



**School of Medicine and Health Sciences
Center for Rural Health**

REQUEST FOR PROPOSAL (RFP)

Native Elder Abuse Innovation Awards 2017

RFP Number: 01-2017

Release Date: Monday, May 1, 2017

Application Due Date: Friday, June 30, 2017

Award Notification Date: Monday, August 14, 2017

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PURPOSE

This Request for Proposal (RFP) is released on behalf of the National Indigenous Elder Justice Initiative (NIEJI) Innovation Project (Award No. 90EJIG0003). This project is federally-funded by the United States Department of Health and Human Services, Administration for Community Living (ACL) and is administered by the University of North Dakota (UND), School of Medicine and Health Sciences, Center for Rural Health. Project Director for UND's NIEJI Innovation Project is Dr. Jacqueline Gray, Professor and Principal Investigator.

UND's NIEJI Innovation Project provides awards to tribes to address elder abuse in Indian Country. UND's NIEJI Innovation is focused upon the development of innovative ways to address the issues of elder abuse among American Indian, Alaska Native, and Native Hawaiians.

ELIGIBLE APPLICANTS

Tribal community-based organizations (American Indian/Alaskan Native/Native Hawaiian), rural or urban, are eligible to apply under this RFP.

DEFINITIONS

ACL Administration for Community Living
Applicant..... Tribal governments, entities or organizations responding to RFP
Awardee Tribal governments, entities, or organizations receiving award
CRH..... Center for Rural Health
NIEJI..... National Indigenous Elder Justice Initiative
NoA Notice of Award
Proposal Response to the RFP
RFP Request for Proposal
UND..... University of North Dakota

SECTION 1

FUNDING OPPORTUNITY DESCRIPTION

The University of North Dakota's (UND) National Indigenous Elder Justice Initiative (NIEJI) Innovation Project provides awards to tribal community-based organizations to carry out activities to prevent, identify, and/or address elder abuse, neglect, or exploitation in local tribal communities (rural or urban). There are five distinct areas of intervention in local tribal communities in addressing elder abuse:

1. Innovative approaches to preventing or addressing elder abuse in Indian Country;
2. To create awareness of elder abuse, its signs and impact;
3. Development of a tribal resolution code, and laws to address elder abuse, neglect and exploitation;
4. Development of the infrastructure, policies and procedures for reporting, investigating, and intervening in elder abuse cases in tribal communities; and
5. Development of cross-jurisdictional processes for reporting, investigating, or intervening in elder abuse cases.

Innovation in the development and implementation of these awards is important because of the diversity among tribes in approaching the issue of elder abuse. Although awareness about elder abuse has increased in tribal communities over the past five years, more reports are occurring. Each community may be positioned differently within the infrastructure to report, investigate, and intervene in those cases. These awards are to help tribes take the next step in developing a comprehensive elder protection program in their communities.

UND's NIEJI Innovation plans to award between 8-12 awards, up to \$20,000. These awards will be for one (1) year for projects that address the above areas or other innovative projects or approaches addressing elder abuse in their community.

Cost Sharing/Matching is not required for this program.

SECTION 2

RULES FOR THE PROPOSAL

It is the sole responsibility of the applicant to be certain that it has received a complete set of the application documents when preparing and submitting their application.

Applicants are expected to examine the entire RFP; including all specifications, requirements, and instructions. Failure to do so will be at the applicant's risk.

NOTE: UND will not be responsible for any costs incurred by the applicant which may result from preparation or submission of application to this RFP.

SECTION 3

COMPONENTS OF PROPOSAL

Assemble the proposal in the following order:

1. Cover Sheet (*Not included in 8-page limit*)

Include project name, project focus, and contact information. (Tribal affiliation, applicant organization, primary contact person/title, phone number, email, and address.)

2. Table of Contents (*Not included in 8-page limit*)

3. Project Abstract (*Maximum length one page. Included in 8-page limit.*)

- Provide a brief description of your program.
- Include a brief description of the proposed project.
- Identify who will benefit from the outcome(s) of the project.
- State the *total dollar amount* of funds that you are requesting.

4. Project Narrative (*Maximum length 6 pages. Included in 8-page limit.*)

The Project Narrative is the most important part of the application. It will be used as the primary basis to determine whether or not your project meets the minimum requirements for awards issued by UND's NIEJI Innovation. The Project Narrative should include:

➤ ***Needs Statement***

- Define and explain why elder abuse, neglect, and exploitation in Indian Country are important issues that need to be addressed in your community.
- Explain why the proposed project is needed and what you did to learn about possible solutions.
- Describe how the proposed project will target indigenous elders who are victims or potential victims of elder abuse, neglect, and exploitation.

➤ ***Project Description (Including Work Plan)***

- State the purpose of your project and how you will address it.

