity. The continuation of funding decision for Option I will be based on the following standards of performance:

- The extent to which primary and other related activities/ action steps in the approved work plan are achieved;
- The quality and effectiveness of the grantee's work in fulfilling the primary and other related activities/action steps in the approved work plan;
- The extent to which anticipated outcomes and associated performance indicator targets are achieved. Anticipated outcomes and associated performance indicator targets will be reviewed in combination with other performance standards as set forth in the cooperative agreement in deciding continuation of funding under Options I. The extent to which the grantee meets designated targets under performance indicators at the end of the project year shall not be considered in isolation of other performance standards indicating success in achieving project objectives.

Continuations of funding for grantees under Option I will be subject to the additional following factors:

- Compliance with terms and conditions of the cooperative agreement;
- Review and approval of other documents necessary for continuation;
- Availability of funds;
- Execution of the original line-item budget; and
- The project is deemed as in the best interest of the government.

Option II: Training on Law and Aging

Under Option II: Training on Law and Aging, the AoA - NLRC Project Officer will carry out the following activities under the cooperative agreement:

- Collaborate with the grantee in the development, modification, and implementation of the NLRC work plan.
- Provide technical advice in the development of fact sheets, issue briefs, and educational and outreach materials related to legal issues impacting older persons, including the abuse, neglect, and exploitation of vulnerable elders.
- Review, provide technical advice, and approve work products.
- Provide technical support to grantees conducting training.
- Provide consultation in identifying emerging legal issues and in developing and enhancing a system of state and community-based legal assistance and elder rights networks made up of service providers funded under the Older Americans Act.
- Organize and conduct regular project implementation meetings to discuss programmatic issues including the implementation of project objectives and associated activities, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations.
- Attend and participate in major media, outreach, or other project events as appropriate.

Under Option II: Training on Law and Aging, the grantee will carry out the specific activities as set forth in the program announcement under the relevant option and abide by the following general responsibilities under the cooperative agreement:

- Assist the AoA in developing and enhancing state and community-based legal assistance and elder rights networks.

- Collaborate with the AoA in the development, modification, and implementation of the NLRC work plan.
- Collaborate as necessary with other NLRC organizations to respond to requests for technical assistance, information, or general guidance on issues impacting legal assistance and elder rights programs, including requests from State agencies and other public and nonprofit private agencies and organizations.
- Provide training to legal assistance providers, elder rights professional/advocates and others, in collaboration with other NLRC organizations, as appropriate.
- Share information with AoA and other NLRC collaborators.
- Participate in project implementation meetings conducted by AoA to discuss programmatic issues including the implementation of project objectives and associated activities,, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations. The grantee will participate in annual meetings and participate in regular teleconferences.
- Conduct public outreach (conferences, senior fairs, etc.) to enhance awareness of the support available through the NLRC.
- Evaluate the impact of NLRC activities.

Under Option II: Training on Law and Aging, the NLRC grantee will carry out the specific activities as set forth in the program announcement, as follows:

- The grantee will make training available to professionals and advocates in law and aging including, but not limited to: LADs, Title III-B attorneys, LSC attorneys, pro bono attorneys, elder law and consumer law attorneys in the public and private sectors, members of the judiciary, law enforcement, aging services staff of area agencies on aging and ADRCs, employees and volunteers of organizations providing legal and/or aging services to older persons (including low income minorities and Native Americans), older consumers, and other professionals and advocates within organizations serving older persons.
- The grantee will make training available in the following topics areas that will include, but are not limited to:
 - Legal issues impacting older persons including the application of laws related to long-term care in institutional or home and community based settings, financing of health care through Medicare/Medicaid, financing of health care through private pay options such as LTC insurance and reverse mortgages appropriate to the consumer, guardianship/conservatorship and surrogate decision making, housing and public benefits, Older Americans Act services; predatory mortgage lending,

home foreclosure, and the abuse, neglect, self-neglect, and exploitation of vulnerable older adults;

- Application of laws related to fraud targeting older consumers including identity theft, investment fraud, and other financial crimes;
 - The proper identification and referral of legal and elder abuse issues by aging and legal services providers;
 - Enhancing the coordination and integration of legal and aging service delivery systems, including the enhanced linkage of legal services with ADRCs;
 - The development of outreach techniques and strategies designed to target and enhance access to legal services for older persons in the most social and economic need;
 - The development of measurable outcomes for legal services delivery systems that quantify the beneficial impact of legal services on the lives of older persons; and
 - Enhancing collaborations between aging service organizations, legal service organizations, elder abuse prevention and response organizations, and other consumer organizations, to enhance access to quality legal and aging services for older persons in the most social and economic need.
- The grantee will be expected to make proactive efforts to publicize the availability of training in a targeted manner to state units on aging, area agencies on aging, ADRCs, other local legal service providers, professionals, and advocates who would benefit most from such training.
 - The grantee will be expected to develop, compile, publish, and disseminate training materials for the professionals and advocates in law and aging that attend the training events.
 - The grantee will make training available to state and local agencies and organizations involved in administering and/or implementing the Model Approaches demonstration projects and other initiatives designed to create integrated legal service delivery systems.
 - The grantee will seek opportunities to collaborate with other NLRC organizations, the NCEA, and other organizations serving older persons, on training topics of common interest.
 - The grantee will conduct training through information webcasts that address legal issues impacting older persons.

Under Option II: Training on Law and Aging, the NLRC grantee will seek to achieve anticipated outcomes as measured by performance indicators, as follows:

Anticipated Outcome (1) Support the leadership, knowledge, and systems capacity of states, legal services providers, area agencies on aging, ADRCs, and other organizations serving older persons and enhance the quality, cost effectiveness, and accessibility of legal assistance and elder rights programs provided to older persons.

Performance Indicators:

- Increase by 5% per year the number of professionals and advocates working in legal and aging services networks (i.e. Title III-B attorneys, LSC attorneys, pro bono attorneys, elder law attorneys in public or private sector, aging network staff etc ...) trained on legal issues impacting older persons.
- 90% of professionals and advocates in legal and aging networks responding to evaluative tools will rate the quality and usefulness of training as good to excellent.
- 90% of the legal professionals and advocates working in legal and aging services networks using grantee produced legal and other resource materials and responding to evaluative tools will agree or strongly agree that the training contributed to the successful provision of service to their target populations.
- Increase by 5% per year the number of number of professionals and advocates working in legal and aging networks (Title III-B attorneys, LSC attorneys, pro bono attorneys, elder law attorneys, aging network staff, etc...) using grantee produced legal and other resource materials.
- 90% of the legal professionals and advocates working in legal and aging services networks using grantee produced legal and other resource materials who respond to evaluative tools will rate the quality of the materials as good to excellent.
- 90% of the legal professionals and advocates working in legal and aging services networks using grantee produced legal and other resource materials and responding to evaluative tools will agree or strongly agree that the grantee produced legal and other resource materials contributed to the successful provision of service to their target populations.

Anticipated Outcome (2) Support demonstration projects designed to expand or improve the delivery of legal assistance and elder rights protections to older persons with social or economic needs.

Performance Indicators:

- Provide training to legal services staff of at least three (3) organizations involved in the Model Approaches demonstration projects per project year.

- Provide training to aging services staff of at least three (3) ADRCs per project year.

Additional performance indicators as set forth by the grantee in the approved work plan will be incorporated by reference as terms and conditions of the cooperative agreement.

Applications for continuation funding beyond the initial budget period of one year will be reviewed on a non-competitive basis. Continuation of funding under Option II will be subject to the grantee's progress toward achieving the objectives as outlined in Section I: Description of Funding Opportunity. The continuation of funding decision for Option II will be based on the following standards of performance:

- The extent to which primary and other related activities/ action steps in the approved work plan are achieved;
- The quality and effectiveness of the grantee's work in fulfilling the primary and other related activities/action steps in the approved work plan;
- The extent to which anticipated outcomes measures and associated performance indicator targets are achieved. Anticipated outcomes and associated performance indicator targets will be reviewed in combination with other performance standards as set forth in the cooperative agreement in deciding continuation of funding under Options II. The extent to which the grantee meets designated targets under performance indicators at the end of the project year shall not be considered in isolation of other performance standards indicating success in achieving project objectives.

Continuations of funding for grantees under Option II will be subject to the additional following factors:

- Compliance with terms and conditions of the cooperative agreement;
- Review and approval of other documents necessary for continuation;
- Availability of funds;
- Execution of the original line-item budget; and
- The project is deemed as in the best interest of the government.

