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

Program Announcement and Grant Application Instructions

**U.S. Administration for Community Living
FY 2014**

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
ATTACHMENTS 14

Department of Health and Human Services (HHS)

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

ACL/AoA Office of American Indians, Alaskan Native, and Native Hawaiian Programs

Funding Opportunity Title: **Older Americans Act (OAA), Title VI, Part A: Grants for Native Americans Programs; 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-2014-ACL-TITLEVI-1401

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 December 11, 2013.

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 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 and 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, that respond to local needs and are consistent with evidence-based 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 age 60 and older 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 ACL/AoA will accept applications for funding for a three-year project period, April 1, 2014 to March 31, 2017. In FY2013, funding levels were affected by budget sequestration. For Title VI, Part A funding ranged from \$68,540 to \$168,476; Part C funding ranged from \$13,670 to \$52,979. Funding is based on the number of eligible elders age 60 and older as of April 1, 2014 in your proposed service area. 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.

Successful applications from new applicants will be funded pending the availability of funds or at the discretion of Administrator and Assistant Secretary for Aging.

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 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.

2. Cost Sharing or Matching

There is no required cost sharing or matching 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 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, 2014.
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 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. Applications must be received by the deadline listed in the “Dates” section of this Program Announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. 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, or <http://olderindians.aoa.gov>.

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. 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:

Objectives and Need for Assistance

This section must include objectives, expressed in measurable terms, which are related to the core services and evidence based practices to be addressed by the tribal organization. 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. 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.

In respect to Grandparents caring for Grandchildren, Title VI programs receiving caregiver funds have the option of using some portion of their Native American Caregiver Support Program funds to provide all five services listed above to include respite and supplemental services.

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 and older in order to be eligible for Title VI funding. Therefore, the number of persons aged 60 and older, as of April 1, 2014, 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 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 population census of all tribal members, age 60 and older, 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, 2014 to March 31, 2017. 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, 2014 to March 31, 2017. 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, 2014 to March 31, 2017.

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, 2014 to March 31, 2017.

Title VI, Part A program assurances are included in Attachment B; Title VI, Part B program assurances are included in Attachment C.

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 are included in Attachment D.

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 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.

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:
http://www.whitehouse.gov/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 1-888-813-8413. Applicants are also encouraged to check their website for other pertinent information regarding this process.

3. Submission Dates and Times

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

Applicants are encouraged to submit applications through www.grants.gov. Applicants should go to <http://www.grants.gov/applicants/apply-for-grants.html> and follow the instructions. A complete application and instruction package can be obtained and submitted through the “Apply for Grants” section using the Funding Opportunity Number listed at the beginning of this announcement.

Alternatively 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 tribal organization name] FY2014-2017 Title VI Application.”

Applications can also be submitted through delivery services/mailings. If sending via delivery service:

FedEx or UPS	United States Postal Service (USPS, including regular mail, Express Mail, or Priority Mail)
Attn: Yi-Hsin Yan DHHS/Administration for Community Living Office of Grants Management 1 Massachusetts Ave. N.W. Room 4714 Washington, DC 20001	Attn: Yi-Hsin Yan DHHS/Administration for Community Living Office of Grants Management Washington, DC 20201

Please note that **Faxed applications will not be accepted.**

To be eligible for consideration, applications must be received electronically by 11:59 p.m. EST on December 11, 2013, or postmarked by the delivery service no later than December 11, 2013. 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 December 11, 2013. 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 2-3 days before the closing date in order to avoid submission problems.

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, 2014 to March 31, 2017. 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, 2014 to March, 31, 2017. 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

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

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, 2014. 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 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 technical assistance during the three-year project period on an ongoing basis.

The Program Performance and Financial Status reports (SF 425), 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 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, , One Massachusetts Avenue, N.W., Room 5013, Washington, DC 20001; telephone (202) 357-0148; fax (202) 357-3560; 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, or <http://olderindians.aoa.gov>.

