

OMB Approval No. 0985-0018
Expiration 3/31/2017

**Grants for Native Americans and Native American
Caregiver Support Program**

Program Announcement and Grant Application Instructions

**U.S. Administration for Community Living
FY 2017**

Table of Contents

I. FUNDING OPPORTUNITY DESCRIPTION..... 3
II. AWARD INFORMATION 4
III. ELIGIBILITY INFORMATION..... 4
IV. APPLICATION AND SUBMISSION INFORMATION..... 5
V. APPLICATION REVIEW INFORMATION 12
VI. AWARD ADMINISTRATION INFORMATION 13
VII. AGENCY CONTACTS..... 13

Department of Health and Human Services (HHS)

Administration for Community Living (ACL)/Administration on Aging (AoA)

ACL/AoA Office of American Indians, Alaskan Natives, and Native Hawaiians (AI/AN/NH) Programs

Funding Opportunity Title: Older Americans Act (OAA), Title VI, Part A: Grants for Native Americans/Alaska Natives Programs; Part B: Grants for Native Hawaiian Programs; and Part C: Grants for the Native American Caregiver Support Program (available to American Indians, Alaska Natives, and Native Hawaiians).

Announcement Type: Initial

Funding Opportunity Number: HHS-2017-ACL-TITLEVI-1701

Catalog of Federal Domestic Assistance (CFDA) Number: 93.047, Title VI, Parts A and B and 93.054, Title VI, Part C.

Key Dates: The deadline date for submission of applications is January 4, 2017.

I. FUNDING OPPORTUNITY DESCRIPTION

The ACL/AoA is responsible for administering Title VI of the OAA. Through this title, grants are awarded to Indian tribal, public, or non-profit organizations representing federally recognized Tribes, Alaskan Villages, and Native Hawaiians. Organizations must have the capacity to provide nutritional and supportive services to at least 50 AI/AN/NH elders age 60 and older under Parts A or B and caregiver support services under Part C. The goal of these programs is to support the independence and well-being of tribal elders living in their communities with services which are evidence-based and consistent with locally-determined needs.

The 1978 Amendments to the OAA created Title VI, Grants for Indian Tribal Organizations (ITO), 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 age 60 and older of all ethnic groups, including AI/AN/NH Elders.

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. Required nutritional services include congregate meals and home-delivered meals. Other nutrition-related services could include diet counseling, nutrition education, sponsorship of Farmers Market programs, or distribution centers for food banks and charitable organizations. Home and community-based required supportive services include information and assistance, but these

funds could also provide transportation, chore services, and many other services that contribute to the well-being of elders.

In the OAA Amendments of 2000, Part C, the Native American Caregiver Support Program was added. This program assists families, friends, or neighbors to care for an elder with a chronic illness or disability. The program helps tribes provide locally determined 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 ACL/AoA will accept applications for funding for a three-year project period, April 1, 2017 to March 31, 2020. In FY2015, funding for Title VI, Part A ranged from \$63,870 to \$157,414; Part C funding ranged from \$11,460 to \$47,263. Funding is based on the number of eligible elders age 60 and older living in your proposed service area on April 1, 2017. For those applying for Title VI, Parts A or 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. Applications submitted for Part C only, will not be reviewed.

Successful new applicants will be funded pending availability of funds and/or at the discretion of the Administrator of the Administration for Community Living.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible applicants include current Title VI, Part A and Part B grantees, current grantees who wish to leave a consortium which was a grantee in 1991, 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 a “current 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 and 45 CFR Part 1326.19. 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 and 45 CFR Part 1328.19. 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, sample application guidelines are provided in Attachment A.