Option III: Technical Assistance / Legal and Aging Systems Development,

Under Option III: Technical Assistance / Legal and Aging Systems Development, the AoA - NLRC Project Officer will carry out the following activities under the cooperative agreement:

- Collaborate with the grantee in the development, modification, and implementation of the NLRC work plan.

- Provide technical advice in the development of fact sheets, issue briefs, and educational and outreach materials related to legal issues impacting older persons, including the abuse, neglect, and exploitation of vulnerable elders.
- Review, provide technical advice, and approve work products.
- Provide technical support to grantees conducting training.
- Provide consultation in identifying emerging legal issues and in developing and enhancing a system of state and community-based legal assistance and elder rights networks made up of service providers funded under the Older Americans Act.
- Organize and conduct regular project implementation meetings to discuss programmatic issues including the implementation of project objectives and associated activities, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations.
- Attend and participate in major media, outreach, or other project events as appropriate.

Under Option III: Technical Assistance / Legal and Aging Systems Development, the grantee will carry out the specific activities as set forth in the program announcement under the relevant option and abide by the following general responsibilities under the cooperative agreement:

- Assist the AoA in developing and enhancing state and community-based legal assistance and elder rights networks.
- Collaborate with the AoA in the development, modification, and implementation of the NLRC work plan.
- Collaborate as necessary with other NLRC organizations to respond to requests for technical assistance, information, or general guidance on issues impacting legal assistance and elder rights programs, including requests from State agencies and other public and nonprofit private agencies and organizations.
- Provide training to legal assistance providers, elder rights professional/advocates and others, in collaboration with other NLRC organizations, as appropriate.
- Share information with AoA and other NLRC collaborators.
- Participate in project implementation meetings conducted by AoA to discuss programmatic issues including the implementation of project objectives and associated activities, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations. The grantee will participate in annual meetings and participate in regular teleconferences.

- Conduct public outreach (conferences, senior fairs, etc.) to enhance awareness of the support available through the NLRC.
- Evaluate the impact of NLRC activities.

Under Option III: Technical Assistance / Legal and Aging Systems Development, the NLRC grantee will carry out the activities as set forth in the program announcement, as follows:

- The grantee will work with states, area agencies on aging, ADRCs, and legal services providers to expand and improve delivery of legal assistance and elder rights advocacy programs statewide, with an emphasis on the implementation of well integrated and cost effective legal service delivery systems that interface seamlessly with the aging network.
- The grantee will make technical assistance available to legal and aging services networks in the following subject matter areas:
 - Providing direct technical assistance to states, AAAs, ADRCs, legal providers, and other local entities involved in implementing and administering aspects of the Model Approaches demonstration projects;
 - Providing direct technical assistance to state and local organizations in the design, implementation, administration, and evaluation of senior legal helplines;
 - Providing technical assistance to state and local organizations in the development of intake and assessment tools /referral mechanisms that accurately identify and refer legal issues to appropriate providers;
 - Providing technical assistance to state and local organizations in the development of comprehensive needs assessment tools designed to identify priority legal issues impacting target populations;
 - Providing technical assistance to state and local organizations in the development of systems capacity assessment tools designed to identify the ability of existing legal systems to meet priority legal issues impacting target populations;
 - Providing technical assistance to state and local organizations in the development of outreach strategies for targeting and serving populations that are the hardest to reach and most in need;
 - Providing technical assistance to state and local organizations in the development of outcomes measures and reporting./data collection systems used to determine the impact of legal services on the personal and financial well being of elder clients;

- Providing technical assistance to state and local organizations in the development of legal service delivery strategic plans focusing on the integration of low cost service delivery mechanisms such as legal helplines, pro bono services, law school clinics, and self-help sites with the broader Title III-B network;
 - Providing technical assistance to state and local organizations in the development of legal service delivery standards focusing on the quality, consistency and efficiency of legal a service delivery systems;
 - Providing technical assistance to AAAs in the integration of legal assistance and elder rights protection programs for older people into existing community based service delivery systems;
 - Providing technical assistance to ADRCs in the integration of legal assistance and elder rights protection programs for older people into existing community based service delivery systems;
 - Providing technical assistance to local legal service providers in the integration of legal assistance and elder rights protection programs into the existing community based service delivery systems of AAAs and ADRCs;
 - Providing technical assistance to State and local agencies and organizations on issues related to guardianships over the elderly, including legal representation of alleged incapacitated persons, use of less restrictive alternatives, use of limited guardianship, oversight of court appointed guardians, and data collection on guardianship issues; and
 - Providing technical assistance to state and local organizations in the identification of innovative funding sources for legal assistance and elder rights programs.
- The grantee will provide AoA with a written report evaluating service delivery models demonstrated as effective by the third quarter of project year three (3), as a prelude to national dissemination.
 - The grantee will provide legal information to aging and legal services networks through the creation, advertisement, and dissemination of informational resource materials on legal issues impacting older people that may include fact sheets, issue briefs, and other educational and outreach materials that provide consistent and factual information nationally.
 - The grantee will participate in training and education events involving aging and legal service providers, in collaboration with NLRC organizations and other organizations serving older persons.

Under Option III: Technical Assistance / Legal and Aging Systems Development, the NLRC grantee will seek to achieve anticipated outcomes as measured by performance indicators, as follows:

Anticipated Outcome (1) Support the leadership, knowledge, and systems capacity of states, legal services providers, area agencies on aging, ADRCs, and other organizations serving older persons and enhance the quality, cost effectiveness, and accessibility of legal assistance and elder rights programs provided to older persons.

Performance Indicators:

- Maintain full documentation of technical assistance provided to states, AAAs, ADRCs, and legal providers, including the recipients of technical assistance, subject matter areas of technical assistance provided, and the results of technical assistance provided.
- Assist at least three (3) states in the development and implementation of legal needs assessments each project year.
- Assist at least three (3) states in the development and implementation of legal services delivery plans each project year.
- Assist at least three (3) states in the development and implementation of statewide legal service delivery standards each project year.
- 90% of aging and legal services professionals/advocates responding to evaluative tools will rate the quality and usefulness of technical assistance provided as good to excellent.
- 90% of aging and legal service professionals/advocates responding to evaluative tools will agree or strongly agree that the technical assistance provided contributed to the successful completion of legal needs assessments, legal services delivery plans, and legal service delivery standards.

Anticipated Outcome (2) Support demonstration projects designed to expand or improve the delivery of legal assistance and elder rights protections to older persons with social or economic needs.

Performance Indicators:

- Provide technical assistance to at least five (5) organizations involved in the Model Approaches demonstration grants each project year.
- Provide technical assistance to at least three (3) ADRCs each project year.

Applications for continuation funding beyond the initial budget period of one year will be reviewed on a non-competitive basis. Continuation of funding under Option III will be

subject to the grantee's progress toward achieving the objectives as outlined in Section I: Description of Funding Opportunity. The continuation of funding decision for Option III will be based on the following standards of performance:

- The extent to which primary and other related activities/ action steps in the approved work plan are achieved;
- The quality and effectiveness of the grantee's work in fulfilling the primary and other related activities/action steps in the approved work plan;
- The extent to which anticipated outcomes measures and associated performance indicator targets are achieved. Anticipated outcomes and associated performance indicator targets will be reviewed in combination with other performance standards as set forth in the cooperative agreement in deciding continuation of funding under Options III. The extent to which the grantee meets designated targets under performance indicators at the end of the project year shall not be considered in isolation of other performance standards indicating success in achieving project objectives.

Continuations of funding for grantees under Option III will be subject to the additional following factors:

- Compliance with terms and conditions of the cooperative agreement;
- Review and approval of other documents necessary for continuation;
- Availability of funds;
- Execution of the original line-item budget; and
- The Project is deemed as in the best interest of the government.

Option IV: Information and Resource Development and Dissemination

Under Option IV: Information and Resource Development and Dissemination, the AoA - NLRC Project Officer will carry out the following activities under the cooperative agreement:

- Collaborate with the grantee in the development, modification, and implementation of the NLRC work plan.
- Provide technical advice in the development of fact sheets, issue briefs, and educational and outreach materials related to legal issues impacting older persons, including the abuse, neglect, and exploitation of vulnerable elders.
- Review, provide technical advice, and approve work products.
- Provide technical support to grantees conducting training.
- Provide consultation in identifying emerging legal issues and in developing and enhancing a system of state and community-based legal assistance and elder rights networks made up of service providers funded under the Older Americans Act.