ATTACHMENTS

**[Attachment A:
Application Guidelines for Title VI Grants \(Optional\)](#)**

**[Attachment B:
Title VI, Part A Program Assurances](#)**

**[Attachment C:
Title VI, Part B Program Assurances](#)**

**[Attachment D:
Certification Forms](#)**

**[Attachment E:
Optional Program Information](#)**

Attachment A: Application Guidelines for Title VI Grants (Optional)

Administration for Community Living/Administration on Aging Application Guidelines for Title VI Grants (Optional)

Your application may be presented in any format, but it must meet the criteria specified in the Older Americans Act, Sections 612 (a), 612 (b), and 612 (c) for Title VI, Part A/B and Section 631 for Title VI, Part C. Your application must also meet the criteria specified in Title 45 of the Code of Federal Regulations, Section 1326.19. The following guide may be helpful in drafting your application.

Due Date: December 11, 2013

Application Checklist

Item	Found on page...	Completed
Program information	2-3	
Required Attachments	4-6	
Management Assessment	7-9	
Program Description: Part A/B	10-18	
Program Description: Part C	19-22	

Program Information
(Please type or print clearly)

Tribal Organization: _____

****If Current Grantee - FY2011-13 Grant Number:** _____

Address: _____

Title VI Director/Contact Person: _____

Phone number: _____ Fax Number: _____

Email address: _____

EIN: _____ DUNS Number: _____

Principal Official's Printed Name and Title _____

Principal Official's Signature: _____

Principal Official's email address: _____

Please don't overlook:

- EIN – (Employer Identification Number). The Tribal Accounting Office can provide the number. Please include the EIN suffix (for example, A1, D5) if you have received grant awards from ACL/AoA before.
- DUNS Number – (Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS)). The Tribal Accounting Office can provide the number.
- President, Governor, or Chairperson's signature.
- Both Title VI Director/Contact Person and Principal Official's email addresses are required.

Age of eligibility used by Tribe: _____

Number of eligible elders within the planned service area:

Age 60 and older: _____

Under age 60 (*if applicable*): _____

Total: _____

Source of population statistics used to establish eligibility [Section 614 (b)]:

- U.S. Census
- Tribally determined (Include certification.)

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. Therefore, the number of persons aged 60 and older **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 certify/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 and older in the proposed service area.

- Proposed service area = number of elders age 60 and older.
- All eligible elders, age 60 and older in the proposed service area. The total population census of all tribal members, age 60 and older, cannot be counted 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.

Applying for: _____ Part A (or B) only _____ Parts A (or B) and C

Required Attachments to the Application

Geographic Location (suggested length: 5-10 paragraphs): Sec. 1326.19 of the Older Americans Act states that: "All applications shall include a description of the geographic boundaries of the service area proposed by the tribal organization." Please provide a short narrative description of the geographical area to be served. Specify how many counties your program covers and include the names of the counties. You may submit a map indicating the geographic boundaries of your program's service area. Finally, include a description of your program's procedures that ensure against duplication of services to elders.



Resolutions: The tribal organization representing a Federally-recognized Tribe must submit a **current signed and dated 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, 2014 to March 31, 2017. 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 Older Americans Act for the grant period April 1, 2014 to March 31, 2017.

Resolutions needed:

- One for the needs assessment.
- One for the application.
- The signed tribal resolution from each tribe in the consortium must be included in the application.

Note: Examples can be found on www.olderindians.aoa.gov

Program Assurances: The Title VI, Part A/B Program Assurances are those provisions identified in Section 614 (a) of the Older Americans Act, and in the Title 445 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, 2014 to March 31, 2017.

Please don't overlook:

- Signature of President, Governor, or Chairperson.

Certification Forms: Certifications are required of the applicant regarding lobbying, debarment, suspension, and other responsibility matters; and drug-free workplace requirements. Please note that a duly authorized representative of the tribal organization (typically the Chairperson of your tribe) must attest to the applicant's compliance with these certifications by signing and dating the forms.

Please don't overlook:

- Signature of President, Governor, or Chairperson.

If applying as a consortium, list all Tribes/Villages within the consortium. There must be a signed resolution and certification of population numbers included in the application from each participating Tribe/Village included in this application.

