



Date: September 18, 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 MCOA Members in SFY 2024

MCOA is very pleased to announce direct grant opportunities for **Field Demonstration Projects (FDP)** for the FY2024 Council on Aging direct grants cycle. As the result of the restoration of Service Incentive Grant (SIG) funds, MCOA is using more than **\$500,000** in state SIG award funds, recently approved by EOEA, to provide direct grants to COAs for the **eight** following project areas:

1. **Age and Dementia Friendly Capacity Building (up to \$10,000 each)**
2. **Memory Café Innovations and start-ups (up to \$5,000 each)**
3. **Nutrition Innovation and/or Expansion (up to \$20,000 each)**
4. **Senior Center Modernization (up to \$25,000 each)**
5. **Public Health Connections (up to \$5,000 each)**
6. **Development and implementation of Outreach and Marketing of your COA to older adults and caregivers (up to \$10,000 each)**
7. **Capacity-Building for Caregiver Respite Services or financial aid to enable Caregiver Respite Financial Assistance (up to \$10,000 each)**
8. **Provision of Transportation Services to support older adults in maintaining their independence (up to \$25,000 each)**

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. Grants will be made, pending available funding from the Service Incentive Grant from EOEA, for these one-time projects for expanded, new or innovative practices, programs and services. MCOA will award grants through an open competitive application process. This RFP is being released today, September 18, 2023, for the July 2023 - June 2024 fiscal year project period. **Responses are due to MCOA by 4:00 PM on Thursday, November 9, 2023.**

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, November 30, 2023, and projects will begin on or about Thursday, December 7, 2023.** Contracts will be executed expeditiously for the **Thursday, December 7, 2023**, start date.

RFP Schedule and Instructions

1. RFP released on September 18, 2023. A bidders conference call will be held on **Wednesday, September 27, 2023, 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/tZwudeuqrDMpGdE1BZVHaXVkkT7Vp5OgvEuF>
2. Questions submitted in writing and those posed during the Bidders' conference on **Wednesday, September 27, 2023**, along with the answers, will be posted by **Tuesday, October 3, 2023**, on the MCOA website. To

review, go to <https://mcoaonline.com/grants/bid-opportunities/> Written questions must be submitted by email to madeline@mcoaonline.com by 4:00 PM on **Thursday, September 28, 2023**.

3. **All interested bidders must complete** the non-binding **Intent to Bid** form by **Wednesday, October 18, 2023, at 4:00 pm**. The form is located here <https://fs16.formsite.com/mcoa/hoapkiahqd/index> and is 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.
4. Completed applications must be submitted to MCOA **no later than 4:00 PM on Thursday, November 9, 2023**. **If you are applying for more than one grant in this Field Demonstration Project RFP, you must submit a separate application for each.** Prepare the application using these **format and submission instructions**:
 - Use Arial 12-point font and 8"x11" paper size only.
 - Save the document as follows: FY24 FDP Grant-COA Name/Consortia-Grant-Project Area (i.e., Age & Dementia Friendly, Senior Center Modernization, etc.).
 - Complete your application form and upload attachments here: <https://fs16.formsite.com/mcoa/fugsacviw5/index>
5. The Field Demonstration Project RFP Selection Committee will review all applications submitted by the deadline. During MCOA’s application review period, please reply promptly should we contact you (the primary contact) with any questions via email or telephone.
6. Award notification to successful bidders shall occur by **Thursday, November 30, 2023**. MCOA will notify the primary contact of the outcome via email.
7. A formal contract will be emailed to the primary contact identified in the application of the successful bidders. Contracts should be signed and returned to MCOA by **Thursday, December 7, 2023**. The contract must be signed and returned promptly to MCOA, prior to incurring any program costs.
8. The initial project period will begin on or about **Thursday, December 7, 2023**, and shall continue through June 30, 2024.

Project Narrative and Budget Requirements

Proposals must be submitted by selecting one of the eight project areas indicated below. If applying for more than one FDP grant, you must submit a separate application for each project area. Proposal narratives must not exceed four pages (including budget page).