- Organize and conduct regular project implementation meetings to discuss programmatic issues including the implementation of project objectives and associated activities, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations.
- Attend and participate in major media, outreach, or other project events as appropriate.

Under Option IV: Information and Resource Development and Dissemination, the grantee will carry out the specific activities as set forth in the program announcement under the relevant option and abide by the following general responsibilities under the cooperative agreement:

- Assist the AoA in developing and enhancing state and community-based legal assistance and elder rights networks.
- Collaborate with the AoA in the development, modification, and implementation of the NLRC work plan.
- Collaborate as necessary with other NLRC organizations to respond to requests for technical assistance, information, or general guidance on issues impacting legal assistance and elder rights programs, including requests from State agencies and other public and nonprofit private agencies and organizations.
- Provide training to legal assistance providers, elder rights professional/advocates and others, in collaboration with other NLRC organizations, as appropriate.
- Share information with AoA and other NLRC collaborators.
- Participate in project implementation meetings conducted by AoA to discuss programmatic issues including the implementation of project objectives and associated activities,, ongoing and new program initiatives, and opportunities for collaborations between NLRC organizations. The grantee will participate in annual meetings and participate in regular teleconferences.
- Conduct public outreach (conferences, senior fairs, etc.) to enhance awareness of the support available through the NLRC.
- Evaluate the impact of NLRC activities.

Under Option IV: Information and Resource Development and Dissemination, the NLRC grantee will carry out the activities as set forth in the program announcement, as follows:

- The grantee will make informational materials and other resources available to professionals and advocates in law and aging including, but not limited to: Title III-B attorneys, LSC attorneys, Legal Assistance Developers, pro bono attorneys, elder law

and consumer law attorneys in public and private sector, members of the judiciary, law enforcement, aging services staff of area agencies on aging and ADRCs, employees and volunteers of organizations providing legal and aging services to older persons (including low income minorities and Native Americans), older consumers, and other professionals and advocates within organizations serving older persons.

- The grantee will develop and/or disseminate informational materials and other resources on law and aging that will include, but are not limited to: Research and findings on “cutting edge” issues of elder law, newsletters, fact sheets, issue briefs, self-help manuals, educational and outreach materials, results of demonstration projects impacting aging and legal systems, and models of innovation in legal and aging service delivery.
- The grantee will make proactive efforts to publicize the availability of information and resources on law and aging to local providers, professionals, and advocates who would benefit most from such assistance. Specifically, grantees will make information and resources on law and aging available to states, area agencies on aging, ADRCs, legal service providers, and other professionals and advocates within organizations serving older persons.
- The grantee will make information and resources available to state and local level agencies and organizations involved in administering and/or implementing the Model Approaches demonstration projects and other initiatives designed to create integrated legal and aging service delivery systems.
- The grantee will provide legal information and resources to providers, and other law and aging advocates/organizations through training events and the provision of substantive advice on legal issues impacting older persons.
- The grantee will participate in training and education events involving aging and legal service providers and advocates, in collaboration with NLRC organizations and other organizations serving older persons, as deemed appropriate.

Under Option IV: Information and Resource Development and Dissemination, the NLRC grantee shall seek to achieve anticipated outcomes as measured by performance indicators, as follows:

Anticipated Outcome (1) Support the leadership, knowledge, and systems capacity of states, legal services providers, area agencies on aging, ADRCs, and other organizations serving older persons and enhance the quality, cost effectiveness, and accessibility of legal assistance and elder rights programs provided to older persons.

Performance Indicators:

- Increase by 5% per year the number of professionals and advocates in legal and aging networks provided with informational materials and other resources.

- 90% of professionals and advocates in legal and aging networks responding to evaluative tools will rate the quality and usefulness of informational material and other resources as good to excellent.
- 90% of professionals and advocates in legal and aging networks responding to evaluative tools will agree or strongly agree that the informational material and other resources provided contributed to the successful provision of service to their target populations.
- **Anticipated Outcome (2)** Support demonstration projects designed to expand or improve the delivery of legal assistance and elder rights protections to older persons with social or economic needs.

Performance Indicators:

- Provide informational material and other resources to legal services staff of at least ten (10) organizations involved in the Model Approaches demonstration projects per project year.
- Provide informational material and other resources to aging services staff of at least fifteen (15) ADRCs per project year.

Applications for continuation funding beyond the initial budget period of one year will be reviewed on a non-competitive basis. Continuation of funding under Option IV will be subject to the grantee's progress toward achieving the objectives as outlined in Section I: Description of Funding Opportunity. The continuation of funding decision for Option IV will be based on the following standards of performance:

- The extent to which primary and other related activities/ action steps in the approved work plan are achieved;
- The quality and effectiveness of the grantee's work in fulfilling the primary and other related activities/action steps in the approved work plan;
- The extent to which anticipated outcomes measures and associated performance indicator targets are achieved. Anticipated outcomes and associated performance indicator targets will be reviewed in combination with other performance standards as set forth in the cooperative agreement in deciding continuation of funding under Options IV. The extent to which the grantee meets designated targets under performance indicators at the end of the project year shall not be considered in isolation of other performance standards indicating success in achieving project objectives.

Continuations of funding for grantees under Option IV will be subject to the additional following factors:

- Compliance with terms and conditions of the cooperative agreement;

- Review and approval of other documents necessary for continuation;
- Availability of funds;
- Execution of the original line-item budget; and
- The project is deemed as in the best interest of the government.

Option V: Website Content Development:

For funding Option V: Website Content Development, the AoA - NLRC Project Officer will carry out the following activities under the cooperative agreement:

- Collaborate with the grantee in the development, modification, and implementation of the work plan.
- Provide technical advice in the development of fact sheets, issue briefs, and educational and outreach materials related to legal issues impacting older persons, including the abuse, neglect, and exploitation of vulnerable elders.
- Review, provide technical advice, and approve work products.
- Provide consultation in identifying emerging legal issues and in developing and enhancing a system of state and community-based legal assistance and elder rights networks made up of service providers funded under the Older Americans Act.
- Organize and conduct regular project implementation meetings to discuss programmatic issues including the implementation of project activities and associated tasks/products.

For funding Option V: Website Content Development, the grantee will carry out the activities as set forth in the program announcement, as follows:

- The Grantee will develop content for the NLRC website. NLRC Website content will include, but is not limited to:
 - Description of core support functions accessible through NLRC, including full written description of the type of support available, its intended target population, examples of how the support has benefited other professionals in law and aging, and the ability to request support services on line;
 - Profiles of collaborating organizations including their history and background, staff directories, general services and resources available through the organizations, and their support function served within the national legal assistance support system;
 - Descriptions and resource directories of vital components of the legal services network, including but not limited to: LADs, Title III-B providers, LSC providers,

Legal Helplines, elder law attorneys, consumer law attorneys, Volunteer/Pro Bono attorneys, Pension Counseling Centers, law school clinics, and self help sites;

- Descriptions and resource directories of vital components of the aging services network, including but not limited to Administration on Aging, State Units on Aging, state agencies administering Medicare/ Medicaid, ADRCs, tribal organizations, and Senior centers;
 - The drafting of and/or linking to informational resource materials related to essential topics in law and aging, including but not limited to: guardianship/conservatorship, consumer protection/fraud, elder abuse and protective services, income/financial security, housing, health care, legal capacity/medical decision making, and long term care/ home and community based care;
 - Develop content for NRLC Website section highlighting innovations in law and aging, including but not limited to: Progress of Model Approaches grantees and their key contributions to systems integration and increased access; and innovations in intake and assessment, needs and capacity assessment, targeting and outreach, outcome measurement, legal standards, and organizational collaborations.
- Collaborate with the AoA in the development, modification, and implementation of the project work plan.
 - Collaborate as necessary with other NLRC grantee organizations to develop Website content.
 - Participate in project implementation meetings conducted by AoA to discuss programmatic issues including the implementation of the project objectives and associated activities. The grantee will participate in annual meetings and participate in regular teleconferences.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Through this program announcement, AoA plans to fund four (4) cooperative agreements to create the National Legal Resource Center. A fifth cooperative agreement will be awarded to develop subject matter content for the **NLRC website**. National nonprofit entities, including faith based organizations are eligible to apply under this program announcement. An applicant may apply under one or more funding options. It will be the preference of the AoA to fund a separate organization for each option.