B. Cost Sharing or Matching

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

C. Application Screening Criteria

1. Applicants must be federally recognized Tribes, Tribal Organizations (for Parts A and C) or public or nonprofit private organizations having the capacity to provide services to Native Hawaiian (for Parts B and C) representing at least 50 eligible Native American elders age 60 and older as of April 1, 2017.
2. Applications for Parts A and C must contain signed Resolution(s) permitting tribal organization to apply for Title VI funding. **A previous resolution from an existing grantee is acceptable if there have no changes to your organization or consortium.** Native Hawaiian applicants need no resolution for either Part B or Part C.
3. Those Tribes who were a part of a consortium receiving a Title VI grant in 1991 and applying individually will be considered a “current grantee”. Proof of being a part of a consortium that was funded in FY 1991 must be submitted as part of the application.
4. **Completed Applications must be received by the deadline listed in the “Dates” section of this Program Announcement.**

IV. APPLICATION AND SUBMISSION INFORMATION

A. Application Package

Application package for physical mailing is available by mailing to the U.S. Department of Health and Human Services, Administration for Community Living/Administration on Aging, Office for American Indian, Alaskan Native, and Native Hawaiian Programs, Washington, D.C. 20201; Attn: Cecelia Aldridge. Alternatively the application package can be obtained by emailing cecelia.aldridge@acl.hhs.gov. A detailed description of the funding opportunity may also be found online at <http://www.grants.gov/applicants/apply-for-grants.html>, <http://www.acl.gov> under Funding Opportunities/Funding Opportunity Announcements, or <https://olderindians.acl.gov>.

B. 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. You must specify at the beginning of your application if you are applying for: (i) only Part A or B funding; or (ii) for both Part A or B and Part C. You must apply for Part A or B in order to apply for Part C. Applying for Part C is optional.

The application must include the following information:

1. Objectives and Need for Assistance

This section must include measureable objectives related to the core services and evidence-based practices to be addressed by the applicant. For purposes of this grant

program, the term “evidence-based practices” 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. More information about evidence-based programs can be found by following this link: [Evidence-based programs](#).

NOTE: Applicants must have completed a recent (after 2013) community needs assessment which documents the rationale for the services they wish to provide.

2. Approach

The application must describe the services to be provided and how the applicant will provide each required service for Part A or B and Part C.

(a) Title VI, Part A or B:

PLEASE NOTE: Appendix B of this application includes a list and description of the Service Units for the programs below. Please use these units to complete your application.

- (1) ***Nutrition: Nutrition services are required. There should be a brief description*** of the methods, facilities, and staff to be used in preparing, serving, and delivering meals, the estimated unduplicated number of persons to be served, and the total estimate of meals to be provided. All nutrition services provided, either directly or by way of a grant or contract, must be substantially in compliance with the provisions of Part C of Title III of the Older Americans Act. 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.
- (2) ***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 how information and assistance services will be provided (telephone, website, newsletter, face-to-face) and the estimated number of information contacts 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.
- (3) ***Other Supportive Services: The application must describe any other supportive*** services to be provided using any Title VI funds. The description should include how these supportive services will be provided. Examples of these services can include but not be limited to: outreach, case management, transportation, homemaker, home health aide, chore, visiting, telephoning, family support, etc. The anticipated unduplicated number of persons to be served and the expected number of units for each service should be included in the application.

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).

- (4) ***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. This may include but is not limited to receipt of Title III funding, joint service planning, cultural competency training, collaborative outreach for service not readily available to elders, and/or sharing of equipment, volunteers, or other resources.

(b) Title VI, Part C:

PLEASE NOTE: Appendix B of this application includes a list and description of the Service Units for the programs below. Please use these units to complete your application.

- (1) ***Caregiver Services:*** The five required components of caregiver services include: (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 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:
- a) ***Information:*** Providing helpful information to caregivers informally either on the phone, or in person including public education, provision of information at community meetings, health fairs, and other meetings; mass media, including articles and notices in Tribal newspapers and newsletters and radio and TV announcements.
 - b) ***Assistance:*** Individual face-to-face contact for the purpose of linking the unpaid caregiver with opportunities and services that are available, and when possible, ensuring that the unpaid caregiver receives the services by establishing adequate follow-up.
 - c) ***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.
 - d) ***Respite:*** Temporary, substitute supports or living arrangements to provide a brief period of relief or rest for unpaid 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.

