



Date: October 27, 2022
To: Members of the Massachusetts Association of Councils on Aging
From: Betsy Connell, Executive Director
Re: Direct Grant Opportunities for field demonstration projects for
MCOA Members in SFY 2023

MCOA is very pleased to announce Direct Grant Opportunities for **field demonstration projects** for the FY2023 Council on Aging Direct Grants Cycle. MCOA is using **\$176,000.00** in state Service Incentive Grant award funds, recently approved by EOEA, to provide direct grants to COAs for the two following project areas:

- a. Development and implementation of Outreach and Marketing of your COA to older adults and caregivers.**
- b. Capacity-Building for Caregiver Respite Services or Financial aid to enable Caregiver Respite Scholarships.**

For the purposes of this grant opportunity, caregivers are defined as family members, friends, or loved ones, not professional caregivers. "Caregiver Respite Scholarships" indicates stipends provided to the caregiver for the purpose of purchasing either self-directed respite services procured and overseen by the caregiver or care recipient, which may be provided by a friend, family member, neighbor, etc., or formal respite services procured through the regional Aging Service Access Point or another health and human service agency.

Grants will be made pending available funding from the Service Incentive Grant from Elder Affairs for these one-time projects. We anticipate awarding a total of 22 grants of \$8,000 each, spread across both project areas.

Please see page two for project requirement descriptions. MCOA will award grants through an open competitive application process. This RFP is being released today, October 27, 2022, in time for the December 2022 - June 2023 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 will be made no later than Thursday, December 8, 2022, and projects will begin on or about Monday, December 12, 2022.

MCOA staff are working to expeditiously award contracts to grantees for projects that must start on or shortly after **December 12, 2022. Responses are due to MCOA by 4:00 PM on**

Wednesday, November 30th, 2022, and award notifications will be made by Thursday, December 8, 2022. Contracts will be executed expeditiously for the **December 12, 2022, start date.**

FIELD DEMONSTRATION PROJECT AREAS	Requirements of SIG Grant Proposals
<p>Development and implementation of outreach and marketing of your COA to older adults and caregivers</p>	<p><i>Marketing and outreach should reach as many older adults and caregivers as possible, and as efficiently as possible. Proposals should address how the COA plans to address the diverse cultural needs of their specific community.</i></p> <p>Applicants can choose from one or both of the following categories for Marketing and Outreach:</p> <ol style="list-style-type: none"> 1. Becoming the “Talk of the Town”; Getting your community to know about your COA; Promotion of the COA as the ‘Front Door’; Educating your community on what is a COA; and Educating your community on the programs and services that your COA provides. 2. Educating and connecting Family Caregivers: <ol style="list-style-type: none"> a. Developing community specific caregiver resource materials. b. Developing ways to identify and connect caregivers who may not know or consider themselves as caregivers. For example, creating and implementing a tool as a way for caregivers to self-identify as caregivers (see attached sample on pg. 8 of this document), and educate how caregivers can benefit from learning about caregiver resources available in your community.
<p>Caregiver respite services or scholarships</p>	<p>Applicants can choose from one or all of the following categories for Caregiver Respite services or scholarships:</p> <ol style="list-style-type: none"> 1. Providing reduced-hour supportive day program to offer affordable options of respite care for older adults and their care partners. 2. Providing onsite individual respite for older adults and their caregivers. 3. Providing caregiver respite scholarships for person-centered respite provided by a friend, relative, neighbor, etc. or to local respite services providers/organizations for older adults and their caregivers.

RFP Schedule and Instructions

1. RFP release on October 27, 2022.
 A bidders' conference call/Zoom Meeting will be held on **Wednesday, November 9th, 2022, at 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://us06web.zoom.us/meeting/register/tZEIcuCorDwrHNCW7ufKVHh6r8i3ipkvaiM7>