For each option, the applicant must possess direct, in-house expertise to carry out programmatic work under primary or secondary activities, unless the use of sub-grants or sub-contracts is specifically provided for under the funding option for which the eligible entity is applying. If the use of sub-grants or sub-contracts is specifically provided for under the funding option, the need and justification for a sub-grantee or contractor to carry out specific tasks under primary or other related activities should be made explicit in the application. The sub-grantee(s) or sub-contractor(s) under consideration to perform specific tasks must also be identified in the grant application. Any entity, including those who apply as primary applicants under this announcement, may also be included as a sub-grantee or sub-contractor in support of another organization's application.

2. Cost Sharing or Matching

The AoA will fund the National Legal Resource Center at \$825,000 per year. This program announcement describes activities and funding four (4) cooperative agreements for three (3) years. An additional cooperative agreement will be awarded for one (1) year to develop subject matter content for the NLRC website.

Under this Older Americans Act (OAA) program, AoA will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-federal resources. In other words, for every three (3) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in Attachment A. You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the federal share, rather than 25% of the project's total cost. Please note, applications with a match greater than the minimum required will **not** receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

3. Other

a. Responsiveness Criteria:

Applications will go through an initial screening to verify that the eligibility criteria outlined above in Section III(1) is satisfied, and that the applicant:

- a. Attempts to address the required activities and criteria outlined for the respective Option in Section I;
- b. Appears to have demonstrated the subject-matter expertise and experience described in Section I for the Option being applied for;
- c. Appears to have demonstrated direct, in-house expertise to carry out the designated as primary or other related activities for the Option being applied for, or (if authorized under the relevant option) clearly sets forth justification for the use of identified sub-grantees or sub-contractors to carry out specific tasks under the primary and secondary activities that cannot be provided in-house.

b. Application Screening Criteria

All applications will be screened to assure a level playing field for all Applicants. Applications that fail to meet the screening criteria described below will not be reviewed and will receive no further consideration.

In order for an application to be reviewed, it must meet the screening requirements below. Failure to adequately comply with these screening criteria will result in the application being returned without further review or consideration.

1. Applications must be submitted electronically via www.grants.gov by 11:59 p.m. Eastern Time August 4, 2008.
2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with 1" margins on both sides and a font size of not less than 11.
3. The Project Narrative for option I, II, IV, and V **must not exceed 20 pages**, with the exception of Project Narrative for **Option III which must not exceed 25 pages**. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the page limit.

IV. APPLICATION AND SUBMISSION INFORMATION

All applicants are required to submit electronically through <http://www.grants.gov> by 11:59 p.m. Eastern Time August 4, 2008.

1. Address to Request Application Package

Application materials can be obtained from <http://www.grants.gov> or <http://www.aoa.gov/doingbus/fundopp/fundopp.asp>.

Application materials are also available by writing to:

U.S. Department of Health and Human Services
Administration on Aging
Omar Valverde
Center for Program Operations
Office of Elder rights
Washington, D.C. 20201

Or by calling: 202-357-3514

Or e-mailing: omar.valverde@aoa.hhs.gov

Please note: AoA is requiring applications for this announcement to be submitted electronically through www.grants.gov. The Grants.gov registration process can take several days. If your organization is not currently registered with www.grants.gov, please

begin this process immediately. **For assistance with www.grants.gov, please contact them at support@grants.gov or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.** At www.grants.gov, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website.

Applications submitted via www.grants.gov :

- You may access the electronic application for this program on www.Grants.gov. You must search the downloadable application page by the CFDA number (93.048).
- At the www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. AoA strongly recommends that you do not wait until the application due date to begin the application process through www.grants.gov because of the time delay.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System number and register in the Central Contractor Registry (CCR). You should allow a minimum of **five days** to complete the CCR registration.
- You may submit all documents electronically, including all information included on the SF 424 and all necessary assurances and certifications.
- **Your application must comply with any page limitation requirements described in this program announcement.**
- After you electronically submit your application, you will receive an automatic acknowledgement from www.grants.gov that contains a Grants.gov tracking number. The Administration on Aging will retrieve your application form from Grants.gov.
- We may request that you provide original signatures on forms at a later date.
- Each year organizations registered to apply for federal grants through www.grants.gov will need to renew their registration with the Central Contractor Registry (CCR). You can register with the CCR online and it will take about 30 minutes (www.grants.gov/CCRRegister). You should receive your CCR registration within 7 – 10 business days.
- Prior to Application submission, Microsoft vista and Office 2007 users should review the Grants.gov compatibility information and submission instructions provided at www.grants.gov (click on **“Vista and Microsoft Office 2007 Compatibility Information”**)

2. Content and Form of Application Submission

a. DUNS Number

The Office of Management and Budget requires applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. It is entered on the SF 424. It is a unique, **nine-digit identification number**,

which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.

Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide: https://www.whitehouse.gov/omb/grants/duns_num_guide.pdf.

b. Project Narrative

The Project Narrative must be double-spaced, on 8 ½” x 11” paper with 1” margins on both sides, and a font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is ten to twenty pages; twenty pages is the maximum length allowed. AoA will not accept applications with a Project Narrative that exceeds 20 pages. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 20-page limit include:

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

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

Summary/Abstract. This section should include a brief - no more than 265 words maximum - description of the proposed project, including: the goal, the list of objectives and the products to be developed. Detailed instructions for completing the summary/abstract are included in Attachment E of this document.

Problem Statement. This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect

the elderly population and/or their caregivers (including specific subgroups within those populations), and possibly the health care and social services systems (e.g., the use of health care and/or nursing home services.)

Goals and Objectives. This section should consist of a description of the project’s goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal. Applicants will be expected to use the objectives as set for under Section I: Description of Funding Opportunity.

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” and to carry out the activities listed under the relevant option. You should also describe the rationale for using the particular intervention, including factors such as: “lessons learned” for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the “right conditions” for the intervention (e.g., existing social, economic or political factors that you’ll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, funders, and/or consumer groups.

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

Outcomes. Applicants applying for Options I through IV will reference the anticipated outcomes and performance indicators as set forth under the relevant option under Section II, Award Information, Cooperative Agreements. Applicants may also put forth additional performance indicators that serve to quantify the beneficial impact of individual project activities. List anticipated outcomes and performance indicators in the attached work plan grid (Attachment D) under “Measurable Outcomes” in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large.

Applicants should use the Evaluation section noted below to describe how the anticipated outcome(s) and performance indicators will be measured and reported. Grantees for Options I through IV will be expected to utilize project year one (1) to collect and establish baseline data from which percentage increases set forth in applicable performance indicator targets may be subsequently measured.

Project Management. This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how

they will contribute to achieving the project's objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; communications with other partners and AoA. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives.

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

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

Organizational Capability Statement. Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals, if permitted under the relevant option.

c. Work Plan.

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget. It should include a statement of the project's overall goal, key objectives, anticipated outcome(s), performance indicators, and the specific tasks / action steps under primary and other related activities that will be pursued to achieve the objectives and outcome(s) for all three project years. For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. The work plan will also identify (if applicable) sub-grantees or sub-contractors designated to perform specified activities and associated tasks. Please use the Sample Work Plan format included in the Attachments.

d. Letters of Commitment from Key Participating Organizations and Agencies.

Include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. Essential collaborators will include (if applicable) sub-grantees or sub-contractors designated to perform specified activities and associated tasks. For applications submitted electronically via Grants.gov, signed letters of commitment should be scanned and included as attachments. Applicants unable to scan the signed letters of commitment may fax them to the AoA Office of Grants Management at 202-357-3466 by the application submission deadline.

e. Project Budget Narrative

A combined multi-year budget as well as a detailed budget for each project year are required. The Budget Narrative should be provided using the format included as Attachment C of this Program Announcement. Applicants are encouraged to pay particular attention to Attachment B which provides an example of the level of detail sought. Please note that when more than 33% of project's budget falls under contractual, detailed budget narratives must be provided for each sub-contractor or sub-grant.

3. Submission Dates and Times

The deadline for the submission of applications under this program announcement is August 4, 2008. Applications must be submitted electronically by 11:59 p.m. Eastern Time on this date.

Applications that fail to meet the application due date will **not** be reviewed and will receive **no** further consideration.

Grants.gov will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received and validated in Grants.gov.

