



Title III of the Older Americans Act Request for Proposals

RFP Available:

April 1, 2023

HESSCO

545 South Street, STE 300

Walpole, MA 02081

781-784-4944

Due:

Complete proposal due May 1, 2023 at 12:00 PM

***Late or incomplete proposals will not be
considered for funding***

Technical questions should be submitted to:

SLeary@HESSCO.org

APPLICATION INSTRUCTIONS

You are required to submit three (3) copies of the application (one with original signatures) to HESSCO **no later than 12:00 PM on Monday, May 1, 2023.**

Proposals submitted after that time, incomplete applications, faxed proposals and those that do not follow the application format will not be considered.

Proposals should be sent to:

Director of Planning & Community Development

Attention: Sheryl Leary

HESSCO

545 South Street, STE 300

Walpole, MA 02081

The order of presentation is as follows:

1. General Information Cover Sheet
2. Program Narrative
 - A) Profile of the applicant agency
 - B) Description of the Proposal Project
 - C) Project Evaluation
 - D) Plans for sustaining the Project
3. Program Budget

GUIDELINES FOR DISTRIBUTION OF TITLE III FUNDS

Funding Timeframes

This funding opportunity is for Federal Fiscal Year 2024 (October 1, 2023-September 30, 2024) and Federal Fiscal Year 2025 (October 1, 2024 - September 30, 2025).

How Priorities for Funding are Established

The priorities for funding are based on the requirements of the Older Americans Act, the results of local needs assessments, and the locally developed Area Plan on Aging. The goal is the further development and enhancement of a comprehensive and coordinated community-based system of health and social services for people 60 and over, which enables them to live independently and safely in their homes and communities.

General Older Americans Act “Priority Populations”

Services provided with Older Americans Act funds **must** give priority to elders with the **greatest economic need**, (“need resulting from an income level at or below the poverty level as most currently set by the federal government”) and the **greatest social need**, (“need caused by non-economic factors which include physical and mental disabilities, language barriers, cultural, social or geographical isolation, including isolation caused by racial or ethnic status that restricts the ability of an individual to perform normal daily tasks or threatens the capacity of the individual to live independently”), with particular attention to **low-income minority persons**.

Please note that “**minority**” does not refer to Caucasian populations having English as their second language. These communities may have “greatest social needs” as a result of cultural, social or language barriers. One example of this is the Russian speaking community.

General Older Americans Act “Service Priorities”

Title III–B Priorities

Under the Older Americans Act, ***Title III–B*** allocations are restricted to awards for three categories of services: **legal services**, **access to services** (services that facilitate access to other existing services); **and in-home services**. Below are the local priorities HESSCO is seeking to fund under ***Title III-B***.

Local *Title III-B* Priorities

- **Legal Services:** A maximum of \$50,000 each fiscal year (2024 and 2025) is available to address legal issues which have a significant impact on socially and economically isolated elders. Representation, information, mediation and education on issues such as housing, public benefits and healthcare will be funded.

AWARD PROCESS

A Review Committee, comprised of the Area Agency on Aging (AAA) Advisory Council and staffed by the Director of Planning and Community Development, will review the proposals. The Review Committee will make funding recommendations to the full AAA Advisory Council and the HESSCO Board of Directors via the Board Contract Review Committee. The Board of Directors votes to accept, reject or change the recommendations. The decision of the Board is final, although applicants do have an appeal process if they feel the Board's decision not to fund them was arbitrary or capricious. Letters announcing the decisions will be sent out to all applicants within ten days of the Board's decision. Appeal rights will be included. HESSCO reserves the right to reject or amend any and all proposals received in response to the RFP, or to negotiate separately in any manner necessary to best serve the interest of elders in our service area.

