



Government of the District of Columbia

Office on Aging

REQUEST FOR APPLICATIONS



Fiscal Year 2020 DC Office on Aging Adult Day Care Competitive Grant

The D.C. Office on Aging invites the submission of applications for funding under the Older Americans Act of 1965, as amended (P. L. 89-73) and DC Law 1-24, as amended.

RFA Release Date: February 1, 2019

Application Submission Deadline: March 29, 2019, 4:30 pm, EDT

LATE APPLICATIONS WILL NOT BE ACCEPTED



**DISTRICT OF COLUMBIA
OFFICE ON AGING**

Announces

A PREAPPLICATION/WORKSHOP FOR

**Fiscal Year 2020
Adult Day Care
Competitive Grant**

**February 19, 2019
2:00 pm
500 K Street, NE
Washington, DC 20002**

For questions, please contact:

**Eric Manuel, Program Manager
202-730-1745**

**Jennifer Adu, Program Analyst
202-727-6601**

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE ON AGING



Office of the Executive

February 1, 2019

Dear Applicant:

Thank you for your interest in applying for the FY 2020 DC Office on Aging (DCOA) Adult Day Care (ADC) Competitive Grant. This letter highlights a few items in the application package that will be important to you in applying for a grant. You are encouraged to review the entire application package carefully before preparing and submitting your application.

This Request for Application (RFA) seeks to identify a qualified applicant to provide seniors (60 years and older) with a stimulating day care experience in a safe, caring, and healthy environment with professional staff. The successful applicant will establish services that support seniors in a stimulating center-based program to help them remain independent and connected to the community. The program should provide relief to family members or caregivers so they can engage in work, personal care, and/or relaxation while their loved one is in a supervised and safe setting. Please carefully consider the following provisions.

1. Eligible applicants include nonprofit and for-profit organizations, although for-profit organizations may not include profitmaking activities in their grant application.
2. All program narratives must be a maximum of 30 pages. Applications with program narratives that exceed 30 pages will be returned to the applicant without review. Applications must also follow the format in Section III, Proposal Format provided in the application package.
3. Current and former Office on Aging grantees should note that prior performance is considered in final funding determinations.
4. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.
5. All applicants must supply a Certification from the District of Columbia Office on Tax and Revenue that your agency is compliant with District of Columbia tax requirements.
6. All applicants must supply proof of payment of unemployment taxes from the District of Columbia Department of Employment Services.
7. All applicants must supply a current Certificate of Incorporation issued by the District of Columbia Department of Consumer and Regulatory Affairs showing that the organization is in good standing with the DC government.
8. The successful applicants must provide a certificate of insurance(s) naming the District of Columbia as the Additional Certificate Holder and meet the required district coverage limits.

9. All applicants must supply Minutes of Board of Director's meeting, signed by the President or Secretary of the Board authorizing the grantee to submit an application for funding to the DCOA or certification from the Board, signed by either the President or Secretary, giving the Executive Director authority to apply for grants.
10. All applicants must submit a copy of the agency's most recent audited financial statement.
11. The successful applicant is expected to participate in community meetings for purposes of outreach, emergency preparedness, and collaboration.
12. All applicants must show evidence of staffing that includes a full-time project director, a full-time activities coordinator, trained care specialists certified in first-aid and cardiovascular pulmonary resuscitation (CPR), licensed social worker, specialists, and supported by other administrative staff, consultants, and volunteers.
13. The successful applicant will make referrals to lead agencies that complements other long-term care programs and activities to enhance access to community living and ensure long-term and chronic care support options. The lead agency helps customers and their families simplify access to needed information, services, and assistance.
14. The program design must include a wide range of services and activities for customers using varied methods and approaches including intergenerational volunteers in delivering dynamic programming for seniors and implementing activities specifically aimed at underserved populations including minorities, LGBTQ, non-English speaking or low-income people.
15. The Office on Aging strongly supports and encourages the use of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program. The successful applicant is encouraged to use the resources of the Department of Small and Local Business Development, including the *Business Center*, found on DSLBD's website (<http://dslbd.dc.gov>) as a resource for identifying CBEs and to publish contracting and procurement opportunities.
16. The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in the "Instructions for Transmitting Applications." Applications submitted late **will not be accepted**. The DC Office on Aging is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

The RFA will be released on February 1, 2019. A pre-application conference will be held February 19, 2019, 2:00 pm at the DC Office on Aging, first-floor conference room, and the deadline for submission is March 29, 2019, at 4:30 pm. Applications can be obtained from the D.C. Office on Aging, 500 K Street, NE, Washington, DC 20002. For additional information regarding this application package, please contact: Eric Manuel, Program Manager at

Eric.manuel@dc.gov, 202-730-1745, or Jennifer Adu, Program Analyst at Jennifer.adu@dc.gov, 202-727-6601.

Sincerely,

Laura Newland
Executive Director

Applicant Profile

D.C. Office on Aging

The Fiscal Year 2020 Adult Day Care Grant

Applicant Name: _____

Type of Organization: _____

Nonprofit: _____ For Profit: _____ Government: _____ Other: _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

E-mail address: _____

Website URL: _____

D.U.N.S. Number: _____

Tax Identification Number: _____

Service Location: _____

Program Description: _____

Total Program Cost: \$ _____

DCOA Grant Funds Requested: \$ _____

Applicant Funds: \$ _____

Name and Title of Authorized Official

Date

Signature of Authorized Official

Date

**District of Columbia
Office on Aging**

**Request for Applications (RFA)
The Fiscal Year 2020 Adult Day Care Grant**

SECTION I	GENERAL INFORMATION
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The District of Columbia Office on Aging (DCOA) is the Single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the wellbeing of senior’s ages 60 years and older, adults with disabilities, and caregivers.

