

RESOLUTION OF THE  
NAABIK'ÍYÁTI' COMMITTEE OF THE  
NAVAJO NATION COUNCIL

23<sup>RD</sup> NAVAJO NATION COUNCIL - Second Year, 2016

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES AND NAABIK'ÍYÁTI'; AUTHORIZING NEW MEXICO LEGAL AID AND DNA-PEOPLE'S LEGAL SERVICES, INC., COMMUNITY LEGAL SERVICES OF ARIZONA, TO PURSUE AMERICORPS FUNDS ON BEHALF OF THE NAVAJO NATION TO DEVELOP MEDICAL-LEGAL PARTNERSHIPS THAT SERVE NAVAJO TRIBAL MEMBERS

WHEREAS:

Section One. Authority

1. The Health, Education and Human Services Committee (HEHSC) is a standing committee of the Navajo Nation Council. It is empowered to review and recommend resolutions regarding certain matters, including health, education and social services. 2 N.N.C. §§ 164 (A)(9), 400 (A), 401 (B)(6)(a) (2012); *see also* CO-45-12.
2. The Naabik'íyáti' Committee of the Navajo Nation Council, among other duties and responsibilities, "coordinate[s] all federal, county and state programs with other standing committees and branches of the Navajo Nation government to provide the most efficient delivery of services to the Navajo Nation. 2 N.N.C. §701(A)(4).

Section Two. Findings

1. DNA-People's Legal Services, Inc. (DNA) is a non-profit legal aid organization with offices within the Navajo Nation and it provides qualifying individuals with free legal services.
2. DNA operates medical-legal partnerships with the Navajo Area Indian Health Service and the Tuba City Regional Health Corporation that serve hundreds of low-income patients per year, including vulnerable children, adults with disabilities, victims of domestic violence and elders.

3. Community Legal Services, Inc. (CLS) is a non-profit legal aid organization with offices in the Phoenix metropolitan area and other parts of Arizona. CLS provides qualifying individuals with free legal services.
4. CLS operates a medical-legal partnership with Native Health, an urban Indian health program that serves urban Native Americans residing in the Phoenix metropolitan area, including enrolled members of the Navajo Nation.
5. The Navajo Nation recognizes that collaborative partnerships between legal services programs and healthcare institutions provide low-income patients with means to address critical health-impacting legal needs. See "Medical-Legal Partnership", attached as Exhibit A; see also "Four Corners Legal Care", attached as Exhibit B.
6. New Mexico Legal Aid, Inc. (NMLA) is a non-profit legal aid organization with offices throughout the State of New Mexico. NMLA seeks to submit an application for the benefit of the Navajo Nation to the Corporation for National and Community Services for an AmeriCorps Indian Tribes Grant that will expand medical-legal partnerships in Indian Country, including partnerships that serve Navajo tribal members.
7. The proposed AmeriCorps Indian Tribes Grant will place AmeriCorps attorneys in hospitals and health centers throughout Indian Country. Although NMLA will lead and administer this grant, attorneys placed in Navajo Nation hospitals or health centers will be directly hired and supervised by DNA, who will operate as a subgrantee on the grant. Attorneys placed in the Phoenix metropolitan area will be directly hired and supervised by CLS, who will operate as a subgrantee on the grant.
8. In order to submit an application for a grant, New Mexico Legal Aid, Inc. must be identified as a "tribal organization" and must be authorized to act on behalf of and include the tribe in the CNCS grant application for the purpose of conducting the activities and providing the services described in the application. See Announcement of Federal Funding Availability, and specifically the section titled Eligibility Information

requiring a tribal government resolution, attached as Exhibit C.

9. New Mexico Legal Aid, Inc. and its subgrantees DNA-People's Legal Services, Inc. and Community Legal Services, Inc. will assume full responsibility for the fiscal integrity as well as program development and implementation of this application, including full responsibility for any required matching funds.

**Section Three. Sanctioning New Mexico Legal Aid and Community Legal Services as Applicants and Subgrantees**

- A. The Navajo Nation hereby sanctions New Mexico Legal Aid, Inc. as a tribal organization for purposes of applying for this grant and authorizes it to serve as the legal applicant for federal funding through the Corporation for National and Community Service, on behalf of and including the Navajo Nation in the proposed grant activities.
- B. The Navajo Nation hereby sanctions DNA-People's Legal Services, Inc. and Community Legal Services, Inc. as tribal organizations for purposes of applying for this grant and authorizes them to serve as subgrantee recipients of federal funding through the Corporation for National and Community Service, on behalf of and including the Navajo Nation in the proposed grant activities.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Naabik'íyáti' Committee of the 23rd Navajo Nation Council at a duly called meeting in Twin Arrows, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 12 in favor, 0 oppose, this 14<sup>th</sup> day of April, 2016.



LoRenzo Bates, Chairperson  
Naabik'íyáti' Committee

Motion: Honorable Seth Damon  
Second: Honorable Davis Filfred

# 22nd Navajo Nation Council - Naabik'iyati' Committee

## Naabik'iyati' Committee

Thursday, April 14, 2016

0079-16 - Main Motion - M: Damon; S: Filfred

### ALL DELEGATES:

	Yea	Nay
BATES, LoRenzo		
BEGAY, Kee Allen Jr.		
BEGAY, Mel R.		
BEGAY, Norman M.	1	
BEGAYE, Nelson	1	
BENNETT, Benjamin L.	1	
BROWN, Nathaniel		
CHEE, Tom T.	1	
CROTTY, Amber K.		
DAMON, Seth	1	
DANIELS, Herman Jr.	1	
FILFRED, Davis	1	
HALE, Jonathan L.	1	
JACK, Lee Sr.		
PERRY, Jonathan	1	
PETE, Leonard H.		
PHELPS, Walter		
SHEPHERD, Alton Joe		
SLIM, Tuchoney Jr.	1	
SMITH, Raymond Jr.		
TSO, Otto	1	
TSOSIE, Leonard	1	
WITHERSPOON, Dwight		
YAZZIE, Edmund		

GRAND TOTAL

12 0

### BY COMMITTEE:

#### BFC:

BEGAY, Mel R.	0	0
CHEE, Tom T.	1	0
DAMON, Seth	1	0
JACK, Lee Sr.	0	0
SLIM, Tuchoney	1	0
WITHERSPOON, Dwight	0	0

#### HEHSC:

BEGAY, Norman M.	1	0
BEGAYE, Nelson	1	0
BROWN, Nathaniel	0	0
CROTTY, Amber K.	0	0
DANIEL, Herman Jr.	1	0
HALE, Jonathan L.	1	0

#### LOC:

BEGAY, Kee Allen Jr.	0	0
PERRY, Jonathan	1	0
SMITH, Raymond Jr.	0	0
TSO, Otto	1	0
YAZZIE, Edmund	0	0

#### RDC:

BENNETT, Benjamin L.	1	0
FILFRED, Davis	1	0
PETE, Leonard H.	0	0
PHELPS, Walter	0	0
SHEPHERD, Alton Joe	0	0
TSOSIE, Leonard	1	0

#### SPEAKER:

BATES, LoRenzo	0	0
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Yea Nay TOTAL

0	0	
1	0	
1	0	
0	0	
1	0	
0	0	3

1	0	
1	0	
0	0	
0	0	
1	0	
1	0	4

0	0	
1	0	
0	0	
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0	0	2

1	0	
1	0	
0	0	
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0	0	
1	0	3

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12	0	
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### CERTIFICATION:



Honorable LoRenzo Bates  
Speaker



**1 in 6** people needs legal care to be healthy, translating to nearly **50 million** Americans.

Medical-Legal Partnerships have been established in **292** health care institutions in **36** states.

