**REQUEST FOR PROPOSAL (RFP)**

**FOR FEDERAL FISCAL YEAR 2021 TITLE III FUNDS
UNDER THE OLDER AMERICANS ACT**

Mystic Valley Elder Services announces the availability of Older American Act funds for Federal Fiscal Year 2021 (October 1, 2020 – September 30, 2021). Specific information regarding program categories mandated by the Older Americans Act is listed below.

**Letters of Intent**

Mystic Valley Elder Services is requesting Letters of Intent from organizations wishing to apply for FY 2021 Title III funds to support individuals age 60 and older in the Area Agency on Aging (AAA) Planning and Service Area. A brief Letter of Intent, not to exceed two pages, should be sent electronically to **lreid@mves.org by 4:00 p.m. on Friday, June 12, 2020.** Letters of Intent should include:

* Purpose of the program
* Which of the AAA funding priorities the program will address
* The estimated amount of Title III funding the applicant will request
* Anticipated number of older adults the program expects to serve
* Cities and towns the program plans to serve

Letters of Intent will be reviewed and prospective applicants will be notified no later than close of business on **Wednesday, June 17th** regarding their eligibility to complete the full application for Title III funding which will be due on **Wednesday, July 8, 2020 at 4:00 p.m.**

**About the Area Agency on Aging and Title III-Funded Services**

MYSTIC VALLEY ELDER SERVICES (MVES) is designated as an Area Agency on Aging (AAA) under the Older Americans Act. Its planning and service area includes ***Chelsea***, ***Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Stoneham, Wakefield, and Winthrop***. As an AAA, MVES is mandated to assess the needs of elders in its service area and to plan and coordinate programs to meet those needs. Using available Title III funds from the federal government intended to benefit persons age sixty (60) and over, MVES acts as a catalyst to strengthen the service network, identify gaps in local services, and funds programs that will address the highest priority needs. Activities proposed by applicants must benefit persons age sixty (60) years and older who reside in one or more of the above communities. Participation in the program may be open to all age groups as long as the primary benefit is derived by persons age sixty (60) and over. Applicants should seek to give preference to elders in greatest social and economic need.

**Program Priorities**

MVES will fund innovative programs that promote the health, well-being, and independence of elders and to complement or supplement the support activities of primary caregivers. Areas of focus include:

* **Family Caregiver Services** – focus on caregiver counseling, group support, caregiver training, and/or respite care. Specific eligibility guidelines are as follows: 1) family caregivers of older adults age 60+, 2) caregivers of a person with Alzheimer’s disease or related dementia regardless of age, 3) grandparents and relative caregivers age 55 or older of children no older than 18, 4) relative caregivers age 55 or older, of an adult living with disabilities age 19-59 **not** including natural or adoptive parents.
* **Special Populations** – focus on services for elders with special needs, isolated, marginalized, LGBT elders and those who are disadvantaged by racial, cultural and/or linguistic barriers.
* **Health Promotion Programs** – focus on evidence-based programs including chronic disease self-management, diabetes self-management, programs to improve balance and strength for falls prevention or other programs demonstrated through evaluation to be effective for improving the health and well-being among older adults
* **Transportation** – focus on services, including rides and/or escort programs to essential services such as medical appointments, business errands, shopping and senior activities for individuals who do not drive and whose physical limitations prohibit them from using public transportation.

**Needs Identified Through the Most Recent Needs Assessment**

* Housing insecurity
* Social insecurity/isolation
* Health and wellness including physical and behavioral health
* Transportation insecurity
* Economic insecurity
* Family Caregiver issues/support

**Grant Awards**

Most grants under Title III, with the exception of legal services, fall within the $1,000 to $10,000 range. If the Area Agency on Aging is interested in a proposal but cannot fund it completely, partial funding may be negotiated and awarded in which case a revised budget and budget narrative will be required.

**Technical Assistance**

Technical assistance will be provided upon request for organizations that are not familiar with the Title III funding process. For assistance or questions regarding this proposal, contact Lauren Reid, Director of Community Programs/Title III Planner at 781-388-2382 or by email at lreid@mves.org.

**Additional State and Federal Requirements**

* **Voluntary Contributions**

Each sub-grantee must offer participants in Title III-funded programs the opportunity to voluntarily contribute to the activities’ cost. The charging of a fee for service is prohibited. Contributions must remain confidential. However, no person may be denied involvement if he or she chooses not to contribute. All contributions are to be documented and included in fiscal reports to MVES. Sub-grantees must use such contributions to expand the services of the program funded under this grant.

* **CORI Checks**

Sub-grantees are required to conduct CORI checks (Criminal Offender Record Information) for volunteers and program staff working in Title III federally-funded programs.

* **ADA Requirement**

If an activity requires participants to come to a site, provision for program services must meet Americans with Disabilities Act (ADA) requirements.

**Reporting Requirements**

Mystic Valley Elder Services will monitor all grants awarded as required by federal and state government. MVES will conduct at least one on-site visit annually. Required monthly program and expenditure reports will ensure a continuous program of self-monitoring. Payments to the sub-grantee are made on a cost-reimbursement basis.

* **Program Reporting**

Monthly program reports are required for the Title III Older Americans Act funded programs. These must include a report of activities as they relate to the goals and objectives stated in the original proposal. This should include the number of elders age 60+ served and units of service for each type of activity. For example, if the proposal states that 12 support group meetings will be held, the sub-grantee would be required to report on the number of meetings conducted each month and the number of people who attended. The form will be provided by MVES and must be completed entirely. The program report is due on the 15th of the month following the month reported.

* **Fiscal Reports**

Fiscal reports must be completed in their entirety monthly, on a form provided by MVES. The line items in these reports must parallel the line items of the original grant proposal budget. Requests for changes in line items must be submitted in writing to MVES. If no cost reimbursement is requested for a given month, the sub-grantee must still submit the fiscal report and indicate “0” in the “Requested Federal Grant” column. Like the program report, the fiscal report is due on the 15th of the month following the month reported. Fiscal requests will not be paid unless accompanied by a completed program report. In addition the Area Agency on Aging requires that specific backup documentation be available for review at the sub-grantee’s site for grant-related expenditures in the federal cash reimbursement and in-kind line items. These include:

* Copies of invoices with the date paid.
* Personnel cost reports and payroll records detailing the amount of employees’ time that is grant related.
* Travel costs. Each organization is expected to have formal travel policies and procedures.
* Details regarding the value of in-kind contributions for cost sharing, including contributed space and equipment and the value of volunteer services performed. (Volunteers must have completed and approved time sheets.)

In some instances, the AAA may require that documentation accompany each reimbursement request.