



FY'2021 REQUEST FOR PROPOSALS (RFP)

Please forward this RFP to any interested agency.

The RFP and information about the AOASCC can be found and downloaded at our website: www.AOASCC.org

**AGENCY
CONTACT:**

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**FUNDING
SOURCE:**

Titles III-B,D,E of the Older Americans Act-FY' 2021 & Local Resources

**PROGRAM
PERIOD:**

October 1, 2020 - September 30, 2021

**ELIGIBLE
APPLICANT**

Public agencies, private non-profit or proprietary incorporated agencies serving any town within the twenty towns of South Central Connecticut (Ansonia, Bethany, Branford, Derby, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Oxford, Seymour, Shelton, Wallingford, West Haven and Woodbridge). Grants to individuals are prohibited. Grants or contracts with proprietary organizations require prior written approval from the State Unit on Aging/ Department of Aging and Disability Services. **Agencies must be incorporated in Connecticut for at least two years prior to requesting funding.**

KEY DATES:

January 31, 2020	Letters of Intent (non-binding) must be received at AOASCC Office by 4:00 pm.
February 10, 2020	<u>Mandatory</u> Technical Assistance Session will be held 10:00 am- 12:00 pm at the AOASCC office RSVP to shamilton@AOASCC.org
March 16, 2020	One copy of application (Sections I-V) must be received at AOASCC Office.
March 16 – April 14, 2020	AOASCC grants department will review the application for accuracy, responsiveness and completeness. An applicant may be asked to review outlined problem areas and resubmit with appropriate changes.
April 15, 2020	Complete final application with appropriate number of copies must be received at AOASCC Office by 4:00 pm.

SERVICE

CATEGORIES:

- Title III-B -

AOASCC intends to fund Title III-B projects in the three federally **mandated service areas of access, legal assistance and in-home services**. Within these mandated service areas are **priority service categories** as established by the agency every four years through the development of the AOASCC Area Plan and applicable State and Federal regulations. For **FY'2021**, per DSS requirements, five percent (5%) of Title III-B funds must be allocated to recipient that is a senior center. Programs in other than priority service categories may be considered only if additional funding becomes available.

I. ACCESS TOTAL

A. Transportation

The following categories have highest priority, but other transportation proposals may be considered.

- Transportation for individuals living in the community to medical appointments (contract only).
- Transportation for individuals living in the community to medical

appointments and other destinations on weekends and evenings (contract only).

B. Information and Referral

C. Outreach

D. Health Services (including Dental and Mental Health/Case Management Services)

The following categories have highest priority, but other health services proposals may be considered.

- Dental services for older adults.
- Mental health services.

II. LEGAL SERVICES

III. IN-HOME SERVICES

- A. Homemaker (contract only).
- B. Social Service Support & Friendly Visiting/Telephone Reassurance (contract only).
- C. Home Health Aide (contract only).
- D. Companion (contract only).
- E. In-Home Respite Care for Families and Adult Day Care as a Respite Service for Families (contract only).
- F. Minor Modification of Homes that is necessary to facilitate the ability of older individuals to remain at home, which is not available under another Title III-funded program.
- G. Personal Care Services.

- Title III-D -

DISEASE PREVENTION/HEALTH PROMOTION - MEDICATION MANAGEMENT

For FY'21, combined funding applications may be submitted for Title III-D Disease Prevention/Health Promotion and Medication Management programs.

Please note that 100% of Title III-D Disease Prevention/Health Promotion funds must be utilized for evidence-based prevention programs. **An evidence-based program must be recognized as a highest-level evidence-based by the Administration for Community Living.**

Strong preference will continue to be given to funding regional or sub-regional proposal(s) that have one lead agency as the designated applicant. Proposal(s) should target the medically underserved, and *preference should be given to providing services to older individuals with greatest economic need and older individuals with greatest social need (with particular attention to low-income older individuals including those who are people of color, have limited English proficiency and reside in rural areas)*. Emphasis will be placed on a project that brings together

a network of service providers, volunteers and community organizations. This project must be *evidence-based* while possessing the ability to measure and submit to AOASCC specific outcome measurement results. A plan for pre and post measurement must be included in the application.

As per State of Connecticut SUA requirements, mental health services must be included in health promotion/disease prevention counseling and education projects. This service may comprise, but is not limited to, prevention and education about the effects of alcohol and substance abuse, education about mental health conditions and screening for depression.

