



## **Title IIIB Senior Centers and Supportive Services**

### **Grant Opportunity**

**Period of Performance:** January 1, 2022 – September 30, 2023

**Application Deadline:** November 19, 2021

**Program Manager:** Ana Rosario, [Ana.rosario@oha.ri.gov](mailto:Ana.rosario@oha.ri.gov)

### **NOTIFICATIONS TO APPLICANTS:**

Potential applicants are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

### **INTRODUCTION**

The Rhode Island Office of Healthy Aging (“OHA”) is soliciting proposals from qualified entities to operate *Senior Centers and Supportive Services*, in accordance with the terms of this GRANT OPPORTUNITY. **Applicants must agree to comply with all requirements as set forth in this GRANT OPPORTUNITY. APPLICATIONS FROM INELIGIBLE APPLICANTS WILL BE REJECTED.**

### **BACKGROUND AND PURPOSE**

OHA is the designated State Unit on Aging for the State of Rhode Island, responsible for the development and implementation of a comprehensive, coordinated system of community-based care for citizens sixty years of age and older. A director, appointed by the Governor, manages OHA. Division responsibilities of OHA include developing and implementing a State Plan on Aging under the Older Americans Act (OAA), serving as the state's Single Planning and Service Agency on Aging under the U.S. Administration for Community Living (“ACL”), advocating for the rights of older individuals and adults with disabilities, operating services designed to assist seniors and adults with disabilities to remain independent in the community and funding an array of community based services for these populations. OHA coordinates these efforts and activities of the State Aging Network through the allocation and monitoring of federal and state funds.

Among other things, it is a purpose of Title III of the OAA to encourage and assist in the provision of supportive services for older individuals and the operation of multipurpose senior centers in order to:

- (a) secure and maintain maximum independence and dignity in a home environment for older



individuals capable of self-care with appropriate supportive services; (b) remove individual and social barriers to economic and personal independence for older individuals; and (c) provide a continuum of care for vulnerable older individuals. OHA is soliciting proposals pursuant to this GRANT OPPORTUNITY that will help OHA to achieve these purposes within the State of Rhode Island, with particular attention to low-income older individuals, including low-income minority individuals, and older individuals with limited English proficiency.

The aggregate funding amount pursuant to this GRANT OPPORTUNITY will be made available as follows: ten (10) grants in the amount of \$61,250 each for 21-months, which is \$26,250 from January 1, 2022 – September 30, 2022 (“Year One”); and \$35,000 from October 1, 2022 – September 30, 2023 (“Year Two”). Funding is subject to availability of State funds allocated by the Older Americans Act, Title IIIB to such purposes and/or changes in allocation of funds based on budgetary measures. In addition, OHA reserves the right to terminate this grant opportunity at any time for good cause shown.

The contract may be renewed for up to one (1) additional two (2) year period at the exclusive option of the State based upon the evaluation of the grantee agency’s performance and subject to availability of funds and/or changes in allocation of funding, as more particularly described below. Further, OHA reserves the right to not renew contract(s) for any renewal period.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this GRANT OPPORTUNITY will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this GRANT OPPORTUNITY, or to provide oral or written clarification of its content shall be borne by the applicant. OHA or the State assumes no responsibility for these costs.

Proposals are irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the Director of OHA.

Proposals misdirected to other State locations or which are otherwise not received by OHA by the submission deadline set forth herein for any cause will be determined to be late and will be rejected.

**All applications for this GRANT OPPORTUNITY are to be submitted via email by 12:00PM (Noon) on November 19, 2021 to Ana Rosario, [Ana.rosario@oha.ri.gov](mailto:Ana.rosario@oha.ri.gov)**

- It is intended that an award pursuant to this GRANT OPPORTUNITY will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the applicant’s proposal, and the subcontractors proposed are identified in the proposal.



