



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
Aging and Long-Term Support Administration  
PO Box 45600, Olympia, WA 98504-5600

September 1, 2021

Re: Tribal Funding Opportunity - Adult Protective Services

Dear Tribal Leaders:

The Department of Social and Health Services (DSHS), Aging and Long-Term Support Administration (AL TSA), Adult Protective Services (APS) Division, is excited to share details about a new funding opportunity to enhance adult protective services.

Washington APS has received one-time supplemental funding from the U.S. Department of Health and Human Services, Administration for Community Living (ACL) division. The funds are being distributed to APS as the agency legally responsible for providing adult protective services in Washington under RCW 74.34. The funding is intended to enhance, improve, and expand the ability of the APS system to accept reports and investigate allegations of mistreatment against vulnerable adults. The funding must not supplant, existing state, federal or local APS funding and all funds must be spent by **September 30, 2023**.

Tribes are not eligible to apply directly to ACL for this funding opportunity. However, ACL has encouraged recipients to partner with tribes. Under the released guidance, states may use this funding to work with tribes as long as the work aligns with the purposes of the funding opportunity. Preliminarily, APS plans to offer an allocation of up to \$10,000 per tribe and Recognized American Indian Organizations (RAIO) with the opportunity for tribes to request additional funding dependent upon the availability of funds.

Every person served by this funding must meet Washington State's definition of a vulnerable adult as defined by [RCW 74.34.020](#) and must be experiencing maltreatment or self-neglect (definitions for maltreatment and self-neglect are defined in [RCW 74.34.020](#)). This funding may indirectly support vulnerable adults through services, outreach and engagement, staff training, and equipment purchases. Overall, the activities funded must be related to enhancing, improving, and/or expanding the entity's ability to respond to allegations of maltreatment or self-neglect of alleged victims.

APS will be hosting two webinars to provide additional information on this funding opportunity and answer questions. The webinars are scheduled on:

- Wednesday, September 15, 2021 from 10:30 a.m. to 12:00 p.m.
- Monday, September 27, 2021 from 2:00 p.m. to 3:30 p.m.

Sincerely,

Bill Moss, Assistant Secretary  
Aging and Long-Term Support Administration

Kathy Morgan, Director  
Adult Protective Services Division

cc: Tim Collins, DSHS OIP Senior Director  
IPAC Delegates  
Marietta Bobba, AL TSA Tribal Affairs Administrator  
Victoria Gawlik Morse, APS Grant Director

# Funding opportunity for federally recognized tribes and Recognized American Indian Organizations for enhancing the response to vulnerable adult maltreatment and self-neglect

## What is this new funding opportunity?

The Washington State Department of Social and Health Services (DSHS) Adult Protective Services (APS) Program has received one-time funding of \$1,799,233 from the federal Administration for Community Living (ACL). The funding is intended to provide resources to enhance, improve, and expand the ability of APS to investigate allegations of abandonment, abuse, neglect, exploitation and self-neglect of vulnerable adults. The funding must supplement, not supplant, existing state, federal, and local APS funding.

The funds have been distributed to DSHS/APS as the agency legally responsible for providing adult protective services in Washington. DSHS/APS is responsible for all federal programmatic and fiscal reporting requirements. The entirety of the funds must be spent or obligated by September 30, 2023.

## How much money is available for tribes and RAIOS?

Tribes and RAIOS<sup>1</sup> were not eligible to apply directly to ACL for this funding. However, ACL is encouraging recipients to work collaboratively with tribal nations and entities. According to the guidance provided, recipients may choose to use the funding to work with tribes on activities that are directly relevant to the purposes of this funding opportunity.

For first round funding, DSHS/APS plans to allocate \$10,000 per interested tribes and RAIOS. Additional funding may be made available based on interest and planned activities.

## How can the funds be used?

Any person served directly by this funding must meet Washington's definition of a vulnerable adult who is experiencing abuse, abandonment, financial exploitation, neglect, or self-neglect. Relevant definitions can be found in [Chapter 74.34 RCW](#) and [WAC 388-71-0105](#).

