



Date: January 20, 2021

To: Members of the Massachusetts Association of Councils on Aging

From: Betsy Connell, Assistant Director

Re: Direct Grant Opportunities for field demonstration projects for
MCOA Members in SFY 2021

We are pleased to announce Direct Grant Opportunities for **field demonstration projects** for the FY2021 Council on Aging Direct Grants Cycle. MCOA is using **\$200,000** in state Service Incentive Grant award funds, just approved by EOE, to provide direct grants to COAs for the three following project areas:

- Respite Alternatives/Supportive Day
- Social Isolation/Loneliness
- Food Insecurity

Please see page two for project examples. 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. This RFP is being released today, January 20, 2021, in time for the March-June 2021 project period.

Grant opportunities are available to all eligible COAs. Eligibility includes being a member of MCOA and being up to date on MCOA dues through the current state fiscal year. Awards made for this round will be announced by March 5, 2021, and projects will begin on or about March 12, 2021.

MCOA staff are working to expeditiously award contracts to grantees for projects that must start on or shortly after March 12, 2021. **Time is of the essence.** MCOA is expediting its RFP process. **Responses are due to MCOA by Friday, February 26th 2021** and award notifications will be made by Friday March 5, 2021. Contracts will be executed expeditiously for the March 12, 2021 start date. The challenge for the selected bidders will be the ability to build up and implement their projects by March 12, 2021.

Grants will be made pending available funding from the Service Incentive Grant from Elder Affairs. We anticipate awarding a **total of \$200,000 spread across all three project areas**, for these **one-time** projects. **There is no set grant amount, which allows for greater flexibility of these one-time demonstration/field projects.** Awards will be made no later than March 5, 2021.

FIELD DEMONSTRATION PROJECT AREAS	EXAMPLES of SIG Grant Proposals
<p>Caregiver Respite Alternatives and/or Supportive Day; for adults and care partners who need support but are not eligible for a traditional adult day program funded by Mass Health.</p>	<ol style="list-style-type: none"> 1. Fund COVID-19 testing, not reimbursable by health care insurance providers or any other sources, for Supportive Day program attendees and staff. 2. Fund Companion Services in the home for consumers in need of Supportive Day Programs. 3. Reduced-hour supportive day program to offer affordable options of respite care for older adults and their care partners 4. Partner with other community-based organizations who can offer expanded space to physically host supportive day programs when a COA does not have sufficient space to offer the program in compliance with the Local Board of Health regulations. 5. Develop a volunteer training program to expand the number of individuals who can offer services in supportive days programs or provide Respite. 6. Create a “Grab and Go” Lunch and activity program for former Social Day program participants. Clients and care partners would pick up (or if possible, eat a socially distanced lunch), receive a packet including information, activities, and a listing of programming appropriate for supportive day clients. Programming to be delivered on the phone, Zoom or other technologies and/or local cable access.
<p>Addressing Social Isolation/Loneliness in older adults: New and innovative ways to combat Social Isolation and Loneliness among older adults in your community. Use this opportunity to think broadly about reaching out to older adults</p>	<ol style="list-style-type: none"> 1. Purchasing electronic devices for older adults to use at home whether it be for a short- term loan or long term. Providing one-on-one training for devices. 2. Purchase internet connection for older adults and caregivers of isolated older adults who otherwise do not have internet access 3. Telephone Reassurance with training for staff/volunteers in Active Listening. 4. A home visit to the door of an older adult with a “goodie bag”, a craft project, word search books, etc. along with a newsletter and/or information of how to contact the COA/Outreach. 5. An intergenerational pen pal program that pairs students and older adults. Provide both groups with stationary and stamps. 6. Pair up older adults who share a common hobby: cooking, handiwork, reading to communicate through telephone or Zoom.
<p>Nutrition Support for older adults and caregivers: MCOA supports the council on aging network and during the COVID-19 pandemic, offering additional relief through supplemental funding for food security initiatives. As such, we encourage councils on aging to submit proposals increasing access to food and nutrition initiatives</p>	<ol style="list-style-type: none"> 1. Durable goods purchases to increase chilled and frozen food storage capacity (chest freezers, refrigerators, etc.) kitchen tools adapted for easier grip, safer cooking, etc.

RFP Schedule and Instructions

1. RFP release on January 20, 2021
A bidders' conference call/Zoom Meeting will be held on Tuesday, January 26, 2021 from 2:00-3:00 pm. You must register to receive the Zoom meeting invite and/or call in number and pass code. To register, go to <https://mcoaonline.com/bidders-conference-registration/>
2. Questions submitted in writing and those posed during the bidder's conference on January 26, 2021, along with the answers, will be posted, by February 5, 2021 on the MCOA Website. To review go to www.mcoaonline.com, Grants, Bid Opportunities. Written questions must be submitted by email to shari@mcoaonline.com , by 3:00 PM on January 29, 2021.
3. Bidders must complete the *Intent to Bid* Form by February 12, 2021. The form is located on the MCOA website, via <https://mcoaonline.com/intent-to-bid/> **If you intend to bid for more than one Project Area, you must submit a separate *Intent to Bid* form for each Project Area you intend to bid on.**
4. Complete applications must be submitted to MCOA ***no later than 5:00 PM on Friday, February 26, 2021.*** **If you are applying for more than one Project Area, you must submit a separate application for each Project Area.**
5. The Field Demonstration Project RFP Selection Committee will review all applications submitted by the deadline.
6. Award notification to successful bidders shall occur by March 5, 2021.
7. Contracts should be signed and returned to MCOA by March 12, 2021.
8. The initial project period will begin promptly on or about March 12, 2021 and shall continue through June 30, 2021.

