

ELDER SERVICES OF THE MERRIMACK VALLEY, INC.
REQUEST FOR PROPOSAL - TITLE III-B
October 1, 2009 - September 30, 2010

The mission of Elder Services of the Merrimack Valley (ESMV) is to insure that choices of programs and services are available and accessible to meet the diverse needs and changing lifestyles of older adults. The Older Americans Act (OAA) funding assists ESMV in our efforts to better serve the needs of our residents. As a federally designated Area Agency on Aging, we allocate OAA Title III Funds to programs and services that further the goals of our current four-year Area Plan, and we monitor and evaluate these services to ensure both their quality and effectiveness.

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to notify existing as well as interested potential applicants of the availability of Federal Fiscal Year (FFY) 2010 Title III-B Older Americans Act funds. These funds will be utilized for the development of programs and services based on the goals of the current four-year Area Plan on Aging.

II. DESCRIPTION

The target population of Title III funding is those elders aged 60 and over with the greatest social and economic need, with particular attention to low income and minority elders, Limited English Proficient (LEP) elders and elders with disabilities.

Included in this RFP are brief descriptions of service categories as described in the Older Americans Act, as well as priority areas of need as identified in the current Elder Services of the Merrimack Valley Area Plan on Aging, and by the US Administration on Aging and the Massachusetts Executive Office of Elder Affairs. New program ideas are strongly encouraged and are reviewed equally with previously funded programs. Funding for programs should be considered “seed” money, rather than an ongoing source of revenue. **According to guidelines in the Older Americans Act, all participants in funded programs must be given an opportunity for an anonymous and voluntary contribution.**

At this time, we believe FFY 2010 Title III funding levels will be the same or similar to those of FFY 2009. In FFY 2009, Title III-B awards were made in the amount of \$138,625. Please note: Title III-B grants may be extended for one additional fiscal year contingent upon the availability of Federal funds and the grantee’s successful performance under conditions of the contract. Grantees will be required to update portions of their grant application to reflect the second year of the contract.

III. GEOGRAPHIC AREA TO BE SERVED

The service is to be provided to elder residents within one or more of the twenty-three (23) cities and towns of the Merrimack Valley including: Amesbury, Andover, Billerica, Boxford, Chelmsford, Dracut, Dunstable, Georgetown, Groveland, Haverhill, Lawrence, Lowell, Merrimac, Methuen, Newbury, Newburyport, North Andover, Rowley, Salisbury, Tewksbury, Tyngsboro, Westford and West Newbury.

Any one applicant may submit a proposal to provide services to a portion of the Merrimack Valley or the entire Merrimack Valley. Applications which propose to serve a greater area, i.e., Greater Lowell, Greater Lawrence, Greater Haverhill, Greater Newburyport or the Merrimack Valley as a whole are desired, as are consortia and collaborations among Councils on Aging, agencies and communities.

IV. SERVICE CATEGORIES/PRIORITY AREAS

Elder Services encourages the development of programs that meet the goals and objectives as outlined by the Older Americans Act, including:

1. Access services, such as transportation, outreach, information & assistance, and case management
2. In-home services and other supportive services
3. Legal assistance
4. Disease Prevention and Health Promotion Services

Elder Services is committed to supporting the programs, services and activities that promote the strategic goals as outlined by the US Administration on Aging and the Executive Office of Elder Affairs:

1. Empower older people, their families, and other consumers to make informed decisions about, and to be able to easily access, existing health and long-term care options.
2. Enable seniors to remain in their own homes with high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers.
3. Empower older people to stay active and healthy through Older Americans Act services and the new prevention benefits under Medicare.
4. Ensure the rights of older people and prevent their abuse, neglect and exploitation.

Elder Services encourages the development of programs that focus on the top ten areas of current concerns in the Merrimack Valley, as determined by the 2009 Needs Assessment of People Aged 60+:

1. Transportation
2. Paying for medications
3. Health care/health insurance
4. Paying bills (heat, electricity, phone, etc.)
5. Help with housecleaning
6. Memory loss/mental health
7. Paying for medical treatments
8. Socialization/social activities
9. Housing (availability and affordability)
10. Physical disability/maintaining independence

Other Priority Areas of Need:

▪ **MENTAL HEALTH:**

Elder Services strongly encourages the development of programs that have a focus on geriatric mental health. Elder Services supports programs that seek to improve the quality of life of older persons by providing activities and programs that provide effective assessment, monitoring, and interventions for elders with mental health issues. Programs that provide community outreach and education are also encouraged.

▪ **HEALTH PROMOTION/DISEASE MANAGEMENT:**

Programs should emphasize community-based collaborations and consortia, and foster self-management in living with chronic conditions. The program should incorporate performance-based outcome measures and should incorporate either evidence based or evidence informed interventions. Innovation and broadening of currently available services is encouraged.

Proposals should also aim to offer additional health promotion services such as depression screening and exercise. We highly encourage applicants to form and document partnerships with other community agencies involved in health promotion and Chronic Disease Self-Management programs. Sites should be selected based on need and must be listed in the proposal. Agencies receiving funding for Health Promotion and Disease Management programs will be encouraged to hold educational trainings on healthy nutrition in partnership

with the local elder nutrition project. Applicants must provide descriptions of program staff, including qualifications and experience with this or similar health promotion and/or disease management programs.

