



PHASE I APPLICATION KIT
for the
2025
LONG TERM CARE
JOINT VENTURE CONSTRUCTION PROGRAM
for
AMERICAN INDIANS AND ALASKA NATIVES

December 2024

Indian Health Service
Department of Health and Human Services



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**LONG-TERM CARE JOINT VENTURE CONSTRUCTION PROGRAM
PHASE I-APPLICATION KIT
INFORMATION**

Thank you for your interest in the Joint Venture Construction Program (JVCP). This is a historic occasion for the JVCP. During this application cycle, IHS invites tribes to apply for a LONG TERM CARE (LTC)¹ JVCP facility. A JVCP project includes acquiring, constructing, or renovating an LTC, including a Skilled Nursing Facility and a Long-term Home.

Enclosed is a complete application kit for the Indian Health Service (IHS) LTC JVCP. The selection of projects to participate in the LTC JVCP involves (1) a two-part application phase, (2) the preparation and submission of planning documents for IHS approval, and (3) the negotiation and execution of a JVCP agreement. This phase I-application kit contains four sections: (I) Program Announcement, (II) Selection Process, (III) Application Review Process, and (IV) Application Checklist.

The Phase I-Application will be used to determine if the proposed project is eligible for consideration and has the potential for successful competitive selection. The applicants will use the final application to provide documentation of their administrative and financial capabilities to accomplish the proposed LTC JVCP project.

To be considered, applicants may submit the complete application, with all attachments electronically or in hard copy, by the **CLOSE OF BUSINESS on April 10, 2025**. The **Phase I application** will be **submitted to the IHS Area with jurisdiction over** the proposed project (see **APPENDIX I**).

For hard copy submissions (original plus one copy), mark envelopes “**FY 2025 LONG TERM CARE JVCP PHASE- IAPPLICATION.**” It is recommended that applicants obtain proof of delivery, as IHS will not consider late submittals.

For electronic submission (**Preferred method**): Send the signed original (PDF files only) to the **IHS Area having jurisdiction**. Include the following in the subject line: “**FY 2025 LONG TERM CARE JVCP PHASE-I APPLICATION**”. **Separate emails if submitting more than one application.**

For questions, please contact Mr. Jim White, P.E., Division of Facilities Planning and Construction, Office of Environmental Health and Engineering, by email at jim.white@ihs.gov or telephone at (405) 808-7133.

Appendix I contains contact information for each of the 12 IHS Areas. This phase I-application kit is also available for download at <https://www.ihs.gov/dfpc/programs/#jvcp> under *Programs*, then under *Joint Venture Construction Program*.

Date Issued: December 4, 2024

Martin Smith, R.S.
(A) Director, Office of Environmental Health and Engineering
Indian Health Service

¹ Joint Venture Construction Program health care facility projects authorized under the Indian Health Care Improvement Act, as amended. These include Long-Term Care Facilities.



SECTION I
PROGRAM ANNOUNCEMENT
for the
LONG TERM CARE
JOINT VENTURE CONSTRUCTION PROGRAM

**Indian Health Service
FY 2025 Long-Term Care Joint Venture Program
Phase I-Application**

**Section I
Program Announcement
Long-Term Care
Joint Venture Construction Program
DECEMBER 2024**

ANNOUNCEMENT NO.: JVCP-2025-01

ANNOUNCEMENT DATE: December 2024

RESPONSIBLE OFFICE: Division of Facilities Planning and Construction, Office of Environmental Health and Engineering, Indian Health Service (IHS), Department of Health and Human Services (HHS).

PROGRAM TITLE: (LONG TERM CARE JOINT VENTURE CONSTRUCTION PROGRAM), Fiscal Year 2025

PURPOSE OF PROGRAM: Under the LTC JVCP, federally recognized American Indian and Alaska Native Tribes construct a Tribal-owned Long Term Care, Skilled Nursing Facility, or Long-term Home facility using non-IHS funds that meets IHS design criteria and approval. In exchange, IHS will enter into a 20-year nominal lease for the facility and request annual appropriations for the operation and maintenance of the facility during the lease period. **Additional priority is to be given to Tribes who agree to fund the initial equipment portion of the project.**

PURPOSE OF ANNOUNCEMENT: Announces the IHS Fiscal Year 2025 JVCP application period and the Application Kit for interested Tribes. Responding to ongoing Tribal interest and continuing Congressional program support, the IHS is initiating solicitation for new LTC JVCP projects to participants in the program. **This will be a Demonstration Project requiring approved metrics for measuring performance.**

NUMBER OF PROJECTS ANTICIPATED FOR SELECTION: To be determined.

SUMMARY: The IHS is announcing the LTC JVCP Solicitation in December 2024.

This Program Announcement (PA) consists of four parts:

- **Part I-PROGRAM DESCRIPTION** provides the program's statutory authority, describes what is authorized, provides the conditions of the authorizing legislation, and identifies the program concepts and competitive selection process.
- **Part II-APPLICATION PHASE** describes the Phase I-application phase and tentative Program Schedule.
- **Part III- EVALUATION CRITERIA FOR APPLICATIONS** provides information about how the Final Applications will be evaluated.
- **Part IV-PROJECT SELECTION** describes the completion of the prioritization process. All necessary application forms are to be completed by the applicant following the LTC Application Kit instructions.