- Applicants are advised that all materials submitted to the State for consideration in response to this GRANT OPPORTUNITY will be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state *until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040).*

## **SECTION 1 – GENERAL FUNDING REQUIREMENTS**

### **For purposes of this Grant Opportunity:**

Funds awarded by OHA pursuant to this GRANT OPPORTUNITY is designed to support efforts and activities used exclusively for those services detailed in Section 2 – Scope of Work below in accordance with this grant opportunity, with no exceptions. **FUNDS AWARDED PURSUANT TO THIS GRANT OPPORTUNITY CANNOT BE USED TO PAY FOR WORK OR SERVICES PERFORMED PRIOR TO JANUARY 1, 2022.**

## **SECTION 2 – SCOPE OF WORK**

Eligible applicants are permitted to submit proposals for the following services to be provided within the State of Rhode Island, targeting low-income older individuals who reside in Rhode Island, including low-income minority individuals, and older individuals with limited English proficiency.

Grantee agencies that are awarded Title IIIB funding must present a comprehensive, detailed initiative that describes a plan that will empower them to remain independent and self-sufficient. The plan should describe, in-depth, how allotted funding will be utilized efficiently and effectively to assist and educate older individuals, their families, and caregivers about the benefits of participating in programs that will support wellness and prevent disease. In addition, the initiative must provide an outline of programs and activities uniquely designed toward the needs of older individuals who are chronically ill. The services and programs provided must educate the older individuals and provide them with knowledge about chronic illness to empower them to live independently, avoid hospitalization or re-hospitalization, and remain in the community. Your narrative should also include any collaborative work or partnerships with other agencies/programs that support this initiative.

Each grantee will be required to perform the following activities:



- Work with OHA, United Way/211, statewide Regional POINT Network, The Rhode Island Senior Health Insurance Program (SHIP), The Rhode Island Senior Medicare Patrol Program (SMP), and Medicare Improvements for Patients and Providers Act (MIPPA) agencies to assist community members with Medicare, Medicare Part D and other health insurance-related issues,
- Assist OHA with OAA Title III Program information dissemination, and
- Assist OHA in promoting chronic disease prevention and management programs through the RI Department of Health Community Health Network (CHN) to increase program participation among older adults. Please see Appendix B for chronic disease program details. If your agency chooses to provide a RI Department of Health (RIDOH) program listed in (6) and (7) below, RIDOH is willing to provide technical assistance and support in the program implementation.

In addition to the above responsibilities, recipients of Title IIIB Senior Center and Supportive Services funds are required to provide services from at least **three (3)** of the following options and describe their implementation with specificity in the Proposal:

- (1) Transportation services to facilitate access to supportive services or nutrition services;
- (2) Services designed to encourage and assist older individuals to use facilities and services (including information and assistance services) available to them, including language translation services to assist older individuals with limited-English speaking ability to obtain services under title III of the OAA;
- (3) Services designed to support family members and other persons providing voluntary care to older individuals who need long term care services (such as caregiver support groups) and other supportive activities to meet the special needs of caregivers who care for older individuals;
- (4) Financial counseling, as requested;
- (5) Services designed to provide, for older individuals, pre-retirement counseling and assistance in planning for and assessing future post-retirement needs.
- (6) Services designed to enable older individuals to attain and maintain physical and mental well-being through programs of regular physical activity, exercise, music therapy, art therapy, cultural experiences (including the arts), and dance movement therapy (Option also may be: Walk with Ease Program as describe in Appendix B);
- (7) Health (including mental health) and nutrition education services, including information concerning health promotion, as well as prevention, diagnosis, treatment, and rehabilitation of



age-related diseases and chronic disabling conditions. (Option also may be: Chronic Disease Self-Management Program, Chronic Pain Self-Management Program, and/or National Diabetes Prevention Program as describe in Appendix B);

- (8) Services to encourage and facilitate regular interaction between students and older individuals, including services for older individuals with limited English proficiency and visits in long-term care facilities, multi-purpose senior centers and other settings;
- (9) Staffing of a multipurpose senior center where seniors and adults with disabilities will congregate and participate in educational and health awareness programs.

An application submitted for review must clearly describe and define which eligible activities listed under Section 2 that will be conducted for the 21-month period: Year One - January 1, 2022 through September 30, 2022 and Year Two - October 1, 2022 through September 30, 2023. The descriptions for services to be provided should clearly defined by year.