- The **Work Plan** should include the project's proposed goal(s), objective(s), outcome(s), or products (materials or deliverables) that will be developed to achieve those goals and outcomes.
- In timeline format, demonstrate that the timeframe and milestones for accomplishments of the proposed project are achievable.
- Work Plan sample/template available for download at: <https://www.nieji.org/innovation-grant>

➤ **Project Management**

- Identify the key person responsible for management and oversight of the proposed project. Give a brief bio of the key person.
- Include information on your organizations ability to manage the award. (Example: Previous awards project management).
- Describe experience working with any tribal elder services.

➤ **Evaluation (Including Sustainability Plan)**

- If funded, discuss how you envision the funds will benefit your tribal community, specifically addressing elder abuse, neglect, and exploitation.
- Decide how you will evaluate the impact of your project. Include what records you will keep or data you will collect, and how you will use that data.
- Provide a project **sustainability** plan. If funded, explain how you will continue the project in the future and how the project will be funded.

➤ **Dissemination**

- Describe who will benefit from the knowledge gained as a result of the project.
- Describe how the results of the project will be shared after the grant period ends.

□ **5. Budget Narrative (Included in 8-page limit.)**

- The Budget Narrative should list costs associated with the proposed budget in spreadsheet format. It is also where you describe how the funds requested for each line-item will be spent and how the amount was determined.
- Use your best judgement when projecting expenses.
- See the attached sample for guidance and feel free to use the attached template provided. Make any modifications that may be needed to accommodate your proposed Budget Narrative.
- Budget Narrative sample/template available for download at: <https://www.nieji.org/innovation-grant>

Format

Maximum proposal length is 8 pages (one side of page). If you include appendices, they are not counted against the 8-page limit, but please provide only relevant information. A minimum 12-point font, (Arial or Times New Roman); double spaced; one inch margins; and all pages must be numbered.

Each page of the proposal must be identified with the applicant's organization name and applicant's tribal affiliation, as well as name and telephone number of primary contact in the header. Example:

Organization Name, Your Tribal Affiliation Primary Contact Name, (555) xxx-xxxx

SECTION 4

FUNDING RESTRICTIONS

1. Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under awards or cooperative agreements awarded under this funding opportunity announcement.
2. UND's NIEJI Innovation funds cannot be used to reimburse pre-award costs.
3. Construction is not an allowable activity or expenditure under this award.
4. Funds cannot be used to purchase or acquire real property or to improve existing property; for building and/or physical structural improvements.
5. Funds cannot be used for the purchase of gifts or food.
6. Funds awarded will not be used to host, to travel to, support in any way, a local, regional, national, or international conference, or convening of any type or for any purpose.
7. Funds are not permitted to be used by awardees for lobbying or to influence, directly or indirectly, specific pieces of pending or proposed legislation at the tribal, federal, state, or local levels.

SECTION 5

HOW PROPOSALS WILL BE SCORED

Applicants competing for funding will be reviewed and scored using the criteria described in this section.

Points will be given based on the extent to which the proposal addresses each section. Applicants should address each section in their proposals, particularly in the project narrative and budget narrative since they are the basis upon which competing proposals will be judged during the objective review. Not all questions will be relevant to every proposal. However, address each section thoroughly.

Proposals are scored by assigning a maximum of 100 points as follows:

1. Purpose and Need for Assistance: **15** points
2. Approach, Work Plan, and Activities: **35** points
3. Innovation of Project: **20** points
4. Project Outcomes, Evaluation, and Dissemination: **30** points

Purpose and Need for Assistance	Maximum Points: 15
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Does the proposal appropriately describe and document the key problem(s) relevant to its purposes? Is the proposed project justified in terms of the most recent, relevant, and available information? Does the applicant demonstrate an understanding of the history, literature, current status, and policy considerations bearing for the development of elder abuse prevention and intervention programs? This would include awareness and prevention programs, support services programs, and the roles of the national, state, tribal, and local agencies responsible for their operation.

Approach, Work Plan, and Activities	Maximum Points: 35
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Is the intervention for the activities described clearly defined? Does it reflect a realistic approach for successfully addressing the identified problem and achieving the identified outcome(s)? Does the project take into account barriers and opportunities that exist in the larger environment that may impact the project's success? Does the intervention optimize the use of potential partnerships with other tribal organizations as appropriate? Does the applicant indicate a plan for achieving projects locally that are relevant for other tribes?

Is the work plan clear? Does it include an achievable timeframe and milestones for the accomplishment of tasks presented? Are the activities described in the proposal consistent with elder abuse prevention priorities? Does the work plan include specific objectives and tasks that are linked to measureable outcomes? Are the roles and responsibilities of project staff clearly defined and linked to specific objectives and tasks?

Does the approach include work with indigenous elders? Does the proposal outline who are considered vested stakeholders, how they were/will be identified, and how they will be meaningfully incorporated into the project?

Innovation	Maximum Points: 20
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Is the proposal innovative? Does the proposal expand or think differently about creating new, effective, and sustainable ideas and solutions to the issues concerning elder abuse in Indian Country?