	Tribe/Village	Age 60 and over	Under 60
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

4) Please describe any financial systems your program has in place to ensure correct use of Title VI funds:

5) Please describe your system of record keeping (how you ensure an unduplicated count of elders, how you keep track of home-delivered meals or information services, etc.):

NOTE: The ACL/AoA Title VI Manual located on <http://olderindians.aoa.gov/> appendix has sample record keeping logs. And reporting guidance can be found at: <http://olderindians.aoa.gov/reporting.cfm>

Keep track on a regular basis an unduplicated list of the names of eligible participants who receive meals and supportive services. A participant's name will only go on the list one time each year. Start the list April 1st and end the list March 31st. Each program must keep a separate unduplicated list for: congregate, home-delivered, and supportive services. A name can go on more than one list, but can only appear once on each list.

Program Description (Part A/B): Nutrition & Supportive Services

Section A: Nutrition

- Nutrition services are required.
- Include 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 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.
- Menus must meet the Dietary Guidelines.

1) Will the tribal organization provide nutrition services directly? ___ Yes ___ No

1a) If no, who will provide nutrition services?

___ Other Tribal Department

___ Outside Contracted Vendor

___ Outside Service Agency

___ Other: _____

Congregate Meal program

2) How many meal sites does your program operate?

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 or more

3) How many days per week, and what meals are provided at each site?

Site	Number of days meals are served	Breakfast	Lunch	Dinner	Snack
1					
2					
3					
4					
5					

4) Do you require elders to register for congregate meals in advance?

___ Yes ___ No

5) How many **elders** do you expect to serve?

Per year: _____

6) How many people, other than elders, who are eligible for meals do you, expect to serve?

Per year: _____

7) How many guests do you expect to serve?

Per year: _____

8) How many **total congregate meals** do you expect to serve? Include meals served to elders, spouses of elders, and volunteers in this count.

Total Congregate Meals per year: _____

Home-Delivered Meal Program

Home-delivered meal requirements:

- Five or more days a week, provide at least one home-delivered hot, cold, frozen, dried, canned, or supplemental foods (with a satisfactory storage life) meal per day.
- Any additional meals that the recipient of the grant may elect to provide.
- Menus must meet the Dietary Guidelines.

9) How will you determine eligibility for home-delivered meals?

____ Individual assessment

____ Referral by medical

____ Other: _____

10) What meals will be provided for home delivery?

____ Breakfast

____ Lunch

____ Dinner

____ Snack

11) What type of home-delivered meals will be provided?

____ Hot

____ Frozen

____ Other: _____

12) How many days per week will home delivery occur? _____

13) How will meals be delivered?

____ Tribally-owned vehicle

____ Private vehicle

____ Contracted vendor

____ Other: _____

14) Do you require elders to register for home-delivered meals in advance?

___ Yes ___ No

15) How many **elders** do you expect to serve?

Per year: _____

16) How many **home-delivered meals** do you expect to serve? Include meals served to spouses of home-bound elders.

Total Home-Delivered Meals per year: _____

Guest Meals & Contributions

Guest meals: Programs are not required to provide guest meals. However, if guest are served, keep the following in mind:

- Any meal served to a person who is not eligible for nutrition services as a tribal member in the service area is considered a guest meal.
- **Elders come first!** Guest meals can only be provided if all the elders will be served. An elder cannot be turned away for a meal if a guest meal is being provided.
- Guests must pay the full cost of the meal, not just the food cost.
- The money collected for guest meals must be used to provide nutrition services.

17) Do you offer guest meals? ___ Yes ___ No

18) What do you charge for guest meals? \$ _____

19) How do you ensure that the price charged for guest meals includes the full cost of the meal?

___ Periodic cost analysis

___ Other: _____

Tip: The Registered dietitian or IHS staffs that reviews the menus can help identify the full cost of the meals to calculate the guest meals. They can also help identify the cost of the meal to be posted for suggested donations.

20) How do you ensure that the money collected from guest meals is used to pay for food costs?

Policy or Procedure manual

Separate budget

Other: _____

21) How do you collect guest meal fees?

Collection container at meal site

Sealed envelope

Other: _____

22) Do you accept other types of contributions? Yes

No

22 a) If yes, what other contributions do you accept?