▪ **SERVICES FOR HOMELESS ELDERS:**

Research indicates a growing need for emergency shelters and other services for homeless elders. Elder Services encourages programs designed to provide appropriate services and interventions for homeless elders and a supervised setting for elders in need of emergency shelter. The proposal should also include a plan for coordination with and referral from the Elder Services Protective Services Department to ensure that elders who are at greatest risk receive appropriate placement and case management.

▪ **SERVICES FOR MINORITY ELDERS, LIMITED ENGLISH PROFICIENT ELDERS AND ELDERS WITH DISABILITIES:**

Elder Services supports and strongly encourages programs designed to increase access to aging network services for minority elders, LEP elders and elders who have special needs due to particular social circumstances, and elders with disabilities. Programs might include outreach, interpretation services, cultural competency training for community agencies, adaptive technology training, education on available community services, English as a second language training, or linkages with area health professionals and aging network agencies.

▪ **COUNCILS ON AGING/SENIOR CENTERS:**

Elder Services supports programs designed to provide support and expand services for those who attend or utilize services from Councils on Aging/Senior Centers in the Merrimack Valley. Funding is for start up programs or to support costs for short-term activities and should not be viewed as long term funding. Exceptions may be made for those programs that need additional time to be fully established. Funding for staff should relate directly to the program and not be used solely to fund current positions. Collaborations among Councils on Aging are strongly encouraged, as are innovative programs that effectively and efficiently meet the growing and changing needs of the area's communities and the emergence of the "Baby Boom" population.

V. APPLICATION PROCESS

A. Application Forms

Attached is an application package including checklist page, cover page, budget pages, application format, compliance forms and review criteria.

B. Time Frame for Submission

Completed applications must be received on or before **12:00 p.m., Friday, July 10th. No application will be accepted after that date and time.** E-mailed applications will not be accepted. A Proposal Review Committee made up jointly of members from Elder Services' Board of Directors and Advisory Council will review applications. This Committee will make recommendations to the Board of Directors for final approval of awards. Notification of Grant Awards will be sent in September.

C. Copies

Each applicant is required to submit the following amount of copies:

1. **One (1) original copy with all compliance documents and original signatures.**
2. Ten (10) copies (without compliance forms). Utilization of staples for copies is preferred to binders. Applicants are strongly encouraged to double side their copies to reduce number of pages.

D. Submission Address

Applications must be mailed or hand-delivered to the following address:

Dayna Brown, Director of Community Programs
Elder Services of the Merrimack Valley, Inc.
360 Merrimack Street, Building #5
Lawrence, MA 01843

VI. APPLICATION FORMAT/CONTENT

Proposals should follow the outline stated below. Please use the enclosed forms for checklist, cover page, budget and Civil Rights compliance.

A. Checklist (Form 1)

B. Cover Page (Form 2)

Complete attached form and use as a cover page to application. Consider this page as a one-page statement of your proposal. Complete all sections as directed and provide a concise, comprehensive description of the program in the space provided. A duly authorized individual must sign this page. One original signature is required. Program period should cover any part or all of the first year of the funding period: October 1, 2009 to September 30, 2010.

Please Note: "Federal" refers to the Title III funds requested; "local" refers to minimum 15% in-kind/cash match for 100% total. Applicants may choose to exceed the match in order to present the entire scope of the project. Please complete all information requested.

C. Estimated Project Budget (Form 3)

Complete attached form that will follow cover page to application. The total budget includes the requested Title III funding plus the minimum 15% in-kind/cash match.

D. Alternate Funding Sources (Form 4)

E. Proposal Summary (Maximum 1 page)

This should be a brief narrative that outlines the overall proposal, its targeted client population, scope of services provided and how the program will meet the needs of elders aged 60 and over with the greatest social and economic needs.

F. Proposal Narrative (Maximum 4 pages)

This section should include program goals, objectives and the program work plan with quantifiable action steps and clearly stated outcome measures. Include a listing of sites for service delivery, identifying those that are accessible for persons with disabilities and/or include your plan for transportation to sites that meet this requirement. **Emphasis should be placed on how your program will efficiently and effectively meet the growing and changing needs of the area's communities.**

Proposal narrative should include the following information as appropriate: data on minority, low-income or other target populations; demonstration of current and future coordination with other service agencies (including Elder Services); outline of outreach efforts and service provision that would be specific to the targeted population (such as cultural appropriateness or reaching LEP elders).

G. Contribution Plan (Maximum 1 page)

Please describe your plan to provide program participants with the opportunity to contribute to the program. Assurance must be included to address confidentiality. Also include any notices and/or literature used for contributions as appendices to the application.

H. Grievance Procedures (Maximum 1 page)

Offer a description of methods used to inform clients and/or potential clients of the availability of a grievance procedure if they are denied services or are dissatisfied with Title III services.