AOASCC reserves the right not to fund one regional or sub-regional Title III-D project but instead to fund more than one project. If AOASCC funds multiple projects, the criteria for funding will be comparable to what is listed above for funding one regional or sub-regional proposal.

AOASCC may fund evidence-based projects under Title III-D that include any of the following:

- ◆ Health risk assessments;
- ◆ Health screenings (which may include hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, nutrition and etc.);
- ◆ Nutritional counseling and educational services for individuals and their primary caregivers;
- ◆ Health promotion programs including those relating to chronic disabling conditions (including osteoporosis and cardiovascular disease), prevention and reduction of effects as well as alcohol and substance abuse reduction, smoking cessation, weight loss and control, and stress management;
- ◆ Programs on physical fitness, group exercise and music, art and dance movement therapy including programs for intergenerational participation that are provided by an institution of higher education, a local educational agency or a community based organization;
- ◆ Screening of high risk home environments and provision of educational programs on home injury prevention (including fall and fracture prevention) in the home environment;
- ◆ Screening for depression, coordination of community mental health services, provision of educational activities and referral to psychiatric and psychological services;
- ◆ Educational programs on availability, benefits and appropriate use of preventive health services covered under Title XVIII of the Social Security Act;
- ◆ Medication Management screenings and education to prevent incorrect medication and adverse drug reactions and teaching of effective and safe use of medications (non-evidence based permitted).

- ◆ Information concerning diagnosis, prevention, treatment and rehabilitation of diseases and chronic disabling conditions including osteoporosis, cardiovascular diseases and Alzheimer's disease and related disorders with neurological and organic brain dysfunction;
- ◆ Gerontological counseling; and/or
- ◆ Counseling on social services.

- Title III-E -

National Family Caregiver Support Program (NFCSP):

AOASCC intends to fund Title III-E projects designed to assist grandparents raising grandchildren and other older adult relative caregivers raising children by providing them with short-term respite and supplemental services. Respite may include but is not limited to "summer camp day(s)", holiday/vacation/after school scholarships for children, "spa days" for the grandparent caregiver, etc. Supplemental services may include but are not limited to recreational activities, emergency items, seasonal clothing, etc.

The Allocations Committee may also consider proposals related to:

- ◆ assisting grandparent caregivers in gaining access to needed service (i.e. transportation, legal services, etc.); and
- ◆ other innovative and creative initiatives that will impact this population.

Strong preference will be given to regional or sub-regional proposals that have one lead agency as the designated applicant.

***III-E Definitions:**

- **CHILD-** The term "child" means an individual who is not more than 18 years of age *or who is an individual with a disability*.
- **GRANDPARENT OR OLDER INDIVIDUAL WHO IS A RELATIVE CAREGIVER-** The term grandparent or "older individual who is a relative caregiver" means a grandparent or step-grandparent of a child, or a relative of a child by blood, marriage or adoption who is 55 years of age or older and:
 - (A) lives with the child;
 - (B) is the child's primary caregiver due to the biological or adoptive parents being unable or unwilling to serve as the primary caregiver of the child; and
 - (C) has a legal relationship to the child, such as legal custody or guardianship, or is raising the child informally.
- **(3) CLIENT-** For purposes of reporting, the "client" for the NFCSP is the caregiver, not the child. However, service data is also required for the care recipient.

Priority will be given to grandparents or older individuals who are relative caregivers providing care to children with severe disabilities and to older individuals with the greatest economic and social need with particular attention to low income older

individuals including those who are people of color, have limited English proficiency and reside in rural areas. Emphasis will also be placed on projects that bring together a network of service providers, volunteers and community organizations with a strong follow-up component.

Please note that Title III-E grantees must implement the AOASCC cost share policy for certain services including respite and supplemental services.

FUNDING REVIEW

CRITERIA:

Review criteria will include the following items. Applicants may request a waiver of one or more criteria by submitting a written request with supporting rationale(s) as part of the application. The criteria are not listed in priority order.

- ◆ Proposed service is a funding priority of the AOASCC Area Plan.
- ◆ Agency has demonstrated qualifications to deliver services including agency, board and staff experience with older persons, available agency resources and past service delivery performance including administrative and fiscal capabilities.
- ◆ Proposed number of older, poverty level, developmentally disabled and people of color to be served are proportional to their representation in the service region.
- ◆ Proposed number of units of service, unit cost and cost effectiveness is justified.
- ◆ There is evidence that community support exists for the proposed program (e.g. cooperative arrangements with other programs).
- ◆ Project serves a minimum of two towns.
- ◆ There is evidence of filling a gap in services not otherwise provided within the municipalities served.
- ◆ There are plans for maintaining or organizing a project advisory committee.
- ◆ Program has had success in meeting prior grant objectives including targets for service units as well as service to people of color and poverty level clients. ☞
- ◆ Expenditure levels are consistent with previous awards. ☞
- ◆ There is a record of timely and accurate submission of all required reports including any audits, if applicable. ☞
- ◆ There is evidence of efforts to seek other funds and availability of additional or supplemental funding to maintain the program.