Financial donations from the Tribe to Title VI

Volunteer hours

Outside food donation (from food bank, American Indian Relief Council, store)

Traditional food (deer, berries, salmon, etc)

Other: _____

Nutrition Supportive Services

23) Do you provide nutrition screening? Yes

No

23 a) If yes, how often? Annually

Other: _____

23 b) Who provides the screening?

Title VI staff

IHS staff

Other tribal staff

Outside agency

Other: _____

24) Do you provide nutrition education/counseling? Yes

No

- Needs assessment data will help identify education and counseling topics. For example, diabetes, heart disease, obesity, etc.
- The Registered dietitian can help with nutrition education and counseling.

24 a) If yes, how often? _____ Weekly _____ Other: _____

24 b) Who provides the screening?

_____ Title VI staff _____ IHS staff _____ Other tribal staff
_____ Outside agency _____ Other: _____

25) How will you inform elders of the available nutrition services?

_____ Tribal newsletter _____ Posters _____ Tribal bulletin board
_____ Referral _____ At congregate meal site _____ Mail
_____ Website _____ Phone _____ Word of mouth
_____ Brochure _____ Information guide _____ Case Manager
_____ Attached to home meals _____ Senior Center Staff
_____ Other: _____

26) Do you use volunteers? _____ Yes _____ No

26 a) If yes, what roles do volunteers serve?

_____ Meal Preparation _____ Meal set-up _____ Clean-up
_____ Meal Delivery _____ Assist as needed
_____ Other: _____

27) Who certifies that meals meet the Older Americans Act nutrition requirements?

_____ Contract Dietician _____ Other: _____

The OAA requires the nutrition program to provide meals that:

- Comply with the most recent Dietary Guidelines for Americans (DGAs), published by the Secretary of the Department of Health and Human Services and the Secretary of the Department of Agriculture.
- Provide to each participating older individual:
- A minimum of 33 1/3% the Dietary Reference Intakes (DRIs), if one meal a day is provided;
- A minimum of 66 2/3% DRIs, if two meals per day are provided; or
- 100% DRIs, if three meals per day are provided.

Section B: Information and Assistance

28) What information & assistance services will be provided?

___ Information for elders about government programs (Food assistance programs, Social Security, Supplemental Security Income, LIHEAP, etc.)

___ Information for family members about elder services

___ Assistance in completing applications for services

___ Education about programs and services

___ Other: _____

28 a) How many units of information and assistance services will you provide per year? _____

Estimate the number of units that will be provided for the FULL year. This will include a total of all the separate items below.

29) How will information & assistance services be provided?

Service	Number of units provided per year
___ Resource guide	
___ Resource fairs	
___ Newsletter	
___ Guest Speakers	
___ Web page link	
___ Health fairs	
___ At congregate meals/during home delivery	
___ Other (explain) _____	

Section C: Other Supportive Services

30) How many unduplicated elders will receive supportive services? _____

31) What other supportive services will be provided? If you plan on providing a service, how many units will you provide per year?

Service	Number of units provided per year
___ Outreach	
___ Case Management	
___ Transportation	
___ Legal Assistance	
___ Homemaker Service	
___ Home Health Aid Service	
___ Chore	
___ Visiting	
___ Telephoning	
___ Family Support	
___ Ombudsman Services	
___ Health Promotion and Wellness	
___ Other (describe service(s)): _____	

Section D. Coordination with Title III

32) How does your program coordinate Title VI and III resources within your service area?

___ Regular meetings

___ Joint conferences

___ Shared service providers

___ Membership on advisory board

___ Guest speakers

___ Shared resources

___ Co-development of resource guide

___ Other: _____

Please continue to questions 33-46 if you are applying for Title VI, Part C (Caregiver) funds. If not, you may stop here and add any additional pages containing program narratives.

Program Description (Part C): Caregiver Supportive Services

By accepting Title VI, Part C funding, you agree to provide the following five caregiver services: Information, Assistance, Counseling/Support Groups/Training, Supplemental Services, and Respite. However, if the service is already available from another source in your service area, Title VI funds should not be used to duplicate the service.

33) Please complete the chart.

