

U.S. Administration on Aging

OMB Approval No. 0985-0018

Expiration 05/31/2010

Grants for Native Americans and Native American Caregiver Support Program

Program Announcement and Grant Application Instructions

U.S. Administration on Aging

October 23, 2007

Department of Health and Human Services (HHS)

Administration on Aging (AoA)

AoA Center for Wellness and Community Based Services

Funding Opportunity Title: Older Americans Act (OAA), Title VI, Part A – Grants for Native Americans, Part B – Grants for Native Hawaiian Programs and Part C – Grants for the Native American Caregiver Support Program.

Announcement Type: Initial

Funding Opportunity Number: HHS-2008-AoA-TitleVI-0802

Catalog of Federal Domestic Assistance (CFDA) Number: 93.047, Title VI, Parts A and B and 93.052, Title VI, Part C.

Key Dates: The deadline date for submission of applications is January 22, 2008.

I. FUNDING OPPORTUNITY DESCRIPTION

The AoA is responsible for administering Title VI of the OAA. Through this title, grants are awarded to Indian tribal organizations representing federally recognized Tribes and

public or nonprofit private organizations that have the capacity to provide services to Native Hawaiians for providing nutritional and supportive services to at least 50 Indian and Native Hawaiian elders age 60 or older under Parts A and B and family caregiver support services under Part C. The goal of these programs is to increase home and community based services to older Indians, Alaska Natives and native Hawaiians, which respond to local needs and are consistent with evidence-based prevention practices.

The 1978 Amendments to the OAA created Title VI, Grants for Indian Tribal Organizations, to promote the delivery of supportive and nutritional services for Indian elders that are comparable to services provided under Title III of the OAA. (Title III of the OAA, entitled Grants for State and Community Programs on Aging, is the nationwide program of supportive and nutritional service for persons over age 60 of all ethnic groups.)

In the OAA Amendments of 1987, the name of Title VI was changed to Grants for Native Americans, and Part B, Native Hawaiian Programs, was added.

Nutritional services and information and assistance services are required by the OAA. Nutritional services include congregate meals and home-delivered meals. Home and community-based supportive services include information and assistance, transportation, chore services, and other supportive services that contribute to the welfare of older Native Americans.

In the OAA Amendments of 2000, Part C, the Native American Caregiver Support Program was added. This program assists families in caring for an older relative with a chronic illness or disability. The program helps tribes provide multifaceted systems of support services for family caregivers of elders and for grandparents caring for grandchildren.

Statutory Authority

The statutory authority for grants under this program announcement is contained in Title VI of the Older Americans Act (OAA) (42U.S.C. 3032), as amended by the Older Americans Act Amendments of 2006, P.L. 109-365. (Catalog of Federal Domestic Assistance 93.047 and 93.054).

II. AWARD INFORMATION

The AoA will accept applications for funding for a three-year project period, April 1, 2008 to March 31, 2011, in FY 2008 under the OAA, Title VI, Part A - Grants for Native Americans, Part B – Grants for Native Hawaiian Programs and Part C – Grants for the Native American Caregiver Support Program. Current funding levels for Title VI, Part A and part B range from \$72,850 to \$135,500. Current funding levels for Title VI, Part C range from \$14,720 to \$58,230. Distribution of funds among tribal organization and Native Hawaiian organizations is subject to the availability of appropriations to carry out Title VI. Funding is based on the number of eligible elders over the age of 60 in your

proposed service area. Successful applications from new grantees will be funded pending availability of additional funds. For those applying for Title VI, Parts A and B funding, you have the option to also apply for Part C. However, to apply for Part C, you must apply for both Part A or B and Part C.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligible applicants are all current Title VI, Part A and Part B grantees, current grantees who wish to leave a consortium, and eligible federally recognized Indian tribal organizations that are not now participating in Title VI, and would like to apply as a new grantee. Those Tribes who were a part of a consortium receiving a Title VI grant in 1991 and applying individually will be considered an “old grantee”. Proof of being a part of a consortium that was funded in FY 1991 must be submitted as part of the application. A tribal organization or Indian tribe must meet the application requirements contained in sections 612(a), 612(b), and 612(c) of the OAA. A public or nonprofit private organization representing Native Hawaiian elders must meet the application requirements contained in sections 622(1), 622(2), and 625 of the OAA. Under the Native American Caregiver Support Program, a tribal organization must meet the requirements as contained in section 631 of the OAA. Although no specific application format is required, a sample application form will be provided upon request.

2. Cost Sharing or Matching

There is no required cost sharing or match for this grant.

