



Date: May 19, 2023  
To: Members of the Massachusetts Association of Councils on Aging  
From: Betsy Connell, Executive Director  
Re: Direct Grant Opportunities for Field Demonstration Projects for Outreach and Transportation in FY 2024

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MCOA is pleased to announce Direct Grant Opportunities for **field demonstration projects** for the FY 2024 Council on Aging Direct Grants Cycle. MCOA anticipates approximately **\$370,000** in state Service Incentive Grant award funds, contingent upon approval by EOE, to provide direct grants to COAs for the two following project areas:

- a. **Development and implementation of Outreach Programs to expand the capacity of COAs to strengthen the safety net and provide enhanced social services support for older adults.**
- b. **Provision of Transportation Services to support older adults in maintaining their independence and connecting them to services within and outside of their communities.**

Grants will be made pending available funding from the Service Incentive Grant from EOE for these one-time projects. MCOA will award grants through an open competitive application process. This RFP is being released today, May 19, 2023, in time for the July 2023 - June 2024 project period.

Grant opportunities are available to all eligible COAs. **Consortia and regional proposals will be prioritized.** Eligibility includes being a member of MCOA and being up to date on MCOA dues through the current state fiscal year. **Please be advised that any COA or consortia that receives a legislative earmark for the same SIG proposal for FY 2024 shall not be eligible to receive SIG funds.** Awards will be made no later than Monday, July 10, 2023, and projects will begin on or about Monday, July 17, 2023.

**Responses are due to MCOA by 4:00 PM on Friday, June 23, 2023, and award notifications will be made by Monday, July 10, 2023.** Contracts will be executed expeditiously for the **July 17, 2023, start date.**

FIELD DEMONSTRATION PROJECT AREAS	Requirements of SIG Grant Proposals
<p><b>Development and implementation of outreach programs to expand the capacity of COAS to strengthen the safety net and provide enhanced social services support for older adults.</b></p>	<p>Outreach plans and strategies should focus on expanding relationships and increasing the number of older adults reached in your community, incorporating a variety of methods. Efforts to increase and improve outcomes for older adults should also focus on collaborations with other departments within your organization or outside partners.</p> <p>Proposals should also outline how the COA plans to address the diverse needs of their specific community. Successful applicants will create goals and objectives that increase the contact and relationship with older adults in their community.</p>
<p><b>Provision of transportation services to support older adults in maintaining their independence and connecting them to services within and outside of their communities.</b></p>	<p>Transportation options should address the needs of older adults within and outside their communities. Older adult transportation services should consider all aspects of independent living.</p> <p>Service delivery may include but is not limited to: volunteer drivers, ride share options, public transportation training, connections to bus/train stations, taxi vouchers, COA vans, transportation scheduling software, partnerships with RTAs, and contracts with bus/ambulance/school transportation service.</p>

### **RFP Schedule and Instructions**

1. RFP release on May 19, 2023. A bidders' conference call/zoom meeting will be held on **Thursday, June 1, 2023, at 1:00 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/tZMud-2orzgqE9HkNyhk6yapwmdkoNSG7wHP>
2. Questions submitted in writing and those posed during the bidder's conference on **June 1, 2023**, along with the answers, will be posted by **Tuesday, June 6, 2023**, on the MCOA website. To review, go to <https://mcoaonline.com/grants/bid-opportunities/>
3. Written questions must be submitted by email to [madeline@mcoaonline.com](mailto:madeline@mcoaonline.com) by **4:00 PM** on **Friday, June 2, 2023**.
4. Bidders must complete the **Intent to Bid** form by **4:00 PM** on **Monday, June 12, 2023**. The form is located here, <https://fs16.formsite.com/mcoa/chovcdkmd0/index> and is on the MCOA website.

5. Completed applications must be submitted to MCOA **no later than 4:00 PM on Friday, June 23, 2023.** **If you are applying for both Outreach and Transportation 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 **Monday, July 10, 2023.**
8. Contracts should be signed and returned to MCOA by **Monday, July 17, 2023.**
9. The initial project period will begin on or about **Monday, July 17, 2023,** and shall continue through June 30, 2024.

### **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 non-binding **Intent to Bid** form, located here <https://fs16.formsite.com/mcoa/chovcdkmd0/index> and on the MCOA website. 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 Arial 12 font and 8"x11" paper size only.
  - Save the document as follows: **FY24 Field Demonstration Project - Name of Agency/Consortia**
  - Complete your application form and upload your application here: <https://fs16.formsite.com/mcoa/dlpmidpp19/index>
  - Upload all required attachments (narrative and budget).
3. During MCOA's application review period, please reply promptly should we contact you (the primary contact) with any questions via email or telephone.

4. MCOA will notify the primary contact of the outcome via email.
5. A formal contract will be emailed to the primary contact identified in the application of the successful bidders.
6. 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, please attend the Bidders Conference.
- For questions of a technical nature regarding uploading Letters of Intent or registering for the bidder's conference, contact Maddie Noonan at [maddeline@mcoaonline.com](mailto:maddeline@mcoaonline.com) or 413-326-6479.

### **All proposal narratives must not exceed four pages (including budget page) and must contain the following elements:**

1. In your narrative, provide a concise detailed description of how you will utilize the grant funds, including staff, materials, supplies, other resources, etc.
2. If applying for:
  - a. **“Development and implementation of Outreach Programs to expand the capacity of COAs to strengthen the safety net and provide enhanced social services support for older adults”** grant, include in your narrative details on how you plan to foster connections and develop relationships with older adults and increase the number of people reached by your COA, including members of diverse communities. Include details about any anticipated partnerships that will help to expand the COAs reach in connecting with isolated adults.
  - b. **“Provision of Transportation Services to support older adults in maintaining their independence and connecting them to services within and outside their communities”** grant, explain how your project will assist in transporting older adults to services within and outside their community. Include any anticipated partnerships with service providers and how you plan to promote awareness of the service to older adults, particularly those who may be isolated.

3. Indicate what you anticipate the impacts and outcomes of your project will be.
4. Include in your narrative how you plan to track your grant activities, and how you will measure and evaluate the impact and outcomes you will report on.
5. Include in your narrative how you will document best practices gained from the project.
6. Provide a project budget (included in four-page limit) [in Excel format here](#), for the July 1, 2023, to June 30, 2024, grant period, indicating how funds will be allocated.
7. 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 30% 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 June 30, 2024.
- To provide a final report by July 31, 2024, 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:	Friday, May 19, 2023
Bidders Conference Call/Meeting:	Thursday, June 1, 2023
Written Inquiries Due by email:	Friday, June 2, 2023, 4:00 PM
Responses Posted on MCOA Website:	Tuesday, June 6, 2023, 4:00 PM
Intent to Bid Due Date:	Monday, June 12, 2023, 4:00 PM
Proposals Due:	Friday, June 23, 2023, 4:00 PM
Award Announcements:	Monday, July 10, 2023
Signed Contracts Returned to MCOA:	Monday, July 17, 2023
Grant Start Date:	Monday, July 17, 2023
Projects Must Be Completed:	Sunday, June 30, 2024
Reports Due:	Wednesday, July 31, 2024

All contracts are “Cost Reimbursement” contracts, i.e.: Grantees 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: Madeline Noonan, 116 Pleasant Street, Suite 306, Easthampton, MA 01027.