- e) *Supplemental Services:* Other services for a frail elder, on a limited basis, to complement the care provided by family caregivers. These supplemental services could include translating written materials or making them available in another format for caregivers with limited literacy; establishing a library of resources to support caregivers; developing a loan closet of durable medical supplies for caregivers to borrow temporarily or try out to determine what they may need; and/or specialized assistance for caregivers with tasks they find difficult (bathing, managing wandering, etc.).

If your application includes caregiver (Part C) services, you must address each of the required services. Money from this grant does not have to pay for each of these five services as long as you are able to demonstrate how these services will be coordinated and provided in your service area (provided by another tribal department; using established service offered through another state or federal program; resulting from your Title III collaboration). Flexibility is encouraged when considering the needs of the community but must meet the OAA program requirements. The application should include expected community partnerships for caregiver services and how they will assure that the services are of high quality and meet the needs of the community.

Title VI programs receiving caregiver funds have the option of using some portion of their Native American Caregiver Support Program (Part C) funds to provide all five services to older relatives raising children who are not theirs by birth.

The application must include the number of unduplicated caregivers served and the number of service units provided for each required service.

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 in the community needs assessment are being met and if outcomes and goals for the program are being achieved.

3. Geographic Location

The application must include a map 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

4. 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 and older in order to be eligible for Title VI funding. The application must include documentation of the number of persons aged 60 and older, as of April 1, 2017, living in

the proposed Title VI service area. The application 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 Natives, or Native Hawaiians age 60 and older in the proposed service area. Thus, the application should include only the number of Indians, Alaskan Natives, or Native Hawaiians age 60 and older in the proposed service area and **not the total tribal census of tribal members, age 60 and older, unless all the tribal members live in the proposed service area.** If there is overlap in the service area between two or more Title VI applicants the eligible elders can only be counted once and included in one application.

Regulations allow a Tribe or Village 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.

UNDER NO CIRCUMSTANCES should the applications include lists of elders, names of elders, birthdates, or other confidential information. A simple statement of the number of elders aged 60 and over living in the service area will be sufficient as long as it is signed by the tribal enrollment officer if enrollment numbers are used.

5. Resolution

The tribal organization representing a federally recognized Tribe must have submitted an original copy of the Tribal council resolution authorizing participation in Title VI. 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. This does not apply to Title VI, Part B or for those Title VI, Part B applicants applying for Part C funding.

Current grantees Title VI NEED NOT get a new resolution if the tribal organization or membership of established consortiums has not changed.

6. Program Assurances

Title VI Program Assurances must be included in the application.

- (a) 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, 2017 to March 31, 2020. These assurances are included in this application as Attachment B.

(b) 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 1326.19(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, 2017 to March 31, 2020. These assurances are included in this application as Attachment C.

7. Certification Forms

Applications must include a signed copy of Attachment D. Attachment D includes required certification that the applicant is not debarred or suspended, the applicant follows the requirement for a drug-free workplace, and that none of the funds from this grant, if awarded, will be used for lobbying purposes. All Assurances and Certifications must be signed by an individual authorized to sign these documents on behalf of the applicant.

8. Identifying Information

Applications must identify both the Principal 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. The Tribal Accounting Office can provide both numbers.

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

9. 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 a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The following document provides a guide for federal grant and cooperative agreement applicants:

https://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

The DUNS number is free and easy to obtain from <http://www.dnb.com/get-a-duns-number.html> or by calling their live help line at (844) 372-3891. Applicants are also encouraged to check their website for other pertinent information regarding this process.

10. Submission Dates and Times

A complete application must include all attachments and be signed by the principal official of the Tribe or other applying organization.

Applicants can submit their application electronically via email to TitleVI.Grants@acl.hhs.gov with the following in the subject line of the email: “[insert your state and tribal organization name] FY2017-2020 Title VI Application.”

