

Instructions For Completing the Application for Eligibility Form

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. USE THESE INSTRUCTIONS, AS A CHECK LIST TO ASSURE ALL REQUIRED INFORMATION AND DOCUMENTATION IS PROVIDED. IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE CALL (505) 476-1920

Section I: Provide the full legal name of your organization on the first line of the application. Provide the mailing address of your organization as recognized by the U.S. Postal Service. Include ZIP CODE. Provide the street if different from mailing address, or provide directions if located on a rural route or other remote area. List the county in which the organization is actually located and a business and fax telephone number with the area code.

Section II: Check the appropriate box which describes your organization. (If you are unable to determine which status to check, please contact this office for assistance.)

Section III: Check the appropriate box or boxes (check as many as apply), which indicate the type or purpose of your organization. (Definitions have been provided at the end of this instructions page to assist in making this determination.)

Section IV: A comprehensive written description of all programs or services provided is required. A description of the operational facilities should also be included. Be sure to include information on staff and staff qualifications, hours of operation, services and programs offered, population of enrollment, fees charged etc. Include samples of pamphlets, catalogs, brochures or posters. If incorporated, include complete copy of Articles of Incorporation with all filing certificates and amendments, and a copy of current By-laws.

Section V: Check the appropriate box, which indicates the organization's sources of funding. Supporting documentation indicating the types and amounts of funding must be submitted with the completed application.

Section VI: All applicants applying as "Nonprofit, tax exempt organizations" must provide a copy of the IRS determination letter indicating tax exemption under Section 501 of the IRS Code of 1954. The name of the organization on this letter must match the name provided in section I of this application, if not, include sufficient evidence such as amendments to Articles of Incorporation, or Assumed Named filing certificates to establish an "audit trail" of names showing the legal connection.

Section VII: Applicants applying as "Non profit tax-exempt organization" are required to submit evidence that the applicant is currently approved, accredited, or licensed. Programs for older individuals must include evidence of funding under the Old Americans Act of 1965, Titles IV or XX of the Social Security Act, Titles VIII or X of the Economic Development Act of 1964, or the Community Services Block Grant Act. Providers of assistance to homeless individuals must include a letter from the mayor,

county judge, city or county health officer or comparable authority, which certifies that the applicant is a “provider of assistance to the homeless”. The certification must identify the service or assistance being provided and the number of individuals receiving such assistance.

Section VIII: Annotate date and provide an original signature of applicant’s Authorized Official (President, Chairman of the board, County Judge, Mayor, City Manager, Executive Director, Administrator, Fire Chief, or other comparable authorized official). **Photo copied, rubber stamped, machine produced, or other facsimile type signatures are not acceptable.**

DEFINITIONS

Accredited: Approved by a recognized accrediting board or association at regional, state or national level such as the State Board of Education, or Health; The American Hospital Association, a regional or national accrediting association for universities, colleges, or secondary schools, or another recognized accrediting association.

Adult Day Care: A program of services provided under health leadership in an ambulatory care setting for adults who do not require 24-hour institutional care and yet, due to physical and/or mental impairment, are not capable of full-time independent living. Participants in the day care program are referred to the program by their attending physician or by some other appropriate source such as an institutional discharge planning program, a welfare agency, etc. The essential elements of a day care program are directed toward meeting the health maintenance and restorative needs of participants. However, there are socialization elements in the program which by overcoming the isolation so often associated with illness in the aged and disabled, are considered vital for the purposes of fostering and maintaining the maximum possible state of health and well-being.

Approved: Recognition and approval by the State Department of Education, State Department of Health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. An educational institution or program may be considered approved if its instruction and credits therefore are accepted by three accredited or State approved institutions, or if it meets the academic or instructional standards prescribed for public schools in the State; i.e., the organizational entity or program is devoted primarily to approved academic, vocational (including technical or occupational), or professional study and instruction, which operates primarily for educational purposes on a full-time base for a minimum school year as prescribed by the State and employs a full-time staff of qualified instructors. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority. A health institution or program may be considered as approved when a State body having authority under law to establish

standards and requirements for public health institutions renders approval thereto whether by accreditation procedures or by licensing or such other method prescribed by State law. In the absence of an official State approving authority for a public health institution or program or educational institution or program, the awarding of research grants to the institution or organization by a recognized authority such as the National Institutes of Health, the National Institute of Education, or by similar national advisory council or organization may constitute approval of the institution or program provided all other criteria are met.

Child Care Center: A public or nonprofit facility where educational, social, health, and nutritional services are provided to children through age 14 or as prescribed by state law and which is approved or licensed by the state or other approved authority as a child day care center or child care center.

Clinic: An approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services, including customary related services such as laboratories and treatment rooms.

College: An approved or accredited public or non-profit institution of higher learning offering organized study courses and credits leading to a baccalaureate or higher degree.

Economic Development: A program(s) carried out or promoted by a public agency for public purposes which involves, directly or indirectly, efforts to improve the opportunities of a given political area for the successful establishment or expansion of industrial, commercial, or agricultural plants or facilities and which otherwise assists in the creation of long term employment opportunities in the area or primarily benefits the unemployed or those with low incomes. For public agency use may not act as conduit for the transfer of property.

