



**MYSTIC VALLEY ELDER SERVICES
REQUEST FOR PROPOSAL (RFP)
FOR FEDERAL FISCAL YEAR 2024 TITLE III FUNDS
UNDER THE OLDER AMERICANS ACT**

Issued by

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Introduction and Background

MVES is a non-profit organization with the mission to support the rights of older adults and people with disabilities to live independently with dignity in a setting of their choice by providing them and their caregivers with information, advice, and access to quality services and resources. MVES is a state Aging Services Access Point (ASAP) and designated as an Area Agency on Aging (AAA) under the Older Americans Act. The planning and service area is comprised of ***Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Stoneham, Wakefield, and Winthrop.***

Project Description

MVES issues this Request for Proposals (RFP) to solicit proposals from qualified organizations to provide activities, programming, and services to benefit older adults. Using available federal Older Americans Act (OAA) Title III funds, MVES will provide grants that strengthen the service network, address gaps in local services, and fund programs to benefit persons age sixty and older.

Activities proposed by applicants must benefit persons age sixty (60) years and older who reside in one or more of the above cities and towns. 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 older individuals with the greatest social and economic need, including populations who are marginalized and disadvantaged by gender, disability, social isolation, sexual orientation, economic situation, race or ethnicity, citizenship, cultural and/or linguistic barriers. Specific information regarding program categories prioritized by the Older Americans Act is listed below.

MVES Title III Grant Priorities

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

- **Health Promotion Programs** that offer evidence-based programs including chronic disease self-management, diabetes self-management, programs to improve balance and strength for falls prevention or other evidence-based programs that improve the health and well-being of older adults
- **Support Services Programs** that offer a wide array of assistance that enable older adults to remain in the community with access services such as transportation, case management, information and referral, in-home services, or legal services
- **Family Caregiver Services** that provide caregiver counseling, group support, caregiver training, and/or respite care. Specific caregiver 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 to 59 **not** including natural or adoptive parents.

- **Social Engagement Programs** that reduce social insecurity and isolation of older adults
- **Affordable Housing Resources** to help individuals acquire and retain affordable and decent housing and avoid eviction
- **Technology education and equipment** that connects older adults to technology-based supports and provides education on how to use various technology such as cellphones, computers, and email.

MVES encourages firms that are certified by the Commonwealth's Supplier Diversity Office as being a certified minority business enterprise or a certified women business enterprise to submit a proposal under the terms of this RFP and to disclose such certification in their response.

Grant Awards

Funding is contingent upon the allocation and receipt of federal Title III funding from the Massachusetts Executive Office of Elder Affairs. Contracts will be issued for one year with the possible option of renewal for up to two additional years based on program performance, existing need for service, and funding availability. MVES anticipates that the average Title III grant amount will fall within the range of \$5,000 to \$15,000. MVES reserves the right to award funding amounts outside of this range to organizations addressing a specific organizational need. If MVES 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.

State and Federal Requirements

- **Voluntary Contributions:** 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, and contributions must remain confidential. 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. Grantees must use such voluntary contributions to expand the services of the program funded under this grant.
- **Criminal Offender Record Information (CORI) Checks:** Grantees are required to conduct CORI checks for volunteers and program staff working in Title III federally-funded programs.
- **Americans with Disabilities Act (ADA) Requirement:** If an activity requires participants to come to a site, the site must meet ADA requirements with provisions for emergency preparedness.

Reporting Requirements

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

Technical Assistance and Bidders' Conference

MVES will provide technical assistance to all applicants up until proposals are due for submission. Questions and inquiries regarding this RFP, can be emailed to rfp@mves.org until 06/23/23 4:00 p.m. Questions and Answers will be posted on our website at <https://www.mves.org/federal-title-iii-funds/> by 06/30/23 4:00 p.m.

A virtual Bidders' Conference will be held June 6th at 10 a.m. To register for the bidders' conference, send an email to rfp@mves.org.

Submission Requirements

Bidders intent on submitting a proposal must send an email to rfp@mves.org no later than 4:00 p.m. on June 23, 2023.

Proposals must be submitted electronically to rfp@mves.org by Friday, July 7 at 4:00 p.m.

Proposal submission components must include:

- Application Cover Letter
- Completed Application Form
- Attachments

Responses must be entered into the [application form](#). Responses to each section must comply with maximum word counts as noted for each section.

Evaluation of Proposals

- Demonstrates a plan that gives preference to older individuals with the greatest social and economic need including marginalized populations and the capacity to conduct outreach to and provide culturally competent services for diverse populations -**20%**
- Reflects the priority needs identified in this RFP-**20%**
- Exemplifies successful program development and management of similar projects in the past-**20%**
- Presents a relevant and comprehensive application -**20%**
- Proposes a reasonable and appropriate budget request for the proposed programs/activities – **20%**

Important Dates

The RFP will proceed according to the following schedule. Anticipated project award start will be October 1, 2023.

05/08/23	RFP Release
06/06/23 10:00 a.m.	Virtual Bidders' Conference
06/23/23 4:00 p.m.	Letter of Intent and RFP Questions Deadline
06/30/23 4:00 p.m.	Answers to questions to be posted on MVES website at https://www.mves.org/federal-title-iii-funds/
07/07/23 4:00 p.m.	Proposals Due
08/31/23	Notifications of Funding Awards
10/01/23	FFY 24 Title III Project award start date