	Provided by Part C? Yes / No	Percent funding from Part C	Number of caregivers receiving service	Number of services to be provided	Number of grandparents raising grandchildren using this service	Number of services to be provided to grandparents raising grandchildren
Information						
Assistance						
Counseling/ Support Groups/ Training						
Respite						
Supplemental Services						
		100%				

Check the columns for accuracy. Column 2 should be totaled 100% **IF you are providing the service.**

34) What topics will your caregiver information services cover?

Accessing services available to them

Physical health, including physical activity

Mental health

Other: _____

35) How will you provide the information?

Newsletters

Website

Telephone

Referrals

Bulletin board

Meetings

Mailings

Other: _____

36) What assistance will you provide?

Case management

Transportation

Arranging appointments for caregiver services

Other: _____

37) Who will provide the assistance?

Title VI Staff

AAA

IHS Staff

Other Tribal Department/Agency

Non-tribal service provider

Other: _____

38) How will you notify caregivers about assistance services?

Ads at the Title VI Site

Outreach (phone calls, newsletters, mailings)

Other: _____

39) Which services will you provide to caregivers? (Check more than one if necessary.)

Counseling

Support Groups

Training

Other: _____

40) What type of supplemental services will you provide to caregivers?

Lending closet

Development of culturally-appropriate training materials

Other: _____

41) What type of respite services will you provide to caregivers?

Intermittent in-home care Adult daycare Institutional

Other: _____

42) Who is an eligible respite provider?

Spouse Other family member Friend

Respite care provider designated by the Title VI program

Other: _____

43) How are respite providers compensated?

No compensation

Reimbursed for gasoline/mileage

Voucher based on a set hourly fee

Voucher for a set amount of money for a specific period of time

Other: _____

44) How will your program comply with the Older Americans Act definition of "frail elder" (the elder has two or more impairments in their activities of daily living (ADLs)?

Assessment of elder by Title VI program staff

Assessment of elder by medical staff

Other: _____

45) How will your program coordinate supportive services for caregivers?

Case manager Shared trainings Referrals

AAA Other Tribal programs

Other: _____

46) Does your program have quality standards in place? Yes No

Attachment B: Title VI, Part A Program Assurances

The tribal organization applying for a grant under Title VI, Part A must state that it agrees to abide by all the provisions identified in section 614(a) of the Older Americans Act and in the title 45 of the Code of Federal Regulations 1326.19(d), issued August 31, 1988. The provisions are as follows:

Older Americans Act – Section 614(a)

Sec. 614

APPLICATIONS

Sec. 614. (a) No grant may be made under this part unless the eligible tribal organization submits an application to the Assistant Secretary which meets such criteria as the Assistant Secretary may by regulation prescribe. Each such application shall--

- (1) provide that the eligible tribal organization will evaluate the need for supportive and nutrition services among older individuals who are Indians to be represented by the tribal organizations;
- (2) provide for the use of such methods of administration as are necessary for the proper and efficient administration of the program to be assisted;
- (3) provide that the tribal organization will make such reports in such form and containing such information, as the Assistant Secretary may reasonably require, and comply with such requirements as the Assistant Secretary may impose to assure the correctness of such reports;
- (4) provide for periodic evaluation of activities and projects carried out under the application;
- (5) establish objectives consistent with the purposes of this part toward which activities under the application will be directed, identify obstacles to the attainment of such objectives, and indicate the manner in which the tribal organization proposes to overcome such obstacles;
- (6) provide for establishing and maintaining information and assistance services to assure that older individuals who are Indians to be served by the assistance made available under this part will have reasonably convenient access to such services;
- (7) provide a preference for older individuals who are Indians for full or part-time staff positions whenever feasible;
- (8) provide assistance that either directly or by way of grant or contract with appropriate entities nutrition services will be delivered to older individuals who are Indians represented by the tribal organization substantially in compliance with the provisions of part C of title III, except that in any case in which the need for nutritional services for older individuals who are Indians represented by the tribal organization is already met from other sources, the tribal organization may use the funds otherwise required to be expended under this paragraph for supportive services;
- (9) provide that any legal or ombudsman services made available to older individuals who are Indians represented by the tribal organization will be substantially in compliance with the provisions of title III relating to the furnishing of similar services;
- (10) provide satisfactory assurance that fiscal control and fund accounting procedures will be adopted as may be necessary to assure proper disbursement of, and accounting for, Federal

funds paid under this part to the tribal organization, including any funds paid by the tribal organization to a recipient of a grant or contract; and

(11) contain assurances that the tribal organization will coordinate services provided under this part with services provided under title III in the same geographical area.