Mission

The mission of the DCOA is to advocate, plan, implement, and monitor programs in health, education, and social services which promote longevity, independence, dignity, and choice for older District residents (age 60 plus), people with disabilities (age 18 to 59), and their caregivers.

Introduction

DCOA seeks to award a grant to provide a full range of day care services preferably in underserved areas in Wards 5, 7, or 8. According to the Administration on Community Living (ACL), “Adult Day Care services (ADCs) are designed to provide care and companionship for seniors who need assistance or supervision during the day. The program offers relief to family members or caregivers and allows them the freedom to go to work, handle personal business or just relax while knowing their relative is well cared for and safe.” The service scope for this RFA includes providing: 1) therapeutic services to functionally-impaired District residents 60 years and older, in order to avoid or forestall institutionalization; 2) respite for family members and caregivers, engaging them in prevention health and education activities; 3) specialized services to easily access resources and support services needed to effectively navigate long-term care options to remain independent and connected to the community and; 4) resource information on services and supports, e.g. Elderly and Persons with Disabilities (EPD) Waiver that prevent institutionalization when they are no longer able to function in the day care setting.

The successful applicant is responsible for efficiently and effectively planning, developing, coordinating, and implementing a social model program that ensures a continuum of services is available for the District’s elderly and carrying out the mission of the DCOA. Activities are designed to meet the specific needs of seniors who are unable to participate in the daily activities implemented at the DCOA wellness centers, senior center and other adult recreation programs. The ADC provides positive support for life changing events, a clearinghouse for resources, and

coordination of the overall operation of the day care program furnishing socialization, physical activities, social services, nutrition services, and supervision in a safe, attractive, and appropriate facility with qualified and caring staff.

The successful applicant must:

- have knowledge, capacity, and experience to provide adult day care services and also monitor participants health and functioning at a basic level to determine whether the program can continue to meet their functional needs;
- have knowledge and experience to meet the needs of cognitively and physically impaired adults through a structured, comprehensive program that provides a variety of support services including but not limited to recreation/socialization, supervision and monitoring, personal care, transportation coordination, health promotion, counseling, and meals in a protective setting during any part of the day;
- have organizational capacity, personnel expertise, and professional experience in working with people with Alzheimer's Disease and Related Dementias (ADRD) and their caregivers to create a sustainable Dementia Friendly DC in a reciprocal partnership with DCOA's Alzheimer's Disease Supportive Services Program (ADSSP);
- have all staff participate in a one-day SAAVY Caregivers Training offered at no cost and facilitated by a DCOA Master Trainer;
- have all executive leadership and grant funded program staff participate in two-day person-centered counseling training and use person-centered tools, and evaluation offered at no cost by the District of Columbia's No Wrong Door initiative;
- develop and implement a needs assessment to identify the eligibility for enrollment and the needs of the target population with annual review and adjustments as needed;
- employ trained personnel to conduct social and psychological assessments of each participant's formal and informal support systems and mental and emotional status; access appropriate resources and supplemental services if needed to meet special needs; and make referrals for individuals not appropriate for day care to the Caregiver Institute, Aging and Disability Resource Center (ADRC), or other agencies and support services.
- network with other community organizations, public and private agencies, and associations to carry out an effective and efficient program and system of service delivery;
- attend or host community meetings with community health organizations, universities, health providers, recreation centers, public schools, senior villages, churches, and other agencies/organizations to strengthen resources, increase awareness of the program,

ensure partnerships for positive health outcomes for participants, and generate continuous participant recruitment;

- develop and implement a structured community outreach program with an emphasis on reaching functionally impaired, isolated and underserved seniors;
- develop an Emergency Preparedness and Sheltering in Place Plan for the center. The plan must include a mechanism for identifying those high-risk seniors with limited mobility and have a shelter-in-place and evacuation component, including a Continuity of Operations Plan (COOP), that details the agency continued operations during and after an incident.
- identify participating seniors who live alone and who may not have caregivers to ensure services reach them as needed during inclement weather, disaster, and other emergencies. Updated lists must be provided to DCOA a quarterly basis; and
- provide sufficient workplace support including space to facilitate all program functions in the center as carried out by assigned staff.

Target Population

The target population for the Fiscal Year 2020 DC Office on Aging Day Care grant is seniors ages 60 years old and over with or without a disability residing within the District of Columbia who are:

- underserved and low-income seniors;
- continent or have the ability to participate in its management;
- ambulatory with or without a supportive devise;
- whose needs can be met by the day care; and
- able to safely participate without program care or with participant's caregive in attendance.

Provider may serve only individuals whose needs can be met by the day care center staff within its capacity. Services will also be available to family members and caregivers of the primary population, other district agencies, community-based organizations, and other public and private agencies.

Person Centered Counseling Training (PCC)

Person Centered Counseling refers to an interactive process with participants who receive guidance in making informed choices about Long Term Support Services (LTSS) options. This process is directed by the person seeking supports or services including family members, friends, service coordinators, or court appointed attorneys.