4. Intergovernmental Review

This funding opportunity announcement is not subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs"

5. Funding Restrictions

The following activities are not fundable:

- Construction and/or major rehabilitation of buildings

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

6. Other Submission Requirements

Letters of intent should be sent to:

U.S. Department of Health and Human Services
Administration on Aging
Omar R. Valverde
Center for Program Operations
Washington, DC 20201

Electronic submissions must be sent to: <http://www.grants.gov>.

Applicants submitting their application through www.grants.gov must register in the Central Contractor Registry (CCR) database in order to be able to submit the application. One element of the CCR is the DUNS number (see section IV.2), which must be obtained separately from CCR registration. Information about CCR is available at <http://www.ccr.gov>. You must also register with the grants.gov credential service provider to receive a username and password to securely submit your grant application. Information is available at <http://apply07.grants.gov/apply/OrcRegister>.

V. APPLICATION REVIEW INFORMATION

1. Criteria

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

- Purpose and Need for Assistance;
- Approach, Workplan and Activities;
- Project Outcomes, Evaluation/Dissemination; and
- Level of Effort.

Option I: Case Consultation

a. Purpose and Need for Assistance

Weight: 20 points

- Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purposes under Option I? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? Does the applicant demonstrate a familiarity with the history, extant literature, current status, and policy considerations bearing on the development, implementation, support and enhancement of legal assistance and elder rights

programs and the roles of the national, state, and local agencies responsible for their operation? (20 points)

b. Approach, Work Plan and Activities

Weight: 35 points

- i. Are the activities described under the Option I project proposal consistent with required primary and other related activities as set forth in Section I, Funding Opportunity Description, and are they clearly described? Do the specified activities reflect a coherent and feasible approach for successfully addressing and achieving identified project objectives? Does the applicant describe how the availability of case consultation will be publicized? Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success? Does the project optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate? Does the applicant indicate a plan for achieving projects of national scope? (15 points)
- ii. Is the project work plan clear and comprehensive and based on the expectations and requirements as set forth under Option I ? Does it include sensible and feasible time frames for the accomplishment of activities and associated tasks presented? Are the activities described in the application consistent with AoA priorities under Option I? Does the work plan include specific objectives, activities, and associated tasks linked to measurable outcomes? Are the roles and responsibilities of project sub-grantees/sub-contractors (if applicable) clearly defined and linked to specific objectives, activities, and associated tasks? Does the work plan specify expanded or additional activities that will be advanced by additional funding for project years two (2) and three (3), if made available? Does the proposal include a clear and coherent management plan? (15 points)
- iii. Does the application describe how local, community-based organizations will be involved in a meaningful way in the planning and implementation of the proposed project(s)? Does the approach include groups that work with underrepresented populations, including limited-English speakers and Native Americans, in its target population? (5 points)

c. Project Outcomes, Evaluation and Dissemination

Weight: 25 points

- i. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of Option I and the NLRC? Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field of aging as a whole? Are the proposed outcomes quantifiable, measurable, and consistent with the anticipated outcomes and performance indicators set forth in Section II, Award information, under the Cooperative Agreement for Option I? (10 points)
- ii. Does the project evaluation reflect a thoughtful and well-designed approach

that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field of law and aging, especially those who might be interested in replicating the project? (10 points)

- iii. Will the dissemination plan get relevant and easy to use information 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? (5 points)

d. Level of Effort:

Weight: 20 points

- i. Does the applicant demonstrate their qualifications specific to Option I? Does the applicant demonstrate expert knowledge concerning areas of law impacting older persons, including legal issues related to health and long-term care, consumer protection, public benefits, and income security? Does the applicant demonstrate a history of expertise in the operation and organization of programs designed to assist local legal providers and other aging and law advocates to resolve complex issues of elder law; including law related to health and long-term care, consumer protection, public benefits, and income security? Does the applicant demonstrate requisite organizational capacity to carry out Option I activities on a national level? Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions? Do the proposed project director(s), key staff, consultants, and identified sub-contractors or sub-grantees (if applicable), have the background, experience, and other qualifications required to carry out their designated roles? (10 points)
- ii. Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project? Are budget line items clearly delineated and consistent with work plan objectives? Does the applicant detail budgetary allocations for the use of additional funding (if available) in project years two (2) and three (3), and are those budgetary allocations tied to specific tasks or products under primary and secondary activities? Is the project cost-effective and programmatically efficient, maximizing Federal and all other resources? (10 points)

Option II: Training on Law and Aging

a. Purpose and Need for Assistance

Weight: 20 points

- i. Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purposes under Option II? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? Does the applicant demonstrate a familiarity with the history, extant literature, current status, and policy considerations bearing on the development, implementation, support and enhancement of legal assistance and elder rights programs and the roles of the national, state, and local agencies responsible for their operation? (20 points)

b. Approach, Work Plan and Activities

Weight: 35 points

- i. Are the activities described under the Option II project proposal consistent with required primary and other related activities as set forth in Section I, Funding Opportunity Description, and are they clearly described? Do the specified activities reflect a coherent and feasible approach for successfully addressing and achieving identified project objectives? Does the applicant describe the topics and number of training sessions, and how the availability of training on law and aging will be publicized? Does the applicant include suggested topic areas and audiences, and a description of the methods that will be used to reach targeted audiences, for onsite training and training webcasts? Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success? Does the project optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate? Does the applicant indicate a plan for achieving projects of national scope? (15 points)
- ii. Is the project work plan clear and comprehensive and based on the expectations and requirements as set forth under Option II? Does it include sensible and feasible time frames for the accomplishment of activities and associated tasks presented? Are the activities described in the application consistent with AoA priorities under each grant Option? Does the work plan include specific objectives, activities, and tasks that are linked to measurable outcomes? Are the roles and responsibilities of project staff and partners clearly defined and linked to specific objectives, activities, and tasks? Does the work plan specify expanded or additional activities that will be advanced by additional funding for project years two (2) and three (3), if made available? Does the proposal include a clear and coherent management plan? (15 points)
- iii. Does the application describe how local, community-based organizations will be involved in a meaningful way in the planning and implementation of the proposed project(s)? Does the approach include groups that work with underrepresented

populations, including limited-English speakers and Native Americans, in its target population? (5 points)

c. Project Outcomes, Evaluation and Dissemination

Weight: 25 points

- i.. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of Option II and the NLRC? Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field of aging as a whole? Are the proposed outcomes quantifiable, measurable, and consistent with the anticipated outcomes and performance indicators set forth in Section II, Award information, under the Cooperative Agreement for Option II? (10 points)
- ii. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field of law and aging, especially those who might be interested in replicating the project? (10 points)
- iii. Will the dissemination plan get relevant and easy to use information 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? (5 points)

d. Level of Effort:

Weight: 20 points

- i. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles as described in Section I, Funding Opportunity Description, of the program announcement? Does the applicant demonstrate their qualifications specific to Option II? Does the applicant demonstrate expert knowledge concerning aging and legal issues impacting older persons including legal issues related to health and long-term care, elder abuse, housing, public benefits, guardianship, income security, consumer fraud and other financial crimes? Does the applicant demonstrate a history of expertise in the operation and organization of programs designed to educate local legal providers, aging service providers, and other advocates on issues of law and aging impacting older persons? Does the applicant demonstrate requisite organizational capacity to carry out Option II activities on a national level?

Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations,

consistent with the work plan description of their intended roles and contributions? (10 points)

- ii. Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project? Are budget line items clearly delineated and consistent with work plan objectives? Does the applicant detail budgetary allocations for the use of additional funding (if available) in project years two (2) and three (3), and are those budgetary allocations tied to specific tasks or products under primary and secondary activities? Is the project cost-effective and programmatically efficient, maximizing Federal and all other resources? (10 points)

Option III: Technical Assistance / Legal and Aging Systems Development

a. Purpose and Need for Assistance

Weight: 20 points

- i. Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purposes under Option III? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? Does the applicant demonstrate a familiarity with the history, extant literature, current status, and policy considerations bearing on the development, implementation, support and enhancement of legal assistance and elder rights programs and the roles of the national, state, and local agencies responsible for their operation? (20 points)

b. Approach, Work Plan and Activities

Weight: 35 points

- i. Are the activities described under the Option III project proposal consistent with required primary and other related activities as set forth in Section I, Funding Opportunity Description, and are they clearly described? Does the applicant describe how on-going technical assistance will be provided as itemized under primary activities? Do the specified activities reflect a coherent and feasible approach for successfully addressing and achieving identified project objectives? Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success? Does the project optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate? Does the applicant indicate a plan for achieving projects of national scope? (15 points)
- ii. Is the project work plan clear and comprehensive and based on the expectations and requirements as set forth under Option III? Does it include sensible and feasible time frames for the accomplishment of activities and associated tasks presented?