## MEDICAL - LEGAL PARTNERSHIP (MLP)

### What is a Medical-Legal Partnership?

A nationally trusted model that delivers free legal services to patients and focuses on income growth, housing stability and personal safety. MLPs use legal advocacy as a tool to address social determinants of health. Services include: public benefits assistance, medical-decision making, stable housing, domestic violence protection, educational rights for children and more!

### Partnering health professionals with a legal team will:

- Improve access to care for patients
- Increase health care staff satisfaction
- Increase reimbursements (Medicare/Medicaid)

### How does a Medical-Legal Partnership work?

#### Step 1:

The legal team educates health professionals on patients' legal rights, the services available to patients through the MLP, and how the MLP can improve overall patient care and outcomes.

#### Step 2:

Providers refer patients to the MLP! With an on-site legal office, this can be a simple walk down the hallway.

#### Step 3:

The legal team works with patients to assess their legal needs and advocates for patients' rights. This may range from quick advice to full representation in complex cases. The legal team keeps providers informed along the way.

### Who can refer to the legal team?

Physicians, nurses, social workers, benefit coordinators, case workers, occupational and physical therapists, mental health providers, dentists, ophthalmologists- anyone!

In 2012, **8,000** civil legal aid attorneys and paralegals handled legal problems for over **800,000** low-income and vulnerable people.

In 2014, MLP trained more than **15,000** health care providers to better understand and screen patients for social determinants of health.

# FOUR CORNERS LEGAL CARE

## IN THE PAST THREE YEARS, FOUR CORNERS LEGAL CARE HAS IMPROVED HUNDREDS OF LIVES.

**148** families received financial assistance totaling **\$5.7M** - that's an average of **\$38,514** per family!

**94** individuals received new or additional insurance coverage

**78** individuals were granted medical decision-making power

**52** families gained stable housing

**34** families gained protection from abuse

**30** children received stronger education services

### OUR HISTORY:

DNA and the Navajo Area Indian Health Service partnered in 2009 to create Four Corners Legal Care (formerly known as the Diné Bít'íís báá Ah'jiteí Program). Attorneys from Four Corners Legal Care represent low-income patients in cases that involve public benefits, housing, domestic violence, and other issues that impact patient health. Four Corners Legal Care currently operates at two hospitals and four health centers on the Navajo Nation. Four Corners Legal Care was originally launched at the Northern Navajo Medical Center in Shiprock (NM). In October 2012, Four Corners Legal Care expanded to offer legal services at Tuba City Regional Health Care (AZ). Although medical-legal partnerships now exist in over 290 hospitals and health centers throughout the United States,

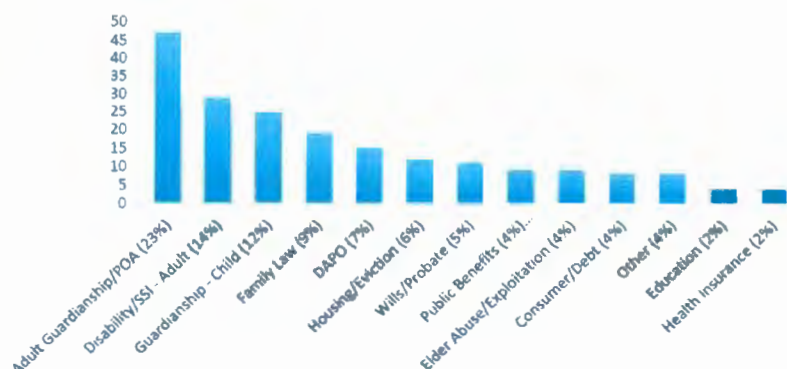
**Four Corners Legal Care is the first partnership to focus on serving low-income American Indians or Alaska Natives.**

### TODAY:

In 2015, Four Corners Legal Care supports the Navajo Nation with three attorneys and two support staff. In a recent one year period, Four Corners Legal Care received referrals from 43 doctors, 26 medical social workers/ case managers/ benefits coordinators, ten nurses, nine mental health providers and five occupational/physical therapists.

### SNAPSHOT OF TUBA CITY REFERRALS:

2015 Tuba City Referrals  
(Jan-Oct)



**Four Corners  
Legal Care**

*Improving health through legal aid*



## NOTICE OF FEDERAL FUNDING AVAILABILITY



**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** FY 2016 AmeriCorps Indian Tribes Grants  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.006

### Key Dates

- Notice of Intent to Apply is due by **Wednesday, April 20, 2016**. Submission is encouraged, but not required, for this competition.
- Applications are due **Wednesday, May 4, 2016 at 5:00 p.m. Eastern Time** to CNCS. Successful applicants will be notified no later than **July 1, 2016**.

**Disclosure:** Publication of this Announcement of Federal Funding Availability (*Notice*) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate the entire amount of funding available.

### A. PROGRAM DESCRIPTION

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

#### 1. Purpose of AmeriCorps Funding

Only federally-recognized Indian tribes and tribal organizations are eligible to apply to this Announcement of Federal Funding Availability (*Notice*), as described below in Section C. Eligibility Information. CNCS may award an AmeriCorps planning grant or an AmeriCorps program grant to successful applicants.

A planning grant provides support to a grant recipient for the development of an AmeriCorps program that will engage AmeriCorps members in evidence-based or evidence-informed interventions to solve community problems. Grant recipients are awarded up to \$75,000 for a 12-month planning period and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. A planning grant may not be used to support AmeriCorps members.

AmeriCorps program grants are awarded to eligible applicants proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

In most cases, applicants will apply for a Cost Reimbursement grant. On a limited basis, certain applicants may be eligible for a Fixed Amount grant. See Section C.1 and Glossary for more information.

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the *Notice* Glossary, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The documents can be found at <http://www.nationalservice.gov/build-your->

[capacity/grants/funding-opportunities](#). The full regulations are available online at [www.ecfr.gov](http://www.ecfr.gov). The TTY number is 800-833-3722. For a printed copy of related material, call 202-606-7508.

### **CNCS Focus Areas**

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

#### **Disaster Services**

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

#### **Economic Opportunity**

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including opportunity youth, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

#### **Education**

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

#### **Environmental Stewardship**

Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

#### **Healthy Futures**

Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

#### **Veterans and Military Families**

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

### **2. 2016 AmeriCorps Indian Tribes Funding Priorities**

CNCS seeks to prioritize the investment of national service resources in:

- Disaster Services – improving community resiliency through disaster preparation, response, recovery, and mitigation



- **Economic Opportunity** – increasing economic opportunities for communities, specifically opportunity youth (see Glossary), both as the population served and as AmeriCorps members
- Education** – improving student academic performance, including subject matter related to Science, Technology, Engineering, and/or Mathematics (STEM), and/or serving students who attend Bureau of Indian Education (BIE) schools.
- Healthy Futures** – positively impacting behavioral health outcomes and/or increasing the capacity of tribal communities to offer behavioral health prevention and support services
- Veterans and Military Families** – positively impacting the quality of life of veterans and improving military family strength

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

### **3. National Performance Measures**

The National and Community Service Act of 1990, as amended by the Serve America Act (SAA), emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS's five-year Strategic Plan establishes an ambitious set of objectives that guided the development of 16 agency-wide Priority Performance Measures. CNCS expects organizations to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions [<http://www.nationalservice.gov/documents/main-menu/2015/2016-performance-measure-instructions>].