Essential elements of PCC include:

- Discovery Conversations
- Decision Support Process
- Shared Action Planning (Developing a Person-Centered Service Plan)
- Quality Assurance/Monitoring Service Delivery
- Follow-up and Transition/Discharge Planning

Applicants must ensure all grant funded program staff and executive leadership participate in two-day person-centered counseling training and pilot the use of person-centered tools, staff competencies, and participate in evaluation activities offered at no cost by the District of Columbia's No Wrong Door initiative.

DCOA SAVVY Caregiver Training

In 2018, the DCOA received a grant from the Administration on Aging to develop an Alzheimer's Disease Supportive Services Program (ADSSP). The goal of the DCOA program is designed to train its staff and the Senior Service Network (SSN) providers to identify DC residents living with ADRD and link them to culturally competent, person-centered HCBS.

The successful applicant must participate in required trainings and incorporate techniques and activities into the daily program offerings. The ADSSP is an evidence-based program. An evaluation component must be conducted at no cost to the provider. Findings relevant to health related outcomes, benefits, and soundness of the program approach will be compiled in a report to our federal partners.

All grant funded staff must participate in a one-day SAAVY Caregivers Training offered at no cost and facilitated by a DCOA Master Trainer;

Dynamic Programming and Volunteers

The day care program should offer a wide range of services and activities for seniors using varied methods and approaches. The successful applicant will demonstrate creativity and capacity to deliver dynamic programming for participants. The use of intergenerational volunteers, and evidence-based therapeutic interventions will be viewed favorably. Volunteers may be individuals or groups and must be tracked throughout the year for performance outcome measure reporting. Proposed consultant contracts must be explained in the application.

Eligible Organizations/Entities

Any public or private, non-profit agency, organization, or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible, but may not include profit-making activities in their grant application. For-profit organizations may also participate as consultants to eligible public or private non-profit agencies. All successful applicants shall provide a certification indicating that the applicant is a corporation in good standing in the District of Columbia and has complied with the filing requirements of the District of Columbia and federal tax laws. Also, the applicant must demonstrate that it has paid taxes due to the District of Columbia Office of Tax and Revenue and the Internal Revenue Service, or complies with payment agreements with the Office of Tax and Revenue and the Internal Revenue Service.

The successful applicant must be current in payments of all unemployment taxes, which will be verified by DCOA through the DC Department of Employment Services.

DCOA-funded adult day care is based on a social model and does not require applicants to meet the regulatory standards of a Medicaid-certified Adult Day Health Program. Established ADHP providers are eligible to apply. Funds from this grant should not be used to support the start-up or continuing cost of ADHP specific license and regulatory requirements separate from normal center operations.

The applicant must certify that it has a high-speed internet access and that the organization's website is updated.

Source of Grant Funding

Funds are made available through both federal grant funds and District appropriations to the Office on Aging.

Award Period

The grant award will be three (3) years beginning October 1, 2019, through September 30, 2022, with two (2) possible continuation years based on the Office on Aging's determination of satisfactory progress during the initial period of the grant.

Grant Amount

In fiscal year 2018, there is a total of \$606,892 available for program management, contingent on available funding. There is no match requirement; however, the applicant's local share investment in the program will be considered during the scoring process. Applicants must show proof they have at least three (3) months of cash on hand to carry out the initial program activities or access to a line of credit equivalent to at least three (3) months of the awarded funds.

Operational Reserves, Program Income, and Contributions

The day care grant is a cost-reimbursable grant with no cash match requirement. Applicants must demonstrate that they have at least three (3) months of cash on hand to carry out the initial program activities or access to a line of credit equivalent to at least three (3) months of the awarded funds. Applications that do not include proof of operational reserves will score low in the Budget and Fiscal Management Criterion (see Section V- Review and Scoring of Application).

Program income must be put back into the program to expand the services to more customers. Applicants shall clearly identify all sources of additional funds used in support of the program. Any refunds of costs that have already been reimbursed by DCOA must be reported to DCOA.

No registration, membership, or annual fee may be required of program participants. However, participants may be required to pay for a portion of the costs of the program for cost-sharing components. All contributions must be used to offset the cost of the program.

Donations

Customer donations are regarded as program income. The total projected income is then deducted from the net expenses to determine the amount to be requested in the application.

Cost Sharing

If cost sharing is implemented in a service component, it must be included in the application and approved by the DCOA before it is implemented. Organizations shall not require cost sharing by a low-income older individual if the income of such individual is at or below the Federal poverty line (Attachment H). An applicant **may** exclude low-income individuals whose incomes are above the Federal poverty line from cost-sharing. A sliding scale, based solely on individual income and the cost of delivering services must be established for cost-sharing. The grantee organization will:

1. protect the privacy and confidentiality of customer information;
2. establish appropriate procedures to safeguard and account for cost-share payments;
3. use each collected cost-share payment to expand the service for which such payment was given;
4. not consider assets, savings, or other property owned by a customer in determining whether costs sharing is permitted;
5. not deny a service for which funds are received under this grant for an older customer due to the customer's income or their failure to make a cost-sharing payment; and
6. determine the eligibility of customers cost share solely by a confidential declaration of income and with no requirement for verification.

