



FFY'2013 REQUEST FOR PROPOSALS (RFP)

Please forward this RFP to any interested agency.

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

**AGENCY
CONTACT:**

Jonathan Reiner, Director of Grants and Communications
Agency on Aging of South Central Connecticut (AASCC)
One Long Wharf Drive, New Haven, CT 06511
(203) 785-8533 or jreiner@aoopartnerships.org

**FUNDING
SOURCE:**

Titles III-B,D,E of the Older Americans Act-FY'2013 & Local Resources

**PROGRAM
PERIOD:**

October 1, 2012 - September 30, 2013

**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 Department of Social Services/Aging Services Division. Agencies must be incorporated in Connecticut for at least two years prior to requesting funding.

KEY DATES:

January 27, 2012
by 4:00 pm

Letters of Intent (non-binding) must be received at AASCC Office.

February 10, 2012
(*Snow Date: February 13*)
9:30–11:30 am

Mandatory Technical Assistance (TA) Session
AASCC Board Room
One Long Wharf Drive, New Haven
(for AASCC closing announcements: WELI (960 AM),
KC-101.3 FM, WVIT, WTNH).

March 2, 2012
by 4:00 pm

One copy of application (Sections I-V) must be received at AASCC Office.

March 5 – March 30, 2012

AASCC grants department will review the applications for accuracy, responsiveness and completeness. If requested by the Grants Director, an applicant may be asked to review outlined problem areas and resubmit with appropriate changes.

April 13, 2012
by 4:00 pm

Complete final application with appropriate number of copies must be received at AASCC Office.

AVAILABLE FUNDS:

The listed amounts are **estimated funding levels** in each mandated service area and priority service categories for the twenty-town area, subject to approval of the State of Connecticut Department of Social Services (DSS) State Unit on Aging (SUA), and **availability of funds**.

**SERVICE
CATEGORIES:**

- Title III-B -

AASCC 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 AASCC Area Plan and applicable State and Federal regulations. For FY'2013, 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	\$218,326
A. Transportation	\$111,850
The following categories have highest priority, but other transportation proposals may be considered.	
1) Transportation for individuals living in the community to medical appointments (contract only).	
2) Transportation for individuals living in the community to medical appointments and other destinations on weekends and evenings (contract only).	
B. Information and Referral	\$ 53,508
C. Outreach	\$ 6,685
D. Health Services (including Dental and Mental Health/Case Management Services)	\$ 46,283
The following categories have highest priority, but other health services proposals may be considered.	
1) Dental services for older adults.	
2) Mental health services.	
II. LEGAL SERVICES	\$ 48,085
III. IN-HOME SERVICES	\$404,312
A. Chore Maintenance (contract only).	
B. Homemaker (contract only).	
C. Social Service Support & Friendly Visiting/Telephone Reassurance.	
D. Home Health Aide (contract only).	
E. Companion (contract only).	
F. In-Home Respite Care for Families and Adult Day Care as a Respite Service for Families (contract only).	

AASCC 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): \$ 29,739

AASCC 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 AASCC 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 AASCC 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

**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 AASCC, State Department of Social Services Aging Services Division, 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, 2012.
- 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 AASCC must provide a cash match. Providers funded as grants by AASCC 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 AASCC 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 AASCC in Fiscal Year 2012. 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 ATTACHED NON-BINDING LETTER OF INTENT BY:

4:00 pm on January 27, 2012

Please note on the Letter of Intent under which Title III category you are applying. (A faxed or e-mailed Letter of Intent is acceptable; however, the applicant is responsible for ensuring that it has been received by AASCC.)

APPLICATION

PROCEDURES:

Renewal Applicants who have submitted a Letter of Intent must attend the mandatory Technical Assistance (TA) Session at 9:30am on February 10, 2012.

New Applicants who have submitted a Letter of Intent *and* been invited by the AASCC Allocations Committee to submit a full application for funding must attend the mandatory Technical Assistance Session at 9:30am on February 10, 2012 at which time application packages will be distributed.

LETTER OF INTENT FOR FY'2013 FOR RENEWAL APPLICANTS

Name of Agency: _____

Title of Project or Program: _____

Address: _____

Contact Person & Title: _____

Telephone: _____ FAX: _____

E-Mail: _____

Please check off under which Title III Funding Source you are applying:

Title III-B Title III-D Title III-E (Grandparents Category)

Mandatory Technical Assistance Session

Name(s) and title(s) of staff who will attend:

This letter of intent is non-binding and must be received at AASCC by 4:00pm on January 27, 2012. Please address the letter of intent to Jonathan Reiner.

NEW APPLICANT LETTER OF INTENT FOR FY'2013

(A new applicant is any agency/program not currently funded by AASCC in FFY'2012).

Name of Agency: _____

Title of Project or Program: _____

Address: _____

Contact Person & Title: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

LETTER OF INTENT REVIEW CRITERIA:

- ❖ In order to be eligible for consideration in the AASCC funding review process, the applicant agency must provide verification of having been incorporated in Connecticut for at least two (2) years prior to applying.
- ❖ The applicant must meet other pertinent review criteria as stated in this Request for Proposals (RFP).
- ❖ The AASCC Allocations Committee will review all "New Applicant Letters of Intent" and, based on the criteria set forth above, decide which agencies will be invited to submit a full application and continue with the AASCC's competitive funding process.

1. Please check off under which Title III Funding Source you are applying:

Title III-B Title III-D Title III-E (Grandparents Category)

2. Summary of proposed service including towns to be served.

3. Document the need for this service, the populations you intend to serve and explain your strategies for reaching these populations.

4. Please summarize the projected costs/expenses for this project.

REQUIRED SUPPLEMENTAL DATA:

1. A list of the organization's current Board of Directors with terms and professional affiliations.
2. A copy of the organization's latest certified audit or, as applicable, financial statement.
3. A copy of the organization's exemption status under section 501(c)3 of the Internal Revenue Service Code.

This letter of intent is non-binding and must be received with the required supplemental data at AASCC by 4:00 pm on January 27, 2012 Please address the Letter of Intent to Jonathan Reiner.