Educational Institution: An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting educational programs, including research for any such programs, such as a child care center, school, college, university, school for the mentally retarded, school for the physically handicapped, or an educational radio or television station.

Educational Radio Station: A radio station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under Section 501 of the Internal Revenue Code of 1954.

Educational Television Station: A television station licensed by the Federal Communication Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under Section 501 of the Internal Revenue Code of 1954.

Health Center: An approved public or nonprofit facility utilized by a health unit for the provision of public health services, including related facilities such as diagnostic laboratory facilities and clinics.

Homeless Individual: An individual who lacks a fixed, regular and adequate nighttime residence or who has a primary nighttime residence that is: (i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (ii) an institution that provides a temporary residence for individuals intended to be institutionalized; or (iii) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. For purposes of this regulation, the term does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a State law.

Hospital: An approved or accredited public or nonprofit institution providing public health services primarily for inpatient medical or surgical care of the sick and injured, including related facilities such as laboratories, outpatient departments, training facilities, and staff offices.

Library: A public or nonprofit facility providing library services free to all residents of a community, district, state or region.

Licensed: Recognition and approval by the appropriate state or local authority approving institutions or programs in specialized areas. Licensing generally relates to establish minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health or educational facility, rather than to the academic, instructional, or medical standards for these institutions. Licensing may be required for educational or public health programs such as occupational training, physical or mental health rehabilitation services, or nursing care. Licenses frequently must be renewed at periodic intervals.

Local Government: A government, or administration of a locality, within a state or a possession of the United States.

Medical Institution: An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization, the primary function of which is the furnishing of public health and medical services to the public at large or promoting public health through the conduct or research for any such purposes, experiments, training, or demonstrations related to cause, prevention, and methods of diagnoses and treatment of diseases and injuries. The term includes but is not limited to hospitals, clinics, alcoholic and drug abuse treatment centers, public health or treatment centers, research and health centers, geriatric centers, laboratories, medical schools, dental schools, nursing schools, and similar institutions. The term domiciliary care although a separate medical facility within such a domiciliary institution may qualify as a “medical institution”.

Museum: A public or private nonprofit institution which is organized on a permanent basis essentially for educational or esthetic purposes and which, using a professional staff, owns or uses tangible objects, whether animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis either, free or at a nominal charge. As used in the Donation Program, the term “museum” includes, but is not limited to, the following institutions if they satisfy all other provisions of FPMR 101-44.207: aquariums and zoological parks; botanical gardens and arboretums; museums relating to art, history, natural history, science, and technology; and planetariums. For the purposes of this program, an institution uses a professional staff if it employs fulltime at least one qualified staff member who devotes his or her time primarily to the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of museum does not include any institution, which exhibits objects to the public if the display or use of the object is only incidental to the primary function of the institution. For example, an institution which is engaged primarily in the sale of antiques, objects of art, or other artifacts and which incidentally provides displays to the public of animate or inanimate objects, either free or at a nominal charge, does not qualify as a museum.

Nonprofit Tax-exempt Activity: An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of a private shareholder or individual, and which has been held to be tax-exempt under provisions of Section 501 of the Internal Revenue Code of 1954.

Program for Older Individuals: Any state or local government agency or any nonprofit, tax-exempt activity which receives funds appropriated for programs for older individuals under the Older Americans Act of 1965 as amended under Title IV or Title XX of the Social Security Act, or under Titles VIII and X of the Economic Opportunity Act of 1964 and the Community Services Block Grant Act.

Provider of Assistance to Homeless Individuals: A public agency or a nonprofit, tax-exempt institution or organization that operates a program which provides assistance such as food, shelter, or other services to homeless individuals, as defined above. Property acquired through the donations program by such institutions or organizations must be used exclusively in the program(s) for providing assistance to homeless individuals.

Public Health Institution: An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting a public health program or program such as hospital, clinic, health center, or medical institution, including research for any such program, these services of which are available to the public at large.

School (except schools for the mentally retarded and schools for the physically handicapped): A public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction which operates primarily for educational purposes on a fulltime basis for a minimum school year and employs a fulltime staff or qualified instructors.

School for the Mentally Retarded: A facility or institution operated primarily to provide specialized instruction to students of limited mental capacity. It must be public or nonprofit and must operate on a fulltime basis for the equivalent of a minimum school year prescribed for public school instruction of the mentally retarded, have staff of qualified instructors and demonstrate that the facility meets the health and safety standards of the state or local governmental body.

School for the Physically Handicapped: A school organized primarily to provide specialized instruction to students whose physical handicaps necessitate individual or group instruction. The schools must be public or nonprofit and operate on a fulltime basis for the equivalent of a minimum school year prescribed for public school instruction for the handicapped, have a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the state or local governmental body.

University: A public or nonprofit approved or accredited institution of instruction and study in the higher branches of learning and empowered to confer degrees in special departments or colleges.