In addition, funding for this opportunity is authorized under the Elder Justice Act Section 2042(b), therefore it may only be used for those APS services and activities authorized by state law or regulation.

Below are examples from ACL of how funding may be used:

- Establishing or enhancing the availability for elder shelters and other emergency, short-term housing and accompanying "wrap-around" services for APS clients.
- Establishing, expanding, or enhancing state-wide and local-level elder justice networks for the purpose of removing bureaucratic obstacles and improving coordination across the many state and local agencies interacting with APS clients who have experienced abuse, neglect, or exploitation.
- Working with tribal adult protective services efforts, such as conducting demonstrations on state-Tribal APS partnerships to better serve tribal elders who experience abuse, neglect, and exploitation, partnering with Tribes within the state to include tribal elder abuse data in the

state's National Adult Maltreatment Reporting System (NAMRS) reporting, and undertaking demonstrations to better understand elder abuse experienced by tribal individuals living in non-tribal communities and served by state APS programs.

- Improving or enhancing existing APS processes for receiving reports, conducting intakes and investigations, planning/providing for services, making case determinations, documenting and closing cases, and continuous quality improvement.
- Improving and supporting remote work in order to provide adult protective services, such as the purchase of communications and technology hardware, software, or infrastructure.
- Improving APS data collection and reporting at the case worker, local-, and state-levels in a manner that is consistent with the National Adult Maltreatment Reporting System (NAMRS);
- Costs incurred by APS associated with establishing new or improving existing processes for responding to alleged scams and frauds.
- Costs incurred by APS associated with community outreach.
- Costs associated with providing goods and services to APS clients.
- Costs associated with assisting APS clients secure the least restrictive option for emergency or alternative housing, and with obtaining, providing, or coordinating with care transitions as appropriate.
- Paying for APS staff extended hours, or hiring of additional, temporary APS staff, and associated APS personnel costs. For more information on these are other indirect costs, see [45CFR75.414](#). Note: this funding is time limited.
- Costs for and related to training (both remote and in-person) for current and new APS employees on conducting investigations, interviews, and documentation, including additional costs associated with advertising, recruiting, certifying, and providing continuing education for APS employees.
- Funds for travel once in-person APS investigations resume. (For more information on indirect costs, see [45CFR75.414](#).)
- Acquiring personal protection equipment and supplies for APS program use, as appropriate, once in-person investigations resume, as well as costs for and associated with COVID-related clean-up/sanitation services for an APS client to return safely to their home environment.

Equipment purchases of more than \$5,000 per unit cost and indirect costs require prior approval from DSHS/APS and ACL. The funding is one-time and time limited.

### [What are the reporting requirements?](#)

For DSHS to adhere to reporting guidance from ACL, tribes and RAIOS that receive funding will need to submit reports on spending activities that include receipts of purchases and the number of clients served.

### [What support will be offered?](#)

APS has hired 3 Outreach and Engagement Specialists that report to the APS Project Administrator. These specialists are available to provide technical assistance and support for tribes or RAIOS that participate in this opportunity.

## How do tribes and RAIOs request the funding?

Tribes and RAIOs will need to submit a **Letter of Assurance** to DSHS to indicate they want to receive funding as well as a **Spending Plan**. A template is included for both the Letter of Assurance and the Spending Plan; these templates are not required, but are provided for ease of application.

Please submit **Letters of Assurance** and **Spending Plans** via email to [APS.Grants@dshs.wa.gov](mailto:APS.Grants@dshs.wa.gov) no later than **Wednesday, October 27<sup>th</sup> at 5 pm PST**.

Your Letter of Assurance should include the following assurances:

1. The funds will supplement and not supplant existing APS funding.
2. The funds will be spent in ways consistent with the Elder Justice Act Section 2042(b); Section 9301 of the American Rescue Plan Act of 2021; and guidance provided by ACL, including the examples of activities consistent with the purposes of the authorizing legislation contained in the Federal Register Notice.
3. Semi-annual and final reports on all activities performed as a result of this grant funding opportunity will be submitted to DSHS/APS at [APS.Grants@dshs.wa.gov](mailto:APS.Grants@dshs.wa.gov)

The Letter of Assurance should be signed by the tribal authority or RAIO representative who is authorized to accept funds on behalf of the Tribal Government or RAIO respectively.