Voluntary Contributions

Voluntary contributions are allowed and must be solicited within established DCOA guidelines. There shall be no means testing for any services for which voluntary contributions are accepted,

and services should not be denied to any individual who does not voluntarily contribute to the cost of the service.

Pre-Award Site Visit

The decision to visit an applicant for a pre-award site visit rests solely with the Executive Director of the District of Columbia Office on Aging. A DCOA representative may conduct a site visit to determine the adequacy of staff and facility accessibility in compliance with the Americans Disabilities Act and Department of Consumer Affairs facilities regulations.

Performance Outcome Measures for ADC Services

The Government of the District of Columbia has adopted performance-based budgeting for all programs and services. DCOA developed service standards, performance goals, and outcome measures for the services shown below. The successful applicant must provide the services and **must** use the performance goals and outcome measures documented in Attachment B of this RFA. Successful applicants will collect baseline data on these services in FY 2020 to develop FY 2021 performance measure milestones. Instructions for completing performance measures documents are in Attachment B.

- **In-home and Continuing Care**
 - Comprehensive Assessment
 - Case Management
 - Caregiver Support
 - Respite
 - Caregiver Respite (Includes day, residential, weekend, camp, club)
 - Caregiver Extended Day Care, if Day Care is provided
- **Community-Based Support**
 - Health Promotion and Wellness
 - Community /Services
 - Counseling
 - Transportation to Sites and Activities
 - Recreation
 - Community Nutrition
 - Congregate Meals
- **Consumer Information, Assistance, and Outreach**
 - Intergenerational Volunteers
 - Information Assistance and Awareness

Contact(s)

For further information, please contact one of the following:

Eric Manuel at eric.manuel@dc.gov, 202-730-1745 or Jennifer Adu at jennifer.adu@dc.gov, 202-727-6601.

SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants must only use grant funds to support the District of Columbia FY 2020 Adult Day Care Grant and the target populations of seniors. Applicants may use other funds to supplement the grant funds, but the grant funds cannot be used for any other activities other than approved program activities.

Audits

DCOA requires all grantees (except agencies and universities of the District of Columbia) to have an annual audit. The audit must be conducted in accordance with generally accepted auditing standards, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, Office on Aging Audit Guide, and the Office of Management and Budget (OMB) Circular No. A-133 [if the grantee receives \$750,000 or more in federal funds].

Any firm or person conducting audits in the District is required by District of Columbia law to be licensed by the District of Columbia Department of Consumer and Regulatory Affairs. Grantees are required to schedule and pay for the use of independent auditors. A-133 audits may be scheduled and budgeted in the grant. Based on grant terms between the Grantee and the DCOA, **the auditor must be a Certified Public Accountant, licensed to practice in the District of Columbia.**

Staffing

The applicant agrees to employ qualified staff and consultants, maintain documentation of adequate licensure, certification training, and competence to perform the duties as assigned. The applicant shall provide written notice to DCOA of any key staff changes that occurs (as indicated by * in this section) during the award period.

Staff shall include, but are not limited to, the positions listed.

Project Director* – must be present and in charge during all hours participants are present. The director must work full-time (100 percent) on the program.

Activities Coordinator* – provides a program of social and recreational activities to meet the needs and interests of participants and coordinates transportation services

Licensed Social Worker* – conducts initial and continuing assessments; monitors participant changes; identifies resources to support participants; their family members and caregivers as needed; provides consultation and documentation regarding participant's psychosocial needs; and supportive family and group therapy as necessary.

Nutrition Staff – at least one staff must maintain current food service manager certification to

serve a complete daily congregate meal and snacks, as appropriate.

Administrative Assistant/Data Entry Specialist – responsible for administrative duties that may be combined or separated as determined by the organization.

Program Aide – assists with activities of daily living and care supervision, encourages and monitors activity engagement, and provides telephone reassurance contacts and caregiver support.

Consultants – consultants must be licensed, certified or registered as appropriate in a discipline that relates to the rehabilitation by a District regulatory agency.

At least one staff certified in cardio pulmonary resuscitation (CPR) and first aid must be present on-site at all times participants are present.

Volunteers

The project director is responsible for ensuring that all volunteers receive training in accordance with the services they provide in the center and that they have the appropriate skills and background to serve.

Staff Ratio

At all times, staffing must be maintained to meet participant needs as required by each participant's file. The minimum staffing ratio requirement is one staff member, a program director or aides who provide direct services for every eight participants at all times. No fewer than two staff, one of whom must be CPR and first aid certified, must be present at all times.

Trainings

All professional staff must have current licenses if required, and staff must complete their required hours of continuing education as required by the licensing/certification entity(ies) of the District. Copies of all professional staff licenses must be kept on site.

CPR and first-aid training is required for direct service staff and Safe Serve Food Manager certification is required for foodservice worker(s).

The successful applicant must provide sexual harassment and cultural diversity training for all staff, which can be paid for with grant funds. Staff must also participate in SAVVY and Person-Centered Care trainings offered at no cost and facilitated by a DCOA Master Trainer, and ensure that all new direct service staff are required to complete the identified trainings within six months of employment. Also, it is preferred that the successful applicant will provide additional training opportunities for staff who provide direct service to participants with ADRD that include but is not limited to 1) the management of problem behaviors, 2) assistance with ADL's to promote participant independence, 3) activities for participants, 4) stress management for

caregivers, 5) family issues, and 6) creating the appropriate environment, and 7) ethical issues.

