



Promising Practices Program Guidelines

Section 1: Overview

Based on your JFNA-funded program's evaluation outcomes and information provided to JFNA, your agency has been selected to participate in the Promising Practices Program. We have up to \$50,000 to award your agency and require 25% of the total program budget as matching funds.

Understanding that the new Promising Practices Program can only serve Holocaust survivors and their family caregivers, you may only reinstate the original program for which your agency was selected. The only allowable modifications are those made to accommodate the public health recommendations in response to the pandemic. Applicants can select whether this program will be for one or two years. Program Year 1 begins January 1, 2021 and ends December 31, 2021. The total amount of JFNA funding available is \$50,000 whether applicants select one or two years.

Section 2: Grant Background

The Jewish Federations of North America (JFNA) has received a grant from the U.S. Administration for Community Living/Administration on Aging (ACL/AoA) to advance *Person-Centered, Trauma-Informed (PCTI)* services for Holocaust survivors and their family caregivers in the United States. This program is implemented with strong cooperation from the Network of Jewish Human Service Agencies and the Conference on Jewish Material Claims Against Germany (Claims Conference). JFNA uses its grant and funds raised through philanthropy to award subgrants for local PCTI innovations for Holocaust survivors and to build national capacity to provide PCTI-based services to Holocaust survivors.

New subgrantees will comprise the "Promising Practices Cohort" and will join other cohorts and earn recognition as leaders in Holocaust survivor services and PCTI care.

JFNA will only commit to fund subgrantees for one year. The grant can be extended to two years, dependent upon compliance with all program requirements, success of the subgrantee's program, and availability of federal funds.

Section 3: Questionnaire Process and Logistics

Funding may not be used for:

- Medical or institutional care, income maintenance, cash assistance, or gift cards
- 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 educating 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
- 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).

Section 4: Match Requirements

All subgrantees are required to contribute matching resources equal to **25% of the total program budget**. Calculate required match as follows:

$$\text{JFNA Funds Requested} / 3 = \text{Required Match}$$

The match is required by the federal government to contribute to the sustainability of the proposed program. 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 applicant's budget must detail where matching resources are expected to come from.

Possible sources of the match may include, but are not limited to:

- In-kind contributions
- Organization support
- Jewish Federation grants
- State government grants
- Local government grants
- Foundation grants
- Individual contributions
- Claims Conference funds
- KAVOD/SHEF funds
- Jewish Federation's Human Services Relief Matching Fund

*Funds can only be included as match if both of these conditions are met:

- The match funding must go to the same population as served by the JFNA funded program, and
- The match funding must be used for the same purpose as the JFNA funded program.

The only sources excluded from match are federal funds and funds used to meet the match for other grants.

The funds do not need to be new. Previously received funds can count as match.

Overmatch

If a subgrantee raises more money than is required by the match obligation, the resulting funds are termed “Overmatch Funds”. Overmatch from Year 1 can be applied to Year 2 match but must follow the same rules as applied to JFNA funds.

Any Overmatch Funds should appear in applicant’s Budget spreadsheet on the line labeled Overmatch and on the Budget Narrative in the Overmatch section. Overmatch Funds may be used for additional programming or overhead expenses related to this program. They can be used for programming beyond what is allowable by the grant.

Section 5: Expectations and Compliance

I. Expectations

Subgrantees are expected to begin implementation of the proposed program on January 4, 2021. Implementation is defined as progress toward program launch and does not necessarily mean service delivery.

Subgrantees join a community of practice and are expected to participate in the technical assistance activities associated with The JFNA Center for Advancing Holocaust survivor Care, including:

- Participating in regular “check-in” calls and periodic site visits by JFNA program staff;
- Participating in 3-4 cohort webinars or conference calls per year, devoted to topics relating to Holocaust survivors and the PCTI approach;
- Participating in the annual, national JFNA Training Workshop;
- Disseminating program materials and innovations through national conferences, online resources, and publications;
- Serving as a peer mentor and a thought leader in the field of PCTI; and
- Participating in evaluations of the PCTI approach.

II. Compliance

All subgrantees are required to submit Quarterly Programmatic Reports and Quarterly Spending Reports in electronic format. Each quarter, subgrantees are asked to report on the following:

- Program statistics about the number of Holocaust survivors, caregivers, staff, and community partner professionals who participated in the program during the quarter.
- Program activities, progress towards goals, and measurable outcomes achieved during the quarter as identified in the program proposal;
- Program partners and their roles in program activities;
- Challenges faced during the quarter, actions taken to address these challenges, and the results of the actions;
- Changes to program goal(s) or activities due to challenges;
- Products created during the quarter and how these products were disseminated. Products may include articles, advertising materials, event flyers, issue briefs, fact sheets, newsletters, survey instruments, sponsored conferences and workshops, websites, audiovisuals, and other informational resources;
- Story leads about one or two individuals whose lives have been touched or transformed by this program; and

Once per year, subgrantees are required to submit the following:

- Updated audited financial statements;
- Evidence of Match Form;
- Evaluation Status Update;
- Work Plan;
- Programmatic and Budget Modification Requests, as needed;
- Annual Evaluation Report;
- End of Program Summary, if applicable;
- Carry Over Request, if applicable; and
- Evaluation of the Center for Advancing Holocaust Survivor Care.

III. ACL Compliance

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 Supporting Older Americans Act of 2020 (P.L. 116-131). (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.