Applications can also be submitted through delivery services/mailings. If sending via delivery service (FedEx, UPS, or USPS, including regular mail, Express Mail, or Priority Mail):

Attn: Yi-Hsin Yan
DHHS/Administration for Community Living
Office of Grants Management
Mary E. Switzer Building
330 C Street, SW #1136B
Washington, DC 20201

Faxed applications will not be accepted.

To be eligible for consideration, applications must be received electronically by 11:59 p.m. EST on January 4, 2017, or postmarked by the delivery service no later than January 4, 2017. If ACL's TitleVI.Grants@acl.hhs.gov email box cannot be accessed through the internet, a hard copy application and all attachments must be provided to an overnight delivery service and documented with a receipt by January 4, 2017.

Applicants are cautioned to obtain a legibly dated receipt from a commercial carrier to ensure meeting the due date. ACL/AoA will not acknowledge receipt of applications. Applicants that fail to meet the application due date will **not** be reviewed and will receive **no** further consideration. Applicants are strongly encouraged not to wait until the last day to submit their applications. We do encourage applicants to submit at least 3-4 days before the closing date in order to avoid submission problems.

11. Intergovernmental Review

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

12. 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 regular financial reporting is required and maintaining a budget and fiscal records is required for that purpose.

13. 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 address the needs of your community as defined by the required needs assessment.

Applicants must specify 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, 2017 to March 31, 2020. 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, 2017 to March, 31, 2020. 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.

V. APPLICATION REVIEW INFORMATION

1. Criteria

The complete application must include:

- A statement clearly identifying if applying for Part A or B only or Parts A or B and C, dated and signed by an individual authorized to sign for the applicant.
- Statement that there are at least 50 elders aged 60 and over living in your service area signed by your tribal enrollment officer. Do NOT include lists of elders by name.
- Signed Certifications [Either Attachment B (for American Indian or Alaska Native applications) or Attachment C (for Native Hawaiian applications) but not both]
- Signed Assurances (Attachment D)
- A map of your proposed service area (Attachment E)
- Signed tribal resolutions(s) – Title VI, Part A, or Part A and Part C; Title VI Part B and C applications do not require resolutions. Please note that this resolution is to grant the authority to apply for the funds, NOT TO CONDUCT A NEEDS ASSESSMENT. Current grantees that remain unchanged need not submit a new resolution.
- A narrative addressing all elements of Section IV
- D-U-N-S Number
- Identifying information for the Principle Official and Title VI Program Director
- Signature and date by Principle Official

2. 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 Administrator/Assistant Secretary for Administration for Community Living (ACL).

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

The Title VI funding for Part A or B and Part C (if applicable) will be awarded around April 1, 2017. The notice of award (NoA) is your authorizing document to draw down funds and will be emailed directly to the Principal Official's and Title VI Director's email addresses as provided in the grant application.

2. Administrative and National Policy Requirements

OAA as amended, 45 CFR Part 75, and 2 CFR 200 govern the services funded through this application. 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 technical assistance during the three-year project period on an ongoing basis.

The Program Performance (PPR) and Financial Status reports (SF-425), due on an annual basis, will be reviewed for compliance with the program regulations and compared with the goals established by the application. 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.

VII. AGENCY CONTACTS

For further information/questions regarding your application, contact your regional office or:

Cynthia I. LaCounte
U.S. Department of Health and Human Services
Administration for Community Living/Administration on Aging
Office for American Indian, Alaskan Native, and Native Hawaiian Programs
Mary E. Switzer Building
330 C Street, SW #1115
Washington, DC 20201

Email Cynthia.LaCounte@acl.hhs.gov

For application kits, contact Cecelia Aldridge at cecelia.aldridge@acl.hhs.gov; or online at <http://www.grants.gov/applicants/apply-for-grants.html>, <http://www.acl.gov> under Funding Opportunities/Funding Opportunity Announcements, or <https://olderindians.acl.gov>.