



Date: April 6, 2018

To: Members of the Massachusetts Councils on Aging and Interested Parties

From: Elizabeth H. Connell, Director of Behavioral Support Programs

Re: Announcing Direct Grant SIG Opportunities for MCOA Members in SFY2018

The Massachusetts Councils on Aging (MCOA) is pleased to announce it is seeking applications for funding of Dementia and Age-Friendly Capacity Building Grants. The MCOA is using state Service Incentive Grant for SFY'18 from the Executive Office of Elder Affairs to provide direct grants to COAs who want to undertake 1 of 2 goals:

- 1) To learn what their community residents' opinions are about what their community needs to become more age friendly; or
- 2) To prepare to undertake a large-scale community-wide DF education effort by procuring outreach materials needed for upcoming work over the next 12 months.

Both efforts need to have a work plan that meets the following criteria:

1. It is aimed at reaching diverse groups of residents – diverse in race, language, age, gender, etc.
2. It will include the participation of people who live in diverse neighborhoods, housing stock and will work in multiple business sectors of the community (as showcased in Dementia Friendly America materials).
3. The AF assessment activity must include questions for community members about what they think would make their communities more dementia-friendly, too. This is required to underscore that an age friendly community plans for the needs of people living with ADRD and their caregivers, too.
- 4. Applicants must be able to use all funds before Friday, June 29, 2018; and provide a 2-page final report by Friday, July 15, 2018.**

Examples of projects we seek to fund include:

- 1) A community team that wants to conduct listening sessions, key informant interviews, or community survey to learn what the residents think is needed to make their

community more friendly/more livable AND more welcoming for people living with dementia and their caregivers. Allowable expenses would cover consultants, facilitators, postage, paper, printing, and other training supplies.

- 2) A community team that can expeditiously prepare all the outreach materials (flyers, banners, website, workshop handouts, etc.) that will be needed to conduct a large scale, multi sector DF community wide DF education effort in FY19.

MCOA will award grants through an open competitive application process. Grants will be made pending available funding from the Service Incentive Grant from Elder Affairs. We anticipate awarding up to 25 DF community education projects and 8-10 one-time grants for AF community assessment work. The amounts will range between \$2,000 and \$4,000. Awards will be no later than May 3, 2018.

For sample assessment tools and outreach toolkits, please visit these websites:

- (1) **RECOMMENDED:** *Dementia Friendly Communities Educational Sector by Sector Materials*

<http://www.dfamerica.org>

<http://www.dfmassachusetts.org>

- (2) **RECOMMENDED:** *AARP Community Listening Session Workbook for Embarking on the Age Friendly Communities Discussion*

AARP: <https://www.aarp.org/livable-communities/tool-kits-resources/info-2017/roadmap-to-livability-collection.html>

- (3) *Age Friendly Toolkits*

AARP: <https://www.aarp.org/livable-communities/network-age-friendly-communities/>

MA Healthy Aging Collaborative: <https://mahealthyagingcollaborative.org/age-friendly/>

Eligibility

To be eligible, applicants must be either a Council on Aging that has a leadership role in the local dementia and/or age-friendly development work OR must be a local non-profit that is leading a local initiative that actively includes the local COA board or COA director in its work.

The grant is designed to increase your capacity to achieve your work plan goals for the coming 12 months. So, they are limited to communities that already have begun relevant initiatives **and** can be defined as one of the following:

- i. An active or an emerging dementia friendly community;
- ii. A community that is already formally committed to becoming an age-friendly community (which also includes being dementia friendly); or,
- iii. Your community wants to start the process of becoming age-friendly and needs to start by learning from residents what is in place now that they really like AND what they would like to see be added to the community in order to improve its livability and age friendliness.

Applicants must demonstrate a direct correlation between use of these funds and increasing their capacity to further support dementia friendly and/or age-friendly community grassroots efforts.

Application Format: (Proposals must use the 8-part format below and do not exceed 3 pages double-spaced, not including attachments.)

All proposals must contain the following information and be written in the following format.

Proposal Elements:

1. Organizational Information: Name of bidding entity and essential contact information including name of the entity's primary contact, email, phone, and mailing address.
2. Narrative: Provide a concise description of the how you will utilize the grant.
 - a. For community assessment projects of Age Friendly initiatives, define the number of listening events, interviews, and/or surveys to be completed, the populations to be included, and the outline of questions to be asked via each mode.
 - b. For outreach initiatives for Dementia Friendly initiatives, describe the types of outreach tools you want to procure and include the cost details (units x price/unit). If you have samples, attached them to the application (not included in page count).
 - c. Explain how your proposed activities will include the input of individuals of all ages and in particular people living with dementia and their caregivers.

- d. Describe your organization's experience with current dementia and/or age and dementia-friendly efforts. Then, describe how this proposal will enhance and sustain your future efforts.
 - e. Identify key staff by their roles and responsibilities, including your staff as well as your key collaborating partners. In the list, please identify who will lead/perform the selected assessment activities, and who will be responsible for data collection and record keeping required for post grant summary outcome reporting.
 - f. Give a brief overview of your agency or organization, including, key staff (experience and qualifications), and involvement in the community that demonstrates how your organization is prepared to fulfill all requirements of the project
3. Provide a budget for your project, using the attached budget template, indicating how funds will be allocated. You must include a description and relevant calculations for each line item. You must use the allocated funding for dementia and/or dementia and age-friendly provision only.
 4. Attach to the application (not included in page count) a copy of both the work plan your group has used over the past 12 months and a work plan for all the work that is planned for the upcoming 12 months period. We require work plans that clearly identify what work is to be done, who is the lead person responsible for each tactic, and when the work will begin and end

Accountability Requirements:

Grantees must agree to comply with the following:

- To incur all project costs before Friday, June 29, 2018
- To provide a 2-page final report by Friday, July 13, 2018, containing supporting documentation of work conducted through the grant, including number of events/activities conducted, number of individuals provided outreach, what your organization learned, and with what entities you plan to share that knowledge, as well as how you plan to utilize that knowledge in furthering the development of your organization's Dementia and/or Age Friendly efforts.

