



The Jewish Federations[®] | Center for Advancing
OF NORTH AMERICA | Holocaust Survivor Care

Center for Advancing Holocaust Survivor Care

*Collaborative Approaches to Providing Critical Supports for
Holocaust Survivors: Program Guidelines and Application Information for
Newly Invited Critical Supports Federations*

Release Date: December 10, 2019

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Part 1: Program Overview and Guidelines

Overview

In 2015, the U.S. Administration for Community Living/Administration on Aging (ACL/AoA) awarded The Jewish Federations of North America (JFNA) a grant to develop innovations in person-centered, trauma informed (PCTI) care for Holocaust survivors and build the capacity of the nation's Aging Services Network to provide services in a PCTI way. In 2018, Congress appropriated supplemental funding to expand JFNA's activities to promote the ability of Holocaust survivors to age in place. **JFNA's Center for Advancing Holocaust Survivor Care received continued funding and will expand the number of Federations for critical supports sub-grants from six (6) to eight (8). Invited Federations will develop and implement collaborative approaches to preventing and resolving crises among Holocaust survivors that might otherwise lead to institutionalization.** As trusted conveners in their communities, Federations are ideally suited to create these collaborations. Federations will become part of a cohort of JFNA grantees. JFNA has funding for this program for one year. If the program is not completed in one year, there will be a process to carry over these funds beyond a year.

Timeframe

- December, 2019: Federations should begin inviting community partners to participate in local leadership councils
- January 15, 2020: Applications due to JFNA
- January 21-23, 2020: Awards Announced
- February-April 2020: Federations should start convening community leadership councils and developing strategies for identifying services needed
- May-June 2020: Develop strategies for implementation
- June-July 2020: Federations and Leadership Councils distribute funds to agencies
- July 2020: Service delivery begins
- August 31, 2020: Match due
- Beginning September, 2020: Carry Over forms due to JFNA
- September 30, 2020: Federal fiscal year ends
- June 30, 2021: Program year ends

Federation Expectations

Participating Federations will be expected to comply with the following responsibilities:

Programmatic Responsibilities

- Convene service providers (AAA's, senior centers, rehab centers, independent living facilities, doctors and nurses, etc. from within and beyond the Jewish community), potential partners from the private sector, Holocaust survivors, families and others in community-wide leadership councils
- Develop strategies to identify survivors most at risk for institutionalization and their underlying risk factors (isolation; food insecurity; unsafe housing, etc.)
- Develop partnership-based strategies to service those survivors to reduce their risk for institutionalization before and after a crisis occurs
- Distribute funds for direct services according to the partnership-based strategies

- Integrate PCTI principles into all leadership council processes and ensure that all direct services employ the PCTI approach
- Sustain the leadership councils and partnerships beyond the end of the grant period

Critical Supports Member Responsibilities

- Work with JFNA to design a strategy to evaluate impact
- Collect data from partner agencies about the services they provide to Holocaust survivors through Diamond, the Claims Conference reporting system
- Provide semiannual updates to JFNA about the convening process and service delivery
- Participate in regular check-in calls with JFNA program staff and regular virtual meetings with other members of this cohort
- Participate in JFNA conference calls and webinars, and attend the JFNA Training Workshop in person. We encourage you to budget for your sub-subgrantees to attend as well.
- Participate in JFNA national evaluations of the grant
- Disseminate program materials and innovations through national conferences, online resources, and publications
- Serve as a peer mentor and a thought leader in person-centered, trauma-informed care and in critical supports for vulnerable older adult populations
- Sign Cooperative Agreement with JFNA

Use of Funds

JFNA grants will be in two parts:

- a. Convening and Coordination: Federations new to the program will receive **\$50,000** to convene leadership councils and develop strategies for service delivery focused on crisis prevention and/or resolution to help Holocaust survivors avoid institutionalization; and
- b. Direct Services: Federations will receive **\$150,000** to distribute to direct service providers to use for crisis prevention and crisis resolution for Holocaust survivors. Federations shall allocate the funds in accordance with the leadership councils' strategies. Direct service providers may provide reimbursement to vendors, vouchers or gift cards to clients. Services under this grant can only be provided if those services are not covered by other sources.

