

include agency licensing or certification as required.

9. Tribal match or cost sharing is not required.

**Fund Availability and Period of Support:** In FY 2003, it is anticipated that approximately \$650,000 will be available to support 20 projects at approximately \$30,000 to \$50,000 each year for three years, inclusive of direct and indirect costs. Projects will be funded in annual budget periods of three years. Continuation of projects following the initial three-year project will be based upon the availability of appropriations in future years, the continuing need of IHS for the projects, and satisfactory project performance. Projects should not anticipate continued funding past the project period and should include efforts to become self-sustaining. The anticipated start date will be September 15, 2003.

**The Elder Care Initiative Grant Application Kit:** An IHS Grant Application Kit, including form PHS 5161-1 (rev. 7.00), (OMB Approval No. 0920-0428) may be obtained from the Grants Management Branch, IHS, 801 Thompson Avenue, Suite 120, Rockville, MD 20852, telephone (301) 443-5204.

#### Factors for Consideration in Preparing the Application

1. Following the outline provided in the announcement will guide the writing of the application and facilitate the reviewers in locating required information.

2. Projects should demonstrate coordination with other agencies and organizations within and without the community who serve the targeted population.

3. Indian cultural aspects should be considered in program design.

**Application Process:** All applications must be single-spaced, typewritten, and consecutively numbered pages using black type not smaller than 12 characters per one inch, with conventional one-inch border margins, on only one side of standard size 8½ × 11 paper that can be photocopied. The application Narrative (not including the Appendix) must not exceed ten typed pages. An additional page may be used for each additional year of funding requested. Exclusions from the 10-page limit are the Abstract, Tribal Resolution(s), 501(c)(3) non-profit certificate, valid IRS tax exemption certificate, Letters of Documentation or Support, Standard Forms, Table of Contents, and the Appendix. All applications must include the following in the order presented:

- (a) Tribal Resolution(s) and Documentation or 501(c)(3) Certification, or a copy of the Letters of Cooperation/ Collaboration/Assistance
- (b) Standard Form 424, Application for Federal Assistance
- (c) Standard Form 424A, Budget Information—Non-Construction Programs (pages 1 and 2)
- (d) Standard Form 424B, Assurances—Non-Construction Programs (front and back)
- (e) Checklist (pages 25–26) NOTE: Each standard form and the checklist is contained in the PHS Grant Application, Form PHS 5161-1 (Rev. 07/00)
- (f) A Project Abstract (may not exceed one typewritten page) should present a summary view of “who-what-when-where-how-cost” to determine acceptability for review
- (g) A table of contents to correspond with numbered pages
- (h) Project Narrative (10 pages)
  - (1) Introduction and Need for Assistance
  - (2) Project Objective(s), Approach, and Results & Benefits
  - (3) Project Evaluation
  - (4) Organizational Capabilities and Qualifications
  - (5) Budget
- (i) Proof of Non-Profit status as follows:
  1. A reference to the applicant organization’s listing in the Internal Revenue Services: (IRS) most recent list of tax-exempt organizations described in section (501)(c)(3) of the IRS code.
  2. A copy of a currently valid IRS tax exemption certificate.
  3. A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
  4. A certified copy of the organization’s certificate of incorporation or similar document that clearly establishes non-profit status.
  5. Any of the above proof for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.
- (j) Appendix to include:
  - (1) Resumes of key staff
  - (2) Position description for key staff
  - (3) Organizational chart
  - (4) Documentation of current certified financial management

systems

- (5) Copy of current negotiated indirect cost rate agreement
- (6) A map of the area to benefit from the project, and
- (7) Application Receipt Card, IHS-815-1A (Rev. 4-97).

#### (a) Narrative

The narrative section of the application must include the following: (1) Justification for need for assistance; (2) work plan (including use of appropriate Native healing practices), program objectives, approach, expected results and evaluation process, (3) adequacy of management controls, and (4) key personnel. The work plan section should be project specific. These instructions for the preparation of the narrative are to be used in lieu of the instructions on pages 21–23 of PHS 5161-1. The narrative section should be written in a manner that is clear to outside reviewers unfamiliar with prior related activities of the applicant. It should be well organized, succinct, and contain all information necessary for reviewers to understand the project fully. The Narrative may not exceed TEN single spaced pages in length, excluding attachments, budget and Tribal Resolutions, 5019c)(3) non-profit certificate, and Letters of Support. (Pages must be numbered.

#### (b) Need for Assistance

(1) Describe and define the target population at the project location (e.g. tribal population, number of elders 55 years and older, percentage and numbers of elders who have functional impairment and are in need of assistance). Information sources must be appropriately identified.

(2) Describe the existing resources and services available, including the maintenance of Native healing systems, where appropriate, which are related to the specific program/service the applicant is proposing to provide. Supply the name, address, and phone number of a contact person for each.

(3) Describe in detail the needs of the target population and what efforts have been made in the past to meet these needs, if any (e.g. programs and services currently available to meet the needs of the frail or functionally impaired elderly).

(4) Summarize the applicable national, IHS, and/or State standards, laws and regulations, and describe the unmet needs of any applicant’s current program in relation to applicable national, IHS, and/or State standards, laws and regulations, (e.g. Medicare/Medicaid, third-party payor reimbursements, Federal/State/Tribal