- To attend the Initial Grantee conference call (one or more staff) on May 7, 2018 (time TBD).
- To attend and present a brief overview (15 minutes) of your project at the Grantee Summit that will be attended by all Grantees and members of the community in August 2018.
- To submit a project-end itemized expense sheet.
- To include the following statement in all funded program/project descriptions, products, and related publicity:

This project is funded with a grant from the Massachusetts of Councils on Aging.

If the project is unable to proceed as specified in the application, you must contact Elizabeth Connell, Director of Behavioral Support Programs at MCOA, as soon as possible and submit an addendum for proposed change. The MCOA Grant Committee will consider the proposal. Continued funding is not guaranteed. Completion and other reporting requirements would remain, as included in the original application.

Failure to meet accountability requirements will result in loss of project funding.

Important SIG Grant Dates

RFP Release Date:	Friday, April 9 2018
Written Inquiries Due by email	Friday, April 20, 2018, 3:00 PM
Responses posted on MCOA website:	Tuesday, April 24, 2018, 3:00 PM
Proposals Due:	Friday, April 27, 2018, 3:00 PM
Award Announcements:	Wednesday, May 3, 2018
Initial Grantee Conference Call	Week of May 7, 2018 (exact date and time TBD)
Grant Start Date:	Monday May 7, 2018
Projects must be completed	Friday June 29, 2018
Final reports due	Friday July 13, 2018
Mini-Grantee Summit	August 2018 (exact date and time TBD)

Instructions for Submission of Responses:

Proposals must be submitted by **Friday, April 27, 2018, at 3:00 PM.** Proposals not submitted by this deadline will not be eligible for review or for funding.

- Potential bidders may ask questions via email up through **Friday April 20, 2018, 3:00 PM.** Answers to questions will be posted on the MCOA website **Tuesday, April 24, 2018, 3:00 PM.**
- One electronic copy must be uploaded through the MCOA website at: <https://mcoaonline.com/grants/bid-opportunities/>
- Proposals must also be emailed to: Shari Cox, MCOA Fiscal grants manager at shari@mcoaonline.com

Full Applications Include:

- Proposal
- Attachment A – Budget
- Attachment B – Work Plans for last year and upcoming year

For questions or clarification contact:

Elizabeth Connell

elizabeth@mcoaonline.com

617-816-1338

RFP FAQs

Here are answers to a few frequently asked questions:

1. Eligibility questions regarding the status of your COA's annual dues may be directed to Shari Cox via email at Shari@mcoaonline.com or via phone at 413-527-6425.
2. Contracting
 - a. Reimbursement by MCOA can only be mailed to the appropriate fiscal agent that is identified on the application and included as an official signatory on the formal contract. In most instances, the COA/municipality is the applicant for MCOA direct grants. Sometimes, a Friends of the COA or other non-profit may be the applicant for a MCOA direct grant; also, sometimes they serve as the fiscal agent for the local

COA (e.g. they provide timely cash-flow/payment for the local project costs.) When this occurs, the COA Director should be listed as the program implementer.

- b. MCOA uses “Cost Reimbursement” contracts, meaning that the local grantee must incur allowable program costs before submitting invoices for reimbursement from MCOA.
3. Invoicing:
 - a. MCOA prefers monthly invoices from grantees.
 - b. The final invoice is due to MCOA no later than 15 days after the end date for the project period.
 - c. Mail invoices to: MCOA, Attn: Shari Cox, Grants Manager, 116 Pleasant Street, Suite 306, Easthampton, MA 01027. Or, email invoices directly to: Shari@mcoaonline.com.
 4. Reporting Program Activities and Outcomes :
 - a. All MCOA grantees must report back on what the grantee accomplished during the project period. Contact Elizabeth Connell for your grants specific reporting requirements; also, see Accountability Requirements above.
 - b. To ensure you file all project reports on time, please add the project deliverable due dates to your personal Day-Timer / calendar along with a “task start date” that is set 2 weeks prior to the final due date.
 - c. All **final** project reports from grantees are due to MCOA within 15 days of the end of the contract period. MCOA may decide to withhold reimbursement to a COA until it has received the final project reports.
 5. Contract Contingencies:
 - a. These MCOA Direct Grants are made possible through funding from the FY2018 Service Incentive Grant from Elder Affairs. All costs must be incurred during the fiscal year ending June 29, 2018. Full reimbursement for projects will be contingent upon receipt of SIG grant funding from Elder Affairs.

Additional Information and Opportunities to Ask Questions

Please do not hesitate to contact Elizabeth Connell, via email at elizabeth@mcoaonline.com, if you have any questions or need more information before applying. We look for your participation in this service incentive grant and the Dementia and Age Friendly efforts you are engaged in!