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APPLICATION KITS: LTC Application Kits will be **available for distribution** in December 2024. Application Kits may be obtained by downloading the document from the IHS OEHE website at <https://www.ihs.gov/dfpc/programs/#jvcp>. Click on *Programs*, then on *Joint Venture Construction Program*.

APPLICATION DEADLINE DATES: Phase I-Applications in response to this PA will be submitted to the local IHS Area Office by the **close of business on April 10, 2025**.

APPLICATION RECEIPT POINT: Phase I-applications and the corresponding Final Applications are to be **sent to the respective IHS Area that has jurisdiction** for the proposed project. See Appendix I of the Application Kit for IHS Area JVCP Contact information. Electronic submission (PDF) is the preferred method.

IHS HEADQUARTERS INFORMATION CONTACT: For further information about the JVCP, contact:
Jim White, P.E., Program Manager
IHS Joint Venture Construction Program
Division of Facilities Planning and Construction
Indian Health Service
TEL: (405) 808-7133
Email: jim.white@ihs.gov

ENGLISH LANGUAGE REQUIREMENT:
All application documents are to be in English.

**Indian Health Service
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Phase I-Application**

Section I – Program Announcement LTC

PART I - PROGRAM INFORMATION - JOINT VENTURE CONSTRUCTION PROGRAM (JVCP)

Pursuant to all authorizing legislation, the IHS JVCP is being implemented as described below.

A. STATUTORY AUTHORITY²

The JVCP's statutory authority is contained in the Indian Health Care Improvement Act, Title III, Section 818(e), P.L. 94-437, as amended and as codified and implemented by 18 USC 1636h(e).

B. AUTHORIZATION

The IHS, under the JVCP, is authorized to establish projects where American Indian and Alaska Native (AI/AN) Tribes or Tribal Organizations can construct or acquire a Tribally owned LTC health care facility in exchange for the IHS providing the initial equipment, then operating and maintaining the LTC health care facility for 20 years under a no-cost lease. Additional priority is to be given to Tribes who agree to fund the initial equipment portion of the project.

C. CONDITIONS OF PARTICIPATION

The Tribe must:

- Show the administrative and financial capabilities required to complete the facility in a timely manner;
- Must expend Tribal, private, or other available non-IHS funds to complete the facility; and
- Lease the Tribally-owned health care facility to the IHS for 20 years under a no-cost Government lease.

In return, during the 20-year lease period, the IHS will:

- Include funding for supplies, staffing, operation, and maintenance of the health care facility in the annual appropriation request;
- Provide the initial equipment for the facility **if agreed to in the application process**; and
- Request initial appropriations from Congress for an aggregate total, over one or more years, of 85 percent of the projected total staffing need, at beneficial occupancy minus the existing staff, as determined using IHS Resource Requirements Methodology Needs Assessment (RRMNA) Criteria³ and the IHS-approved User Population data. **The IHS makes no guarantee of when the requested resources will be appropriated. Also note that staffing in advance of the facility lease date will not be approved.**

If a Tribe breaches or terminates without cause, a Joint Venture Agreement (JVA) will be liable to the U.S. Government for the amount paid by the Government.

² [2000 Annotated Codification of IHCA \(ihs.gov\)](https://www.irs.gov/publications/p970)

³ <https://www.ihs.gov/dper/planning/rrm-references/>

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D. JVCP PROGRAM CONCEPTS

- **INITIAL ELIGIBILITY:** All Federally recognized Tribes planning to construct or acquire an inpatient or outpatient health care facility are eligible; see Appendix II. This includes:
 - Direct Services Tribes
 - Title I or V Tribes
 - Tribal Organizations
 - All other Federally Recognized Tribes
 - Projects already listed in the IHS Construction Priority System
- **FUNDING PLANS:** In accordance with the JVA entered into by IHS and Tribes and/or Tribal Organizations, the construction schedule and the projected facility completion dates, IHS will request appropriations for additional staffing and operations of the leased health care facility. The IHS staffing and operations funding **is not to be used as collateral** in obtaining funding for facility construction.
- **ACQUISITION:** The health care facility acquired pursuant to the JVCP may be through new construction, renovation of an existing facility, or the acquisition and renovation of another suitable facility.
- **PROJECT PRIORITY:** Priority is to be given to Tribes that currently have no existing federally-owned health care facility or have a facility listed in the IHS Health Care Facilities Construction priority system. Additional priority is to be given to Tribes who agree to fund the equipment portion of the project.
- **NO RETROACTIVE PROJECTS:** Facilities already acquired by a Tribe will not be considered retroactively. A project will be disqualified if a Notice to Proceed with construction is issued prior to an executed JVA between the IHS and Tribe.
- **TRIBAL ABILITIES:** The Tribe must demonstrate to the IHS their capacity to manage and fund the construction of the proposed project in a timely manner.
- **CONFORMANCE WITH IHS AREA MASTER HEALTH PLAN:** The proposed project is to be consistent with applicable Area Health Services-Facilities Master Plans.
- **PJD AND POR REQUIREMENTS:** All LTC JVCP Projects are required to use the planning criteria specified in the IHS health facilities planning process. These include a Program Justification Document (PJD), a Program of Requirements (POR), a combined Phases I and II Site Selection and Evaluation Report, which includes full compliance with National Environmental Policy Act (NEPA) requirements, and a cost estimate. The projected workload must be validated by the IHS data system. The IHS supported staffing requirements will be determined in accordance with the IHS Resource Requirements Methodology (RRM). The approved PJD/POR will be the basis for providing the initial equipment funding and approved space and requesting appropriations as required for additional staffing and operation of the health care facility under the lease.