Application Screening Criteria

1. Applicants must be federally recognized Tribes, Tribal Organizations (for Parts A and C) or public or nonprofit private organizations (for Parts B and C) representing at least 50 eligible Native American elders age 60 or over.
2. Applications must contain current signed Tribal Resolution(s). (Except those applying for Part B.)
3. Those Tribes who were a part of a consortium receiving a Title VI grant in 1991 and applying individually will be considered an “old grantee”. Proof of being a part of a consortium that was funded in FY 1991 must be submitted as part of the application.
4. Applications must be received by the deadline listed in the “Dates” section of this Program Announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application kits are available by writing to the U.S. Department of Health and Human Services, Administration on Aging, Office for American Indian, Alaskan Native, and Native Hawaiian Programs, Washington, D.C. 20201, by calling 202-357-3501 or online at www.olderindians.org.

Applications must be sent overnight delivery to the U.S. Department of Health and Human Services, Administration on Aging, Office of Grants Management, 1 Massachusetts Ave., NW, Room 4604, Washington, D.C. 20001, attn: Stephen Daniels (AoA-xx-xx). You must submit one original and two copies of the application.

2. Content and Form of Application Submission

The application must meet the criteria in sections 614(a), 614(b), 622(1), 622(2), and 631 of the OAA, and Title 45 of the Code of Federal Regulations, Section 1326.19. The application may be presented in any format selected by the tribal or Native Hawaiian organization. However, you may use the optional application guide provided in the application kit. Again, if applying for title VI, Part A or B funding, applying for Part C is optional. However, to apply for Part C you must apply for either Part A or B. You must specify at the beginning of your application if you are applying for only Part A or B funding or for both Part A or B and Part C.

The application must include the following information:

Objectives and Need for Assistance

This section must include objectives, expressed in measurable terms, which are related to the core services and evidence based preventive services to be addressed by the tribal organization. For purposes of this grant program, the term “evidence-based disease prevention” program refers to a program that closely replicates a specific intervention that has been tested through randomly controlled experiments with results published in peer-reviewed journals. Sources of evidence include HHS sponsored research funded by the National Institutes of Health (including National Institute on Aging), the Centers for Disease Control and Prevention (CDC) (including work in the Prevention Research Centers’ Healthy Aging Research Network), Agency for Health Care Research and Quality (AHRQ), the Centers for Medicaid and Medicare Services (CMS) and the Substance abuse Mental Health Services Administration (SAMHSA). Studies performed by universities or other research organizations are also acceptable. Additional important criteria include the program’s effectiveness with older adults and whether it can be adapted to various community settings.

This section must also include a discussion of how the needs that will be addressed by the core services were determined.

Results or Benefits Expected

The application must describe the results or benefits expected from each of the core services proposed. (For example, the number of individuals served; the number of meals served; the number of home and community-based support services provided, etc.)

Approach

The application must describe the services to be provided and the method of delivery of each service for Part A or B and Part C.

Title VI, Part A or B:

(a) *Nutrition*: Nutrition services are required. There should be a description of the methods, facilities, and staff to be used in preparing, serving, and delivering meals, and the estimated number of persons to be served. The nutrition services provided, either directly or by way of a grant or contract, must be substantially in compliance with the provisions of Part C, Title III. If no Title VI funds are to be used for nutrition services, the application must state how such services are provided in other ways, and how they are financed.

(b) *Information and Assistance*: Information and assistance services are required, and must be available for older Indians living in the Title VI service area. There should be a description of what information and

assistance services will be provided and how they will be provided. The estimated number of individuals to be served should be stated. If no Title VI funds are to be used for information and assistance services, the application must state how such services are provided in other ways, and how they are financed.

(c) *Other Supportive Services:* The application must describe any other supportive services to be provided wholly or partly by Title VI funds. The description should include what home and community-based supportive services will be provided and how they will be provided. Examples of these services can include but not be limited to: outreach, case management, transportation, homemaker, home health aid, chore, visiting, telephoning, family support, etc. The anticipated number of persons to be served by each service should be stated.

Legal assistance and ombudsman services may be provided, but are not required. If a tribal or Native Hawaiian organization elects to provide legal assistance or ombudsman services they must substantially comply with the requirements in Title 45 of the Code of Federal Regulations Section 1321.71, and all legal assistance providers must comply fully with the requirements in Section 1321.71(d) through Section 1321.71(k).

(d) *Coordination with Title III:* The application should provide a description of how Title VI and Title III resources and services are to be coordinated within the Title VI service area, including information and assistance services.

Title VI, Part C:

(a) *Caregiver Services:* Five components of caregiver services are required, including: (1) information to caregivers about available services; (2) assistance to caregivers in gaining access to the services; (3) individual counseling, organization of support groups, and caregiver training to caregivers to assist the caregivers in making decisions and solving problems relating to their caregiving roles; (4) respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities; and (5) supplemental services, on a limited basis, to complement the care provided by caregivers. Examples of services in the five service categories include:

Information: Group services, including public education, provision of information at community meetings, health fairs, and other similar meetings; mass media, including articles and notices in Tribal newspapers and newsletters and radio and TV announcements.