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary service activity. CNCS does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. CNCS values the quality of performance measures over the quantity of performance measures. As described in the Application Instructions, applicants must include all their information about their proposed performance measure in the Performance Measure section of the applications in eGrants (CNCS's web-based grants management system). All information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

### **4. Program Authority**

The National and Community Service Act of 1990 (NCSA), as amended. 42 U.S.C. 12501 et seq. The full text of the NCSA is available online at <http://uscode.house.gov>. The full regulations are available online at <http://www.ecfr.gov>

## **B. FEDERAL AWARD INFORMATION**

### **1. Estimated Available Funds**

CNCS expects a highly competitive grant competition. Grant awards for programs have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps Member positions. A grant award for planning grant does not include member positions and will not exceed \$75,000.

## **2. Award Period**

Unless otherwise specified, the grant generally covers a three-year project period. In approving a multi-year project period, CNCS generally makes an initial award for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated funds. CNCS reserves the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

Planning grants are for a one year (12-month) project period.

## **3. Project/Award Period**

The project period is generally one year with a start date proposed by the applicant. The project start date may not occur prior to the date CNCS awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

# **C. ELIGIBILITY INFORMATION**

## **1. Eligible Applicants**

Only federally-recognized Indian Tribes and tribal organizations are eligible to apply to this competition. "Indian Tribe" is defined as a federally-recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that is recognized as eligible for the special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

An entity that desires to apply for an award as a tribal organization on behalf of a federally-recognized tribe, or multiple specific federally-recognized tribes, must submit a sanctioning resolution adopted by the Tribal Council (or comparable tribal governing body) of each tribe. The resolution must identify the entity by name as a tribal organization and indicate whether it is controlled, sanctioned, or chartered by an Indian tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian Tribe(s) in a CNCS application for the purpose of conducting the activities and providing the services described in the application.

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4), that engages in lobbying activities is not eligible to apply.

## **New Applicants**

CNCS encourages Indian Tribes and tribal organizations that have never received funding from CNCS or AmeriCorps to apply for the grants described in this *Notice*. New organizations should submit applications with the understanding that the general practice is to award no more than 50 member positions (slots). New applicants are not eligible to receive fixed amount grants.

## **Continuation Applicants**

Organizations that have current AmeriCorps awards that do not end in FY16 must submit an application in order to be eligible to receive funding for the following year. Please see p. 13 of the Application Instructions. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the criteria under this *Notice*.

## **2. Cost Sharing or Matching**

Match requirements for tribes are different than for other grantees. Funds received through the Indian Self-Determination and Education Assistance Act of 1975 (P.L. 93-638) are considered tribal funds, and as such, may be used for match purposes.

Entities applying on behalf of a federally-recognized tribe must obtain prior written approval from another federal agency to use their grant funds as match for the AmeriCorps grant. Please note that grantees should maintain this approval on file as it is subject to monitoring and audit.

### **Fixed Amount Grants**

There is no specific match requirement for Fixed Amount grants, but CNCS does not provide all the funds necessary to operate the program. Tribes must raise the additional revenue required to operate the fixed amount grant program.

### **Cost Reimbursement Grants (Including Planning Grants)**

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60

Section 121(e)(5) of the NCSA (42 U.S.C. 12571 (e)(5)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

### **Alternative Match**

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants that plan to request an alternative match schedule must submit a request by May 4, 2016, directly to [ACAlternateMatchScheduleRequests@cns.gov](mailto:ACAlternateMatchScheduleRequests@cns.gov).

### **Match Waiver Requests**

CNCS can waive the matching requirements if doing so would be equitable due to a lack of available financial resources at the local level. In accordance with Executive Order 13175, "Consultation and Coordination with Indian Tribal Governments," CNCS will consider requests to waive the matching requirements for Indian tribes or tribal organizations with a general view toward increasing opportunities for utilizing flexible policy approaches at the Indian tribal level. Indian tribes and tribal organizations must submit any requests for waivers in writing to [TribalMatchWaiver@cns.gov](mailto:TribalMatchWaiver@cns.gov).

The request for a waiver of a match requirement for an NCSA grant program must be submitted in writing and addressed to the Office of Grants Management. The waiver must include the following:

- A statement that the grantee's match requirement cannot be met due to a lack of available financial resources at the local level.
- A concise explanation of what steps the grantee has taken to raise match or ascertain its future ability to raise match.
- A statement of how much of the match has been/is expected to be raised.
- A request for a specific amount of match to be waived.
- Any other information that may be helpful in considering this application.



Upon receipt of an application for a waiver of a match requirement the assigned grants official in the Office of Grants Management will review the request, seeking clarification from the applicant as needed. If the waiver is approved in whole or in part, the assigned grants official will:

- Ask the applicant to revise the budget in eGrants to reflect the new match amount.
- Execute an amendment to the award, if needed.
- Document the decision in the official grant file.
- Notify the applicant in writing of the decision (this can be incorporated into the Notice of Grant Award for new awards).

#### **D. APPLICATION AND SUBMISSION INFORMATION**

##### **1. Address to Request Application Package**

Applicants should refer to the CNCS website to obtain the necessary information to apply.

##### **2. Content and Form of Application Submission**

###### **What are the steps that organizations need to take to apply?**

- Submit a request for an alternative match schedule or match waiver, if applicable
- Submit a Notice of Intent (optional)
- Get a DUNS number – See page 19 for information about obtaining a DUNS number
- Establish an eGrants account
- Write a high quality application responsive to the *Notice*
- Provide required supplemental materials via email, if applicable
- Submit the application via eGrants by the deadline

###### **How to Submit an Application in eGrants**

Applicants must submit their applications electronically via the CNCS web-based system, eGrants ([egrants.cns.gov](http://egrants.cns.gov)). Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline.

Contact the National Service Hotline at 800-942-2677 or [https://questions.nationalservice.gov/app/ask\\_eg](https://questions.nationalservice.gov/app/ask_eg) if a problem arises while creating an account or while preparing or submitting an application in eGrants.

National Service Hotline hours are: Mon through Thu, 9:00 a.m. to 7:00 p.m. ET (Mar, Apr) and Mon through Fri, 9:00 a.m. to 7:00 p.m. EST (May). In addition to those hours, the Hotline will also be open Fri, Sat, and Sun prior to the application deadline from 10:00 a.m. to 7:00 p.m. ET to assist applicants. If you contact the Hotline, be prepared to provide the application ID (generated by eGrants), organization name, and the *Notice* to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants. If an applicant is unable to submit by the deadline, follow the guidance in the Late Application section.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application and include a cover letter detailing the circumstances that make it impossible to submit via eGrants to the address provided in Section IX. Agency Contacts, via overnight carrier. Applicants must use a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. CNCS does not accept applications submitted via fax or email.