Does the applicant provide descriptions of specific *products and outcomes* proposed for development or modification? Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose? Are the anticipated outcomes of the proposed project likely to be achieved and will they be beneficial? Are the proposed outcomes quantifiable and measurable, consistent with the definition of a project outcome contained in the Program Announcement? Does the applicant provide a timeframe of tasks? Is the time commitment of the proposed project sufficient to assure proper direction, management, and completion of the project and have you demonstrated that the time commitment is achievable?

Does the project **Evaluation** reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the project include methods necessary to measure the outcomes? Is the evaluation also designed to capture the relevance of the activities undertaken? Does it capture “lessons learned” from the overall effort that might be of use to others in improving or enhancing elder abuse prevention programs, especially those who might be interested in replication of any of the project’s approaches?

Will the dissemination plan provide relevant and easy to use information in a timely manner to parties that might be interested in using or replicating any or all of the project’s approaches or findings?

SECTION 6

REVIEW AND SELECTION PROCESS

Initial Screening

Each application will be screened to determine whether it meets all of the qualifying criteria.

- Incomplete applications will not be considered.
- Applications that fail to satisfy due date and deadline requirements will be deemed non-responsive and will not be considered for funding.
- Applications submitted via email or fax that do not receive a date/time-stamp email indicating application submission on or before the due date, will be disqualified and will not be considered for funding.
- Keep in mind of the format requirements listed in this RFP. Proposals not using the format required will be disqualified and not be considered for funding.
- Include all components of the Proposal. (Cover sheet, Table of Contents, Project Abstract, Project Narrative and Budget Narrative) Applicants that do not include all components of the proposal will be disqualified and will not be considered for competition.

- Include all components of the Project Narrative. (Needs Statement, Project Description, Project Management, Evaluation, Dissemination). Proposals not including all components of the Project Narrative will be disqualified and will not be considered for funding.

Objective Review and Results

Applicants will be reviewed and evaluated by objective review panels. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include 3 reviewers and one chairperson. Results of the competitive objective review are taken into consideration by UND in the selection of projects for funding; however, objective review scores and ranking are not binding. They are one element in the decision-making process.

UND may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the project. Projects may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. UND will also consider the geographic distribution of funds in its award decisions.

Final award decisions will be made by UND. In making final decisions, UND will take into consideration recommendations of the review panel, the reasonableness of the estimated cost considering the available funding and anticipated results, and the likelihood that the proposed project will result in the benefits expected.

Unfunded Applications

Applications not selected for funding will be notified by email. Applications will not be held over and reconsidered in the following funding cycle.

SECTION 7

AWARD INFORMATION

Award Notices

Applicants selected for funding will be notified via e-mail. UND will award these funds using a cost reimbursable subaward agreement. A sample copy of the subaward document is attached for your information. **Please DO NOT complete the subcontract and return it with your proposal.** The attached document is intended to serve as an example.

Project costs incurred prior to the start date of the subaward are at the recipient's risk and will not be reimbursed.

Cost Tracking is required.

Reporting

Awardees will be required to submit performance progress and financial reports periodically throughout the project period.

More information on the frequency of reporting as well as detailed instructions on how to submit reports will be provided with award documents.

SECTION 8

SUBMISSION OF AWARD

Application material can be obtained and downloaded from the following websites:

- UND's NIEJI Innovation at: <https://www.nieji.org/innovation-award>
- Rural Health Information Hub at: <https://www.ruralhealthinfo.org/>
- Older Indians/Title VI at: <https://olderindians.acl.gov/>
- ACL at: https://acl.gov/Funding_Opportunities/Announcements/Index.aspx
- National Indian Council on Aging at: <http://nicoa.org/>
- National Congress of American Indians: <http://www.ncai.org/>

Methods of Submission

- If submitted by e-mail, send to: info@nieji.org
- If submitted by fax, send to: (701) 777-6779 — Attention: Joelle Poitra

Please send emailed application material as a Word or PDF document. UND will provide an email confirming that your application was received.

Important Dates

Release Date: Monday, May 1, 2017

Application Due Date: Friday, June 30, 2017

Award Notification Date: Monday, August 14, 2017

All application material **MUST** be received by due date and no later than 4:00pm, local time. No exceptions will be made and no extensions will be permitted.

Technical Support

Please email info@nieji.org or call (701) 777-5382 for any technical support. Technical support will be provided on an individual basis.

Contact Person

Joelle Poitra, NIEJI Innovation Project Assistant
UND School of Medicine and Health Sciences | Center for Rural Health, E231
1301 North Columbia Road | Stop 9037
Grand Forks, North Dakota 58202-9037
Email: joelle.poitra@med.und.edu
Phone: (701) 777-5382
Hours of operation: Monday-Friday 8am-4:30pm, Central Time

The following recommended forms can be found at www.nieji.org/innovation-grant:

- Budget Narrative Sample/Template
- Work Plan Sample/Template
- Subaward Document Sample