Assistance: individual one-on-one contact for the purpose of linking the family caregiver with opportunities and services that are available, and when possible, ensuring that the family caregiver receives the services by establishing adequate follow-up.

Counseling/Support Groups/Training: Provision of advice, guidance and instruction about options and methods for providing support to family caregivers in an individual or group setting.

Respite: Temporary, substitute supports or living arrangements to provide a brief period of relief or rest for family caregivers who are caring for a frail elder. It can be in the form of in-home respite care, adult day care respite, or institutional respite for an overnight stay on an intermittent, occasional, or emergency basis. A frail elder is defined as unable to perform at least two ADLs or have a cognitive or other mental impairment requiring substantial supervision.

Supplemental Services: Other services for a frail elder, on a limited basis, to complement the care provided by family caregivers.

Provisions of the above five services must be addressed in the application if you are applying for Part C. Money from this grant does not have to pay for each of these five service areas as long as you are able to demonstrate how these services will be coordinated and provided as a multifaceted program. Flexibility is encouraged when

considering the needs of your community as long as one meets the OAA requirements. Further, the application needs to describe how the tribal organization will: (1) coordinate with the activities of other community agencies and voluntary organizations providing family caregiver support services and activities; and (2) describe the standards and quality assurance mechanisms being implemented or developed.

Evaluation Criteria

The application must discuss the criteria to be used to evaluate the results and successes of the program, based on the objectives and results or benefits expected. It must also explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits are being achieved.

Geographic Location

The application must include an appropriate narrative description of the geographical area to be served and an assurance that procedures will be adopted to ensure against duplicate services being provided to the same recipients. A map of the designated service area may be included in the application.

Additional Information:

Older Indians in the Title VI Service Area

The law requires that a tribal organization must represent at least 50 persons aged 60 years or over in order to be eligible for Title VI funding. Therefore, the number of persons aged 60 or over living in the proposed Title VI service area must be stated in the application. The tribal organization may use the Census Bureau population figures, or may develop its own population statistics, but the Bureau of Indian Affairs or your tribal enrollment clerk must approve them in order to establish eligibility, as required in section 614(b) of the OAA, as amended. The amount of the grant is based on this number of Indians, Alaskan Native or Native Hawaiians age 60 years or over in the proposed service area. Thus, the application should include only the number of Indians, Alaskan Natives or Native Hawaiians age 60 years or over in the proposed service area and not the total population census of all tribal members, age 60 and above, unless all the tribal members live in the proposed service area. If there is overlap between two or more Title VI applicants, as stated under Geographic Location, the eligible elders can only be counted once and included in one application. The applicants are responsible for determining how the eligible elders will be counted. More than one applicant may not count the same elder. This must be stated clearly in the application and signed by the principal official of the tribal organization.

As a separate matter, the regulations allow a Tribe to define, based on its own criteria, the age at which the Tribe will consider a person to be an “older Indian” for purposes of eligibility to receive Title VI services. If a Tribe selects an age under 60 for an older Indian, the application must state the age selected, and the number of Indians under age

60 eligible to be served. All Tribes in a consortium must use the same age for “older Indian”. This regulation does not apply to Native Hawaiians under Title VI, Part B.

Resolution

The tribal organization representing a federally recognized Tribe must submit an original copy of the Tribal council resolution authorizing participation in Title VI, Part A or Title VI, Part A and Part C for the grant period April 1, 2008 to March 31, 2011. If the tribal organization represents a consortium of more than one Tribe, a resolution is required from each participating Tribe, specifically authorizing representation by the tribal organization for the purpose of Title VI of the OAA for the grant period April 1, 2008 to March 31, 2011. This does not apply to Title VI, Part B.

Program Assurances

Title VI Program Assurances must be included in the application.

The Title VI, Part A Program Assurances are those provisions identified in section 614(a) of the OAA, and in title 45 of the Code of Federal Regulations section 1326.19(d), issued August 31, 1988. The tribal organization must state that it agrees to abide by all the provisions for the entire project period, April 1, 2008 to March 31, 2011.

The Title VI, Part B Program Assurances are those provisions identified in section 624(a) of the OAA, and in title 45 of the Code of Federal Regulations section 1328.19(d), issued August 31, 1988. The organization must state that it agrees to abide by all the provisions for the entire project period, April 1, 2008 to March 31, 2011.

All program assurances will be included in the application kit.

Certification Forms

Certifications are required of the applicant regarding debarment, suspension and other responsibility matters, drug-free workplace requirements and lobbying. Please note that a duly authorized representative of the applicant organization must attest to the applicant's compliance with these certifications. Certification forms will be available in the application kit.