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- **STAFF QUARTERS:** A Tribe may be required to demonstrate that adequate staff housing is available for the proposed required staff. IHS may request a Housing Verification Study Report⁴ (HVSR) be completed if adequate housing is not documented in the PJD. All staff quarters approved in the planning documents are to be constructed and are to be available for use when the health care facility is ready for operation. The Tribe will be the owner of the staff quarters and responsible for all costs for their construction and subsequent operation and maintenance, **and IHS funding may not be used for the quarters construction.** Once complete, staff quarters will be self-supporting from revenues generated from the rental fees.
- **SUSTAINABILITY:** All JVCP facilities will comply with all requirements of the IHS Technical Handbook Chapter 33 “Leasing” <https://www.ihs.gov/oehe/handbook/volume4/>.

E. SELECTION AND APPROVAL PROCESS

The selection of projects to participate in the IHS LTC Joint Venture Construction Program (JVCP) involves (1) a Phase I-Application phase, (2) a Final Application phase, (3) the preparation and submission of planning documents for IHS Headquarters approval, and (4) the negotiation and execution of a JVA.

PART II - APPLICATION/SELECTION PHASE

There are two steps in the application/selection phase.

A. PHASE I-APPLICATION

The Phase I application will be used to determine if the proposed project is eligible and competitive for selection. Those Tribes with the top-ranking projects will be requested to submit Final Applications.

B. FINAL APPLICATION

In the Final Application Phase, the applicant will submit documentation of their administrative and financial capabilities to accomplish the proposed LTC JVCP project. Selected projects from the Final Application phase will be rank-ordered, and project start notifications will commence.

⁴https://www.ihs.gov/sites/oehe/themes/responsive2017/display_objects/documents/handbook/Housing_Verification.pdf

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Phase I-Application**

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TENTATIVE PROGRAM SCHEDULE *(please note that all dates are estimated)*

Schedule Item	Date
Issue Program Announcement	December 2024
Application Kit available	December 2024
Due date for Phase I-Application to IHS Area	April 10, 2025
Due date for Phase I-Application from IHS Area to IHS HQ	April 24, 2025
Candidates for Final Application selected and notified	May 22, 2025
Due date for Final Application to IHS Area	August 14, 2025
Due date for Final Application from IHS Area to IHS HQ	August 28, 2025
Complete evaluation of Final Applications	September 25, 2025
Candidates for Planning Docs Phase notified	October 9, 2025
Planning Documents (PJD/POR) due to IHS Area	FY Quarter 3, 2025
SSER II approved by IHS Area with copy to IHS HQ	FY Quarter 3, 2025
PJD and POR submitted by IHS Area to IHS HQ	FY Quarter 1, 2026
PJD and POR approved by IHS HQ	FY Quarter 2, 2026
Complete negotiation and execution of JVCP Agreement	to be determined

Note: Applicants failing to submit Planning Documents by the due date will be considered non-responsive and be disqualified for the LTC JVCP and IHS will proceed to the next-highest ranked project. The Site Selection and Evaluation Process (SSER) Final Phase approval by IHS Area includes NEPA approval. If an Environmental Assessment (EA) is required and is not complete, the Applicant must include all environmental compliance documentation completed to date and state when the EA is expected to be approved.

PART III - EVALUATION CRITERIA FOR APPLICATIONS

A. PHASE I-APPLICATION

The Phase I-Application submittals will be reviewed by IHS for compliance with the eligibility requirements as outlined in this document. Using the scores recorded in **Table I, Phase I 2025 LTC JVCP Evaluation Criteria and Weighting Form**, a rank order will be established for the Phase I-Applications received, and the top-ranked applicants will be invited to submit Final Applications for consideration.

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Phase I-Application**

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B. FINAL APPLICATION

A panel comprised of Tribal, IHS employees, federal agency employees, Healthcare and Construction industry peers, and Tribal Health Organization employees, an all-volunteer group will comprise the Objective Review Team (ORT). The team will evaluate and rate all of the Final Applications using established rating criteria in the **Final Phase**. **The applications will be rated on (1) relative need, (2) ability to fund project, (3) ability to manage project, and (4) ability to complete project on schedule.**

PART IV - PROJECT SELECTION

Successful final applications will be prioritized as outlined in Section I, Part III.B above. As program capacity becomes available, applicants on the LTC JVCP priority list will then be invited to commence the next phase, which includes the development and completion of the planning documents.

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**SECTION II
PHASE I-APPLICATION PROCESS
for
JOINT VENTURE CONSTRUCTION PROGRAM LTC**

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Section II- Phase I-Application Process
CONTENT OF Phase I-APPLICATIONS LTC

PHASE I-APPLICATION

The Phase I-Application is to be prepared by the eligible federally recognized Indian Tribe. Each IHS Area has a JVCP Point of Contact (POC) available to assist the applicant with preparing the Phase I-Application. The list of IHS Area POCs is in Appendix I.

The Phase I-Application is to be submitted to the **IHS Area Office having jurisdiction** for the proposed project. The Phase I-Application is **due to the IHS Area Office no later than April 10, 2025**. See the Program Announcement in Section I for details. **Electronic submission (PDF) is the preferred method.**

The IHS Area Office is responsible for reviewing and validating the Phase I application prior to forwarding it to IHS Headquarters in Rockville, MD. It is highly recommended that the applicant contact the respective IHS Area Office to verify eligible **2035 projected User Populations** and Service Areas before finalizing their Phase I application to avoid delays or disapproval of the Phase I application.