**Submission of Additional Documents**

All required documentation must be received by the application deadline. All additional required documents should include the applicant organization name and Application ID number at the top of the page and are due by the application deadline at [AdditionalDocuments@cns.gov](mailto:AdditionalDocuments@cns.gov). Emails should include in the Subject line, the applicant organization name and Application ID number.

Additional documents may include (if applicable): evaluation reports and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base.

**Failure to submit the required additional documents may have a negative impact on the assessment of an application.** Do not submit other items not requested in this *Notice*. CNCS will not review or return them.

**In eGrants, before Starting Section I you will need to:**

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA. The available NOFAs for the FY2016 competition are:
  - AmeriCorps Indian Tribes (New and Continuation)
  - AmeriCorps Indian Tribes Fixed Amount (New and Continuation)
  - AmeriCorps Indian Tribes Planning Grants

**Program Grant Application Fields and Page Limits** – The following information applies to applicants submitting an AmeriCorps program grant. **Applicants submitting a planning grant application should refer to page 16 of this *Notice*.**

In eGrants, applicants will enter text in the following fields:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narrative responses. Application content considered in determining page limit compliance includes the Executive Summary, SF 424 Facesheet, and the Narrative Sections contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy as the pages print out from eGrants. Please note the length of a document in word processing software may be different than what will print out in eGrants. CNCS will consider the number of pages as they print out through eGrants when determining compliance for page limits. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit. The application page limit does not include the budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

The Logic Model may not exceed more than three pages when printed from the application.

Reviewers will not consider submitted material that is over the page limit in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit other items not requested in the *Notice* or Application Instructions. CNCS will not review or return them.

**Program Grant Assessment Criteria**

Each applicant must describe a project that will use AmeriCorps members effectively to solve a significant community problem. CNCS urges applicants to submit high quality applications that carefully

follow the guidance in this *Notice* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

### **Threshold Issues**

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. If an applicant is applying for a Full Time Fixed Amount grant, the application should reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements.

CNCS will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS' assessment of the strategic considerations. Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and the implementation strategies are described in the application.

### **Application Fields**

#### **A. Executive Summary (Required - 0 percent)**

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the applicant] proposes to have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].\* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

\*If the program is not operating in a CNCS' focus area, omit this sentence.

Fixed Amount grant applicants should list their Other Revenue (see Glossary) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and Open Government.

#### **B. Program Design (50 percent)**

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

##### **1. Problem/Need (9 points)**

- The community problem/need is clearly defined and aligns with the proposed intervention.
- The community problem/need is prevalent and severe in communities where members will serve and has been well documented with relevant data.

##### **2. Theory of Change and Logic Model (15 points)**

- The applicant's proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change. The theory of change should be either evidence-informed or evidence-based, meaning that



the proposed intervention is guided by the best available research evidence that supports its effectiveness in the evidence section.

- The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
- The applicant's AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.

The logic model will depict:

- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds the three pages will not be reviewed.

### ***3. Evidence Base (12 points)***

Applicants will be awarded up to 12 points for providing evidence that their proposed intervention will lead to the outcomes identified in the logic model. Applicants will provide a description of up to two research studies or evaluations that provide evidence that the proposed intervention is effective for the target population and community problem, and should describe how this evidence places them in the highest evidence tier for which they are eligible. Applicants should pay particular attention to the requirements for each tier of evidence. Applicants are strongly encouraged to describe: 1) the complete body of evidence that supports their program intervention; and 2) clearly indicate the evidence that supports the strongest evidence tier. More points are awarded for higher tiers of evidence.

Applicants classifying their evidence as preliminary who propose to replicate an identical or similar intervention from another program, as well as applicants requesting consideration for the moderate and strong evidence tiers should reference the Submission of Additional Documents section for guidance on the submission of evaluation studies.

All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants are advised to focus on presenting high-quality evidence from two of the strongest and most relevant studies. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

All applicants must include a description of up to two research studies or evaluations in order to earn points, including the following information:

- The date the research or evaluation was completed, and the time period for which the intervention was examined
- A description that shows the study's relevance to the proposed intervention
- A description of the target population studied (e.g. the demographics)
- The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design, or propensity score matching)
- The outcomes or impacts examined and the study findings
- The strength of the findings (e.g. confidence level, statistical power of the study design and statistical significance of findings).

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

- How closely the intervention evaluated in the studies matches the one proposed by the applicant;
- The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
- Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
- The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant will be considered for a lower tier of evidence and related point values.

Requirements associated with the five evidence tiers are described next.

**No evidence** (0 points) means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

**Pre-preliminary evidence** (1–2 points) means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.)

The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-preliminary tier should be described in the Evidence section of the application but does not require submission of supplemental documentation.

**Preliminary evidence** (3–6 points) means the applicant has provided data from at least one outcome study of their own intervention that yielded promising results for the proposed intervention or that the applicant proposes to replicate a similar intervention with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:



The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant.

OR

The applicant must provide at least one random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The applicant must describe how the intervention studied and the applicant's proposed approach are the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied. An applicant may be eligible for more points if they also submit evidence from a process evaluation demonstrating that they implemented the replication with fidelity.

OR

The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has previously implemented (see above) and also proposes to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study(ies) of the proposed evidence-based intervention.

For the purposes of this Notice, "replicate" means that the key elements of the applicant's intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant's adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

**Moderate evidence** (7–9 points) means the applicant has submitted up to two well-designed and well-implemented studies that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.



If the applicant is not required to submit an evaluation report of their CNCS funded program,, then more than two studies will not be considered.

**Strong evidence** (10–12 points) means the applicant has demonstrated that the intervention has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Strong** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

**4. Notice Priority (3 points)**

- The applicant proposed program fits within one or more of the 2016 AmeriCorps funding priorities as outlined on page 3 and more fully described in the Glossary.
- The proposed program meets all of the requirements detailed on page 3 and in the Glossary.

**5. Member Training (4 points)**

- AmeriCorps members will receive high quality training to provide effective service.
- AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Glossary).

**6. Member Supervision (2 points)**

- AmeriCorps members will receive high quality guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

**7. Member Experience (3 points)**

- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- AmeriCorps members will have access to meaningful service experiences, including opportunities for reflection and connection to the broader National Service network.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

**8. Commitment to AmeriCorps Identification (2 points)**

- Members will know they are AmeriCorps members.
- Staff and community members where the members are serving will know they are AmeriCorps members.
- AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

### **C. Organizational Capability (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

#### **1. Organizational Background and Staffing (10 points)**

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program please procure, keep on file, but do not submit to CNCS, letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.

#### **2. Compliance and Accountability (15 points)**

- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).
- The AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

### **D. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

#### **1. Cost Effectiveness (18 points)**

- The budget is sufficient to carry out the program effectively.\*
- The budget aligns with the applicant's narrative.\*
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

\*Program costs not included in the formal budget, including for Fixed Amount grantees, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment.

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY

than funded in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section 5.C.), it must justify its request.