Identifying Information

Applications must identify both the Principle Official of the Tribal organization or the public or non-profit private organization, and the proposed Title VI Program Director: Name, Title, Address including Zip Code, Telephone Number and, if available, the FAX number and E-mail address. The tribal organization's EIN (Employer Identification Number) and D-U-N-S number must also be included.

If the Title VI, Part A applicant tribal organization is a consortium, the applicant must list the federally recognized tribes that are included. The tribal resolution from each tribe in the consortium must be included in the application.

D-U-N-S 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:

https://www.whitehouse.gov/omb/grants/duns_num_guide.pdf.

3. Submission Dates and Times

To be eligible for consideration, applications must be received or postmarked on or before January 22, 2008. AoA will not acknowledge receipt of applications. Only hand-delivered or overnight mailings will be accepted. Do not submit your application through regular U.S. mail. Applicants are cautioned to obtain a legibly dated receipt from a

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

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

This grant award can pay for indirect costs. No separate funding will be available for covering indirect costs. No budget submission is required for this application. However, you must maintain a budget for your own records.

6. Other Submission Requirements

Applicants should submit applications, describing their proposed plans for the core services described in Section IV.2 “Content and Form of Application Submission”. The proposed plans must incorporate the results of your needs assessments to address the needs of your community.

Applicants must specify at the beginning of the application if you are applying for Part A or Part B funding only or for both Parts A or B and Part C. The application must include

an appropriate narrative description of the geographical area to be served. All certifications and assurances must be signed and submitted with the application as well as an original copy of the Tribal council resolution authorizing participation in Title VI, Part A or Title VI, Part A and Part C for the grant period April 1, 2008 to March 31, 2011. If a tribal organization represents a consortium of more than one Tribe, a resolution is required from each participating Tribe, specifically authorizing representation by the tribal organization for the purpose of Title VI, Part A or Title VI, Part A and Part C of the OAA for the grant period April 1, 2008 to March, 31, 2011. Applications must identify both the Principal Official and the proposed Title VI Program Director. If the Title VI, Part A tribal organization is a consortium, the applicant must list the federally recognized tribes that are included.

One original application, signed by the principal official of the Tribe, and two copies of the complete application, including all attachments, may be sent overnight delivery to the U.S. Department of Health and Human Services, Administration on Aging, Office of Grants Management, One Massachusetts Avenue, NW, Room 4604, Washington, D.C. 20001, attn: Stephen Daniels (HHS-2008-AoA-Title VI-0802).

V. APPLICATION REVIEW INFORMATION

1. *Criteria*

The application must include:

- Required eligibility elements
- Signed certifications
- Signed assurances
- Signed tribal resolutions(s) – Title VI, Part A and/or Part C only
- A narrative addressing all elements of Section IV
- D-U-N-S Number
- A statement clearly identifying if applying for Part A or B only or Parts A or B and C
- Identifying information for the Principle Official and Title VI Program Director
- Signature and date by Principle Official

1. Review and Selection Process

These applications are non-competitive and will be reviewed internally for compliance with application requirements. Final award decisions will be made by the Assistant Secretary for Aging (ASA).

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

The Title VI funding for Part A or Part B and Part C (if applicable) will be awarded on April 1, 2008. The award letter, your authorizing document to draw down funds, will be mailed directly to the Principle Official's address as provided in the grant application.

2. Administrative and National Policy Requirements

OAA as amended and 45 CFR, Part 74 and Part 92. This includes Assurance, Certifications, D-U-N-S Number and Tribal Resolution(s) (if applicable). Copies of the assurances and certifications are included in the application kit.

3. Reporting

A three-year project period was chosen in order to reduce the paperwork burden on the grantees. It is the intent of this agency to conduct on site monitoring at least once during the three-year project period with technical assistance available on an ongoing basis.

The Program Performance and Financial Status reports, due on an annual basis, will be reviewed for compliance with the program regulations. Failure to submit the required reports during the project period may result in loss of future funds and possibly termination of the grant within the project period.

At the beginning of each budget period within the three-year project period grantees will be notified of the funding level for the subsequent year.

VII. AGENCY CONTACTS

For further information/questions regarding your application contact: M. Yvonne Jackson, Ph.D.; Office for American Indian, Alaskan native, and Native Hawaiian Programs; Department of Health and Human Services; Administration on Aging; One Massachusetts Avenue, NW; Washington, D.C. 20001; telephone (202) 357-3501; fax (202) 357-3560; email Yvonne.Jackson@aoa.hhs.gov.

For application kits contact: Jennifer Saxman, telephone (202) 357-3537 or online at www.olderindians.org.