The Phase I-Application is to contain, at a minimum, the following identified elements and is to be assembled in the order shown below:

1. **Phase I-Application Cover Sheet.** The cover sheet is to identify that the document is a **Phase I-Application for the LTC Joint Venture Construction Program**, show the **name of the applying Tribe (use the name listed in Appendix II, Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs)**, and reflect the **submission date**. See Exhibit I for a sample.
2. **Signature Sheet:** A signature sheet is to be signed by the Tribal leader for the proposed project. This sheet is to be signed also by the applicable IHS Area Director, recommending consideration. See Exhibit II for a sample.
3. **Table of Contents.** All pages of the Phase I-Application are to be numbered. The Table of Contents is to list all sections in the Phase I-Application, with the corresponding starting page numbers.
4. **Project Summary:** The proposed project's two-page summary of "who, what, when, where, how, and cost," including the project's short- and long-term objectives, is to be provided.
5. **Federally Recognized Tribe Documentation:** Documentary proof that the applicant is a Federally recognized Indian Tribe or Tribal organization will be provided. This can be documented by providing a copy of the applicable page from the Federal Register that provides the Department of Interior, Bureau of Indian Affairs, Indian Notice, entitled "Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs," with the name of the applying Tribe circled and/or highlighted. (The latest Federal Register edition is Volume 89, Number 5, dated Monday, January 8, 2024 / Notices -- 88 FR 54654, and is included in Appendix II)
6. **Tribal Commitment:** A signed Tribal Resolution certifying the Tribe's commitment to participate in the JVCP, with the project identified therein, is to be included. Any later significant deviation from this resolution will negate the project's participation in the LTC JVCP.

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Phase I-Application

Section II- Phase I-Application Process
CONTENT OF PHASE I-APPLICATIONS LTC

7. **JVCP using HFCPS Evaluation Criteria and Weighting Form:** A completed LTC JVCP using HFCPS Evaluation Criteria and Weighting Form is to be included. See Exhibit III for a copy of this form and Exhibit IV for the form instructions.

SECTION II EXHIBITS:

- | | |
|-------------|--|
| Exhibit I | Sample Cover Sheet |
| Exhibit II | Sample of Signature Page |
| Exhibit III | Table 1, Phase 1 2025 LTC JVCP Evaluation Criteria and Weighting Form |
| Exhibit IV | Instructions for LTC JVCP Phase 1 2025 JVCP Evaluation Criteria and Weighting Form |

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Phase I-Application**

Section II- Phase I-Application Process LTC

EXHIBIT I - SAMPLE Phase I-APPLICATION COVER SHEET

**A PROPOSAL TO PARTICIPATE
IN
INDIAN HEALTH SERVICE
JOINT VENTURE CONSTRUCTION PROGRAM**

PHASE I-APPLICATION

*** * * ***

[Name of Tribe]

[LONG TERM CARE JVCP]

[Name of Facility] Health Care Facility

[Location], [State]

[Month] [Day], [Year]

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EXHIBIT II - SAMPLE PHASE I-APPLICATION SIGNATURE PAGE

**PHASE I-APPLICATION
INDIAN HEALTH SERVICE
LONG TERM CARE
JOINT VENTURE CONSTRUCTION PROGRAM**

* * * *

[Name of Tribe]

[Name of Facility] Health Care Facility

[Location], [State]

PROPOSED:

[Name]
[Title]
[Name of Tribe]

[Date]

RECOMMEND FOR CONSIDERATION:

[Name]
Director
[Name] Area
Indian Health Service

[Date]

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Section II- Phase I-Application Process LTC

EXHIBIT III
PHASE 1 2025 LTC JVCP EVALUATION CRITERIA AND WEIGHTING FORM

INDIAN HEALTH SERVICE, JOINT VENTURE CONSTRUCTION⁵ PROGRAM

*** TO BE VALIDATED BY IHS AREA OFFICE ***

The LTC JVCP evaluation occurs in two phases, the first phase or Phase I has five criteria (Facility Resource Deficiency, Health Status, Isolation to Service, Facility Size, and Tribe Funding Equipment) and the second phase or Final Phase has three criteria (Ability to fund the project, Ability to manage the project, and Ability to complete the project on schedule).

The process for Phase 1 begins with the IHS Area validating that the proposal is consistent with the applicable Area Health Services-Facilities Master Plan.

Table I Phase I 2025 LTC JVCP Evaluation Criteria and Weighting Form. The score calculated in Table 1 uses the HFCPS Process and is the phase I score. The Phase I-Applications are then ranked by those scores.

The highest-scoring applicants from Phase I are selected to apply for the Final Phase review for potential 2025 LTC JVCP awards⁶.

The Final Phase applications are evaluated by an Objective Review Team (ORT). The Final Phase score is calculated as follows: the Phase I score is multiplied by 40 percent, with additional points added based on the following criteria:

- the ability to fund the project: up to 300 points;
- the ability to manage the project: up to 200 points; and
- the ability to complete the project on schedule: up to 100 points.

These three criteria total 600 points and will be determined by the ORT and summed for a maximum possible score of 960 for the Final Phase total score.

The IHS Headquarters (IHS HQ) leadership review team will determine those proposals that receive an award for the LTC JVCP⁶.