In-service trainings must be on-going and should cover topics such as: overview of Alzheimer's disease (e.g., wandering, agitation, redirecting and cuing), understanding aging and functionally impaired people, communication skills, recognizing and reporting participant abuse neglect and/or exploitation, nutrition care and food safety, safety and accident prevention (risk management), and cultural diversity.

Monitoring

DCOA administers grants funded through the Older Americans Act (OAA), other federal funds, and District government appropriated funds to provide supportive services to and for the benefit of elderly residents, adults with disabilities, and caregivers within the District of Columbia. DCOA provides services directly and in partnership with the Senior Service Network, a network of provider agencies supported by DCOA to carry out projects and services prescribed by and monitored by DCOA.

DCOA shall monitor and evaluate the performance of the applicant according to the program scope, DCOA Service Standards, and applicable Federal and local regulations and policy requirements.

DCOA staff will review all written policies and procedures, staff licenses and certifications, information bulletins, monthly invoices, insurances, client service rosters, assessment and evaluation progress notes, and other source documents applicable to the program. Grant monitors will review monthly reports, conduct site visits, and maintain contact with the applicant to assess performance in meeting the requirements of the grant. Also, DCOA staff will review client information service and financial data submitted through the DC Vendor Portal and the Client Services Tracking and Reporting System (CSTARS) web-based system.

DCOA has implemented the CSTARS for recording, tracking, monitoring, and managing client data. Successful applicants will use this system to input trackable service data, referrals, case notes, and monitor staff assignments and progress in a timely manner. Financial invoices will be reviewed and tracked through the DC Vendor Portal system.

Records

The applicant must keep accurate records of activities of the project when delivering services to participants and retain program records for at least three years and financial records for at least five years after the grant ends. Records shall be available at the organization's headquarters for inspection by DCOA or other District or Federal entities at any time. Upon termination of the program for any reason, applicant agrees to provide copies of all data for program continuity upon request by DCOA. For example, grantees must maintain records during assigned periods at the end of the grant period. For an FY 2017 grant ending period, program documents must be maintained until 2020 and finance documents until 2022 respectively.

The applicant shall maintain records reflecting initial intakes, signed release and waivers, periodic assessments, ongoing progress of each participant, and financial eligibility documents for cost-share programs. The applicant shall maintain the confidentiality of participant records, and to the extent possible, the participant must validate all services delivered.

SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. The purpose and content of each section are described. Applicants must include all information needed to describe their objectives and plans for services adequately. It is important that proposals reflect continuity between the goals and objectives, program design, work plan, and the budget that demonstrates the level of effort required for the proposed services. Each proposal must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area, and the amount of grant funds requested.
- **Table of Contents** lists major sections of the proposal with quick reference page indexing that align with content material.
- **Proposal Abstract** concisely describes the proposed project. It should be written for the general public. The abstract should be brief and include the program goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes/products, and relevant time frames. The abstract should not exceed 1 page. The proposal abstract is not counted in the program narrative 30-page limitation.
- **Program Narrative** contains the information that justifies and describes the program to be implemented. The program narrative should be clear, concisely written, and must not exceed 30 pages. The program narrative should address the following criteria. (Specific technical scoring criteria are found in Section V.)
 - ❖ Needs Assessment that shows social and demographic characteristics of seniors and needs for specific service.
 - ❖ Background and Understanding of the services and the target population.
 - ❖ Detailed Project Work plan must include the following details:
 - program goals;
 - measurable objectives that incorporate the social model evidence-based program modules;
 - measurable outcomes reflecting improvement or maintenance of participants' health and ability to remain in the program;
 - other activities that relate to adult day care including customer service responsibilities, person centered counseling, ADRD and service delivery plans;
 - schedule for community meetings and discussion topics;
 - structured Community Outreach Program and networking for capacity building;
 - participant recruitment and retention plan; and
 - service evaluation specifying the methodology used.

- ❖ Organizational Capability and Relevant Experience including, but not limited to:
 - successful programmatic experiences (e.g., external evaluations, DCRA inspections, staff certifications and licenses, summaries of customer surveys, or other objective forms of measurement);
 - established Emergency Preparedness, Continuity of Operations and Sheltering-In-Place Plans (include in Appendices); and
 - ability to timely and accurately meet program reporting requirements such as completion of required intake and assessments, nutrition and other screenings, mandatory reporting requirements, invoices, and CSTARS required data and reports.

- **Program Budget** summary sheet and budget narrative must address the criteria listed under Budget and Fiscal Management. Applicants should provide evidence of an established accounting system with policies and procedures that ensures internal controls are maintained in managing funds, and demonstrate availability of three (3) months of cash on hand to carry out the initial program and activities or access to a line of credit equivalent to at least three (3) months of the awarded funds as discussed earlier in the section titled *Operational Reserves, Program Income, and Contributions*.
 - ❖ Budgets should align with the objectives and a detailed sample budget narrative is included in Attachment C. All budget narratives **must** follow this format. Budget forms and budget narratives are not counted in the program narrative page limit.

The DCOA indirect cost rate is capped at 10% of the grant-funded personnel cost.

- **Performance Outcome Measures** must be completed for the service(s) proposed in this application. Use the Performance Measure Outcome forms included in Attachment B. Performance Measure Outcome forms are not included in the program narrative 30 page limit. Forms must be completed and entered in the CSTARS system by October 30 of every year. Additional outcome measures will be required as applicable to this program which may include external evaluations of SAVVY Caregiver trainings, Person Center Care trainings, evidence-based curriculum pre- and post- testing and scheduled progress evaluations.