Are the activities described in the application consistent with AoA priorities under Option III? Does the work plan include specific objectives, activities, and associated tasks linked to measurable outcomes? Are the roles and responsibilities of project subgrantees/subcontractors (if applicable), clearly defined and linked to specific objectives, activities, and associated tasks? Does the work plan specify expanded or additional activities that will be advanced by additional funding for project years two (2) and three (3), if made available? Does the proposal include a clear and coherent management plan? (15 points)

- iii. Does the application describe how local, community-based organizations will be involved in a meaningful way in the planning and implementation of the proposed project(s)? Does the approach include groups that work with underrepresented populations, including limited-English speakers and Native Americans, in its target population? (5 points)

c. Project Outcomes, Evaluation and Dissemination

Weight: 25 points

- i. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of Option II and the NLRC? Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field of aging as a whole? Are the proposed outcomes quantifiable, measurable, and consistent with the anticipated outcomes and performance indicators set forth in Section II, Award information, under the Cooperative Agreement for Option III? (10 points)
- ii. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field of law and aging, especially those who might be interested in replicating the project? (10 points)
- iii. Will the dissemination plan get relevant and easy to use information 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? (5 points)

d. Level of Effort:

Weight: 20 points

- i. Does the applicant demonstrate their qualifications specific to Option III? Does the applicant demonstrate expert knowledge concerning aging and legal issues impacting older persons? Does the applicant demonstrate expert knowledge concerning the composition, coordination, interface, integration, and evaluation of legal and aging service delivery systems? Does the applicant demonstrate expert knowledge in the design, implementation, administration, and evaluation of senior

legal helplines? Does the applicant demonstrate a history of expertise in the provision of technical assistance to legal and aging networks in the design, implementation, administration, and evaluation of legal assistance delivery and elder rights advocacy systems? Does the applicant demonstrate a history of experience in the provision of technical assistance to legal and aging networks in the design, implementation, administration, and evaluation of senior legal helplines? Does the applicant demonstrate a history of providing technical assistance to states engaged in the implementation of legal service delivery systems that integrate the use of low cost service delivery mechanisms (i.e. legal helplines; law school clinics, pro bono attorneys, and self-help sites) into a broader network of legal providers? Do the proposed project director(s), key staff, consultants, and identified sub-contractors or sub-grantees (if applicable), have the background, experience, and other qualifications required to carry out their designated roles? Does the applicant demonstrate requisite organizational capacity to carry out Option III activities on a national level?

Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions? (10 points)

- ii. Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project? Are budget line items clearly delineated and consistent with work plan objectives? Does the applicant detail budgetary allocations for use of additional funding (if available) in project years two (2) and three (3), and are those budgetary allocations tied to specific tasks or products under primary and other related activities. Is the project cost-effective and programmatically efficient, maximizing Federal and all other resources? (10 points)

Option IV: Information and Resource Development and Dissemination

a. Purpose and Need for Assistance

Weight: 20 points

- i. Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purposes under Option I? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? Does the applicant demonstrate a familiarity with the history, extant literature, current status, and policy considerations bearing on the development, implementation, support and enhancement of legal assistance and elder rights programs and the roles of the national, state, and local agencies responsible for their operation? (20 points)

b. Approach, Work Plan and Activities

Weight: 35 points

- i. Are the activities described under the Option IV project proposal consistent with required primary and other related activities as set forth in Section I, Funding Opportunity Description, and are they clearly described? Do the specified activities reflect a coherent and feasible approach for successfully addressing and achieving identified project objectives? Does the applicant describe the proposed type and content of information and resources on law and aging that would be most useful; who will be the target audience; how the materials will be distributed; and how new information needs will be identified? Does the applicant include suggested topic areas and audiences, and a description of the methods that will be used to reach targeted audiences, for onsite training and training webcasts? Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success? Does the project optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate? Does the applicant indicate a plan for achieving projects of national scope? (15 points)
 - ii. Is the project work plan clear and comprehensive and based on the expectations and requirements as set forth under Option IV? Does it include sensible and feasible time frames for the accomplishment of activities and associated tasks presented? Are the activities described in the application consistent with AoA priorities under each grant Option? Does the work plan include specific objectives, activities, and tasks that are linked to measurable outcomes? Are the roles and responsibilities of project staff and partners clearly defined and linked to specific objectives, activities, and tasks? Does the work plan specify expanded or additional activities that will be advanced by additional funding for project years two (2) and three (3), if made available.? Does the proposal include a clear and coherent management plan? (15 points)
 - iii. Does the application describe how local, community-based organizations will be involved in a meaningful way in the planning and implementation of the proposed project(s)? Does the approach include groups that work with underrepresented populations, including limited-English speakers and Native Americans, in its target population? (5 points)
- c. Project Outcomes, Evaluation and Dissemination Weight: 25 points
- i. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of Option IV and the NLRC? Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field of aging as a whole? Are the proposed outcomes quantifiable, measurable, and consistent with the anticipated outcomes and performance indicators set forth in Section II, Award information, under the Cooperative Agreement for Option IV? (10 points)
 - ii. Does the project evaluation reflect a thoughtful and well-designed approach

that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field of law and aging, especially those who might be interested in replicating the project? (10 points)

- iii. Will the dissemination plan get relevant and easy to use information 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? (5 points)

d. Level of Effort:

Weight: 20 points

- i. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles as described in Section I of the program announcement? Does the applicant demonstrate their qualifications specific to Option IV. Does the applicant demonstrate expert knowledge concerning aging and legal issues impacting older persons, including those in most social and economic need? Does the applicant demonstrate a history of expertise in the operation and organization of programs designed to develop and disseminate informational resources to legal providers, aging service providers, and other advocates on issues of law and aging impacting older persons? Does the applicant demonstrate a history of expertise in research and policy development on aging and legal issues impacting older persons? Does the applicant demonstrate requisite organizational capacity to carry out Option IV activities on a national level?

Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions? (10 points)

- ii. Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project? Are budget line items clearly delineated and consistent with work plan objectives? Does the applicant detail budgetary allocations for the use of additional funding(if available) in project years two (2) and three (3), and are those budgetary allocations tied to specific tasks or products under primary and secondary activities? Is the project cost-effective and programmatically efficient, maximizing Federal and all other resources? (10 points)

Option V: NLRC Website Content Development

a. Purpose and Need for Assistance

Weight: 10 points

- i. Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purposes under Option V? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? Does the applicant demonstrate a familiarity with the history, extant literature, current status, and policy considerations bearing on the development, implementation, support and enhancement of legal assistance and elder rights programs and the roles of the national, state, and local agencies responsible for their operation? (10 points)

b. Approach, Work Plan and Activities

Weight: 30 points

- i. Are the activities described under the Option V project proposal consistent with required primary activities as set forth in Section I, Funding Opportunity Description, and are they clearly described? Do the specified activities reflect a coherent and feasible approach for successfully addressing and achieving identified project objectives? Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success? Does the project optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate? Does the applicant indicate a plan for achieving projects of national scope? (5 points)
- ii. Is the project work plan clear and comprehensive and based on the expectations and requirements as set forth under Option V? Does it include sensible and feasible time frames for the accomplishment of activities and associated tasks presented? Are the activities described in the application consistent with AoA priorities under Option V? Are the roles and responsibilities of project staff and partners clearly defined and linked to specific objectives, activities, and tasks? Does the proposal include a clear and coherent management plan? (20 points)
- iii. Does the application describe how local, community-based organizations will be involved in a meaningful way in the planning and implementation of the proposed project(s)? Does the approach include groups that work with underrepresented populations, including limited-English speakers and Native Americans, in its target population? (5 points)

c. Project Outcomes, Evaluation and Dissemination

Weight: 10 points

- i.. Does the applicant provide detailed descriptions of specific products or outcomes proposed for development that are consistent with the primary activity as outlined under Option V? Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the NLRC? Are the anticipated outcomes or products of the proposed project likely to be achieved and will they

significantly benefit the populations affected by the intervention, and the field of aging as a whole? (10 points)

d. Level of Effort:

Weight: 50 points

- i. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles as described in Section I, Funding Opportunity Description, of the program announcement? Does the applicant demonstrate their qualifications specific to Option V? Does the applicant demonstrate expert knowledge concerning aging and legal issues impacting older persons, including those in most social and economic need? Does the applicant demonstrate a history of expertise in creating content for websites designed to provide access to resources on law and aging for legal providers, aging service providers, and other professionals and advocates in law and aging? (40 points)
- ii. Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project? Are budget line items clearly delineated and consistent with work plan objectives? Is the project cost-effective and programmatically efficient, maximizing Federal and all other resources? (10 points)

2. Review and Selection Process

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria set forth in Section III. These reviewers are experts in their field, and are drawn from academic institutions, non-profit organizations, state and local government, and federal government agencies. Based on the Application Review Criteria as outlined under section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

Final award decisions will be made by the Assistant Secretary for Aging (ASA). In making these decisions, the ASA will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected. It will be the ASA's preference to make awards to 5 separate organizations, with each organization assuming project responsibilities under one of the 5 funding options.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

Successful applicants will receive an electronic Notice of Award. The Notice of Award is the authorizing document from the Administration on Aging authorizing official, Grants Management Office, and the AoA budget office. Unsuccessful applicants are notified within 30 days of the final funding decision and will receive a disapproval letter via e-mail or U.S. mail.