FDP Project Areas	Project Submission Requirements
Age & Dementia Friendly Capacity Building	Support the efforts of COAs to advance age and dementia friendly initiatives within their communities through capacity building, including conducting community needs assessments, convening stakeholder engagement sessions, development of an age and dementia friendly action plan, public messaging to promote awareness of age and dementia friendly efforts.
Memory Café Capacity Building Innovations or Startups	Expand the capacity of existing Memory Cafés and support the creation of new programs, for example to increase language or cultural capacities, as well as

	hybrid and/or virtual Memory Cafés, to provide a safe, supportive, and caring space for older adults with dementia and memory loss and their care partners.
Nutrition Innovations and Expansion	Enable COAs to create or strengthen nutrition programs to support the food security of older adults in their community. With one in three older adults experiencing food insecurity, COAs can play a critical role in providing nutrient-rich foods that promote healthy aging and disease prevention. Examples include establishing innovative meal programs that also promote social connection, culturally competent meals, refrigerated equipment for perishable food distribution, materials needed to create a dedicated on-site food pantry, garden, etc. Raw materials and labor can be covered to create shelves in an unused storage or kitchen area for pantry goods or to construct garden beds/irrigation systems.
Senior Center Modernization	Support the modernization of senior centers across Massachusetts to encourage broader participation by older adults and connect them to vital programs and services. Funds may be used to help update/renovate a senior center facility to make it a more welcoming and inclusive environment for multiple generations of older adults, and/or enhance safety and accessibility such as a loop system, hardware/software to allow for more accurate and efficient data tracking, integrate technology to enhance virtual and/or hybrid connections for homebound older adults, expand programming to attract younger older adults, and help build operational capacity. Please read NCOA’s report on <i>The State of Today’s Senior Center: Successes, Challenges and Opportunities</i> as a guide.
Public Health Connections	Building upon the successful partnerships and synergies that were formed during the COVID-19 pandemic, continue to strengthen or expand a COAs relationship with the local Board of Health/Public Health Department on public health issues that impact older adults. Proposals may focus on initiatives such as homelessness and housing stability, substance use disorder, hoarding, mental health and wellness, chronic disease management and prevention, public health nurses hosting clinics or wellness fairs at senior centers.
Development and implementation of outreach and marketing of your COA to older adults and caregivers	Applicants can choose from one or both of the following categories for Marketing and Outreach: <ul style="list-style-type: none"> a. 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 a COA is and the programs and services that your COA provides. b. Educating and connecting family caregivers: developing community specific caregiver resource materials, exploring ways to identify and connect caregivers who may not know or consider themselves as caregivers, educate how caregivers can benefit from learning about caregiver resources available in your community.

<p>Caregiver respite services or financial assistance</p> <p>*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 (ASAP) or another health and human service agency.</p>	<p>Applicants can choose from one or all of the following categories for Caregiver Respite services or financial assistance:</p> <ol style="list-style-type: none"> a. Providing reduced-hour supportive day program to offer affordable options of respite care for older adults and their care partners. b. Providing onsite individual respite for older adults and their caregivers. c. Providing caregiver respite financial assistance for person-centered respite provided by a friend, relative, neighbor, etc. or to local respite services providers/organizations for older adults and their caregivers.
<p>Provision of Transportation services to support older adults in maintaining their independence</p>	<p>Transportation options should address the needs of older adults to connect them within and outside their communities. Older adult transportation services should consider all aspects of independent living. 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>

1. In your narrative, provide a concise detailed description of how you will utilize the grant, including staff, materials, supplies, other resources, etc.
2. Describe in your narrative your COA’s current experience and activity within the chosen project area and how the grant funding will enhance and sustain your future efforts. Provide as much information as possible regarding the number of older adults/caregivers you expect to impact through your project. The narrative should include details on how you plan to build inclusivity, (around languages, cultures or disabilities). Also share information on anticipated partnerships with service providers to successfully implement the project.
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. Use the attached budget template on page six to provide a project budget (included in four page limit) for the December 7, 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:

1. To incur all project costs before **Sunday, June 30, 2024.**
2. To provide a final report by **Wednesday, 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.
3. To submit a project-end itemized expense sheet.
4. 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:	Monday, September 18, 2023
Bidders’ Conference Call:	Wednesday, September 27, 2023, 3:00 PM
Written Inquiries Due by email:	Thursday, September 28, 2023, 4:00 PM
Responses Posted on MCOA Website:	Tuesday, October 3, 2023, 4:00 PM
Intent to Bid Due Date:	Wednesday, October 18, 2023, 4:00 PM
Proposals Due:	Thursday, November 9, 2023, 4:00 PM
Award Announcements:	Thursday, November 30, 2023
Signed Contracts Returned to MCOA:	Thursday, December 7, 2023
Grant Start Date:	Thursday, December 7, 2023
Projects Must Be Completed:	Sunday, June 30, 2024
Reports Due:	Wednesday, July 31, 2024

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.

Questions?

- If you have questions on the application requirements or permissible uses of funding, we encourage you to attend the Bidders’ Conference.
- For questions of a technical nature regarding uploading Letters of Intent or registering for the Bidder’s Conference, contact Madeline Noonan at madeline@mcoaonline.com or 413-326-6479.

Field Demonstration Project Budget Template

Name of Agency: _____

Project Name: _____

Budget for November 20, 2023- June 30, 2024

Category	Amount	In Kind	Details