**2. Budget Adequacy (7 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):

- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

**E. Evaluation Plan (Required for recompeting grantees - 0 percent)**

If the applicant is competing for the first time, please enter N/A in the Evaluation Plan field since it pertains only to recompeting grantees. If the applicant is recompeting for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its evaluation plan in the Evaluation Plan field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report via email to [AdditionalDocuments@cns.gov](mailto:AdditionalDocuments@cns.gov) by the application deadline, as well as an evaluation plan for the next three-year period in the Evaluation Plan field in eGrants. Evaluations plans submitted outside of eGrants will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at <http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies>):

- A short description of the theory of change – why the proposed intervention is expected to produce the proposed results
- Outcome of interest – clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The estimated budget.

For more information about evaluation plans visit the CNCS Knowledge Network’s Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.710:

- If the applicant is a State/Territory subgrantee and/or National/Indian tribe Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is \$500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.



- If the applicant is a State/Territory subgrantee and/or National/Indian tribe Direct Grantee whose average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.

A program will be considered a recompeting application if it satisfies the CNCS definition of “same project” (see Glossary) and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan, or completed evaluation report.

The Evaluation Plan field of eGrants does not count towards the page limit of the application; however, it does have a set character limit. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in eGrants.

State/Territory subgrantees and/or National/Indian tribe Direct Grantees with an average annual CNCS program grant of \$500,000 or more that are recompeting for funds are eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in eGrants. The request should clearly explain:

- The evaluation constraints faced by the program,
- Why the proposed approach is the most rigorous option feasible, and
- How the proposed alternative approach will help the grantee build their evidence base.

Evaluation plans should include, at a minimum, the required elements listed in this Notice. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. More information on alternative evaluation approaches can be found at:

[https://www.nationalserviceresources.gov/files/guidance\\_for\\_grantees\\_approval\\_of\\_alternative\\_evaluation\\_approach.pdf](https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_evaluation_approach.pdf).

If the request for the alternative evaluation approach and the evaluation plan itself will exceed the character limit of the evaluation summary or plan field in eGrants, the applicant should do the following:

- Enter the evaluation plan in the evaluation summary or plan filed in eGrants.
- Include a note in the evaluation summary or plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.

#### **F. Amendment Justification (0 percent)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

#### **G. Clarification Information (0 percent)**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

#### **H. Continuation Changes (0 percent)**

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

### **Planning Grant Application Fields and Page Limits**

If you are applying for a Planning Grant, you will need to complete the following sections in eGrants:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

You may not exceed 10 double-spaced pages in the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit. From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 10 page limit. This limit does not include the budget and performance measures.

### **Planning Grant Assessment Criteria**

#### **A. Executive Summary (fill in the blanks) (0 percent):**

The [Name of the tribe or tribal organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

Each applicant must clearly describe a plan and timeline for developing a project that will subsequently be able to deploy AmeriCorps members effectively to solve a significant community problem. We urge your organization to submit a high quality planning grant application following the guidance in this *Notice* carefully. The quality of your application will be an important factor in determining whether your organization will receive funding.

#### **B. Program Design (50 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

##### **1. Problem/Need (15 points):**

- The applicant provides a clear explanation for why a planning grant is needed and what will be achieved during the one year planning period.
- The applicant clearly describes how the community need/problem is prevalent and severe in communities where the program plans to serve and the need has been well documented with relevant data.
- The applicant clearly describes how it will develop an AmeriCorps program that will be able to address the identified community problem/need in the future.
- The applicant provides a preliminary description of how AmeriCorps members might be used to meet the identified community need.

##### **2. Planning Process/Timeline (35 points):**

- The applicant describes a clear and logical planning process, including:
  - A detailed description of the planning process and who is leading it.
  - A well-developed timeline for planning activities.
  - A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.
- The applicant includes development of the following program elements in the planning process/timeline:

- Theory of Change/Logic Model
- Evidence base for the intervention
- Member selection and training plan
- Member supervision plan
- Commitment to AmeriCorps Identity
- Compliance and Accountability
- Securing Match Support for the Program

### **C. Organizational Capability (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

#### **1. Organizational Background and Staffing(25 points)**

- The applicant clearly describes how it has the experience, staffing, and management structure to plan the proposed program.
- The applicant clearly describes how it has relevant experience administering federal grants or other grant funds.
- The applicant clearly describes its prior experience in the proposed area of programming.
- The applicant clearly describes its plans to engage community members and partner organizations in the planning process.

### **D. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

#### **1. Cost Effectiveness (15 points):**

- The budget is sufficient to carry out the planning process effectively.
- The budget aligns with the applicant's narrative.
- The planning process is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the planning process.

In applying the cost-effectiveness criteria, CNCS will take into account the following circumstances of individual programs: program age, or the extent to which your program brings on new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

#### **2. Budget Adequacy (10 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.

### **E. Evaluation Plan (0 percent)**



Enter N/A.

**F. Amendment Justification (0 percent)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

**G. Clarification Information (0 percent)**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

**H. Continuation Changes (0 percent)**

Enter N/A.

**3. Dun and Bradstreet University Numbering System (DUNS) Number and System for Award Management (SAM)**

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online:

<http://fedgov.dnb.com/webform>. The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, CNCS suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to <https://www.sam.gov/portal/pulbic/SAM/>.

**4. Indirect Cost**

CNCS allows applicants to include administrative (indirect) costs in grant budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimus rate of modified total direct costs, or may claim certain administrative costs directly. For AmeriCorps programs applicants may use 5% federal share and 10% match for administrative costs. All methods must be applied consistently across federal awards.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimus rate must enter that information in the Organization section in eGrants.

**5. Submission Dates and Times**

**Notification of Intent to Apply**

CNCS strongly encourages applicants to submit a Notification of Intent to Apply by **Wednesday, April 20, 2016** by using this link:

<https://www.surveymonkey.com/r/CNCSIntentToApply2016AmeriCorpsIndianTribes>

The Notice of Intent to Apply must include contact information (name of the applicant organization, address, contact person, email address, and phone number) and the focus area(s) the anticipated application will address and whether it will be for a program grant or a planning grant.

Continuation grantees that are only submitting continuation applications should not submit a Notification of Intent to Apply.

**Application Submission Deadline**

Applications are due **Wednesday, May 4, 2016 at 5:00 p.m. Eastern Time** to CNCS.

CNCS will not consider applications received after the deadline, except as noted below. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted. This deadline applies to new, recompeting, and continuation applicants.

#### **Late Applications**

In cases where an applicant is unable to submit the application by the deadline, CNCS may, at its discretion, consider an application received after the deadline; but only if the applicant submits a letter to [LateApplications@cns.gov](mailto:LateApplications@cns.gov) explaining the extenuating circumstance that caused the delay. Applicant must continue working with the National Service Hotline to submit the application. Communication with CNCS staff, including the program officer of a current grantee, is not a substitution for the above protocol. The letter must be received no later than one business day after the application deadline. An applicant will not receive a response from this mailbox. If the applicant experiences technical difficulties with eGrants that are unresolved, the correspondence must include the National Service Hotline ticket number. CNCS determines whether or not to accept a late application for review on a case-by-case basis.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application and include a cover letter detailing the circumstances that make it impossible to submit via eGrants to the address provided in Section G. Agency Contacts, via overnight carrier. Applicants must use a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. CNCS does not accept applications submitted via fax or email.

### **6. Funding Restrictions**

#### **A. Types of Grants**

AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. CNCS will not provide both types of grants for the same project in one fiscal year. See Glossary.