2. Administrative and National Policy Requirements

The award is subject to DHHS Administrative Requirements, which can be found in 45CFR Part 74 and 92 and the Standard Terms and Conditions implemented through the HHS Grants Policy Statement, October 1, 2006 located at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>.

3. Reporting

The SF-269 (Financial Status Report) is due annually and the AoA program progress report is due semi-annually. Final performance and SF-269 reports are due 90 days after the end of the project period.

VII. AGENCY CONTACTS

Project Officer:

U.S. Department of Health and Human Services

Administration on Aging

Washington, DC 20201

Attn: Omar R. Valverde

Telephone: (202) 357-3514, e-mail: omar.valverde@aoa.hhs.gov

Grants Management Specialist:

U.S. Department of Health and Human Services

Administration on Aging

Washington, DC 20201

Attn: Yi-HsinYan

Telephone: (202) 357-3436, e-mail: Yi-Hsin.Yan@aoa.hhs.gov.

VIII. OTHER INFORMATION *(Optional)*

A. Application Elements

1. SF 424 – Application for Federal Assistance.
2. SF 424A – Budget Information.
3. Separate Budget Narrative/Justification (See Attachments for Sample Format).
4. SF 424B – Assurances. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
5. Certifications
6. Proof of non-profit status
7. Copy of the applicant's most recent indirect cost agreement, if requesting indirect costs.
8. Project Narrative with Work Plan (See Attachment for Sample Work Plan Format).
9. Organizational Capability Statement and Vitae for Key Project Personnel.
10. Letters of Commitment from Key Partners.
11. “Survey on Ensuring Equal Opportunity for Applicants” (Optional non-profit applicants)

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

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

The project description and budget justification is approved under OMB control number 0985-0018 which expires on 5/31/10.

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

ATTACHMENTS

**Attachment A:
Instructions for completing the SF 424, Budget (SF
424A), Budget Narrative and Other Required
Forms**

**Attachment B:
Budget Justification Format – Sample Format with
Examples**

**Attachment C:
Budget Justification – Sample Format**

**Attachment D:
Project Work Plan - Sample Format**

**Attachment E:
Instructions for Completing the
Summary/Abstract**

**Attachment F:
“Survey on Ensuring Equal Opportunity for
Applicants”**

Attachment A

Instructions for completing the SF 424, Budget (SF 424A), Budget Narrative, and Other Required Forms

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

a. Standard Form 424

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

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

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

- New . • Continuation • Revision

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

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

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

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

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

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

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

a. **Legal Name:** (Required): Enter the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.

b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service.

c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.

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

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

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

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

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

10. Name Of Federal Agency: (Required) Enter U.S. Administration on Aging

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

12. Funding Opportunity Number/Title: (Required) The Funding Opportunity Number and title of the opportunity can be found on page one of the program announcement.

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

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

15. Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project.

16. Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all.

17. Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.

18. Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 74 or 45 CFR Part 92 before completing Item 18 and the Budget Information Sections A, B and C noted below.

All budget information entered under item 18 should cover the upcoming budget period. For sub-item 18a, enter the federal funds being requested. Sub-items 18b-18e is considered matching funds. The dollar amounts entered in sub-items 18b-18f must total at least 1/3rd of the amount of federal funds being requested (the amount in 18a). For a full explanation of AoA's match requirements, see the information in the box below. For sub-item 18f, enter only the amount, if any, that is going to be used as part of the required match.

There are two types of match: 1.) non-federal cash and 2.) non-federal non-cash (i.e., in-kind). In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered cash matching funds. Generally, most contributions from third parties will be non-cash (i.e., in-kind) matching funds. Examples of non-cash (in-kind) match include: volunteered time and use of facilities to hold meetings or conduct project activities.

NOTE: Indirect charges may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement must be included with the application.**

AOA's Match Requirement

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

$$\frac{\text{Federal Funds Requested (i.e., amount on line 15a)}}{3} = \text{Minimum Match Requirement}$$

For example, if you request \$100,000 in federal funds, then your minimum match requirement is \$100,000/3 or \$33,333. In this example the **project's total cost** would be \$133,333.

A **common error** applicants make is to match 25% of the federal share, rather than 25% of the project's total cost, so be sure to use one of the formulas above to calculate your match requirement.

If the required non-federal share is not met by a funded project, AoA will disallow any unmatched federal dollars.

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

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

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

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

b. Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

Column 3: Enter the breakdown of how you plan to use the federal funds being requested by object class category (see instructions for each object class category below).

Column 4: Enter the breakdown of how you plan to use the non-federal share by object class category.

Column 5: Enter the total funds required for the project (the sum of Columns 3 and 4) by object class category.

Separate Budget Narrative/Justification Requirement

You must submit a separate budget narrative as part of your application. **A blank sample format (and one with examples) has been included in the attachments for your use in developing and presenting your Budget Narrative.** In your budget justification, you should include a breakdown of the budget which shows the costs for all of the object class categories noted in Section B, across three columns: federal; non-federal cash; and non-federal in-kind. The justification should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Third party in-kind contributions designated as non-federal

match contributions should be clearly identified and justified separately from the justification for the budget line items. The full budget justification should be included in the application immediately following the SF 424 forms. **The budget justification should provide a detailed breakdown of large dollar values. A separate budget justification must be completed for each year of support requested.**

Line 6a: Personnel: Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants; consultant costs should be included under 6h - Other. In the Justification: Identify the project director, if known. Specify the key staff, their titles, brief summary of project related duties, and the percent of their time commitments to the project in the budget justification.

Line 6b: Fringe Benefits: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate. In the Justification: Provide a break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement insurance, etc.

Line 6c: Travel: Enter total costs of out-of-town travel (travel requiring per diem) for staff of the project. Do not enter costs for consultant's travel - this should be included in line 6h. In the Justification: Include the total number of trips, destinations, purpose, length of stay, subsistence allowances and transportation costs (including mileage rates).

Line 6d: Equipment: Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. If the item does not meet the \$5,000 threshold, include it in your budget under Supplies, line 6e. In the Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions; the equipment, or a reasonable facsimile, must not be otherwise available to the applicant or its sub-grantees. The justification also must contain plans for the use or disposal of the equipment after the project ends.

Line 6e: Supplies: Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d. In the Justification: Provide general description of types of items included.

Line 6f: Contractual: Enter the total costs of all contracts, including (1) procurement contracts (except those, which belong on other lines such as equipment, supplies, etc.). Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line. In the Justification: Attach a list of contractors indicating the name of the organization, the purpose of the contract, and the estimated dollar amount. If the name of the contractor, scope of work, and estimated costs are not available or have not been negotiated, indicate

when this information will be available. Whenever the applicant/grantee intends to delegate a substantial part (one-third, or more) of the project work to another agency, the applicant/grantee must provide a completed copy of Section B, SF 424A Budget Categories for each contractor, and separate budget justifications for each year of support requested.

Line 6g: Construction: Leave blank since construction is not an allowable cost under this AoA program.

Line 6h: Other: Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits); non-contractual fees and travel paid directly to *individual* consultants; local transportation (all travel which does not require per diem is considered local travel); postage; space and equipment rentals/lease; printing and publication; computer use; training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs. In the Justification: Provide a reasonable explanation for items in this category. For individual consultants, explain the nature of services provided and the relation to activities in the work plan. Describe the types of activities for staff development costs.