Applicants submitting proposals that include identified service/s to a neighboring entity must clearly delineate in their project plan and budget the activities and costs for administering such services at the neighboring entity.

#### Program Administration Requirements

**All activities and services funded by any grant entered into pursuant to this GRANT OPPORTUNITY shall be provided free of charge.** Applications should maximize the use of grant funds for the direct provision of services to low-income older individuals within the State of Rhode Island, including low-income minority individuals, and older individuals with limited English proficiency. Note the limitations on the use of grant funds for indirect operational costs, as set forth in Section 4 below.

Grantee agencies shall comply with all OHA and federal program requirements, data collection, requirements, and reporting requirements related to the project within the require time frames, including without limitation the following:

- Attend all required meetings, webinars, teleconferences, and conferences as required by the OHA project manager;
- Maintain effective communication regarding grant activities with the OHA project manager and with other grant partners, when appropriate;
- Clearly identify all personnel from the grantee agency who will work on this project;
- Submit quarterly program reports and all other required project-related reports and other work products as indicated by OHA project manager in order to prepare all required reports;
- Submit specific quarterly data for the State Performance Report as required depending on the services selected by grantee. For example, data points will include but not be limited to:



unduplicated number of persons served, services units, demographic information on age, gender, race, etc.

- Submit monthly invoices with appropriate proof of expenditure, examples include time sheets for payroll and goods, services and equipment purchased as well as documentation that the grantee has contributed its required matching share to the project.

### **SECTION 3 – CONDITIONS**

Every applicant that is awarded funding pursuant to this Grant Opportunity must enter a written grant with OHA in a form to be prescribed by OHA. The following conditions shall be incorporated into any grant that results from this Grant Opportunity (this listing is not inclusive of all requirements that will be set forth in the grant):

- A. Changes. Any proposed change in the Project shall be submitted in writing to the Director of OHA for approval, which may be withheld in sole discretion of the OHA Director. Any amendment to provisions of the grant shall be valid only when it has been signed by both parties and attached to the grant.
- B. Acknowledgement of Funding Sources. All publicity and printed material relating to the performance of the grant shall indicate the assistance of OHA and the federal Administration for Community Living (ACL), and the content of all publicity and printed material relating to the performance of this contract shall be approved in advance by OHA.
- C. Availability of Funds. It is expressly understood that all funds obligated in any grant awarded pursuant to this Grant Opportunity are contingent upon receipt of funds by OHA. OHA reserves the right to reduce its financial obligation, postpone funding, or terminate this Grant Opportunity and/or any grant awarded pursuant to this Grant Opportunity.
- D. Compliance with Auditing Requirements. The grantee will comply with all OHA auditing policies and procedures.
- E. Prohibited Interest. No member, officer, trustee, or employee of OHA shall have any interest -direct or indirect- in any grant awarded pursuant to this GRANT OPPORTUNITY or the proceeds thereof.
- F. Equal Employment Opportunity/Non-Discrimination. The grant shall require that the grantee shall not discriminate against any employee or applicant for employment or receipt of service because of race, religion, color, sex, age, national origin, or disability. The grantee shall ensure that employees are treated equally during their employment without regard to their race, religion, color, sex, age,



national origin, or disability. The grantee will, in all solicitations or advertisements for employees placed by or on behalf of the grantee, state that all qualified applicants will receive consideration of employment without regard to race, religion, color, sex, age, national origin or disability.

In the event of the grantee's non-compliance with the Equal Employment Opportunity/Non-Discrimination clauses of the grant or with any of said rules, regulations or orders, the grant may be cancelled, terminated, or suspended in whole or in part and the grantee may be declared ineligible for future OHA grants.