- **Services to prevent crises include, but are not limited to:**

- routine dental work
- hearing aids
- financial/benefits counseling
- food programs
- home repairs and safety modifications
- falls prevention programs
- transportation
- chronic disease self-management programs
- medication management assistance
- wellness programs
- caregiver support

- **Short-term services to resolve crises include, but are not limited to:**
 - one-time payments for rent to avoid eviction
 - one-time payments to keep utilities such as heat and/or air conditioning functioning or for food or clothing
 - one-time payments for medications or non-Medicare eligible services and equipment; payments for emergency dental treatments
 - vouchers or payments for transportation
 - other one-time services necessary to enable Holocaust survivors to remain safely at home for as long as possible

Our intent is that the Federation will make sub-grants that provide both prevention and resolution services.

Funds awarded by JFNA are mostly comprised of federal funds and are considered government grant dollars. If used for home care hours, these funds will count as government-funded home care hours. If a survivor also receives home care funded by the Claims Conference, then these JFNA/government funded home care hours must be reported to the Claims Conference. For questions, please contact your Claims Conference program officer.

Funding may not be used for:

- Institutional care
- Income maintenance
- Grants to individuals
- Services to treat secondary trauma if the client is not currently a family or informal caregiver currently to a Holocaust survivor
- Attendance at conferences or professional development activities unrelated to this JFNA-funded program, unless it is in the capacity as a presenter about a JFNA funded program
- Non-social service programs (e.g. recording survivor testimony for the sole benefit of the community)
- Programs that only consist of a needs assessment. If the needs assessment is part of a larger program, it is allowable.
- The production of materials or tools to be licensed or sold
- Explicitly religious activities, such as worship or religious instruction
- Endowments, capital campaigns, fundraising
- Publication subsidies and advertising costs for general organization operations unrelated to this program
- Lobbying or political activities
- Basic research (e.g., scientific or medical experiments)
- Construction or rehabilitation of buildings
- Equipment purchases, unless such equipment is demonstrated to be necessary to carry out an activity otherwise fundable under Title IV of the Older Americans Act (Equipment purchases including, but not limited to, emergency response systems, iPads, or grab bars, are allowable provided they are tied to the intent of this grant)

Match Requirement

The required match for this program is 50% of the funds received from JFNA. The match must be raised and documented to JFNA by August 31, 2020.

Matching resources take on the characteristics of the JFNA funds and are therefore subject to the same rules regarding their use. The match may be comprised of cash, in-kind resources, or a combination of both. The match can be derived either from Federation resources or resources of sub-grantees. Possible sources of the match may include, but are not limited to:

- In-Kind contributions, including staff time, volunteer time, and office space
- State and local government grants
- Foundation grants
- Individual contributions
- Claims Conference funding that is directed to critical supports for crisis prevention or crisis resolution

The following resources **cannot** be used toward the JFNA match:

- Federal funds
- Funds used to match other JFNA grants
- Funds used to match other grants unless those grants are directed to crisis prevention or crisis resolution in Holocaust survivors

If a subgrantee raises more match than is required by the minimum match obligation (50%), the resulting resources are termed “**Overmatch**”. Overmatch funds may be used for additional programming or overhead expenses related to this program. They can also be used for programming beyond what is allowable by the grant.

Overmatch should not be included in the total program budget.

Eligibility

To receive funding, Federations and their subgrantees must be:

- Classified as a 501(c)(3) by the Internal Revenue Service or a religious institution
- An entity with at least one audit report
- Based in the U.S.
- Registered in SAM and have a DUNS number by the time funding is disbursed

Reporting Requirements

Federations may impose programmatic and financial reporting requirements on their subgrantees in order to track progress and collect the data needed for the reports due to JFNA. Federations are responsible for funds spent by the subgrantees, and JFNA will not collect any information directly from the Federations’ subgrantees. Subgrantees must submit information into Diamond, the Claims Conference reporting system. The Claims Conference provides training on how to use this system. The Claims Conference then reports the information only to JFNA in a unified format with no client identifying information.