- **Certifications and Assurances** are found in Attachments D and E. Certifications and Assurances are not counted in page total. Certifications and Assurances.

- **Appendices** are not counted in the page total. This section shall be used to provide technical material, supporting documentation and endorsements. The following **required** items must be included in the Appendices:

- ❖ audited financial statement for the year ending September 30, 2018, or the applicant's most recent completed fiscal year.
- ❖ certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
- ❖ current Certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
- ❖ name, address, telephone numbers (both home and work, if available), positions held, ethnicity, and gender of the applicant's current Board of Directors as of the date of the grant application;
- ❖ Board of Directors' meeting minutes, signed by the President or Secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the Office on Aging or certification signed by the President or Secretary that the applicant has the authority to apply for grants;
- ❖ a copy of a federal negotiated indirect cost rate agreement, if applicable;
- ❖ cost allocation plan for all billable services including rate per service, quantity of services to be performed and number of customers to be served annually. The plan should agree with the budget summary and narrative and program workplan;
- ❖ inventory of DCOA-funded equipment, with serial numbers and dates of purchase (for current Office on Aging grantees only);
- ❖ emergency preparedness and Continuity of Operations Plan for the organization, which includes plans for evacuation and sheltering in place for all program sites. The emergency plan must include a mechanism for identifying high-risk seniors with who may need emergency assistance;
- ❖ insurance certificate that names The District of Columbia Government as an additional insured and certificate holder and meet the Office of Risk Management (ORM) required coverage limits;
- ❖ proposed organizational chart for the project;
- ❖ Letters of Support from collaborating community organizations (**Current grantees should not submit letters from other Senior Service Network grantees**) should be separately packaged in an envelope and submitted with

the application. Letters of Support will not be submitted to the panel for evaluation;

- ❖ all proposed staff resumes and certifications (if known); and
- ❖ planned job descriptions.

The total number of pages for the proposal narrative may not exceed 30 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double-spaced including bullet items.* Margins must be no less than 1 inch, and a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered and there must be a table of contents to correspond with the section pages. The review panel will not review applications that do not conform to all requirements.

SECTION IV PROGRAM SCOPE

Service Objective

Each applicant agency/organization must have the demonstrated ability, to provide required programs and services, monitor participants' basic level of functioning, and determine whether the program can continue to meet participants' health and functional needs. DCOA considers caregiver support services to be an integral part of the program offerings and determinant for positive health outcomes for the care recipients. The applicant shall develop program activities that comprises the following core services to the target populations as listed.

- 1) Supervised Adult Day Care
- 2) Counseling
- 3) Meals
- 4) Health Promotion
- 5) Social
- 6) Coordinated Transportation
- 7) Caregiver Services
- 8) Comprehensive Assessment
- 9) Case Management

In addition to these core services, extended day respite care is an allowable optional activity funded under this grant. Applications with evidenced-based and innovative activities and approaches will be favorably reviewed.

The following definitions are used to clarify specifics in the above list of mandatory or optional services.

1) Supervised Adult Day Care

The applicant shall provide day care services to aged and functionally-impaired participants in order to forestall institutionalization. It involves care and supervision provided during the day by qualified staff, in a suitable facility. Adult Day Care is a more intense level of care than those provided at wellness centers, senior centers and other community social recreational facilities.

2) Counseling

The applicant shall provide person-centered counseling service through professionally trained personnel qualified by education or professional experience in a related field. Counseling is a problem identification and resolution service provided to the target population and their families who need emotional support and guidance. Counseling must be offered as part of a community program providing other services (e.g., social, nutritional, or health-related services). The service unit for counseling is one hour of service provided to an

eligible participant. Hours of service provided may include the time spent in preparing for the session, meeting with the participant, and following up with the participant, family, or friends, if needed.

3) Meals

The Office on Aging provides complete nutritious meals that meet or exceed one-third of the current daily recommended dietary allowances according to the U.S. Department of Agriculture Dietary Guidelines for Americans, published jointly by the U.S. Department of Health and Human Services. The purpose is to improve or maintain the nutritional status and to maintain the maximum functioning and independence participants. Meals are provided through the DCOA contractor and handled by the ADC certified food staff.

4) Health Promotion

The applicant shall provide health promotion service and programs designed to promote healthy behaviors and lifestyle changes through health education and physical fitness. The applicant shall provide this service through a range of structured, evidence-based programs and activities to educate and promote the development of healthy lifestyles to prevent and/or control disease.

5) Social

The applicant shall provide socialization services and programs that meet individual needs for continued growth and development. Services and programs should reinforce a sense of dignity and independence and reduce isolation for the target population using evidence-based programs and materials. The session is planned, and the activity is available to all center participants who wish to participate.

6) Coordinated Transportation

Provide transportation assistance for eligible individuals to participate in various programs and activities. Services can be coordinated through the DCOA transportation provider, senior village transportation programs, or contracted

7) Caregiver Services

The applicant shall provide respite services to eligible caregivers.

Assessment and Case Management

- ❖ The applicant shall provide caregiver assessment and case management services to eligible caregivers. The assessment should include an assessment of the caregiver's needs and the development, implementation, and monitoring of a caregiver service plan.