The following factors (not listed in any particular order) will be considered in rating the proposals:

- ability to reach priority populations as defined on page 2
- ability to meet local **Title III-B** priorities as defined on pages 2
- ability to achieve the goals and objectives as outlined in the proposal by the end of the grant cycle
- project meets a demonstrated need, and does not duplicate existing services
- proposal is to create a new program or expand an existing program, rather than supplant existing funding
- cost-effectiveness of proposed project
- evidence of planning collaboration with other agencies
- demonstrated ability of applicant agency to successfully implement innovative programs and utilize best practices
- overall quality of proposal
- ability to provide services in several communities in the HESSCO service area or throughout the entire region
- total pool of proposals received
- potential for acquiring alternate funding in addition to and beyond **Title III**

AWARD INFORMATION AND REQUIREMENTS

- All Title III B grantees are required to provide matching funds that must total at least **15%** of the total program costs. The **15%** matching funds can consist of in-kind contributions or other non-Federal cash.
- Upon notification of funding, HESSCO may require revision of the grantee's proposed project budget and goals, in accordance with the project's funding level. These **revisions will be required prior** to the signing of a contract between HESSCO and the grantee on or before October 1, 2023. HESSCO

may attach conditions or provisions to contracts as needed to best serve the interests of elders in our service area.

- The proposal, including goals, objectives and budget, will be incorporated into the contract and serve as a basis for grant monitoring and evaluation for all grantees. Any significant change in goals or objectives during the grant year must have prior approval from HESSCO.
- **Title III-B** awards will be made for federal fiscal year (FFY) 2024 (October 1, 2023– September 30, 2024). **Title III-B** award contracts for FFY25 are **renewable** for one additional year (FFY25 October 1, 2024 to September 30, 2025) contingent upon confirmation of available **Title-III B** funds, satisfactory or better performance and monitoring results, including, but not limited to, prompt submission of all required reports and paperwork, and determination by HESSCO of continued need of the project.
- All grantees must comply with all requirements associated with the receipt of federal funding including, but not limited to, being fully **handicap accessible**, and completing **CORI** (Criminal Offenders Record Information) checks on all staff and volunteers working on the project who will have direct or indirect contact with elders, or access to client files.
- All grantees will be required to submit to HESSCO **monthly program and fiscal reports** within ten (10) business days after the end of the month for which the reports are made. Those reports will also serve as a basis for grant monitoring and evaluation.
- Granted funds are disbursed on a cost reimbursement basis. The grantee incurs the expenses and receives reimbursement only upon submission of the required reports. HESSCO makes its best effort to process payments to the grantee within forty-five (45) days after the end of the month for which it has been billed.
- All grantees are required to develop and use a formal mechanism for gathering and incorporating client or **participant opinion** on, and satisfaction with the services supported with the **Title III** funding. This must be done at least once per year, or after each new group of participants. A summary of the clients' responses **must be submitted to** HESSCO at least once per fiscal year, no later than July 1st. Results will be considered during the monitoring process and when considering renewal for year two of the grant cycle for all grantees.
- All grantees must give clients or participants opportunity to make voluntary, confidential **donations** to the cost of the **Title III** funded service. Donations must be spent on the funded project and must be spent during the fiscal year in which they are collected. All donations received by the program must be reported monthly to HESSCO. The privacy of the older person and/or caregiver, with respect to his/her contribution, must be protected. The

donation policy must be **in writing** and a copy **must be submitted to HESSCO** no later than October 31, 2023. Donation policy procedures, and success soliciting donations, will be taken into account during the annual program review and when considering renewal for year two of the grant cycle for all grantees.

- Grantees are subject to at least one **on-site annual program and fiscal review**, which is based on compliance with the various requirements in the contract and the agreed upon goals, objectives and budget. HESSCO may request two on-site reviews per year for new projects or agencies that have never previously received **Title III** funding.
- **If federal funding is cut or eliminated** after HESSCO has awarded funds, those contracts will be modified accordingly with a contract amendment or rendered void. HESSCO reserves the right to amend or void contracts as needed to best serve the interests of elders in our service area. In the case of an increase of federal monies awarded to HESSCO, another RFP process may be conducted at HESSCO's discretion.
- All line item changes over 10% must be requested in writing to HESSCO before approval.
- All publications or press releases must identify HESSCO and the Administration for Community Living as a funding source for the program.