



Title IIID Evidence-based Disease Prevention and Health Promotion Services

Grant Opportunity

Period of Performance: December 1, 2022 – September 30, 2024

Application Deadline: October 21, 2022

Program Manager: Ana Rosario, 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 ***Evidence-based Disease Prevention and Health Promotion 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. Current IIID grantees may apply for this opportunity but can only apply for program activities not currently being funded through their existing agreement. 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.



Funds earmarked for this GRANT OPPORTUNITY are Federal grant funds issued under the American Rescue Plan (ARP) and standard formula funding for Title IIID of the OAA (“Title IIID”). Title IIID was established in 1987. It provides grants to States and Territories based on their share of the population aged 60 and over for activities that support healthy lifestyles and promote healthy behaviors. Priority is given to serving elders living in medically underserved areas of the State or who are of greatest economic need.

The aggregate funding amount pursuant to this GRANT OPPORTUNITY will be made available as follows: four (4) grants in the amount of \$77,390 each for 22-months December 1, 2022 – September 30, 2024. Funding is subject to availability of Federal funds allocated by the Older Americans Act, Title IIID 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.

Eligible applicants are: non-profit entities that provide direct services to older individuals within the State of Rhode Island; entities that operate as part of a city, town or municipality in Rhode Island; and tribal organizations that provide direct services to older individuals within the State of Rhode Island. For purposes of this GRANT OPPORTUNITY, the term “older individuals” has the meaning ascribed to it in the federal Older Americans Act of 1965, as amended (the “OAA”).

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 October 21, 2022 to Ana Rosario, 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 are 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 December 1, 2022.**

SECTION 2 – SCOPE OF WORK

Applicants of Title IIID shall provide Evidence-based Disease Prevention and Health Promotion Services programs for populations of adults aged 60 and older:

- With a focus on medically under-served communities within the State of Rhode Island (see the website of the U.S. Department of Health and Human Services Health Resources and Services Administration at <https://data.hrsa.gov/tools/shortage-area/mua-find> for information about medically under-served areas in the State of Rhode Island),
- Including residents who are low income or socially isolated, in under-served communities including members of ethnic/racial minority groups.



Approved Evidence-Based Programs

Applicants must propose to offer **two (2)** evidence-based health promotion programs approved by the Administration for Community Living under the Older Americans Act:

Appendix A contains the details and requirements of each of the programs:

1) Evidence-based Chronic Disease Self-Management Education (CDSME) Programs

- A. Tools for Healthy Living (or Chronic Disease Self-Management Program)
- B. Chronic Pain Self-Management Program
- C. Walk with Ease

2) Evidence-based Diabetes, Heart Disease, and Stroke (DHDS) Program

- A. National Diabetes Prevention Program

3) Evidence-based Falls Prevention Programs

- A. A Matter of Balance
- B. Tai Ji Quan: Moving for Better Balance

4) Evidence-based Caregiver Program

- A. Powerful Tools for Caregivers

Specific programs offered vary widely but include chronic disease self-management, falls prevention, medication management, fitness activities, mental health supports, and other interventions that have shown to be effective in enhancing health.

Note: Applicants may apply for highest-level evidence-based health promotion programs not listed above. If you apply for a program not listed above, you must demonstrate within your application the ability to recruit, train, and retain staffing. Successful applicants must be able to establish training quickly and effectively for their staff; and initiate direct services as soon as possible.

All programs must be led by qualified trainers/leaders and must be delivered in accordance with applicable evidence-based program requirements. Except as otherwise expressly provided in this grant opportunity, no other activities, programs, or services will be funded pursuant to this grant opportunity.

For each selected evidence-based program, please provide the following information in your Workplan:

- Program Name and description
- Program Goals/Outcomes
- Target Audience
- Delivery By (qualified trainer/leader)



- Format of delivery (in-person/online)
- Training Requirements

The Work Plan should describe the specificity of the program activities that is proposed to be offered during the grant period, (e.g., 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.

IMPORTANT NOTES:

- Funds awarded under this GRANT OPPORTUNITY may be used to train program leaders and trainers who are under or over sixty (60) years of age. However, *all* program participants must be 60 years of age and older.
- Funds awarded under this GRANT OPPORTUNITY are *not* to be used to pay for food or beverages.
- In the event that any of the evidence-based programs listed above in this GRANT OPPORTUNITY does not meet the current Title IIID requirements, any grantee that is scheduled to offer such program(s) under this GRANT OPPORTUNITY shall substitute for such program(s), subject to OHA's prior written approval, another evidence-based program that meets the then applicable requirements of Title IIID.

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 population of adults aged 60 and over for activities that support healthy lifestyles and promote healthy behaviors, including medically underserved areas of the State or who are of greatest economic need. 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.

SECTION 3 – CONDITIONS

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

- 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 grant agreement 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, sexual orientation, gender identity or expression, age, national origin, country of ancestral origin, or disability. The grantee shall ensure that employees are treated equally during their employment without regard to their race, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, country of ancestral 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, sexual orientation, gender identity or expression, age, national origin, country of ancestral 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 eight (8) 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.

For each selected evidence-based program, please provide the following information in your Workplan:

- Program Name and description
- Program Goals/Outcomes
- Target Audience
- Delivery By (qualified trainer/leader)
- Format of delivery (in-person/online)
- Training Requirements

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 one OHA Excel budget form for the two (2) year project. (**Appendix B**)
- 2) A budget narrative (**not to exceed three (3) pages**) which explains, in reasonable detail, the budget for the proposed project. Budgets will need to include costs for training as indicated by



the evidence-based program. The budget narrative should also disclose all other sources of funding. 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.

One budget should be built in anticipation that funds will be provided for “12/1/2022 – 9/30/2024” in the amount of \$77,390.

DIRECT/INDIRECT COSTS: In developing proposals, applicants should maximize the use of grant funds for the direct provisions of services. To the extent funded by OHA funds, indirect charges only may be requested on the OHA-funded portion of the direct charges (the indirect cost rate is calculated by dividing the direct costs of the project by its direct costs). A grantee that has a federally approved indirect rate: the indirect charge cannot exceed the federally approved rate, and the current indirect rate agreement must be submitted with this application. A grantee that never has negotiated a federally approved indirect rate may charge an indirect charge of up to 10%, provided that the grantee executes and delivers the OHA Indirect Cost Rate Certification that is part of this application as well as such additional information as OHA may in its discretion require (only complete the certification if applicable). Otherwise, grant funds are not to be applied to indirect costs.

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:

Criteria	Possible Points
Organizational Capacity/Staffing Levels	40
Project Plan Quality	40
Budget Proposal	20
Total Possible Points	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 applicants 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.

If you are selected as a grant recipient, you will be required to submit the following before execution of a contract can occur:

Supporting Documentation (Required to be submitted if you are selected as a grant recipient – you do not need to submit this with your application):

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.



Application Checklist – REVIEW CAREFULLY

Please ensure that the following documents are submitted to OHA via email by **12:00PM (Noon)** on October 21, 2022 to **Ana Rosario**, Ana.rosario@oha.ri.gov

___ Application:

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

If selected as a grant recipient OHA requires the following:

___ 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 A – List of the Evidence-Based Health Promotion Program Details/Requirements

Appendix B - OHA Excel Budget Form (Exhibit B)