Respite

- ❖ The applicant shall provide respite services to eligible caregivers to enable them to work or provide temporarily relief from caregiving responsibilities. Services up to four hours beyond regular programming day qualify as extended day care.

8) Comprehensive Assessment

The applicant shall provide comprehensive assessment services that identify the problems of and resources available to ADRD participants and link them with necessary services to allow the participant to achieve and maintain maximum functioning and independence of which he or she is capable. The service, combined with case management services, is intended to prevent unnecessary or premature institutionalization.

9) Case Management

The applicant shall provide care coordination after completion of a comprehensive assessment, to see that the needed services are delivered to allow the participant to maintain the maximum functioning and independence of which he or she is capable and to maintain the participant's lifestyle and relationships with family and friends, to the greatest extent possible. The service is intended to prevent unnecessary or premature institutionalization.

Customer Service Responsibilities

Successful applicants will demonstrate the organizational capacity, personnel expertise, and professional experience in working with people with mild and or diagnosed memory loss who need assistance to perform activities of daily living. Successful applicants will work with people with ADRD and their caregivers to help DCOA carry out its efforts to create a sustainable Dementia Friendly DC in a reciprocal partnership with ACL Alzheimer's Disease Supportive Services Program (ADSSP).

Service Priorities

Priority for adult day care services should go to those individuals who meet the above conditions, are isolated, and who are otherwise at risk for institutionalization if they do not receive day care services.

In particular, priority shall be given to referrals from senior centers, lead agencies, doctors, geriatric assessments, and to those individuals most socially and economically disadvantaged.

In determining the level of impairment, an individual should be judged mildly to moderately impaired on the basis of the following.

- The individual may be able to make routine decisions, but cannot carry out the activities of daily living or handle major problems without supervision.

- The individual has definite psychiatric symptoms or moderate intellectual impairment.
- The individual has one or more disabilities, diseases, or illnesses that restrict the ability to carry out the activities of daily living.

Service Standards

The adult day care service includes the staff, goods, facilities, services and supports necessary to carry out the plan of care developed for each older individual enrolled. Adult day care must meet or exceed the following standards:

- receiving requests for admission and completing the intake process;
- conducting a comprehensive assessment of the participant's social circumstances, economic condition, medical history, physical status;
- developing a plan of activities care for each participant;
- re-evaluating the plan of activities periodically, and modifying it as necessary;
- providing supportive counseling, family counseling and group psychotherapy as necessary;
- providing such personal care and supervision as required by the plan of activities, including therapy, and other social services, provided by a qualified and licensed professional, as appropriate;
- serving a complete meal;
- providing social, recreational, physical, or other activities as part of the plan of activities;
- providing or arranging transportation to the day care facility in the morning and transportation to the participant's home in the evening, as necessary;
- providing information about other programs and services for which the participant might be eligible, referring the participant to proper services as necessary, and providing assistance to the participant in gaining public benefits;
- referring the participant to a physician or medical facility for needed specialized health care or treatment;
- providing limited telephone reassurance and friendly visiting to participants who are unable to come to the day care facility for a temporary period;

- providing other supportive services and activities as needed by the participant to carry out the plan of care including, but not limited to, outreach, emergency shopping, serving snacks, arranging and supervising field trips, advocacy, health education, exercise, adapted sports, and working with family and friends of the participant to see that time away from the center contributes to the plan of care;
- maintaining records, collecting contributions, preparing reports, and other administrative efforts necessary to provide day care services;
- developing a preliminary activities participation plan for each new participant within five (5) working days after enrollment;
- completing a final plan (incorporating applicable activity plans) for each new participant within fifteen (15) working days after enrollment;
- keeping all plans and other participant records in a secure location to protect confidentiality;
- reassessing participant needs every six (6) months or more frequently as needed, with revisions made in the plan if necessary;
- reviewing the day care center caseload at least whenever a vacancy arises to ensure that participants are being served by priority;
- providing participants with information and assistance on obtaining needed services (e.g., Medicare, Medicaid, SSI, transit, prosthetic or rehabilitative devices, housing, etc.);
- participants, family members, and/or caretakers must be informed of agency procedures for protecting confidentiality, reviewing progress against the plan of care, and other matters germane to the participant's decision to accept services;
- participants, family members, and/or caregivers must be informed of the cost of providing adult day services and must be offered the opportunity to make voluntary contributions to help defray the cost, thereby making additional service available to others;
- all staff providing the service must be fully trained and professionally qualified;
- the grantee must maintain, follow, and continually update a training and supervision program to make sure day care staff are fully trained and familiar with agency procedures; and
- all participants' records on level of care, service costs, sources of funds, and agency procedures must be reviewed monthly, or more often if needed.

Prohibited Service Components

DCOA's grant-funded Adult Day Care Program may not include any of the following components:

- providing nursing or medical care services unless grantee has a valid Certificate of Need issued by the DC Department of Health and such services are provided by a Registered Nurse Licensed Practical Nurse or a board certified medical doctor, as appropriate;
- providing care outside the day care facility (e.g., in the participant's home); and
- requiring fees for services rendered at the center that are not approved by DCOA as a cost-share component.