Section 6: Completing the Budget

This guidance is best utilized when read in combination with the provided Budget template.

I. General Information

Submit a proposed budget using the template provided. **Only budgets using the provided template will be reviewed.** List the amount of JFNA funds requested, the applicant's match, and the total program budget. The provided budget template contains formulas that will

automatically calculate the minimum required match, based on the amount of funding requested from JFNA. Applicants may remove the formulas if necessary. Applicants should add lines for additional costs as needed. If the applicant's program will be a one-year program, only complete a one-year budget. If the applicant's program will be a two-year program, complete a two-year budget.

II. Required Elements

Applicant's budget should include:

- Program Revenue listed by source
 - Proposed Award from JFNA
 - Agency Support
 - Federation Grants
 - State Government Grants
 - Local Government Grants
 - Foundation Grants
 - Individual Contributions
- Program Expenses
 - All program personnel (full or part-time) directly employed by organization
 - Fringe benefits
 - Consultants
 - Travel to JFNA's annual Training Workshops (TBD)
 - Event space
 - Food and beverages
 - Technological Devices or Internet
 - Activity supplies
 - Entertainment
 - Marketing for program outreach and events
 - Printing and copying for outreach and events
 - Website creation and/or maintenance related to the proposed program
 - Staff travel for service delivery
 - Transportation for Holocaust survivors
 - Contractual (such as outsourced congregate meal program or third-party home health aides)
 - Overhead

III. Overhead

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).

Section 7: Completing the Work Plan

This guidance is best utilized when read in combination with the provided Work Plan template.

I. Definitions:

- Goal: An aim or desired result of a program, event, or initiative (e.g., improved mental health among Holocaust survivors)
- Outcome: The measurable change or benefit that results from the program (e.g. 30% decrease in Holocaust survivors reporting that they feel depressed)
- Major Objective: Primary desired result of a particular task or tasks (e.g., increased organization capacity to provide mental health services to Holocaust survivors)
- Key Task: A focused and specific piece of work often to be finished within a certain time that are critical for reaching the major objective (e.g., hiring of mental health professionals)

II. Template Guidance:

Using the template provided, create a Work Plan for each program goal using the guidance below:

- Fill out the first page of the template, listing every goal of the program.
- Complete a separate chart for each goal.
- List the goal and measurable outcome at the top of the chart.
- List the major objectives next to the numbered row, and the main tasks under the objectives. Add rows for tasks and objectives, as necessary. Delete rows that are not necessary.
- In the column titled "Lead Person(s)," note the job title of the individual who will take the lead on accomplishing the task.
- Indicate the anticipated completion dates for the major objectives by filling the box(es) in black that correspond with the month(s) when the tasks will be addressed.
- Create a key, listing each staff position entered in the Work Plan and its associated abbreviation (e.g.: SVP = Senior Vice President).

Section 8: Grant Timeline

Date	Activity
November 16, 2020	Applications due to JFNA (submit via JotForm)
Mid-December-late December 2020	Awards announced and Cooperative Agreements signed and returned to JFNA (CEO, CFO, or COO signature required!)

End of December 2020	Funds distributed (JFNA cannot distribute funds until receipt of a signed Cooperative Agreement and successful completion of a \$1 test payment)
January 1, 2021	Program begins
August 31, 2021	Evidence of Match due
December 31, 2021	Program Year 1 ends

Section 9: Definitions

- I. **Holocaust survivor:** The definition of Jewish Nazi victim used by the Claims Conference and the German Government is an acceptable definition for Holocaust survivors under this grant, but there could be others. The U.S. Government does not limit funding to the German Government’s definition; however, individuals born after the end of February 1946 are not considered Holocaust survivors under this grant.
- II. **Family or friend caregivers of Holocaust survivors:** Family members or friends of Holocaust survivors may be served if they are currently caregivers to a Holocaust survivor. The services must be intended to support their role as caregivers.

Section 10: DUNS and SAM Registration

All applicants must obtain a Data Universal Numbering System (DUNS) number and register in the Federal System for Award Management (SAM) system. Proof of registration must be supplied to JFNA before funds will be disbursed. This process is not difficult to complete, but registration may take up to one month; therefore, it is recommended to begin now. Please note that organizations must procure a DUNS number before registering in SAM.

Instructions for registering:

- If you have not previously registered in DUNS or SAM, review all instructions in this link before you register: <https://www.fws.gov/international/pdf/sam-duns-registration-instructions.pdf>
- DUNS Number: 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) <http://fedgov.dnb.com/webform> 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.sam.gov/SAM/>

Section 11: Additional Resources on Trauma-Informed Care:

- 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>
- 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>
- Trauma-Informed Care Implementation Resource Center. Center for Health Care Strategies, Inc. <https://www.traumainformedcare.chcs.org/>
- 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/sites/default/files/d7/priv/sma14-4816.pdf>
- University of Buffalo School of Social Work Institute on Trauma and Trauma-Informed Care (2019). *Trauma-Informed Organizational Change Manual*. <https://cdn.fedweb.org/fed-42/2/ITTIC%25202019%2520T-I%2520Organizational%2520Change%2520Manual%2520for%2520Web.pdf>
- University of Maine Center on Aging (2014). *Trauma-Informed Care with Older Adults*. <https://www.une.edu/sites/default/files/Mitchell-Kaye%20Trauma%20Informed%20Care%20-%20June%202014.pdf>