⁵ Construction includes replacing, expanding, and/or modernizing existing facilities and constructing or otherwise acquiring new facilities.

⁶ The number of awards is based on available funding and the staffing size of the top-ranking proposals.

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Phase I-Application

Section II- Phase I-Application Process
Scoring Process LTC

Table 1, Phase I 2025 LTC JVCP Evaluation Criteria and Weighting Form

LTC JVCP Evaluation Criteria	Criteria Factor		Criteria Weight		Criteria Score
1. Facility Resources Deficiency	0-1	x	400	=	
2. Health Status	0-1	x	200	=	
3. Isolation to Service	0-1	x	100	=	
4. Facility Size	0-1	x	150	=	
5. Tribe Funding Equipment	Yes =1, No = 0	x	50	=	
Relative Need Score + Equipment Funding Score	sum 1-5 max score = 900			=	
<p>1. Facility Resource Deficiency, Table 2 – 4. The facility resources deficiency factor is the Resource Deficiency Criteria Factor plus the Age adjustment factor not to exceed 1.</p> <p>2. Health Status Table 5, Data Portal HDPulse (NIMHD) (nih.gov)</p> <p>3. Isolation to Service Table 6, Find Your Local Trauma Center - American Trauma Society (amtrauma.org) Figure 1</p> <p>4. Facility Size Table 7, formula based on required facility size</p> <p>5. Tribe Funding Equipment, Table 8 yes = 1, no = 0</p>					

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Phase I-Application

Section II- Phase I-Application Process LTC

EXHIBIT IV
INSTRUCTIONS FOR LTC JVCP PHASE I DATA AND COMPUTATION FORM

INSTRUCTIONS FOR THE
INDIAN HEALTH SERVICE
JOINT VENTURE CONSTRUCTION PROGRAM
Explaining Table 1, Phase I 2025 LTC JVCP Evaluation Criteria and Weighting Form

1) The Facility Resources Deficiency Criterion

Table 1 on page 19 Evaluation Criteria 1 is the Facility Resource Deficiency Criteria Factor. Tables 2 through 4 are used to determine this factor.

- References cite that between 50 and 70% of individuals over 65 will need some type of Long-Term Care services and that 25 to 33% will require care in a Long-Term Care Facility. The breakdown specific to AI/AN is difficult to determine as historic utilization data for this population is not available. One study from Health Affairs, 2015, listed Annual Utilization Rates per 10,000 people ages 65 and older. AI/AN were listed under Non-Hispanic Other.
- Using this data, 25% of individuals at risk (user population >65) would potentially need LTC inpatient care. Therefore, a tribe or combination of tribes would need a minimum of 120 individuals >65 to justify a 30-bed LTH facility. The minimum total active user population would depend on the age distribution and percentage of individuals over 65 in relation to the entire tribal population. Census data shows the number of AI/AN over the age of 65 is expected to increase by 46% through the year 2060 along with the rest of the population, so the need for Long Term Care alternatives for AI/AN will continue to increase.
- Using a starting point of 25% greater than 65 years of age of the current user population to determine existing facility resource deficiency
- The existing facility age adjustment factor is calculated using Table 4.

If a proposal receives an award, the constructed facility size will be based on an approved Program Justification Document (PJD), Program of Requirements Document (POR), and the Joint Venture Agreement and Lease (JVAL).

For an existing facility, the age factor is used to calculate the “*Adjusted Existing Space*” for a facility. These data are obtained from the IHS Healthcare Facilities Data System (HFDS) database. Tribes not participating in the IHS HFDS database must provide this data with documentation verified by a licensed professional (engineer, architect, etc.) If there is a significant difference between the data used during Phase I and the data validated during the Final Phase, a facility could be disqualified from the Final Phase.

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Phase I-Application

Section II- Phase I-Application Process LTC

Table 2, Phase I Required # of beds Formula⁷

Base Size	Population Increment	Phase I Required # of beds
$(0.25 \times \text{the user population } >65 \text{ y.o.})$	$=$	<u>Required # of beds</u>

Table 3, *Calculating the Facility Deficiency Criterion Value* is the formula for the Facility Deficiency criterion.

Table 3, Calculating the Phase I Required # of beds

Calculate the Facilities Resource Deficiency
<u>Resource Deficiency Criteria Factor = $1 - (\text{Existing LTC \# of beds} / \text{Required \# of beds}) =$</u>

Example:

Existing facility - 20 beds

User Population - $> 65 = 200$

Resource Deficiency Criteria Factor = $1 - (20 / (.25 \times 200)) = 1 - (20 / 50) = 0.6$

Table 4, Phase I Age Adjustment Factor

Age Adjustment Factor:		
	Weighted Facility Age	Age Factor
	0-10 years	0
	11-50 years	age x .01
	51 or more years	0.52
Resource Deficiency Criteria Factor from Table 3	+	Age Adjustment Factor =
		Total Phase I Adjusted Resources Deficiency Criterion Factor not to exceed 1

Example:

The facility is 63 years old; therefore, the age factor is 0.52

Total Resource Deficiency Criteria Factor = $0.60 + 0.52 = 1.12$ greater than 1, therefore

Total Resource Deficiency Criteria Factor = 1

⁷ The Phase I Required beds formula is used to calculate the required beds for a facility for comparison. Note that this may not be the final number of beds of the facility.