(b) For the purpose of any application submitted under this part, the tribal organization may develop its own population statistics, with approval from the Bureau of Indian Affairs, in order to establish eligibility.

(c) (1) The Assistant Secretary shall approve any application, which complies with the provisions of subsection (a).

(2) The Assistant Secretary shall provide waivers and exemptions of the reporting requirements of subsection (a)(3) for applicants that serve Indian populations in geographically isolated areas, or applicants that serve small Indian populations, where the small scale of the project, the nature of the applicant, or other factors make the reporting requirements unreasonable under the circumstances. The Assistant Secretary shall consult with such applicants in establishing appropriate waivers and exemptions.

(3) The Assistant Secretary shall approve any application that complies with the provisions of subsection (a), except that in determining whether an application complies with the requirements of subsection (a)(8), the Assistant Secretary shall provide maximum flexibility to an applicant that seeks to take into account subsistence needs, local customs, and other characteristics that are appropriate to the unique cultural, regional, and geographic needs of the Indian populations to be served.

(4) In determining whether an application complies with the requirements of subsection (a)(12), the Assistant Secretary shall require only that an applicant provide an appropriate narrative description of the geographic area to be served and an assurance that procedures will be adopted to ensure against duplicate services being provided to the same recipients.

(d) Whenever the Assistant Secretary determines not to approve an application submitted under subsection (a) the Assistant Secretary shall--

(1) state objections in writing to the tribal organization within 60 days after such decision;

(2) provide to the extent practicable technical assistance to the tribal organization to overcome such stated objections; and

(3) provide the tribal organization with a hearing, under such rules and regulations as the Assistant Secretary may prescribe.

(e) Whenever the Assistant Secretary approves an application of a tribal organization under this part, funds shall be awarded for not less than 12 months.

45 CFR Section 1326.19

Sec. 1326.19 Application requirements.

(d) Assurances as prescribed by the Commissioner that:

(1) A tribal organization represents at least 50 individuals who have attained 60 years of age or older;

(2) A tribal organization shall comply with all applicable State and local license and safety requirements for the provision of those services;

(3) If a substantial number of the older Indians residing in the service area are of limited English-speaking ability, the tribal organization shall utilize the services of workers who are fluent in the language spoken by a predominant number of older Indians;

(4) Procedures to ensure that all services under this part are provided without use of any means tests;

(5) A tribal organization shall comply with all requirements set forth in Sec. 1326.7 through 1326.17; and

(6) The services provided under this part will be coordinated, where applicable, with services provided under title III of the Act.

(e) A tribal resolution(s) authorizing the tribal organization to apply for a grant under this part; and

(f) Signature by the principal official of the tribe.

Signature _____ **Date** _____

Title _____

Organization _____

Please don't overlook the signatures

Attachment C: Title VI, Part B Program Assurances

The older Americans Act, section 624(a), provides that no grant may be made under this part unless the public or nonprofit private organization submits an application to the Assistant Secretary for Aging which meets such criteria as the Assistant Secretary for Aging may by regulation prescribe. Each such application shall:

- (1) provide that the organization will evaluate the need for supportive and nutritional services among older Native Hawaiians to be represented by the organization;
- (2) provide for the use of such methods of administration as are necessary for the proper and efficient administration of the program to be assisted;
- (3) provide assurances that the organization will coordinate its activities with the State agency on aging and with the activities carried out under title III in the same geographical area;
- (4) provide that the organization will make such reports in such form and containing such information as the Assistant secretary may reasonably require, and comply with such requirements as the Assistant Secretary may impose to ensure the correctness of such reports;
- (5) provide for periodic evaluation of activities and projects carried out under the application;
- (6) establish objectives, consistent with the purpose of this title, toward which activities described in the application will be directed, identify obstacles to the attainment of such objectives, and indicate the manner in which the organization proposes to overcome such obstacles;
- (7) provide for establishing and maintaining information and assistance services to assure that older Native Hawaiians to be served by the assistance made available under this part will have reasonably convenient access to such services;
- (8) provide a preference for Native Hawaiians 60 years of age and older for full or part-time staff positions wherever feasible;
- (9) provide that any legal or ombudsman services made available to older Native Hawaiians represented by the no-profit private organization will be substantially in compliance with the provisions of title III relating to the furnishing and similar services; and
- (10) provide satisfactory assurance that the fiscal control and fund accounting procedures will be adopted as may be necessary to assure proper disbursement of, and accounting for, Federal funds paid under this part to the nonprofit private organization, including any fund paid by the organization to a recipient of a grant or contract.