- G. Grant Termination. OHA may terminate the grant or any portion of it by serving written notice of termination on the grantee. The notice shall state whether the termination is for convenience of OHA or for default of the grantee. If the termination is for default, the notice shall state the way the grantee has failed to perform the requirements of the grant. The grantee shall account for any property in its possession paid for from funds received from OHA or property supplied to the grantee by OHA.
- H. Submission of Reports. The grantee must submit all reports required by OHA within the specified time frames.
- I. Indemnification. The grantee shall indemnify and hold harmless OHA and the State of Rhode Island from and against all loss, costs, liability, damage, and expense whether direct, consequential, or incidental for personal injury and for property damage and expense arising out of or resulting in whole or in part, directly or indirectly, from work or operations under the grant but not limited to the acts, errors, omissions and negligence of the grantee's employees, agents, contractors, and subcontractors.
- J. Compliance with All Laws, Codes, Rules and Regulations. The grantee shall be responsible for complying with all local, state, and federal laws, codes, rules, and regulations that apply to the Project.

#### **SECTION 4: PROPOSAL**

**Narrative and format:** The proposal should include specifically each of the following required elements:

A) **Technical Narrative** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation (**the narrative is limited to ten (10) pages**, excludes any appendices and, as appropriate, resumes of key staff that will provide services covered by this request). The Narrative should describe the applicant's understanding of the State's requirement and a work plan for accomplishing the results proposed, including the following:



## 1. Organizational Description

Describe the organizational history, services, and programs provided by the agency. Include here the agency's ability to work with the target populations identified in this GRANT OPPORTUNITY. Describe the qualifications, functions, and responsibilities of staff members who will be involved with the program. Including, but not limited to, the following:

- a. Articles of Organization of the Applicant; List of Board of Directors, By-Laws (or other appropriate ownership agreement, such as a partnership agreement, if applicable); and
- b. Demonstration of Board (or partnership) endorsement, if applicable, supporting the organization's commitment to undertake the proposed project.

## 2. Project Plan

Present a clear outline of the plan of work. Outline the overall goals of the project; the specific objectives; activities and services planned to meet the goals and objectives. Include an organizational plan that will ensure proper and efficient administration of the project, including the proposed location(s) and start-up date. The Project Plan should detail services to be provided in each of the project years, "Year One" and "Year Two".

Proposals whose project plan includes enhanced focus on diversity and minority population as described in Section 2 will be given priority consideration.

Applications should describe with specificity the activities and services they propose to offer during the grant period (e.g., identify the specific activities and services to be provided **including those that relate to the options selected by the applicant from Section 2 Scope of Work**; identify the number of sessions of each activity to be provided, the locations where the activities will be provided, and target populations to be served; and provide all other information that applicants believe would assist the Technical Review Committee in reviewing the application). Consideration for how the applicant plans to approach the topic of diversity and minority populations should also be included.

Include an **Evaluation Plan** as to how the project will measure compliance with the required objective.

### B) Budget and Financial Capacity

1) the completion of an OHA Excel budget form for each project year, a budget form for "Year One" (**Appendix A1**), and a budget form for "Year Two" (**Appendix A2**) and;

2) a budget narrative (**not to exceed three (3) pages**) which explains, in reasonable detail, the budget for the proposed project. The budget narrative should also disclose all other sources of funding and the source of the Matching Share should be provided in the budget narrative. Including, but not limited to, the following:

- a. Current year operating budget including revenue sources and expenses.





b. If applicable, copy of 501(c)(3) tax exempt IRS Letter, or that of the fiscal sponsor; and

c. If applicable, documentation of the applicant's federally approved indirect cost rate.

The two (2) budgets should be built in anticipation that funds will be provided for "Year One" (1/1/2022 – 9/30/2022) in the amount of \$26,250; and "Year Two" (10/1/2022 – 9/30/2023) in the amount of \$35,000 of the proposal.

**MATCHING SHARE:** OHA will fund not more than 85% of each grantee's project's total costs pursuant to this GRANT OPPORTUNITY for each of the initial contract period and any renewal period(s). Each grantee agency selected by this GRANT OPPORTUNITY will be required to provide a matching share for each of the initial contract period and any renewal period(s) equal to 15% of total costs from sources other than federal funds. In other words, for every \$85 received in funding from OHA pursuant to this GRANT OPPORTUNITY, each grantee will contribute at least \$15 in matching funds; assuming a grant award of \$61,250, the matching share would be \$10,825. The matching funds may be in the form of either non-federal cash contributions or in-kind contributions. The required match must be specified in the Application budget. The match and its source should be described with specificity in the budget narrative.