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Section II- Phase I-Application Process LTC

2) Health Status Criterion

The Health Status Criterion provides an advantage in scoring for those locations with low health status. The following indices determine the Health Status Criterion factor:

Death Rate, All Causes of death⁸

Table 5, Calculating the Health Status Criterion Value

Calculate the Health Status Criterion Value

Health Status Criteria Factor = $1 - ((\text{Death Rate}/100,000 \text{ all USA}=748.3) \div (\text{Death Rate Native American}/100,000 \text{ Native Americans in Service Area Counties averaged})) =$

Example: Oglala Lakota County, and Bennett County = $[(1,955.7 + 1,882.1) / 2] = 1,918.9$

This is the Death Rate for Native Americans and Alaska Natives per 100,000.

Pine Ridge Health Status Criteria Factor = $1 - (748.3 \div 1,918.9) = 0.61$

⁸ Data located at the NIH HDPulse website. [Data Portal | HDPulse \(NIMHD\) \(nih.gov\)](#)

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Section II- Phase I-Application Process LTC

3) Isolation Criterion

The Isolation Criterion provides an advantage to those facilities where the population is geographically isolated and does not have access to nearby LTC. It refers specifically to the amount of time it takes most people to get to a place where they can receive healthcare services. In the HFCPS, time is estimated using the distance from the Indian health facility or proposed facility to the nearest Medicare and Medicaid-certified LTC Facility. (Federal, Tribal, or private sector). Facilities not on a road connecting to a Federal or State highway are assumed to be isolated. Table 6, “Calculating Isolation,” illustrates how the Isolation Criterion value is calculated:

The distance from the Indian health facility or proposed facility to the nearest Medicare and Medicaid certified Long Term Care Facility with availability can be determined by the applicant using any means determined by the applicant.

Table 6, Calculating Isolation

If the facility is:				Isolation Value
Less than 30 minutes from a LTC Facility	Isolation	=	0	= 0
31-59 minutes from LTC Facility	Isolation	=	Minutes to Alternatives ÷ 60 Minutes	= 0.5-0.983
More than 60 minutes to a LTC Facility	Isolation	=	1	= 1
Not on a road connecting to Federal or state highway	Isolation	=	1	= 1

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4) Facility Size Criterion

The Facility Size Criterion increases the total Priority Score for smaller facilities. Facilities serving smaller populations receive up to 150 points, while facilities serving larger populations receive proportionally fewer points. The Facility Size Criterion is based on the IHS User Population for the Facility Service Area. This information is obtained from the IHS National Patient Information Reporting System (NPIRS) and can be found at <https://hsp.ihs.gov/index.cfm>, the HSP website. The Facility Size Criterion is calculated using the formulas in Table 7. The formulas provide the Facility bed Size Criterion factor for facilities. The Facility bed Size refers to the required beds; which is based on the user population for all facilities. The Required # of bed formula is found in Table 2, Phase I Required Space Formula.

Table 7, Facility Size Criterion

less than 30	1	1
30 - 50	$(1 - [(\text{Required \# beds} - 30) \times .0144])$	$1 - 0.712$
51 - 100	$(.712 - [(\text{Required \# beds} - 50) \times .01158])$	$0.712 - 0.421$
More than 100	$(.421 - [(\text{Required \# beds} - 100) \times .001064])$	≤ 0.421

5) Tribally Funded Equipment

Additional priority will be given to Tribes who agree to fund the initial equipment portion of the project.

Table 8, Tribe Funds Equipment Factor

Tribe Funds Equipment	
yes = 1	no = 0

II) Implementation

Table 1, Phase 1 2025 LTC JVCP Evaluation Criteria and Weighting Form

For each facility considered, the HFCPS Formula incorporates the weighting for each factor and sums the factors to obtain the score (see **Table 1, Phase 1 2025 LTC JVCP Evaluation Criteria and Weighting Form**).

In Phase I, only the Relative Need Score and Equipment Funding Score are summed for a Maximum Possible Score of 900.

In Final Phase, these factors, as well as the ability to fund, manage, and complete the project on a schedule determined by the ORT, are summed for a maximum possible score of 960.

Table 1, Phase 1 2025 LTC JVCP Evaluation Criteria and Weighting Form shows the weightings and how the factors are summed in Phase I.

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A) Phase I

1. Time Line

The IHS will run Phase I during the JVCP's Phase I application. Implementation of Phase I should take approximately three months. See the tentative schedule.

2. Facilities Evaluated in Phase I

During Phase I -application evaluations of the LTC JVCP proposals, every LTC JVCP proposal will be reviewed and ranked according to the Phase I evaluation criteria.

3. Data Used LTC JVCP Phase I

The data required for completion of Phase I are:

- User population from the IHS National Patient Information Reporting System or similar methodology;
- Existing facility size, and age from the IHS Facility Data System or verified by a licensed professional (engineer, architect, etc.),
- Death Rate, All Causes of Death,
- The distance from the proposed facility to the nearest certified similar Long Term Care Facility with availability.
- Facility Size Criterion,
- Facility equipment funding contribution.

4. Validation

Phase I data will be validated by the Area and confirmed by IHS-HQ DFPC.

5. Scoring

The Phase I-Application submittals will be reviewed by IHS for compliance with the eligibility requirements as outlined in this document. Using the scores recorded in **Table 1, Phase I LTC 2025 JVCP Evaluation Criteria and Weighting Form**, a rank order will be established for the Phase I-Applications received, and the top-ranked applicants will be invited to submit Final Applications for consideration according to the score received.