I. Continued Funding (Maximum 1 page)

All applicants **must** specify other sources of funding that have been secured or are being pursued to support this program. These can include private, foundation or public sources. Include in this section plans to continue the program if funding from Title III is no longer available. Identify fundraising strategies.

J. Evaluation (Maximum 1 page)

Include plans for evaluation of the program that measure achievement in reaching the quantitative and qualitative objectives. A copy of a client satisfaction survey should also be included as an appendix.

K. Attachments (to original copy only)

Applicants are required to submit the Affirmative Action Plan or Statement, the Civil Rights Assurance, a CORI check compliance statement, a copy of the agency's current financial audit, as well as any additional compliance/assurance documents related to the program.

VII. APPEALS PROCEDURE

An applicant agency whose proposal is denied may appeal in some cases. The Area Agency on Aging will send written notice to the applicant or provider within 10 days of making its decision. If the applicant believes the denial was due to arbitrary or unsubstantiated grounds, a request for appeal must be sent by registered mail or delivered to the Executive Office of Elder Affairs, 1 Ashburton Place, Boston, MA, 02108, Attn: General Counsel, and to Elder Services of the Merrimack Valley, Inc., 360 Merrimack Street, Bldg. #5, Lawrence, MA, 01843, Attn: Dayna Brown, within 10 days of receiving notification by the Area Agency. Further details on the Appeals Procedure may be obtained by contacting Elder Services.

VIII. AUDIT

All recipients of federal financial assistance must be audited in accordance with the provisions of various circulars of the Office of Management and Budget (OMB). Administrative requirements for state and local governments are contained in OMB Circular A-102 and implementation of audit requirements in OMB Circular A-128. The corresponding circular for institutions of higher learning and other non-profits are A-110 and A-133. As part of your proposal, please include a statement that you will conform to the pertinent regulations.

If your proposal is funded, we will require that an audit be conducted in accordance with the applicable OMB circulars. In the audit report, the statement on the scope of the audit should reference these circulars as appropriate. A copy of the audit report should be forwarded to this office immediately upon completion.

IX. ADDITIONAL REQUIREMENTS

- A. The grantee will be available to meet at least annually with staff of Elder Services for purposes of monitoring and evaluation. **Grantees will be monitored to assure their programs are in compliance with state and federal regulations.**
- B. An independent auditing firm will perform a financial audit and those results will be forwarded to Elder Services. Small grants may be excluded from this requirement with prior approval from Elder Services.
- C. Cost control statements and statistical data forms must be completed and received monthly on or before the 15th of the month before any checks can be issued.

- D. All budget line item changes in grant year must be requested in writing to Elder Services for approval.
- E. All publications or press releases should include the statement: **“This program has been made possible in part by funding from the Older Americans Act as granted by Elder Services of the Merrimack Valley.”**
- F. The Administration on Aging mandates all Area Agencies on Aging to participate in the National Aging Program Information System (NAPIS). This system creates a central client database to clearly track Title III services received by elders in the Merrimack Valley. All Title III grantees are required to participate and to submit data on clients and units.
- G. Per Massachusetts State law and Executive Office of Elder Affairs (EOEA) directives, all Title III sub grantees are required to retain program and client records for a period of seven (7) years. Compliance with this policy will also be a part of the evaluation conducted for all sub grantees by Title III staff at Elder Services.
- X. APPLICATION SELECTION PROCESS
A specially designated Proposal Review Committee comprised jointly of members of the Board of Directors and of the Advisory Council will review all applications. A scoring sheet will be used to rank proposals and an interview with the applicant by the committee may be requested. Copies of program evaluations for existing grantees are available to the Proposal Review Committee.
- A. CRITERIA FOR SELECTION
Funds will be awarded on a competitive basis. The following criteria will be used by the Proposal Review Committee to evaluate the applications:
1. Ability of Agency to Implement Program
 2. Program Need Identification
 3. Goals and Objectives
 4. Innovation and Creativity
 5. Outreach and Publicity Efforts
 6. Plans to serve minorities and other target populations
 7. Monitoring and Evaluation
 8. Budget (cost effectiveness)
 9. Future Funding
 10. Adherence to Application Format/Content as outlined in this RFP
- XI. CONDITIONS PERTAINING TO THIS RFP
All applicants understand that this RFP does not commit Elder Services of the Merrimack Valley, Inc. to award contracts, or pay any costs incurred in proposal preparation. Funding is dependent upon the individual merits of applications and available funding.
- XII. TECHNICAL ASSISTANCE
A Bidders Conference will be held on Wednesday, June 10th at 8:00 AM at Elder Services to review the Request for Proposal and answer any questions. Interpretation services may be available if you call in advance.

The current Area Plan on Aging is available on the Elder Services of the Merrimack Valley website, www.ESMV.org. If you have any questions regarding this RFP, please contact either Daniel Hobbs (978-683-7747 ext. 1291; e-mail: Dhobbs@esmv.org) or Laura Marsan (978-683-9747 ext. 1303; e-mail: Lmarsan@esmv.org).

*Elder Services of the Merrimack Valley, Inc. is an
Affirmative Action/Equal Employment Opportunity Agency.*