45 CFR 1328.19(d) requires that the application shall provide for assurances as prescribed by the Assistant Secretary for Aging that:

- (1) The eligible organization represents at least 50 older Native Hawaiians who have attained 60 years of age or older;
- (2) The eligible organization shall conduct all activities on behalf of older Native Hawaiians in close coordination with the State Agency and Area Agency on Aging;
- (3) The eligible organization shall comply with all applicable state and local license and safety requirements for the provision of those services;
- (4) The eligible organization shall ensure that all services under this part are provided without use of any means tests;

(5) The eligible organization shall comply with all requirements set forth in Section 1328.7 through Section 1328.17; and

(6) The services provided under this part will be coordinated, where applicable, with services provided under Title III of the Act;

(7) Signature of the principal official of the eligible organization.

Signature _____ **Date** _____

Title _____

Organization _____

Please don't overlook the signatures

Attachment D: Certification Forms

Department of Health and Human Services

Administration for Community Living/Administration on Aging

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45CFR Part 76, "Government Debarment and Suspension (Non-procurement)" and "Government wide Requirements for Drug-Free Workplace" and 45CFR Part 93. **"New Restrictions on Lobbying."** The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Administration on Aging determines to award the covered transaction, grant, or cooperative agreement.

1. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76, for prospective participants in primary covered transactions, as defined at 45 CFR Part, 76, Sections 76.105 and 76.110 -

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610 -

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Director, Office of Grants Management and Policy, ASAM, Department of Health and Human Services, Room 336-E, HHH Building, 200 Independence Avenue, S.W., Washington, D.C. 20201. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Place of Performance:	
Address:	
City:	
State:	
Zip Code:	
County:	

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Office of Grants Management and Policy, ASAM, Department of Health and Human Services, Room 336-E, HHH Building, 200 Independence Avenue, S.W., Washington, D.C. 20201. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

3. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan, or loan guarantee over \$150,000, as defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal certification is a material representation of fact upon which reliance was placed when this contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Name of Applicant: _____

Award Number and/or Project Name: _____

Signature: _____ Date: _____

Please don't overlook the signatures

Attachment E: Optional Program Information

(Please attach any program narratives to answer any or all of the questions below.)

1. Please describe any collaboration efforts or tribally operated programs for individuals with disabilities.
Does the Tribe have a department and/or services that target individuals with disabilities? If so please describe the department and types of services provided.
Does the Tribe have a resource directory or description of services available to elders and individuals with disabilities?

2. Veterans:
Do you plan to provide services to Veterans?
Do other tribal departments provide services to Veterans?
Please list the departments that are involved and describe the types of services.
Do you or the tribe have funding from the VA to provide services to elders who are veterans?
If so please describe these services and funding amounts.
What is the relationship that your program or tribe has with the State and Federal VA centers; please describe?
Please include any resources for transportation of veterans.

3. Is the Tribal government involved in long term care reform efforts?
Does the Tribe operate a nursing, assisted living, room and board facility, and/or other types of long term services and supports system?
If so please describe the long term services and supports.
If no, is the Tribe currently planning any of these services?

4. Please provide a description that spells out the activities the Tribe will undertake in developing and/or modernizing its long-term care system.

5. Is the Tribe building capacity (planning for or preparing) for long-term care efforts for elderly and individuals with disabilities?

6. Please describe how the Title VI coordination with the Title III programs; or how you plan to strengthen or expand Title III & VI coordination and services.