#### **General Summary**

Grant Types	Cost Reimbursement		Fixed Amount
Available Subtypes	Planning Grant	Traditional	Full-Time/Less than FT serving in a full time capacity
Maximum Cost per MSY	\$0	\$13,730	\$13,430
Type of Slots in the National Service Trust	No slots	All	Full-Time or Less than Full-Time serving in a full time capacity Only
Budget Submission Required	Yes	Yes	No
Availability of Funds linked to enrollment and retention of awarded MSY	No	No	Yes
Special Requirements	CNCS request may not exceed \$75,000	None	None
Match Requirements	Yes	Yes	No. However organizations must raise the additional

			revenue to operate the program.
Financial Tracking Requirements	Yes	Yes	No
Available to New Applicants	Yes	Yes	No

#### **B. Member Living Allowance**

The proposed budget must include a living allowance for full-time members that is between \$12,530 (minimum) and \$25,060 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage.

Cost reimbursement programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in Table 1 below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. (EXCEPTION: as noted in Section B.1.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members. Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

**Table 1: Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$12,530	\$25,060
One-year Half-time	900	n/a	\$13,265
Reduced Half-time	675	n/a	\$9,950
Quarter-time	450	n/a	\$6,635
Minimum-time	300	n/a	\$4,420

#### **1. Exceptions to the Living Allowance Requirements (for programs existing prior to September 21, 1993)**

If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

#### **C. Maximum Cost per Member Service Year (MSY)**

Maximum Costs per MSY are set forth in Table 2 below. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

**Table 2: 2016 Maximum Cost per MSY**

Grant Program	Maximum
Cost Reimbursement Grant	\$13,730
Fulltime Fixed Amount Grant	\$13,430



Programs operating in rural communities (as defined in the Glossary) and programs that recruit opportunity youth as AmeriCorps members may request up to \$13,930 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. All applicants must include a compelling case as to why the applicant's cost per MSY must be higher. At its discretion, CNCS may award a grant with a cost per MSY at a higher level than published in this Notice. An applicant requesting a cost per MSY that exceeds the maximum levels identified above must provide a compelling justification for the higher cost.

#### **D. Amount of the Segal AmeriCorps Education Award for FY 2016**

AmeriCorps members serving in programs funded with FY 2016 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,775 for a year of full-time service, with correspondingly smaller awards for less than full-time service. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award.

**Table 3: Term of Service and FY16 Education Award**

<b>Term of Service</b>	<b>Minimum # of Hours</b>	<b>Education Award</b>
Full Time	1700	\$5,775.00
Half Time	900	\$2,887.50
Reduced Half Time	675	\$2,199.92
Quarter Time	450	\$1,527.45
Minimum Time	300	\$1,221.96

#### **E. APPLICATION REVIEW INFORMATION**

##### **1. Selection Criteria**

The assessment of applications involves a wide range of factors and considerations. CNCS will engage external reviewers to provide insight and input with respect to eligible program grant applications. In addition, CNCS staff will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and strategic consideration described in this *Notice*.

Specifically, the review and selection process will:

##### **A. Identify eligible applications that satisfy the following considerations:**

- High alignment with narrative assessment criteria
- High alignment with priorities outlined in this *Notice*, including priority-specific requirements as detailed in the Glossary
- Relative risk and opportunity.

##### **B. Yield a diversified portfolio based on the following strategic considerations:**

- Meaningful representation of
  - Geographic diversity
  - Rural communities (see definition in Glossary)
  - Small and medium programs
- Focus area representation
- Program models that recruit and engage traditionally underrepresented populations as AmeriCorps members (e.g.; people with disabilities, low-income individuals, older Americans, etc.) and expand opportunities to serve as AmeriCorps members
- High ratio of match and/or other revenue to CNCS investment

- Evidence levels

## **2. Review and Selection Process**

### **A. Compliance and Eligibility Review**

CNCS staff will review all applications submitted to CNCS to determine compliance with eligibility, deadline, and completeness requirements. In order to be compliant, an applicant must satisfy all the following requirements:

- Submit an application by the application submission deadline.
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this *Notice*.

### **B. Selection of Applications for Staff Review**

Applications will advance to Staff Review based on the results of the Compliance and Eligibility Review.

### **C. Application Review**

CNCS staff will assess the entire application. External Reviewers will review and assess the evidence base criteria in the *Notice*. Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by CNCS staff in making final recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in a timely fashion will result in the removal of applications from consideration.

CNCS staff will determine which applications to recommend for selection based on their assessment of the applicants in Staff Review and Clarification in light of the *Notice*'s priorities and strategic considerations.

### **D. Financial and Risk Assessment Evaluation**

CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility for funding, the quality of its application on the basis of the Selection Criteria, and the assessment of programmatic past performance. Results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CNCS may consider the following, but not limited to:

- Financial stability
- Any current or past history of delinquency on a Federal debt
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
  - Timeliness of compliance with applicable reporting requirements,
  - If applicable, meeting matching requirements, and
  - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
  - Federal Awardee Performance and Integrity Information System (FAPIIS),
  - Dun and Bradstreet, or
  - "Do Not Pay"
- Reports and findings from single audits performed under OMB Circular A-133 and findings of any

- other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website;
- Any other information listed in 45 CFR § 2522.140; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.

#### **E. Selection for Funding**

With the goal of a diversified portfolio based on the quality of response (including any clarification responses) to the criteria, programmatic and financial risk assessment, and the *Notice* priorities and strategic considerations, the staff will recommend a portfolio for consideration to the Chief Executive Officer (CEO). The CEO will select the final portfolio.

*CNCS reserves the right to adjust the stages or make other changes to the review process in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted in response to this Notice.*

#### **F. Feedback to Applicants**

Following grant awards, each applicant will receive summary comments from the review of their application. Feedback will be based on the review of the original application and will not reflect information that may have been provided in response to clarification questions, if any.

CNCS is committed to transparency in grantmaking. The following information pertaining to this competition for new and recompeting applications will be published on the CNCS website (<http://www.nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition>), within 90 business days after all grants are awarded:

- A list of all compliant applications submitted.
- Executive summaries of all compliant applications submitted by the applicants as part of the application.
- Data extracted from the Standard Form 424 Face Sheet (SF424) and Program Narrative submitted by applicants for successful applications.

### **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

#### **1. Federal Award Notices**

CNCS will award grants following the grant selection announcement. CNCS expects that successful applicants will be notified **no later than July 1, 2016**. Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities.

#### **2. Administrative and National Policy Requirements**

##### **Documents that Govern the Grant**

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

##### **Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards**

Grants under this program are subject to 2 CFR Part 200 and CNCS regulations issued to implement Part 200. Those regulations supersede and streamline requirements from OMB Circulars A-21, A-87, A-110,



and A-122 (which have been placed in OMB guidance); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

#### **National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks—

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW); *and*
2. *Either*
  - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work *or*
  - A fingerprint-based FBI criminal history check.

**Special Rule for Persons Serving Vulnerable Populations.** Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

1. A nationwide name-based check of the NSOPW; *and*
2. *Both*
  - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
  - A fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and <http://www.nationalservice.gov/resources/criminal-history-check> for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS's regulations, may result in disallowance of all or part of the costs associated with noncompliance.

