



Government of the District of Columbia

Office on Aging

REQUEST FOR APPLICATIONS



Fiscal Year 2018 Ward 8 Lead Agency - Senior Wellness Center 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: June 30, 2017

Application Submission Deadline: August 7, 2017, 4:30 p.m., EDT

LATE APPLICATIONS WILL NOT BE ACCEPTED



**DISTRICT OF COLUMBIA
OFFICE ON AGING**

Announces

A PREAPPLICATION/WORKSHOP FOR

**Fiscal Year 2018
Ward 8 Lead Agency - Senior Wellness
Center Competitive Grant**

**June 30, 2017
2:00 p.m.
500 K Street, NE
Washington, DC 20002**

For questions, please contact:

**Aurora Delespin-Jones, Program Manager
202-727-6405**

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

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE ON AGING



Office of the Executive Director

June 26, 2017

Dear Applicant:

Thank you for your interest in applying for the FY 2018 DC Office on Aging (DCOA) Ward 8 Lead Agency - Senior Wellness Center Competitive Grant. This letter highlights a few items in the application package that will be important to you in applying for a grant. DCOA has expanded its service scope, and 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 link and provide seniors (60 years and older) and people with disabilities (18 to 59 years old) with in-home and community-based services. The successful applicant will establish services that support seniors remaining independent and connected to the community. 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 25 pages. Applications with program narratives that exceed 25 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. All applicants must provide a certificate of insurance(s) naming the District of Columbia as the Additional Certificate Holder.
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, crime reduction, emergency preparedness, and collaboration. All applicants must show evidence of staffing that includes a full-time Project Director, a licensed nutritionist/registered dietitian, licensed social workers, certified fitness specialist, a community planner, and nutrition site managers, supported by other administrative staff, consultants, and volunteers.
12. The lead agency complements other long-term care programs and activities to enhance access to community living and ensure long-term and chronic care support options. It is a collaborative effort mobilizing both public and private sector resources to deliver effective long-term care support resources to customers in a coordinated service delivery system with person-centered choice and cultural competence. The lead agency helps customers and their families simplify access to needed information, services, and assistance.
13. The lead agency provides 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 a minimum of four programs/activities specifically aimed at underserved populations including minorities, LGBTQ, non-English speaking or low-income people.
14. The Office of 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.
15. 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 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 June 26, 2017. A pre-application conference will be held June 30, 2017, 2:00 p.m. at the DC Office on Aging, first-floor conference room, and the deadline for submission is August 7, 2017, 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 Aurora Delespin-Jones, Program Manager or Jennifer Adu, Program Analyst of the Office on Aging, Program Unit, 500 K Street, NE, Washington, D.C. 20002, telephone (202) 727-6405 or (202) 727-6601.

Sincerely,



Laura Newland
Executive Director

Applicant Profile

D.C. Office on Aging

The Fiscal Year 2018 Lead Agency Senior Wellness Center Program 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 Area: _____

Program Description: _____

Total Program Cost: \$_____

DCOAGrant 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 2018 Lead Agency Senior Wellness Center Program Grant

SECTION I GENERAL INFORMATION

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, people with disabilities 18 to 59 and caregivers.

Mission

The mission of the DCOA is to provide advocacy, 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

The DCOA seeks to award a grant to one community-based organization to provide a full range of services in Ward 8. The service scope for this RFA includes providing a ward-based continuum of services for 1) active seniors engaging them in prevention health and education, and intergenerational volunteer supporting by programs; 2) specialized services to people with disabilities (ages 18 to 59) to easily access resources and support services needed to effectively navigate long-term care options to remain independent and connected to the community; and 3) services to homebound, isolated and underserved seniors linking them to needed supports that prevent institutionalization.

This RFA is the lead agency - senior wellness center operations in Ward 8. The servicing area includes the communities of Bellevue, Bolling Air Force Base, Hunter Pines, Parklands, Ridgecrest, Manor Gardens, Washington Highlands, Congress Heights, Douglass, Shipley Terrace, Knox Hill/Buena Vista, Sheridan, Woodlawn, Garfield Heights, Barry Farm, Hillsdale, Ft. Stanton, Historic Anacostia, and Fairlawn.

The Congress Heights Senior Wellness Center located at 3500 Martin Luther King Jr. Avenue, S.E., Washington, DC 20032 in Ward 8 serves seniors citywide.