6. Uses of Scoring

The Phase I scoring will be used to identify LTC JVCP proposals for review in the Final Phase.

7. Final Phase Time Line

The IHS anticipates running the final Phase of the 2025 JVCP in 2025. **The exact dates are listed in the tentative schedule on page 11.**

8. Facilities Evaluated in Final Phase

The number and type of facilities evaluated in the Final Phase will depend on the budget available. Before a facility may be considered in the Final Phase of the LTC Joint Venture Program, a Tribe must show a capability and willingness to enter into an agreement with the IHS. Under the JVCP agreement, the Tribe will acquire the facility and lease it to the IHS at no cost for 20 years; in return, the IHS will equip the facility and provide resources for its staffing and operation.

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Section III-Phase I-Application Process

PREPARATION AND ASSEMBLING

The Phase I-Application is to be prepared in the English language. To facilitate review, validation and selection, prepare and submit the application conforming to the below requirements:

- a. Standard size, letter size format is to be used.
- b. Phase I application is to be typed, single-spaced, ≥ 11 pt. font size, in black.
- c. All four border margins are to be one inch.
- d. Application documents are to be numbered.
- e. The Cover Sheet should identify that the Phase I application is for the "LONG TERM CARE JVCP."
See Page 16 of this application kit.
- f. All pages must have a header or footer identifying the applicant and be consecutively numbered.
- g. The application components will be arranged in the same sequence listed above.

Completed phase I-applications must be electronically signed by an authorized official of the applying organization. **If the Tribe or Tribal Organization desires to Mail the application An ORIGINAL and ONE SIGNED COPIES are to be clearly marked as such and submitted.**

SUBMITTING

Please **email** the completed Phase I-Application to the IHS Area with jurisdiction for the project. Appendix I contains applicable email addresses and points of contact.

- In the subject line, write: "**Attention: FY 2025 JVCP PHASE I-APPLICATION, LONG TERM CARE JVCP**".
- The Phase I-Application is to be **emailed** to meet the established deadline dates. The deadline date for the Phase I-Application is shown in the Program Announcement page 11. The deadline date for the Final Application will be established and provided with the notice of acceptance of the Phase I-Application.
- The applicant should prepare and submit a Checklist to assist in submitting the phase I-application for the JVCP and the review process. See Section II for the specific requirements for each item.
- For submittals by **mail**, send the completed Phase I-Application to the IHS Area having jurisdiction for the project. Appendix I contains applicable mailing addresses and points of contact:
- Mark on the Phase I-Application envelope: "**Attention: FY 2025 JVCP PHASE I-APPLICATION, LONG TERM CARE JVCP**".

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Section III Submitting the Application LTC Phase I-Application Process

Phase I-APPLICATION REVIEW

The Phase application will be reviewed for compliance with the requirements in Sections I and II. A rank order will be established for the Phase applications received using the scores of the LTC JVCP using Table 1, Phase 1 2025 LTC JVCP Evaluation Criteria and Weighting Form. After all the proposals received are reviewed and validated, and the scores are checked, the Indian Health Service Headquarters' review team will determine the number of LTC Joint Venture Proposals that will be invited to prepare and submit Final Applications as outlined in the schedule page 11 and the Final Application Kit. The proposals that will be invited to submit Final Applications will receive an invitation letter and a link to the Final Application Kit.

LATE APPLICATION

Each part of the application will be considered to be "on time" if it is:

- a. Received by the applicable IHS Area on or before the established deadline date; or,
- b. Sent with a legible U.S. Postal Service mark dated on or before the deadline date. Private metered mail postmarks will **not** be accepted as proof of timely mailing. A late application will **not** be accepted.

NONCONFORMING APPLICATION

Nonconforming applications will not be accepted. An application is nonconforming if it does not meet the requirements of the Program Announcement and the submission requirements in this Phase I-Application Kit or Final Phase Application Kit.

APPLICATION REVIEW

An application will be reviewed, evaluated, and processed according to the criteria and priorities established for each application part.

UNSUCCESSFUL APPLICANT

A written notice will be sent to the unsuccessful applicant within 30 days after the decision has been reached not to advance the project proposed in a phase I-application to the Final Application phase.

INABILITY TO AWARD

If a selected Tribe elects not to proceed with the LTC JVCP project, during the selection period, JVCP participation shall be offered to the next highest-ranking applicant if funding is available, regardless of the reason.

PRIVACY ACT

The Privacy Act of 1974 (5 U.S.C. § 552a), with certain exceptions, permits individuals (U.S. citizens or permanent resident aliens) to gain access to information pertaining to themselves in Federal agency records, to have a copy made of all or any part thereof, to correct or amend such records, and to permit individuals to make requests concerning what records pertaining to themselves, are collected, maintained, used or disseminated. The Act also prohibits disclosure of individuals' records without their written consent, except under certain circumstances as prescribed by the Privacy Act.

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FREEDOM OF INFORMATION ACT

The Freedom of Information Act (5 U.S.C. § 552) allows requesters to access Federal agency records, except those exempted by the Act.

Phase I-APPLICATION CHECKLIST:

The applicant should prepare and submit a checklist to assist in submitting the Phase I-Application for the LTC Joint Venture Construction Program and the IHS review process. See Applicable Sections for the specific requirements for each item.