#### **Use of Material**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so. 45 CFR §2543.36; 2541.30

#### **3. Reporting**

Cost reimbursement grantees are required to provide mid-year and end of year progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR §§2522.500-2522.540 and §§2522.700-2522.740.

Fixed Amount grantees are required to provide mid-year and end of year progress reports and an internal or external evaluation report. All grantees, including Fixed Amount grantees, submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

If you receive an award directly from CNCS, you will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000 and may be required to report on executive compensation for your organization and for your subgrantees. You must have the necessary systems in place to collect and report this information. See 2 CFR. Part 170 for more information and to determine how these requirements apply.

While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

#### **Progress Report Data**

In addition to semi-annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable).

#### **Re-Allocation of Funding**

CNCS reserves the right to re-allocate funding in the event of disaster or other compelling need for service.

#### **G. FEDERAL AWARDING AGENCY CONTACT(S)**

This *Notice* is available at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The TTY number is 202-606-3472. For further information or for a printed copy of this *Notice*, call (202) 606-7508. For questions regarding Indian Tribes applications, please call (202) 606-7508 or send an e-mail to [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov). CNCS' mailing address is:

Corporation for National and Community Service  
ATT: Office of Grants Policy and Operations/ASN Application  
Room 3228, 250 E Street SW  
Washington, DC 20525

#### **H. OTHER INFORMATION**

In addition to consulting the Application Instructions, Supplementary Materials, and AmeriCorps regulations as directed in this *Notice*, tribal applicants are encouraged also to consult the CNCS web site for a schedule of technical assistance conference calls, and Frequently Asked Questions that are updated during the competition period.

RESOLUTION OF THE  
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
OF THE NAVAJO NATION COUNCIL

23<sup>rd</sup> NAVAJO NATION COUNCIL - First Year, 2015

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES; AUTHORIZING DNA-PEOPLE'S LEGAL SERVICES, INC. TO PURSUE AMERICORPS FUND ON BEHALF OF THE NAVAJO NATION TO DEVELOP MEDICAL-LEGAL PARTNERSHIPS WITHIN THE NAVAJO NATION

WHEREAS:

- A. The Health, Education and Human Services Committee ("HEHS") is established as a standing committee of the Navajo Nation Council and as such has the power to establish Navajo Nation policy governing health services. 2 N.N.C. §§ 164(A)(9), 400(A), 401(B)(1)(2012); see also CO-45-12.
- B. DNA-People's Legal Services, Inc. ("DNA") is a legal aid organization with offices located within the Navajo Nation, and it provides qualifying individuals with free legal services.
- C. DNA operates medical-legal partnerships with the Navajo Area Indian Health Service and the Tuba City Regional Health Corporation that serve hundreds of low-income patients per year, including vulnerable children, adults with disabilities, victims of domestic violence and elders.
- D. The Navajo Nation recognizes that collaborative partnerships between legal services programs and healthcare institutions provide low-income patients with means to address critical health-impacting legal needs. See "Medical-Legal Partnership in Indian Country" attached as Exhibit A; see also Four Corners Legal Care attached as Exhibit B.
- E. DNA seeks to submit an application on behalf of the Navajo Nation to the Corporation for National and Community Services for an AmeriCorps Indian Tribes Planning Grant in an effort to expand its medical-legal partnership efforts and implement new partnerships within the Navajo Nation.
- F. In order to submit an application for a grant, DNA must be identified as a "tribal organization" and must be authorized to act on behalf of and include the tribe in a CNCS grant application for the purpose of conducting the activities and providing the services described in the application. See Announcement of Federal Funding Availability, and specifically



the section titled Eligibility Information requiring a tribal government resolution, attached as Exhibit C.


- G. DNA-People's Legal Services, Inc. will assume full responsibility for the fiscal integrity as well as program development and implementation of this application, including full responsibility for any required matching funds.

**NOW THEREFORE BE IT RESOLVED:**

- A. The Navajo Nation hereby sanctions DNA-People's Legal Services, Inc. as a tribal organization for purposes of applying for this grant and authorizes it to serve as the legal applicant for federal funding through the Corporation for National and Community Service, on behalf of and including the Navajo Nation in the proposed grant activities.

**C E R T I F I C A T I O N**

I hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the Navajo Nation Council at a duly called meeting at Chinle, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 3 in favor and 0 opposed, this 01st day of April, 2015.

  
\_\_\_\_\_  
Honorable Norman M. Begay, Vice-Chairperson  
Health, Education and Human Services Committee

Motion: Honorable Nelson BeGaye  
Second: Honorable Tuchoney Slim, Jr.



### **Medical-Legal Partnership in Indian Country: A Collaboration to Improve Health**

*Carolyn, a 62-year-old Navajo woman, was seen by her doctor for a routine checkup at a small Navajo reservation health center. A screening of Carolyn's vitals revealed abnormally high blood pressure. After linking Carolyn's hypertension to the stress caused by a recent job loss, Carolyn's doctor referred her to an on-site medical-legal partnership attorney. During the intake interview, the attorney learned that Carolyn had been laid off after seventeen years of continuous employment as a housekeeper with an off-reservation hotel. Carolyn's biggest concern was that her unemployment insurance claim had been denied, leaving her with no source of income. Her family was relying on garage sales to purchase food, heating fuel, gasoline, and household necessities.*

*An investigation revealed that the hotel manager had reported Carolyn's job separation as a voluntary decision to quit. This untruthful statement led to Carolyn's unemployment denial. The medical-legal partnership attorney requested a hearing on Carolyn's claim and, with legal representation, Carolyn won her appeal. Several weeks of Carolyn's missed benefits were restored and she began receiving weekly unemployment payments. This financial recovery of over \$4,000.00 significantly reduced stress for Carolyn and her family. Carolyn explained that, without her doctor's referral to a lawyer, she would not have sought legal help or even challenged her unemployment denial.*

#### **Medical-Legal Partnership – Background**

Across the United States, medical-legal partnerships (MLPs) are improving the health and well-being of vulnerable people by transforming the healthcare system to address health-harming legal needs. MLP is a healthcare delivery model that integrates legal assistance into healthcare settings. At MLPs, lawyers and medical staff work together to screen for and address the pervasive and intertwined health and legal needs of people like Carolyn. For American Indians and Alaska Natives living on or near reservations, MLP can be an avenue to link vulnerable families with safe and affordable housing, critical income supports, and protection from domestic violence.

With over 250 hospitals and health centers partnering with multiple members of the legal community – including legal aid agencies, law firms and corporate law offices, and law schools – the impact and scope of the MLP model continue to increase. The National Center for Medical-Legal Partnership, housed in the Department of Health Policy at the George Washington University School of Public Health and Health Services, provides leadership on research and policy activities for the burgeoning MLP Network, as well as resources for active and emerging partnerships. Research shows that integrating legal services in the healthcare setting can improve health outcomes, positively impact staff and patient satisfaction, and potentially reduce health care costs.

National health and legal organizations including the American Medical Association, the American Bar Association, and the American Academy of Pediatrics have cited MLP as an innovative model with substantial positive outcomes for vulnerable individuals and families. MLPs have also won acclaim from the U.S. Agency for Healthcare Research and Quality, and have been recognized by the White House as a 2011 "Champion of Change" at a ceremony co-sponsored by the U.S. Department of Justice's Access to Justice Initiative.