The lead agency is responsible for efficiently and effectively planning, developing, coordinating, and implementing programs that ensure a continuum of services is available for the District's elderly and carrying out the mission of the DCOA. It also serves as a catalyst for change, a clearinghouse for obtainable resources, identifies gaps in services and provides linkages and coordination of service delivery and the overall operation of the senior wellness center. The lead agency is responsible for becoming familiar with neighborhood clusters, especially those in the Ward or service area, as shown above, and participating in neighborhood meetings. Also, the lead agency must:

- Have knowledge of the social and demographic characteristics of the elderly in the Ward;
- Develop and implement a needs assessment to identify the needs of the target community with annual review and reforms as needed;
- Applicants will have all executive leadership and case managers participate in 2-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.
- Applicants must be certified by the Department of Health Care Finance (DHCF) as EPD Waiver case management providers by the end of the first grant year unless there is a conflict identified by DHCF. The successful applicant must certify approval, be involved in the approval process, or willing to make application to DHCF for approval to become EPD Waiver case management providers.
- Network with other community organizations, public and private agencies and associations to carry out an effective and efficient service delivery system.
- Hold quarterly community planning meetings with organizations such as Advisory Neighborhood Commissions, Commissioners on Aging, Mini-Commissions on Aging, civic associations, hospitals, recreation centers, public schools, senior villages, churches, and other agencies/organizations.
- Develop and implement a structured community outreach program with an emphasis on reaching underserved seniors.
- Establish a Senior Neighborhood Advisory Council to serve as an advisory group in planning and to develop a coordinated service delivery system.
- Develop an Emergency Preparedness and Sheltering in Place Plan for the agency and satellite nutrition sites and programs. The plan must include a mechanism for identifying those high-risk seniors with limited mobility and have a shelter-in-place and evacuation component. Continuity of Operations Plan (COOP) details the agency continued operations during and after an incident.

- Develop a listing of seniors who are frail, live alone and who may not have caregivers to ensure services reach them during inclement weather, disaster, and other emergencies. Updates must be provided to the DCOA a quarterly basis.
- Provide sufficient workplace support including space to facilitate all program functions in the Wards as carried out by assigned social workers.

Target Population

The target populations for the Fiscal Year 2018 Ward 8 Lead Agency and Senior Wellness Center Grant are:

- seniors ages 60 years old and over with or without a disability residing within the geographical boundaries of Ward 8 of the District of Columbia; and
- people 18-59 years of age who are disabled; and
- underserved and low-income seniors 60 years and older.

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.

Individuals may seek the assistance of the lead agency voluntarily or be referred through a public or private agency.

Person Centered Counseling Training

Home and community-based services (HCBS) and community-based long-term services and supports (LTSS) must be responsive to the needs and choices of beneficiaries; maximize independence and self-direction; provide support coordination to assist with a community-based supported life, and achieve a more consistent and coordinated approach to the administration of policies and procedures across programs. This applies to the Elderly Persons with Disabilities (EPD) Waiver program as a Medicaid Waiver choice program for the elderly and people with physical disabilities who can safely receive supportive services in a home and community-based setting.

Person Centered Counseling refers to an interactive process wherein people receive guidance in making informed choices about eligibility based and non-eligibility based Long Term Support Services (LTSS) options. This process is directed by the person seeking supports or services, and may include others the person chooses and mandated representatives such as 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 executive leadership and case managers participate in 2-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.

Intergenerational Programming and Volunteers

The lead agency provides a wide range of services and activities for seniors using varied methods and approaches. The successful applicant will demonstrate its creativeness and capacity to use intergenerational volunteers in delivering dynamic programming for seniors. Volunteers may be individuals or groups and must be tracked throughout the year for performance measure reporting. Additionally, senior volunteers may receive a stipend for services provided to frail seniors and youth who will benefit from their engagement.

Eligible Organizations/Entities

Any public or private, community-based non-profit agency, organization, or institution located in the District of Columbia are 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 subcontractors 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 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.

The applicant must certify that it has 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 appropriated funds to the Office on Aging.

Award Period

The grant award will be two (2) years, October 1, 2017, through September 30, 2019, with possible continuation years based on the Office on Aging's determination of satisfactory progress during the initial period of the grant.

Grant Amount

In the fiscal year 2018, there is a total of \$1,373,467.00 available for the Ward 8 lead agency and Congress Heights Senior Wellness Center management, contingent on federal funding.

Cash Match Requirement

Applicants will be required to provide a minimum 15% matching contribution when applying for funds under this RFA. Participant voluntary contributions cannot exceed 25% of a grantee's match. No registration, membership, or annual fee may be required of participants. All contributions must be used to offset the cost of the program.

Applicants should demonstrate that they have three (3) months operating capital for program start-up.

Pre-Award Site Visit

The decision to visit an applicant for a pre-award site visit rests solely and finally with the Executive Director of the District of Columbia Office on Aging.

A DC Office on Aging grant monitor will conduct a site visits to determine adequate staff, space and facility accessibility in compliance with the Americans Disabilities Act.