Organizational Capability and Relevant Experience (Total 30 Points)

1. The applicant demonstrated the ability, knowledge, and experience to develop and manage aging programs that are relevant to the services provided and the target population being served. (7 points)
2. The applicant demonstrated its collaboration with other service providers, community-based organizations, and the community at large in serving the target population. (7 points)
3. The applicant demonstrated its successful and sustained programmatic performance in current and prior District government, the federal government, or other organizational grants by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. (5 points)
4. The applicant demonstrated an understanding of DCOA's Senior Service Network and other programs and capacity to provide sufficient communication and coordination that will result in referral pathways for the program. (7 points)
5. The applicant demonstrated the capacity and staff to timely and accurately meet program reporting requirements such as completion of required intake data, collection of other evidence-based program data, nutrition screenings, invoices, and CSTARs required data and reports. (4 points)

Budget and Fiscal Management (Total 20 Points)

1. The applicant provided evidence of sound fiscal management and financial stability through the submission of annual audits, annual financial statements, and certifications from the District's Office of Tax and Revenue and Department of Employment Services. (4 points)
2. The applicant provided evidence of an established accounting system with policies and procedures that reasonably assures internal control is maintained in managing funds. (5 points)
3. The applicant demonstrated that the proposed budget is reasonable, realistic and will achieve project objectives and attest to having or willingness to obtain sufficient insurance. (5 points)
4. The applicant demonstrated that they had at least three (3) months of cash on hand to carry out the initial program activities or access to a line of credit equivalent to at least three (3) months of the awarded funds and demonstrated an understanding in leveraging other funding to support growth and enhancement of the program. (6 points)

Decision on Awards

The recommendations of the review panel are advisory and not binding on the DC Office on Aging. The final decision on funding is vested solely with the Executive Director of the DC Office on Aging and based on a review of the recommendations of the review panel, prior performance of current Office on Aging grantees, if applicable, DCOA staff administrative review, pre-award site visit reports, and any other information considered relevant.

SECTION VI INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

An original and three (3) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2020 Office on Aging Adult Day Care Grant. Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

Applications Delivered by Mail

Application sent by mail must be addressed to the District of Columbia Office on Aging, in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2020 Office on Aging Adult Day Care Grant", 500 K Street, NE, Washington, DC 20002. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date of March 29, 2019.

Applications Delivered by Hand/Courier Service

An application that is hand delivered must be taken to the District of Columbia Office on Aging in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2020 Office on Aging Adult Day Care Grant", 500 K Street, NE, Washington, DC 20002 between 9:00 am EDT and 4:30 pm EDT Monday through Friday except on District holidays.

For an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

Applications are due no later than 4:30 pm, EDT, on March 29, 2019. All applications will be recorded upon receipt. Applications **will not be accepted after 4:30 pm EDT**, March 29. Any additions or deletions to an application will not be accepted after the deadline. An original and three copies, for a total of four (4) copies must be delivered to the following location:

**District of Columbia Office on Aging
500 K Street, NE
Washington, DC 20002**

LATE APPLICATIONS WILL NOT BE ACCEPTED

NOTE: Applicants must allow time to proceed through security process in the building. Person delivering applications must show proper identification. The DC Office on Aging will not accept responsibility for delays in the delivery of the proposals. Applicants should be aware that a security status level higher than yellow may require additional identification and cause further delays in accessing the building.

CHECKLIST FOR THE FY 2020 ADULT DAY CARE GRANT

- The application must be:
 - Printed on 8 1/2 by 11-inch paper
 - Double-spaced
 - Single-sided
 - Use 12-point type (Times New Roman or Arial preferred)
 - Has a minimum of one-inch margins
 - Does not exceed 30 pages. The abstract, appendices, certifications and assurances and attachments are not included in the page limit.

- Application Must Include:
 - FY 2020 Program Objectives;
 - FY 2020 Mandatory Performance Goals and Outcome Measures;
 - All Position Descriptions and Resumes listed in the budget narrative;
 - Board of Directors listing complete with ethnicity and gender for each board member;
 - Minutes of Board of Directors meeting approving the application (or explanation regarding Board approval of application)
 - Applicant Profile
 - Abstract (not to exceed 1 page)
 - Appendices, including:
 - i. Certification regarding current taxes from DC Tax and Revenue is included in appendices
 - ii. Current Certificate of Incorporation and Good Standing
 - iii. Current Certificate of Insurances
 - iv. Current Federal Negotiated Cost Rate Agreement, if applicable
 - v. Updated Inventory List (Current Grantees Only)
 - Program Budget (complies with Budget forms)
 - A budget narrative (following the sample shown in Attachment C)
 - Certifications and Assurances listed in Attachments D and E signed by an authorized representative.
 - Three (3) copies of the proposal; plus the original submitted

Additional Information for Successful Applicants

The following guidance documents are resources for each successful applicant and may be obtained from the:

- Office on Aging website www.dcoa.dc.gov;
- Administration for Community Living website www.acl.gov;
- U.S. Administration on Aging website www.aoa.gov;
- Older Americans Act of 1965, as amended and appropriate regulations;

- D.C. Law 1-24, as amended;
- D.C. Office on Aging State Plan (relevant portions only); and
- OMB Super Circular 200.

SECTION VII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Performance Outcome Measures
Attachment C	Sample Budget Summary and Narrative
Attachment D	Certifications
Attachment E	Assurances
Attachment F	Application Receipt
Attachment G	Minimum Insurance Requirements
Attachment H	Federal Poverty Guidelines