To begin the contracting process for the disbursement of funds, tribes and RAIOs will also need to submit a **Spending Plan** to DSHS/APS.

The Spending Plan should be brief (no more than 5 pages double-space) and include an outline of how each tribe or RAIO intends to spend the funds. The spending plan should be consistent with the purpose of the authorizing legislation and examples of how the funds can be used, as outlined above.

The letter should include the individual who DSHS/APS should contact regarding contracting to disburse the funding, including the individual's role, email address, and phone number. This individual will serve as the point of contact for DSHS/APS after **November 8<sup>th</sup>, 2021** about next steps.

After **November 8<sup>th</sup>, 2021**, DSHS/APS will contact the individuals designated as the point of contact for each submission to discuss the contracting and disbursement process.

## Additional Information

DSHS/APS will host two virtual informational sessions about this opportunity:

- Wednesday, September 15<sup>th</sup>, 10:30 am – 12:00 pm PST
- Monday, September 27<sup>th</sup>, 2:00 pm – 3:30 pm PST

You can sign up for either virtual informational session here:  
<https://attendee.gotowebinar.com/rt/2536925586388784654>

Please contact [APS.Grants@dshs.wa.gov](mailto:APS.Grants@dshs.wa.gov) with any questions about this opportunity.

1. Eligible RAIOS are those listed on the DSHS OIP website:

- American Indian Community Center
- Native Project
- Seattle Indian Health Board
- United Indians of All tribes Foundation
- Chief Seattle Club
- South Puget Sound Intertribal Planning Agency
- Small Tribes of Western Washington

[MONTH] [DAY], 2021

Kathy Morgan  
Director, Adult Protective Services  
Department of Social and Health Services, Aging and Long-Term Support Administration  
4500 10<sup>th</sup> Avenue Southeast  
Lacey, WA 98504-5600

Kathy Morgan,

Subject: [**TRIBE NAME** or **Recognized American Indian Organization NAME**] – Letter of Assurance

[**TRIBE NAME** or **Recognized American Indian Organization NAME**] is submitting this letter of assurance for the funding available through the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services detailed by the Department of Social and Health Services (DSHS) / Adult Protective Services (APS) Program.

The intent of this letter is to address the assurances outlined by DSHS / APS in the funding announcement.

Agree	Assurance
<input type="checkbox"/>	The funds provided through the grant will supplement and not supplant existing federal, state, or local APS funding.
<input type="checkbox"/>	The funds awarded through this opportunity will be spent in ways consistent with the Elder Justice Act Section 2042(b); Section 9301 of the American Rescue Plan Act of 2021.
<input type="checkbox"/>	We will submit the required semi-annual and final reports related to activities performed as a result of this grant funding opportunity.

Sincerely,

[NAME], [TITLE]  
[**TRIBE NAME** or **Recognized American Indian Organization NAME**]

[MONTH] [DAY], 2021

[TRIBE NAME or Recognized American Indian Organization NAME] – Spend Plan

**Grant Contact Individual Information**

[NAME], [TITLE]

[PHONE]

[EMAIL]

<b>Spend Area</b>	<b>Item</b>	<b>Cost / Unit</b>	<b># of Units</b>	<b>Total</b>
<i>Example: goods and services for clients</i>	<i>Bed bug treatment</i>	<i>\$25 / treatment</i>	<i>20</i>	<i>\$500.00</i>
	<i>3-day grocery packs</i>	<i>\$30 / pack</i>	<i>50</i>	<i>\$1,500.00</i>
	<i>Tablets</i>	<i>\$50 / tablet</i>	<i>50</i>	<i>\$2,500.00</i>
Goods and services for clients				
Personnel / staff time				
Travel				
Staff training				
Community outreach				
Remote work support				
Personal Protective Equipment				
Emergency housing				
<b>Total</b>				