**DIRECT/INDIRECT COSTS:** In developing proposals, applicants should maximize the use of grant funds for the direct provisions of services. In addition, the indirect cost rate for the proposal cannot exceed the lesser of 14% of the applicant's current federally approved indirect cost rate; if the applicant has no current federally approved indirect cost rate, then indirect costs will not be permitted (the indirect cost rate is calculated by dividing the indirect costs of the project by its direct costs).

**Supporting Documentation:**

1. A signed and completed Tax I.D. W-9 Form (to be provided by applicant)
2. Copies of all documents filed with the Rhode Island Secretary of State to establish the applicant's existence; in lieu of this, it will be sufficient that the applicant currently is included in the Rhode Island Secretary of State's corporate database of **Active** business entities.
3. A copy of the most recently filed IRS Form 990 to the extent that the applicant is required to file such forms; if the applicant is not required to file an IRS Form 990, the applicant must certify in writing as to same.
4. An annual financial statement for the most recently completed year.
5. The names and titles of all the organization's current directors, officers, trustees, and key employees.



6. Written certification from the applicant that it currently is legally authorized to conduct business in Rhode Island.

## **SECTION 5: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The proposal must receive a minimum of 70 (70%) out of 100 technical points to be considered responsive. Any proposals scoring less than 70 points will be dropped from further consideration. Proposals will be reviewed and scored based on the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
<b>Organizational Capacity/Staffing Levels</b>	40
<b>Project Plan Quality</b>	40
<b>Budget Proposal</b>	20
<b>Total Possible Points</b>	100

**Points will be assigned based on the applicant’s clear demonstration of its abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions, and quality of past performance on similar projects.**

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

Interested offerors may submit proposals to provide the services covered by the Request on or before the date and time listed on the cover page of this solicitation.

### **Minority Business Enterprise:**

Rhode Island General Laws Chapter 37-14.1 provides that minority business enterprises are to have an opportunity to participate in the performance of certain contracts funded in whole or in part by State funds. Please include in your proposal, if applicable (a) information setting forth the applicant’s status as a Minority Business Enterprise, as certified by the Rhode Island Department of Administration (an “MBE”) and/or (b) a subcontracting plan which addresses the State’s goal of ten percent (10%) participation by MBEs in State procurements. Questions concerning this should be addressed to the MBE Compliance Office at 401-574-8253, and a list of certified MBEs may be found at [www.mbe.ri.gov](http://www.mbe.ri.gov).



**Application Checklist – REVIEW CAREFULLY**

Please ensure that the following documents are submitted to OHA via email **by 12:00PM (Noon) on November 19, 2021 to Ana Rosario, [Ana.rosario@oha.ri.gov](mailto:Ana.rosario@oha.ri.gov)**

\_\_\_ Application:

- Cover Sheet
- Executive Summary-Demonstration of Need
- Program Narrative-Work Plan
- Budget narratives and Excel Budget Forms -Appendix A

\_\_\_ Tax I.D. W-9 Form

\_\_\_ Other required documentation:

(a) copies of all documents filed with the Rhode Island Secretary of State to establish the applicant’s existence; in lieu of this, it will be sufficient that the applicant currently is included in the Rhode Island Secretary of State’s corporate database of **Active** business entities.

(b) a copy of the most recently filed IRS Form 990 to the extent that the applicant is required to file such forms; if the applicant is not required to file an IRS Form 990, the applicant must certify in writing as to same.

(c) an annual financial statement for the most recently completed year.

(d) the names and titles of all the organization’s current directors, officers, trustees, and key employees.

(e) written certification from the applicant that it currently is legally authorized to conduct business in Rhode Island.

\_\_\_ MBE information and/or plan, if applicable

**Attachments:**

**Appendix A1** – Complete and submit project budget for “Year One” in OHA Excel Budget Form (Exhibit B)

**Appendix A2** - Complete and submit project budget for “Year Two” in OHA Excel Budget Form (Exhibit B)

**Appendix B** – Description of RI Department of Health (RIDOH) Chronic Disease Prevention and Management Programs