ITEM NO.	ITEM	APPLICANT CHECK-OFF	IHS AREA CHECK-OFF	IHS HQ CHECK-OFF
1	Phase I-Application Cover Sheet			
2	Signature Sheet			
3	Table of Contents			
4	Project Summary			
5	Federally Recognized Tribe Documentation			
6	Tribal Commitment (Tribal Resolution)			
7	Table 1, Phase 1 2025 LTC JVCP Evaluation Criteria and Weighting Form			
8	Area Validation of scores and confirmation the proposal is consistent with the applicable Area Health Services-Facilities Master Plan. A letter signed by the Area Director describing how the project meets the Area Facilities Master Plan.	N/A		
	ATTACHMENTS:			
	User Population Document			
	Existing Facilities Document			
	Isolation Distance Supporting Document			
	Health Status Calculations			

Name of Applicant's Preparer: _____

Date: _____

Name of IHS Area Reviewer: _____

Date: _____

Name of IHS HQ Reviewer: _____

Date: _____

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FY 2025 Long Term Care Joint Venture Program
Phase I-Application

APPENDIX I
JVCP POINTS-OF-CONTACT FOR IHS AREAS

ALASKA AREA INDIAN HEALTH SERVICE

CDR Shad Schoppert, P.E., CHFM, PMP
Director, Health Facilities Engineering
4141 Ambassador Drive #300
Anchorage, AK 99508-5928
TEL: 907-351-1669
FAX: 907-729-5690
E-Mail: shad.shoppert@ihs.gov

NASHVILLE AREA INDIAN HEALTH SERVICE

Charles Waters, PE
Director, Health Facilities Engineering
Nashville Area Indian Health Service
711 Stewarts Ferry Pike
Nashville, TN 37214
TEL: 615-828-6477
FAX: 615-467-1586
E-Mail: charles.waters@ihs.gov

ALBUQUERQUE AREA INDIAN HEALTH SERVICE

David Steen, P.E.
(A) Director, Division of Health Facilities
4101 Indian School Road NE (Suite 225)
Albuquerque, NM 87110
TEL: 505-256-67804
E-Mail: david.steen@ihs.gov

NAVAJO AREA INDIAN HEALTH SERVICE

Candace A. Tsingine
Director, Division of Facilities Management &
Engineering
Highway 264 @ St. Michaels, P.O. Box 9020
Window Rock, AZ 86515-9020
TEL: 928-871-1331 FAX: 928-871-1478
E-Mail: candace.tsingine@ihs.gov

BEMIDJI AREA INDIAN HEALTH SERVICE

Todd Scofield, P.E.
Director, Division of Facility Management
2225 Cooperative Court NW
Bemidji, MN 56601-3062
TEL: 218-444-0113
FAX: 218-444-0510
E-Mail: todd.scofield@ihs.gov

OKLAHOMA CITY AREA INDIAN HEALTH SERVICE

CDR Joseph Jones, P.E.
Director, Division of Facilities Management
701 Market Drive
Oklahoma City, OK 73114
TEL: 405-951-3744
FAX: 405-951-3932
E-Mail: joseph.jones@ihs.gov

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APPENDIX I
JVCP POINTS-OF-CONTACT FOR IHS AREAS

BILLINGS AREA INDIAN HEALTH SERVICE

CAPT (ret.) Jerry Smith, P.E.
Director, Division of Facilities Management &
Engineering
2900 Fourth Avenue North, P.O. Box 36600
Billings, MT 59107-6600
TEL: 406-247-7091 CELL: 406-855-8105
FAX: 406-247-7229
E-Mail: Jerry.Smith@ihs.gov

PHOENIX AREA INDIAN HEALTH SERVICE

CAPT Steve McGovern, P.E.
Acting Director, Division of Facilities Engineering
Office of Environmental Health and Engineering
40 North Central Avenue, Suite 720
Phoenix, AZ 85004-0931
TEL: 602-364-5066
FAX: 602-364-5057
E-Mail: Steve.McGovern@ihs.gov

CALIFORNIA AREA INDIAN HEALTH SERVICE

CDR Ali Ali, P.E.
Director, Health Facilities Engineering
John E. Moss Federal Building,
650 Capitol Mall, Suite 7-100
Sacramento, CA 95814-4706
TEL: 916-930-3981, Ext.203
FAX: 916-930-3954
E-Mail: Ali.Ali@ihs.gov

PORTLAND AREA INDIAN HEALTH SERVICE

CDR Christopher Vaught, P.E., PMP
(A)Director, Division of Health Facilities Engineering
1414 N.W. Northrup Street, Suite 800
Portland, OR 97209
TEL: 503-414-5531
FAX: 503-414-7776
E-Mail: Christopher.vaught@ihs.gov

GREAT PLAINS AREA INDIAN HEALTH SERVICE

Martin Shutt, P.E.
Director, Division of Facilities Management
115 Fourth Avenue, SE
Aberdeen, SD 57401-4381
TEL: 605-226-7451
FAX: 605-226-7689
E-Mail: Martin.Shutt@ihs.gov

TUCSON AREA INDIAN HEALTH SERVICE

CDR Travis Bowser, REHS, MS
(A)Director, Office of Environmental Health &
Engineering
Tucson Area Indian Health Service
7900 S. J Stock Road, Tucson, AZ 85746
TEL: 520-295-5629
FAX: 520-295-2409
E-Mail: travis.bowser@ihs.gov

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**APPENDIX II
Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of
Indian Affairs
LTC**