## Health Disparities and Social Conditions in Indian Country

American Indian and Alaska Native communities face overwhelming health disparities, including greater mortality rates across a variety of causes: diabetes (182% higher than the general U.S. population), alcoholism (522% higher), unintentional injuries (138% higher), homicide (83% higher), suicide (74% higher), and maternal death at childbirth (50% higher). Tuberculosis rates in recent years have been five times higher for AI/ AN persons than the white population in the United States. Disparities in mental health are also found in tribal communities. American Indians and Alaska Natives suffer from severe psychological distress as a rate 1.5 times higher than the general population, with depression, anxiety, and substance abuse among the most prevalent mental health conditions.

Health disparities among American Indians and Alaska Natives cannot be separated from adverse socioeconomic conditions, especially on reservations. Nationwide, approximately one in four American Indian/ Alaska Native persons live below the federal poverty line. Unemployment rates for AI/ AN persons are double that of the general U.S. population and as high as 50% on some rural reservations. Housing availability on reservations is scarce, which leads to overcrowding at six times the national rate. Domestic violence is rampant on reservations, with a recent CDC study showing that 39% of native women surveyed identified as victims of intimate partner violence. Access to health care is another critical issue. Due to poverty, geographic isolation, and low rates of insurance enrollment, the majority of America's 3.4 million American Indians and Alaska Natives rely upon the Indian Health Service for comprehensive health care. The annual expenditures for a patient utilizing the IHS health care system are three times lower than the expenditures for an average American (\$2,741 versus \$7,239).

## The Need for Medical-Legal Partnership

The Indian Health Service recognizes the need for a multidisciplinary approach to health care: "Health status is not just a health care issue. It is about ensuring that there are educational opportunities; safe communities; adequate housing; and adequate economic and employment opportunities. These things and more, all work in concert to affect health status."<sup>1</sup> Although IHS hospitals, 638 facilities, and urban Indian health centers presently utilize medical social workers, benefits coordinators, and others to target the social determinants of health, the inclusion of a lawyer is often necessary to protect patient's rights to critical supports (e.g. preventing an unjust housing eviction, overcoming a Social Security denial, obtaining a protective order in court). In rural reservation areas, where poor road conditions and long travel distances keep families from accessing locally-available resources, the on-site services of an MLP may be the only option for bringing timely legal assistance to vulnerable children and adults. By offering training and consultations, MLPs also build stronger relationships between health and legal professionals, increasing healthcare engagement and capacity, and leading to increased prevention opportunities.

While IHS facilities and legal aid programs overlap in at least 12 regions of the U.S., medical-legal partnerships have been formed only in two of these regions (Navajo Nation and Alaska). Outcomes from the Navajo Nation program (see attached sheet) show that the MLP model can and should be a standard practice in reservation-based health care. The Native American Rights Fund, DNA-People's Legal Services, Inc., and the National Association of Indian Legal Services are working together to support the creation of new medical-legal partnership in American Indian and Alaska Native communities. For more information, contact Ellen Lawton, Co-Principal Investigator, National Center for Medical-Legal Partnership, [ellawton@gwu.edu](mailto:ellawton@gwu.edu), or Matt VanWormer, Medical-Legal Partnership Director at DNA-People's Legal Services, [mvan@dnalegalservices.org](mailto:mvan@dnalegalservices.org).

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<sup>1</sup> Indian Health Service, A Quick Look, [http://www.ihs.gov/factsheets/index.cfm?module=dsp\\_fact\\_quicklook](http://www.ihs.gov/factsheets/index.cfm?module=dsp_fact_quicklook)





## **Four Corners Legal Care**

### ***Improving Health through Legal Aid***

DNA-People's Legal Services has requested the Navajo Nation Council's approval of a Supporting and Sanctioning Resolution that will allow DNA to apply for AmeriCorps Tribal Grant funds. DNA's grant application would bring up to \$75,000 in federal funds to explore the development of new medical-legal partnerships on the Navajo Nation and in other tribal communities. No funding from the Navajo Nation is requested under the proposed resolution. We hope that the following information is helpful in considering DNA's proposed resolution. DNA's grant application must be submitted to AmeriCorps by April 29, 2015.

Medical-legal partnerships use legal advocacy as a tool to connect patients with supports and services that promote better health. With this objective in mind, DNA and the Navajo Area Indian Health Service partnered in May 2009 to create Four Corners Legal Care (formerly known as the Diné Bít'í ts'íís báá Ah'jitel Program). Attorneys from Four Corners Legal Care represent low-income patients in cases that involve public benefits, housing, domestic violence, and other issues that impact patient health. Four Corners Legal Care was originally launched at the Northern Navajo Medical Center in Shiprock. In October 2012, Four Corners Legal Care expanded to offer legal services at Tuba City Regional Health Care. Although medical-legal partnerships now exist in over 250 hospitals and health centers throughout the United States, Four Corners Legal Care is the first partnership to focus on serving low-income American Indians or Alaska Natives.

Over the past three years, Four Corners Legal Care received 1,056 patient referrals from medical providers and provided direct legal assistance to 833 low-income patients. The following positive outcomes were measured:

- **Financial Outcomes:**
  - Increased income or resources for 148 families.
  - 1.1 Million in one-time financial recoveries for patients.
  - 5.7 Million in total financial recoveries, including ongoing monthly benefits.
- **Non-Financial Outcomes:**

○ New or additional health insurance	94 patients
○ Obtained/ maintained stable housing	52 families
○ Obtained protection from abuse	34 families
○ Medical decision-making (POA, guardianship)	78 patients
○ Stronger special education services	30 children

Four Corners Legal Care has increased the well-being of vulnerable families on the Navajo Nation and brought critical resources into the local economy. So far, these impacts have been concentrated around our partnership sites in Shiprock and Tuba City. A Supporting and Sanctioning Resolution from the Navajo Nation Council will promote the replication of these outcomes in communities throughout the Navajo Nation.



## ANNOUNCEMENT OF FEDERAL FUNDING AVAILABILITY

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** AmeriCorps Indian Tribes Grants FY 2015  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.006

### Key Dates

Applications are due **Wednesday, April 29, 2015 at 5:00 p.m. Eastern Time** to CNCS. CNCS expects that successful applicants will be notified no later than **July 1, 2015**.

Submission of a Notice of Intent to Apply by **Wednesday, April 8, 2015** is encouraged, but not required, for this competition.

### A. PROGRAM DESCRIPTION

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS – through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund – has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work, national service can provide immediate and long term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

Only federally-recognized Indian tribes and tribal organizations are eligible to apply to this Announcement of Federal Funding Availability (*Notice*), as described below in Eligibility Information, section C. 1.

Publication of this *Notice* does not obligate CNCS to award any specific number of grants or to obligate the entire amount of funding available.

### Purpose of AmeriCorps Funding

CNCS may award an AmeriCorps planning grant or an AmeriCorps program grant under this announcement. A planning grant provides support to a grant recipient for the development of an AmeriCorps program that will engage AmeriCorps members in evidence-based or evidence-informed interventions to solve community problems. Grant recipients are awarded up to \$75,000 for a 12-month planning period and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. A planning grant may not be used to support AmeriCorps members.

AmeriCorps program grants are awarded to eligible applicants proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.