7. Please describe any programs, services or collaborations the Tribe (Title VI or other programs) have with regard to:
Alzheimer 's Disease Supportive Services;
Evidence-Based Disease and Disability Prevention Programs;
Senior Medicare Patrol (SMP);
Evidence Based Disease Prevention Programs;
Caregiving, respite care, legal assistance, and transportation;
Programs that support community living.

8. Expanding Long-Term Services and Supports Planning/Advocacy. As part of their leadership role in developing long-term services and supports systems, please describe the advocacy and broad policy making activities on behalf of all long-term care populations, including adults with disabilities. Such efforts could be coordinated with Title VI Program, senior center, and could also take into consideration impact on the IHS health care system.

9. Consumer Control and Choice – *Making fundamental changes in tribal policies and programs and OAA Title VII programs and services are designed to support this effort, and opportunities also exist for maximizing consumer control and choice in Title III and VI programs.*

Describe your planned efforts (measurable objectives) to support consumer control and choice for older adults and their caregivers across the spectrum of long term care services, including home, community and institutional settings.

10. Tribes should also describe how they are or will take advantage of opportunities through the Affordable Care Act. Are there new activities taking place as a result of this funding? Have new partnerships formed? Include information about existing or new plans in this area.

- A summary of needs assessment activities undertaken by the Tribe, as well as the findings of such activities, should be included here. Further, the findings should correspond to the outlined goals and objectives in “c” below.

Indicate how your Tribe solicited input for development of the plan, e.g., public hearings, website, etc.

- Strategies – Strategies outline *how* the goals and objectives will be achieved.
- Outcomes and Performance Measures related to Focus Areas – Outcomes document the benefit elders should derive from the Title VI application goals, objectives and strategies. *Such measures are encouraged either as measurable objectives outlined in “c” above, or in addition to objectives.*
- Quality Management – Quality management of service programs encompasses three functions: data collection to assess ongoing program implementation, remediation of problem areas, and continuous improvement. *Describe any quality management activities that will be undertaken during the plan period.*

11. Does the Tribe have an elderly and persons with disabilities housing unit? If so how many units? And what services does or would the Title VI program provide to these residents?

12. Does the Tribe work with the State Long Term Care Ombudsman program? If so please describe the relationship.

13. How can or does the Title VI program relationship to the following programs? Please describe the relationship and any coordination of services to be provided to the elders:

Mental Health programs
Substance Abuse programs

CHR Program – what services are available for the elders?

Tanf – grandparents raising grandchildren – are resources being shared?

14. Mitigated Disaster Plan:

Does the Tribe have a Mitigated Disaster Plan?

Who are the Emergency Management staff? What are their contact numbers?

Does the plan involve senior program staff and meet the needs of the elderly and disabled? Is training provided to and/or planned for the Title VI staff and elders? When the plan was last updated? May we get a copy?

15. Do any of the Tribal elders or Title VI staff utilize services at a Federally Qualified Health Center? If so, please describe the services being used. (This FQHC may be part of your IHS facility, please check. To locate centers close to your communities please use the following website: http://findahealthcenter.hrsa.gov/Search_HCC.aspx

16. Please provide the name and contact information (phone, fax and email address) for the Tribal Chairman, Vice Chairman, Comptroller, and fiscal staff that prepare the SF425 and answer questions about any audits.

17. Transportation Services: Please describe the transportation services provided to the elders.

- Does the tribe have a general transit program? If so please describe the services provided to the elderly and disabled.
- Does the State Unit on Aging, Area Agency on Aging or State Department of Transportation provide funding and other resources for transportation of the elders and individuals with disabilities?

18. Does or will the Title VI program receive funding from the State, State Unit on Aging, Area Agency on Aging and/or County? If so please identify the amount and what the funding is to be used for.

19. Does or will the Title VI programs, senior center, or the program advisory council have a 501 (c) 3 status? If so please describe opportunities or funding sources this is used to obtain.

20. Please describe preventive health programs that the Title VI program will be or is operating and/or working with other departments to bring to the elders. These could include falls prevention, walking programs, diabetes self management, healthy hearts/million hearts, etc.