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

Line 6j: Indirect Charges: Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency.

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

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

Line 7: Program Income: As appropriate, include the estimated amount of income, if any, you expect to be generated from this project. Program Income must be used as additional costs.

Section C - Non-Federal Resources

Line 12: Enter the amounts of non-Federal resources that will be used in carrying out the proposed project, by source (Applicant; State; Other) and enter the total amount in Column (e). Keep in mind that if the match requirement is not met, federal dollars may be reduced.

Section D - Forecasted Cash Needs - Not applicable.

Section E - Budget Estimate of Federal Funds Needed for Balance of the Project

Line 20: Section E is relevant for multi-year grant applications, where the project period is 24 months or longer. This section does not apply to grant awards where the project period is less than 17 months.

Section F - Other Budget Information

Line 22: Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final or fixed) to be in effect during the funding period, the base to which the rate is applied, and the total indirect costs. Include a copy of your current Indirect Cost Rate Agreement.

Line 23: Remarks: Provide any other comments deemed necessary.

c. Standard Form 424B - Assurances

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

d. Certification Regarding Lobbying

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

e. Other Application Components

Survey on Ensuring Equal Opportunity for Applicants

The Office of Management and Budget (OMB) has approved an HHS form to collect information on the number of faith-based groups applying for a HHS grant. Non-profit organizations, excluding private universities, are asked to include a completed survey with their grant application packet. Attached you will find the OMB approved HHS “Survey on Ensuring Equal Opportunity for Applicants” form (Attachment G). Your help in this data collection process is greatly appreciated.

Proof of Non-Profit Status

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

A copy of a currently valid IRS tax exemption certificate.

A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

A certified copy of the organization’s certificate of incorporation or similar document that clearly establishes non-profit status.

Indirect Cost Agreement

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

Attachment B: Budget Narrative, Page 1 – Sample Format with EXAMPLES

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$40,000		\$5,000	\$45,000	Project Supervisor (name) = .3FTE @ \$50,000/yr = \$15,000 Project Director (name) = 1FTE @ \$30,000 = \$30,000
Fringe Benefits	\$12,600	0	0	\$12,600	Fringes on Supervisor and Director @ 28% of salary. FICA (7.65%) = \$3,442 Health (12%) = \$5,400 Dental (5%) = \$2,250 Life (2%) = \$ 900 Workers Comp Insurance (.75%) = \$ 338 Unemployment Insurance (.6%) = \$ 270
Travel	\$3,000	0	\$ 967	\$3,967	Travel to Annual Grantee Meeting: Airfare: 1 RT x 2 people x \$750/RT = \$1,500 Lodging: 3 nights x 2 people x \$100/night = \$ 600 Per Diem: 4 days x 2 people x \$40/day = \$ 320 Out-of-Town Project Site Visits Car mileage: 3 trips x 2 people x 350 miles/trip x \$.365/mile = \$ 767 Lodging: 3 trips x 2 people x 1 night/ trip x \$50/night = \$300 Per Diem: 3 trips x 2 people x 2days/trip x \$40/day = \$480

Attachment B: Budget Narrative, Page 2 - Sample Format with EXAMPLES

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	<u>TOTAL</u>	Justification
Equipment	0	0	0	0	No equipment requested
Supplies	\$1,500		\$2,000	\$3,500	Laptop computer for use in client intakes = \$1,340 Consumable supplies (paper, pens, etc.) \$100/mo x 12 months = \$1,200 Copying \$80/mo x 12 months = \$ 960
Contractual	\$200,000	\$50,000	0	\$250,000	Contracts to A,B,C direct service providers (name providers) adult day care contractor = \$75,000 respite care contractor in home= \$75,000 respite care contractor-NF = \$50,000 personal care/companion provider = \$50,000 See detailed budget justification for each provider (and then provide it!)

Attachment B: Budget Narrative, Page 3 – Sample Format with EXAMPLES

Other	\$10,000	\$8,000	\$19,800	\$37,800	Local conference registration fee (name conference) = \$ 200 Printing brochures (50,000 @ \$.05 ea) = \$ 2,500 Video production = \$19,800 Video Reproduction = \$ 3,500 NF Respite Training Manual reproduction \$3/manual x \$2000 manuals = \$ 6,000 Postage \$150/mo x 12 months = \$ 1,800 Caregiver Forum meeting room rentals \$200/day x 12 forums = \$ 2,400 Respite Training Scholarships = \$1,600
Indirect Charges	0	0	0	0	None
TOTAL	\$267,100	\$58,000	\$27,767	\$352,267	

75% or less
of Total
Cost

(Federal \$)

25% or more of Total
Cost

(Required Match)

Attachment C: Budget Narrative – Page 1 – Sample Format

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel					
Fringe Benefits					
Travel					
Equipment					

Attachment C: Budget Narrative – Page 2 – Sample Format

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Attachment D: Project Work Plan, Page 1 – Sample Format

Goal:															
Measurable Outcome(s):															
Major Objectives	Key Tasks	Lead Person	Timeframe (Start and End Date by Month)												
			1	2	3	4	5	6	7	8	9	10	11	12	
1.															
2.															

Attachment D: Project Work Plan, Page 2 – Sample Format

Major Objectives	Key Tasks	Lead Person	Timeframe (Start and End Date by Month)											
			1	2	3	4	5	6	7	8	9	10	11	12
3.														
4.														

Attachment D: Project Work Plan, Page 3 – Sample Format

Major Objectives	Key Tasks	Lead Person	Timeframe (Start and End Date by Month)											
			1	2	3	4	5	6	7	8	9	10	11	12
5.														
6.														

NOTE: Please do note infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

Attachment E

Instructions for Completing the Project Summary/Abstract

- All applications for grant funding must include a Summary/Abstract that concisely describes the proposed project. It should be written for the general public.
- To ensure uniformity, please limit the length to no more than 265 words on a single page with a font size of not less than 11, doubled-spaced.
- The abstract must include the project's goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes, products, and duration. The following are very simple descriptions of these terms, and a sample Compendium abstract.

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

Objective(s) – narrow, more specific, identifiable or measurable steps toward a goal. Part of the planning process or sequence (the “how”). Specific performances which will result in the attainment of a goal.

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

Products – materials, deliverables.

- A model abstract/summary is provided below:

The grantee, Okoboji University, supports this three year Dementia Disease demonstration (DD) project in collaboration with the local Alzheimer's Association and related Dementias groups. The goal of the project is to provide comprehensive, coordinated care to individuals with memory concerns and to their caregivers. The approach is to expand the services and to integrate the bio-psycho-social aspects of care. The objectives are: 1) to provide dementia specific care, i.e., care management fully integrated into the services provided; 2) to train staff, students and volunteers; 3) to establish a system infrastructure to support services to individuals with early stage dementia and to their caregivers; 4) to develop linkages with community agencies; 5) to expand the assessment and intervention services; 6) to evaluate the impact of the added services; 7) to disseminate project information. The expected outcomes of this DD project are: patients will maintain as high a level of mental function and physical functions (thru Yoga) as possible; caregivers will increase ability to cope with changes; and pre and post – project patient evaluation will reflect positive results from expanded and integrated services. The products from this project are: a final report, including evaluation results; a website; articles for publication; data on driver assessment and in-home cognitive retraining; abstracts for national conferences.

Survey Instructions on Ensuring Equal Opportunity for Applicants

Applicant Organization's Name: _____

Applicant's DUNS Number: _____

Grant Name: _____ **CFDA Number:** _____

1. Does the applicant have 501(c)(3) status?

☐

Yes

☐

No

2. How many full-time equivalent employees does the applicant have? *(Check only one box).*

☐

3 or Fewer

☐

15-50

☐

4-5

☐

51-100

☐

6-14

☐

over 100

3. What is the size of the applicant's annual budget?

(Check only one box.)

☐

Less Than \$150,000

☐

\$150,000 - \$299,999

☐

\$300,000 - \$499,999

☐

\$500,000 - \$999,999

☐

\$1,000,000 - \$4,999,999

☐

\$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

☐

Yes

☐

No

5. Is the applicant a non-religious community-based organization?

☐

Yes

☐

No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

☐

Yes

☐

No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

☐

Yes

☐

No

8. Is the applicant a local affiliate of a national organization?

☐

Yes

☐

No

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 2202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725

OMB No. 1890-0014 Exp. 1/31/20