Federations are required to submit semiannual financial and programmatic reports to JFNA. The financial reports will include a summary of how much money has been spent. The programmatic reports may include data on:

- Program activities, progress toward goals, and measurable outcomes
- Program partners and their roles in program activities
- Numbers of Holocaust survivors served in each of the two categories: crisis prevention and crisis resolution (although potentially a client could receive services in both)
- Challenges, actions taken to address these challenges, and the results of the actions
- Changes to program goal(s) or activities due to challenges
- Products created and disseminated, such as advertising materials, newsletters, websites, etc.

In addition to the reports described above, Federations are required to submit the following:

- Evidence of Match Form
- Programmatic and Budget Modification Requests, as needed
- Annual Evaluation Report
- End of Program Summary
- Carry Over Request, if applicable
- Evaluation of the Center for Advancing Holocaust Survivor Care

Statutory Authority

This grant program is funded by JFNA through a grant from the U.S. Administration for Community Living/Administration on Aging. The statutory authority for grants is contained in Title IV, Section 411, of the Older Americans Act (OAA) of 1965, as amended by the OAA Amendments of 2006, P.L. 109-365. (Catalog of Federal Domestic Assistance 93.048, Title IV Discretionary Programs). Federations must commit to the terms and conditions for receiving federal funds from JFNA and the federal government (which may change or be updated by the federal government during the program period). Awardees will be subject to the general provisions of 45 CFR Part 75, and in particular 45 CFR §75.351 and §75.352.

All Federations and all of their sub-grantees must obtain a Data Universal Numbering System (DUNS) number and register in the Federal System for Award Management (SAM) system. Proof of Federation's registration must be supplied to JFNA before any funds will be disbursed and Federations should receive proof of subgrantees registration before those funds are released. Organizations must procure a DUNS number before registering in SAM. This free process is not difficult to complete, but registration may take up to one month; therefore, it is recommended to begin now. Instructions on how to do so are included in Appendix 1.

Part 2: Application Process

The application consists of the following components.

1. A program questionnaire detailing the activities and goals
2. A work plan detailing the objectives, tasks, and anticipated timeline
3. A budget

4. Supplemental financial materials

Program Questionnaire

1. COMMUNITY DEMOGRAPHICS AND NEED

- a. Provide a brief description of the Holocaust survivor population in the community, including estimates of the total number of survivors and the number currently being served in the community, and any available information about the number and type of unmet needs that could result in a crisis or institutionalization (200 words max.)

2. PROGRAM DESCRIPTION

- a. How you will convene community agencies to develop strategies to provide critical supports to Holocaust survivors (e.g., agencies you plan to invite, outreach strategies to those agencies, staffing, timelines, etc.) (500 words max)
- b. How you will involve Holocaust survivors in the planning process (200 words max)
- c. How you will use the leadership councils to determine the critical needs of Holocaust survivors that could lead to crisis or institutionalization (200 words max)
- d. Describe the decision-making processes that you anticipate the leadership councils will use to determine funding priorities and strategies. (500 words max)
- e. Describe the logistical process for distributing grant funds. (200 words max)
- f. How you will incorporate person-centered, trauma-informed (PCTI) approaches into all services offered through the Leadership Council (e.g., training partner agencies on trauma and PCTI care) (500 words max)
- g. How you will monitor grant funds to ensure compliance with all requirements (200 words max)
- h. How you will receive information from your subgrantees (e.g. regular phone calls, etc...) (200 words max)
- i. How many Holocaust survivors you anticipate serving through the Leadership Council (200 words max)
- j. How you might evaluate the outcomes of your project (e.g., whether the services provided are helping survivors avoid potential crises and helping to resolve crises that do occur) (500 words max)
- k. How you will sustain the leadership council at the end of the grant period and use it to coordinate care for Holocaust survivors (200 words max)
- l. Describe the challenges likely to be encountered in the planning and implementation of the project and how you might overcome them (500 words max)

- m. Provide an explanation for any part of your budget to further explain the rationale and expenses behind it. (500 words max). For example:
- an explanation for each program revenue listed and whether each source has been secured or is anticipated
 - an explanation of program expenses, including personnel, travel to JFNA training workshop, costs for all program activities, and overhead;
 - an explanation for all in-kind/non-monetary contributions and monetary value, including personnel, space, etc., and whether each source has been secured or is anticipated;

3. MATCH REQUIREMENT

- a. Provide a description of plans to meet the match requirement (200 words max)

Tips

Work Plan

- The work plan should be completed using the template provided. It provides a schematic overview of the narrative including anticipated timelines, objectives, and activities associated with the proposal.