2. Questions submitted in writing and those posed during the bidder's conference on **Wednesday, November 9, 2022**, along with the answers, will be posted, by **Tuesday, November 15, 2022**, on the MCOA Website. To review, go to <https://mcoaonline.com/grants/bid-opportunities/>
3. Written questions must be submitted by email to shari@mcoaonline.com by 4:00 PM on **Monday, November 14, 2022**.
4. Bidders must complete the *Intent to Bid* Form by **Wednesday, November 16, 2022, at 4:00 pm**. The form is located here, <https://fs16.formsite.com/mcoa/3z0upi2yst/index.html> , and is on the MCOA website,
5. Complete applications must be submitted to MCOA ***no later than 4:00 PM on Wednesday, November 30, 2022***. **If you are applying for both Marketing and Caregiver Respite grants in this Field Demonstration Project, you must submit a separate application for each.**
6. The Field Demonstration Project RFP Selection Committee will review all applications submitted by the deadline.
7. Award notification to successful bidders shall occur by **Thursday, December 8, 2022**.
8. Contracts should be signed and returned to MCOA by **Monday, December 12, 2022**.
9. The initial project period will begin on or about **Monday, December 12, 2022**, and shall continue through June 30, 2023.

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. We require all interested bidders ***must complete*** the non-binding ***Intent to Bid*** form, which is here <https://fs16.formsite.com/mcoa/3z0upi2yst/index.html> , and on the MCOA Web Site. 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: FY23 Field Demonstration Project, *Name of Agency*
- Complete your Application form and upload your application here:
<https://fs16.formsite.com/mcoa/edtjubuli/index.html>
- Upload all of your 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 413-270-5280.

All proposal narratives must not exceed four pages (excluding budget page) and must contain the following elements: (If you are applying for both Marketing and Caregiver Respite grants in this Field Demonstration Project, you must submit a separate application for each).

1. In your narrative, provide a concise detailed description of how you will utilize the grant, including staff, materials, supplies, other resources, etc.
2. If applying for a *"Development and implementation of outreach and marketing of your COA to older adults and caregivers"* grant, include in your narrative details on how you plan

reach as many people as possible, including diverse communities, and as efficiently as possible.

3. If applying for “*Caregiver Respite services or scholarships*” grant, explain if you will provide onsite individual respite, offer scholarships for respite, or support/develop a reduced-hour supportive day program. Include any anticipated partnerships with service providers and plans to communicate with your ASAP.
4. Indicate what you anticipate the impacts and outcomes of your project will be.
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*) ***in Excel***, for the December 12, 2022, to June 30, 2023, 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 Thursday, June 30, 2023.
- To provide a final report by Friday, July 28, 2023, 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 project’s impacts and outcomes. Grantees may be asked to participate in a webinar learning collaborative post-grant, with MCOA and the Executive Office of Elder Affairs.
- 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:	Thursday, October 27, 2022
Bidders Conference Call/Meeting:	Wednesday, November 9, 2022, 3:00 PM
Written Inquiries Due by email:	Tuesday, November 14, 2022, 4:00 PM
Responses Posted on MCOA Website:	Tuesday, November 15, 2022, 4:00 PM
Intent to Bid Due Date:	Wednesday, November 16, 2022, 4:00 PM
Proposals Due:	Wednesday, November 30, 2022, 4:00 PM
Award Announcements:	Thursday, December 8, 2022
Signed Contracts Returned to MCOA:	Monday, December 12, 2022
Grant Start Date:	Monday, December 12, 2022
Projects Must Be Completed:	Friday, June 30, 2023
Reports Due:	Friday, July 28, 2023

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.

Do you help someone with any of these tasks?

Transportation

- Rides to medical appointments, errands, and social activities



Medication

- Setting up weekly pill organizer, filling and picking up prescriptions, administering oral, intramuscular, and intravenous medications

Personal Care, Hygiene, and Dressing

- Bathing, nail care, skin care, oral care, hair care, wound care



Using the Bathroom and Incontinence Care



Nutrition

- Grocery shopping, preparing meals and snacks, meal planning, assistance with feeding, encouraging fluid intake



Care Coordination

- Scheduling medical appointments, providing transportation to appointments, coordinating in home services; including physical therapy and occupational therapy

Indoor and Outdoor Home Maintenance

- Maintaining clutter free and safe environment, mowing lawn, shoveling snow, raking leaves

Housekeeping

- Cleaning, laundry, washing dishes, gathering and removing trash, picking up mail



Mobility



Finances

- Financial and legal planning, paying bills, banking, etc.



Emotional Support, Companionship, and Socialization



Monitoring for Wellbeing



If you help another person with any of these tasks,
YOU are a caregiver and may be eligible for
services and resources in your community.