- ◆ There is a defined process for encouraging, collecting and reporting client contributions.
 - ◆ At the discretion of the Allocations Committee, there is evidence of other relevant factors including program effectiveness, innovation and quality.
➤ Returning Grantees Only
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GENERAL INFORMATION FOR APPLICANTS:

- 1) All funds are available to eligible not-for-profit agencies. Applicants must request at least \$5,000 in funding.
- 2) Title III services must exclusively serve persons aged 60 or older (55 or older for Title III-E Family Caregiver Act programs).
- 3) All applicants must abide by all pertinent AOASCC, State Unit on Aging, and Federal regulations for use of Title III funds.
- 4) **Priority for service must be given to** those with the greatest economic or social needs with particular attention to low-income older individuals including those who are people of color, have limited English proficiency and reside in rural areas as well as older individuals providing care and support to persons with developmental disabilities (as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001). "Greatest economic need" is defined as the need resulting from an income level at or below the poverty levels established by the Office of Management and Budget. "Greatest social need" is defined as the need caused by non-economic factors that include physical and mental disabilities, language barriers and cultural, social or geographical isolation including that caused by racial or ethnic status which restricts an individual's ability to perform normal daily tasks or which threatens such individual's capacity to live independently.
- 5) Providers must deliver services to low-income older people of color in at least the same proportion as the project service area's population of low-income people of color.
- 6) Providers must show evidence of initiating services under the approved project within thirty days of **October 1, 2020**.
- 7) A 33% non-federal match to the Title III requested funds must be provided. The match may not come from another federal source or a source that is being

used to match another federal grant. Providers that contract through a Purchase of Service Agreement with AOASCC must provide a cash match. Providers funded as grants by AOASCC may provide either cash and/or in-kind services as the non-federal match. **Client contributions may not be used for the non-federal match.** The non-federal match must be 1/3 of the Title III amount.

- 8) Each program must have a defined confidential process for encouraging, collecting and reporting client contributions. Programs shall afford older persons the opportunity to contribute toward all or part of the costs of the services received. ***In addition, Title III-E grantees must implement the AOASCC cost share policy for certain services including respite and supplemental services.*** No older person shall be denied service because of an inability or unwillingness to contribute.
- 9) Each program must have a defined system to solicit, review and take appropriate action on comments from clients receiving service. In addition, applicants must submit a plan for measuring client and/or caregiver satisfaction that includes the methods that will be utilized, frequency of measurement and follow-up activities to ensure quality improvement.
- 10) Each program must have a defined process to conduct outreach efforts that identifies individuals eligible for assistance under Title III of the Older Americans Act with special emphasis on targeted populations.
- 11) Each program must submit two letters of agreement identifying specific means by which the grantee and one or more providers will coordinate services.
- 12) All applicants must submit a copy of their most recently completed agency audit.
- 13) A **New Applicant** is an agency/program not currently funded by **AOASCC** in **Fiscal Year 2020**. A current grantee that is seeking funding for a new program is considered a new applicant.
- 14) **New applicants** must submit a letter of support from the local Commission on Aging or its equivalent (e.g. municipal agent).

REQUIRED

LETTER OF INTENT:

ALL NEW APPLICANTS AND RENEWAL APPLICANTS MUST RETURN THE APPROPRIATE NON-BINDING LETTER OF INTENT BY: 4:00 pm on January 31, 2020

The Letter of Intent Form is found on the AOASCC website:
www.aoascc.org/Funding/Priority-Grants/

A faxed or e-mailed Letter of Intent is acceptable; however, the applicant is responsible for ensuring that it has been received by AOASCC.

APPLICATION

PROCEDURES:

Renewal Applicants who have submitted a Letter of Intent must attend the mandatory Technical Assistance (TA) Session.

New Applicants who have submitted a Letter of Intent *and* been invited by the AOASCC Allocations Committee to submit a full application for funding must attend the mandatory Technical Assistance Training Session at 10:00am on February 10, 2020.