Budget

The program budget should be submitted using the template provided. This template is only for your planning budget (\$50,000). A different template will be provided for you to submit your direct services budget once the Leadership Councils have begun, and before the direct services funds are released. It should include:

- Program revenue listed by source (including JFNA grant award, state and local government grants, foundation grants, etc.),
- Program expenses (personnel costs, travel costs, space, costs for program activities and marketing/outreach, overhead*, etc.)
- If you choose to spend less than \$50,000 on planning, that is ok and the rest can be utilized as part of r your direct services budget.

*Overhead is defined as: (i) rental costs for office space (excluding the cost of short-term rentals for event space for program-related activities); (ii) costs of operating and maintaining facilities; (iii) general administration; and (iv) general expenses such as salaries and expenses of executive officers, personnel administration, accounting and office equipment and supplies. Overhead does not include cellular phones or computers that are specifically dedicated to the program. Overhead may not exceed 10% of total program budget (JFNA grant + required match).

Federation supplemental financial materials:

- Full organizational budget for current fiscal year/most recent completed fiscal year
- Independent audit letter
- Most recent full organization audit
- Most recent organizations single audit if applicable
- Copy of the organization's current IRS tax-exempt status determination letter or most current Form 990 or certificate of incorporation or equivalent documentation
- DUNS number and SAM registration confirmation or verification that it is in process

Appendix 1: DUNS and SAM registration

If you have not previously registered in DUNS or SAM, please see instructions below.

A Data Universal Numbering System (DUNS) number is needed before registering in SAM. DUNS numbers are unique to each physical location registering. A DUNS number can be requested **free of charge** by visiting Dun & Bradstreet (D&B) <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html> or by calling the dedicated toll-free DUNS number request line at 1-866-705-5711. It typically takes one to two business days to obtain a DUNS number.

SAM - The applicant organization is referred to as an "Entity." Applicants must register to do business with the U.S. Federal Government by completing the registration process in SAM. There is no charge to register or maintain your entity registration record in SAM. Please click here for more information: <https://www.grants.gov/applicants/organization-registration/step-2-register-with-sam.html>

Appendix 2: Resources on Person-Centered, Trauma-Informed Care

Eisinger, M.A., and Bedney, B. (2018). Teaching about trauma: Models for training service providers in person-centered, trauma-informed care. *Kavod*, 8, <http://kavod.claimscon.org/2018/02/teaching-about-trauma-models-for-training-service-providers-in-person-centered-trauma-informed-care/>

Menschner, C., and Maul, A. (2016). *Key Ingredients for Successful Trauma-Informed Care Implementation*. Center for Health Care Strategies. <https://www.chcs.org/media/ATC-whitepaper-040616-rev.pdf>

United States Substance Abuse and Mental Health Services Administration. *SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach*. <https://store.samhsa.gov/shin/content/SMA14-4884/SMA14-4884.pdf>

United States Substance Abuse and Mental Health Services Administration (2014b). *A Treatment Improvement Protocol: Trauma Informed Care in Behavioral Health Settings. TIP 57*. <https://store.samhsa.gov/shin/content/SMA14-4816/SMA14-4816.pdf>

ACL Guidance to the Aging Services Network: Outreach and Service Provision to Holocaust

Survivors (2017). <https://acl.gov/sites/default/files/about-acl/2017-04/FINAL%20FOR%20POSTING%20-%20ACL%20Guidance%20-%20Holocaust%20Survivor%20Services%20-%20201-12-17.pdf>