



Massachusetts
Councils On Aging

Date: January 28, 2021

To: Members of the Massachusetts Councils on Aging

From: Betsy Connell, Assistant Director

Re: Request for Proposals for: 'Living YOUR Best Life' Resiliency Training Course for FY'21

MCOA is seeking proposals from COAs who want to conduct a ten week 'Living YOUR Best Life' Resiliency Training Course. Grants of \$2,500 each will be awarded to 30 Councils on Aging.

"Living YOUR Best Life", is an expanded version of the 'Live Your Life Well' Resilience one-day training and is a 10-week program with one 1-hour class per week. The course is to be run by a facilitator, (could be a LICSW or other Behavioral Health provider but this is not required). The course contains 10 tools which are the foundation for the course, and programs can consider having a guest or expert speaker on some or all of the 10 tool topics.

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. Grant opportunities are available to all eligible COAs. Awards made will be announced by March 12, 2021, and projects can begin any time after the award is issued. The course must be completed by, and funds must be expended by June 30, 2021.

Program Components and Details:

- The [Ten tools](#) from [Mental Health America](#) are to be used as a foundation for the course and facilitators should add supporting and relevant materials as it relates to resiliency building for each topic. A facilitator's toolkit will be provided to grant awardees. (<https://mcoaonline.com/lybl-facilitation-toolkit-mcoa-1-26-21/>)
- Programs will recruit/enroll and convene participants in the course and participants are enrolled in the course for all ten classes. Class size will depend upon the COA's ability to offer the course virtually, or if conducting it in person (in the Spring) in accordance with COVID-19 gathering requirements,
- The training consists of ten classes, each one hour in length.
- Each participant must be provided with their own individual Notebook/Folder, which will at the end of the course become that individual's *Resiliency Toolkit*.
- The group discussion component is key, as it provides for peer support and peer-to-peer learning.
- Class structure includes the facilitator (and/or guest/expert speaker- if desired) providing information on the tool/topic; group discussion is then conducted among participants; the class will then share insights and feedback that will be given back to the facilitator and from this, participants will select new strategies/practices to build and add to their *Resiliency Toolkits*.

'Living YOUR Best Life' Resiliency Training Course for FY'21, Grant Application Instructions

- Bidder's Conference Call/Zoom Meeting (Optional) will be held on Friday, February 5, 2021, from 2 PM – 3 PM. MCOA Assistant Director, Betsy Connell will host this call/Zoom Meeting for interested bidders to answer questions you may have.
To join the Bidders Conference Call/Zoom Meeting, go to:
<https://zoom.us/j/93613958094?pwd=R01DaTBYaThCMEx1bUhaVWRpS1NnZz09>
Meeting ID: 936 1395 8094, Passcode: 699497
Or join by phone by dialing: 1-646-558-8656 US

Application Submission Instructions

1. To apply, respond to all questions (below) in one narrative document, not to exceed 2 pages and include a program budget (not included in the 2-page minimum). Then go to the Bid Opportunities page under "Grants", [here](#) on the MCOA Website, complete your application form and then upload the narrative and budget documents. **Program Applications, Narrative Documents and Budgets must be submitted by 5 pm March 5, 2021.**
2. In addition, to ensure your uploading was successful, please email your proposal narrative to Shari Cox at Shari@mcoaonline.com.
3. Applications will be reviewed, and grant awards announced no later than March 12, 2021.
4. This opportunity is available only to Councils on Aging.

Please reply to all the questions below. In your Word document, please include the number and the question in your response.

Then provide a program budget: Allowable costs include: personnel costs (direct or subcontracted), for staff or LICSW, SW's or other behavioral health provider to facilitate the sessions, materials and supplies (Notebooks, handouts, course promotion materials, class materials and supplies), delivery of supplies to participants if needed, participant reward certificates. Please use the suggested budget template the follows the questions.

Application Questions Requiring a Narrative Response:

Question #1: Please tell us why you think the Living YOUR Best Life Program will benefit seniors at your senior center.

Question #2: Who do plan to have as your facilitator?

Question #3: Please tell us how the facilitator will add and supplement relevant materials for the ten tools/topics.

Question #4: Please tell us your plans to implement this program either virtually, in person or in a hybrid format.

General questions about the application process itself or your COA's eligibility may be directed to Lynn Wolf, at lynn@mcoaonline.com, or to Shari Cox at shari@mcoaonline.com

THANK YOU!

Applications are due by 5 p.m. on Friday March 5, 2021

FY21 Living Your Best Life Budget Form

Living <i>YOUR</i> Best Life Proposed Program Budget			
Category	Amount	In Kind	Details
Total			