Application and Award Process

To be considered for funding, all bidders must complete a responsive proposal and submit it by the due date to MCOA in accordance with the instructions provided below.

Application Instructions for MCOA Direct Grant Funding Opportunities

1. All interested bidders must complete the **Intent to Bid** form (non-binding) which is on the MCOA Application Web Site (<https://mcoaonline.com/intent-to-bid/>). The Intent to Bid Form asks for agency name, address, phone, and the name of the agency's primary contact person (typically the director), and the primary contact person's email address and other pertinent information.
2. Prepare the application using these **format and submission instructions**:
 - Use 12-font 8"x11" paper size only.
 - Save the document as follows: FY21 Field Demonstration Project, *Name of Agency*
 - Complete your Application form under the "Grants" section (<https://mcoaonline.com/application/>). Upload your all required attachments (narrative and budget). **In addition**, to ensure your uploading was successful, please email your ***Proposal Narrative only*** to Shari Cox, MCOA Fiscal Manager, at Shari@mcoaonline.com.
4. During MCOA's application review period, please reply promptly should we contact you (the primary contact) with any questions via email or telephone.
5. MCOA will notify the primary contact of the outcome via email.
6. A formal contract will be emailed to the primary contact identified in the application of the successful bidders.
7. The contract must be signed and returned promptly to MCOA, prior to incurring any program costs.

Questions?

- If you have questions on the application requirements or permissible use of funding, attend the Bidders Conference.
- For questions of a technical nature regarding uploading letters of intent or registering for the bidder's conference, contact Lynn Wolf at lynn@mcoaonline.com or 413-527-6425.

All proposal narratives must not exceed three pages (excluding budget page) and must contain the following elements: (If you are applying for more than one Field Demonstration Project, you must submit a separate application for each Area.

1. If this service is already provided in your area, explain why you are seeking to provide this service, i.e.: to expand services, based on documented needs, etc.

2. In your narrative, provide a concise detailed description of how you will utilize the grant, including staff, materials, supplies, other resources, etc.
3. Include in your narrative, details on what you anticipate the impacts and outcomes of the project will be.
4. Describe in your narrative, how your project is replicable and scalable.
5. Include in your narrative, how you plan to track your grant activities, and how you will evaluate the impact and outcomes you will report on.
6. Include in your narrative, how you will document best practices gained from the project.
7. Provide a project budget (*not included in page limit*) for the March 12, 2021 to June 30, 2021 grant period, using the attached budget template, indicating how funds will be allocated.
8. You must include a description and relevant calculations for each line item. Budgets must also show any in-kind support and other funding if any. Allowable costs include salary, fringe benefits (capped at 25% of salary), mileage reimbursement, and rent/utilities/phone (capped at 2% of contract value).

Accountability Requirements:

Grantees must agree to comply with the following:

- To incur all project costs before Wednesday, June 30, 2021
- To provide a final report by Friday, July 23, 2021, containing supporting documentation of work activities conducted through the grant, including number of events/activities/services conducted, number of individuals served, what your organization learned, and with what entities you plan to share that knowledge, as well as how you plan to utilize that knowledge to advance your organization's field demonstration project efforts. This report shall also contain the best practices identified through this project, as well as the grantee's evaluation of the projects impacts and outcomes.
- To submit a project-end itemized expense sheet.

- To include the following statement in all funded program/project descriptions, products, and related publicity: *These field demonstration project grants are funded with a grant from the Massachusetts Association of Council on Aging and Senior Center Directors, Inc.*

Important SIG Grant Dates

RFP Release Date:	Wednesday, January 20, 2021
Bidders Conference call/meeting:	Tuesday, January 26, 2021 2:00-3:00 PM
Written Inquiries Due by email:	Friday, January 29, 2021, 3:00 PM
Responses posted on MCOA website:	Friday, February 5, 2021, 5:00 PM
Intent to Bid Due Date:	Friday, February 12, 2021 3:00 PM
Proposals Due:	Friday, February 26, 2021, 3:00 PM
Award Announcements:	Friday, March 5, 2021 3:00 PM
Signed Contracts Returned to MCOA:	Friday, March 12, 2021
Grant Start Date:	Friday, March 12, 2021
Projects must be completed:	Wednesday, June 30, 2021
Reports due:	Friday, July 23, 2021

All contracts are “Cost Reimbursement” contracts, i.e.: COAs must incur costs and submit invoices with back up for reimbursement to MCOA, during the project period. The address to submit invoices is: MCOA, Attn: Grants Manager, 116 Pleasant Street, Suite 306, Easthampton, MA 01027.