Performance Measures

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 programs shown below. The successful applicant must provide these services and **must** use the performance goals and outcome measures identified by the DCOA articulated in Attachment B of this RFA. Successful applicants will collect baseline data in FY 2018 to develop FY 2019 performance measure milestone. Performance measures for affected services are shown below. Instructions for completing performance measures documents are in Attachment B.

Lead Agency

- **In-home and Continuing Care**

- In-Home Nutrition Program
 - Weekday and Weekend Home-Delivered Meals
- Comprehensive Assessment
- Case Management
- Caregiver Support
 - Respite/Supplemental
 - Caregiver Respite (Includes day, residential, weekend, camp, club)
 - Caregiver Supplemental Services
 - 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
 - Nutrition Education
 - Nutrition Counseling
 - Wellness (Including health and nutrition information sessions)
 - Health Promotion
 - Disease Prevention
 - Medication Management
- **Consumer Information, Assistance, and Outreach**
 - Intergenerational Volunteers
 - Information Assistance and Awareness

Contact Persons:

For further information, please contact one of the following:

Aurora L. Delespin-Jones at Aurora.delespin-jones@dc.gov or Jennifer Adu at Jennifer.Adu@dc.gov at D.C. Office on Aging, 500 K Street, NE, Washington, DC 20002, 202-727-6405 or 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 2018 Lead Agency-Senior Wellness Center Competitive Grant and the target populations of seniors and physically disabled persons 18-59 years old who reside in Ward 8. Applicants may use other funds to supplement the grant funds, but the grant funds cannot be used for any other activities.

Audits

The 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 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 should employ qualified staff and maintain documentation that staff possesses adequate licensure, training, and competence to perform the duties as assigned. The applicant shall provide written notice to DCOA of any key staff changes that may occur during the award period.

Key staff for the Lead Agency staff shall include, but are not limited to, the positions listed.

| | |
|------------------------------|---|
| Lead Agency Project Director | Nutritionist, Licensed/Registered Dietitian |
| Licensed Social Workers | Outreach Coordinator |
| Data Entry Specialist | Recreation/Activity Coordinator |
| Nutrition Site Managers | |

Key staff for the Congress Heights Senior Wellness Center shall include, but are not limited to, the positions listed.

Project Director
Certified Fitness Specialist
Certified Evidenced-Based Instructor
Nutritionist, Licensed/Registered Dietitian

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 and caregivers of the elderly 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 and monitored by DCOA.

DCOA shall monitor and evaluate the performance of the applicant according to the program scope, DCOA Service Standards, related 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, 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 Client Services Tracking and Reporting System (CSTARS) web-based system.

The DCOA has implemented the CSTARS for recording, tracking, monitoring and managing client and financial data. Successful applicants will use this system to input trackable service data, track referrals, enter case notes, and monitor staff assignments and progress in a timely manner. Financially, the system generates monthly invoices for most services.

Records

The applicant must keep accurate records of activities of the project when delivering services to participants and retain program records for three years and financial records for five years after the grant ends. Records should be available at the organization's headquarters for inspection by DCOA or other District or Federal entities at any time.

The applicant should maintain records reflecting initial intakes, signed release and waivers, periodic assessments, and ongoing progress of each participant. 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 should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity between the goals and objectives, program design, and work plan, and that the budget 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** should list major sections of the proposal with quick reference page indexing.
- **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 time frames. The abstract should not exceed 1 page. The proposal abstract is not counted in the 25-page limitation.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be clear and concisely written, and must not exceed 25 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 other needs for specific services in the Ward
 - ❖ Background and Understanding of the Ward and service population
 - ❖ Project Work plan which should include:
 - Program goals
 - Measurable objectives that incorporate evidence-based program modules and target outcomes, which relate to Lead Agency - Senior Wellness Center responsibilities, customer service responsibilities and service delivery plans;
 - Schedule for quarterly community meetings and discussion topics
 - Structured Community Outreach Program
 - Service evaluation specifying the methodology used such as the Performance Outcome Measures Project (POMP) developed by the Administration on Aging (AOA) at www.gpra.net.

- ❖ Organizational Capability and Relevant Experience
 - Successful programmatic experiences (e.g., external evaluations, EPD Case management approval, summaries of customer surveys, or other objective forms of measurement);
 - 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 AOA-required intake data, nutrition screenings, Lead Agency reporting requirements, invoices, and CSTARS required data and reports.
- **Program Budget** summary sheet and budget narrative should address the criteria listed under Budget and Fiscal Management. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds, and demonstrate availability of three (3) months operational cash on hand. A 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 page limit.

The DCOA indirect cost rate is capped at 10% for all programs.

- **Performance Outcome Measures** – Use the appropriate performance outcome measure for the service proposed in this application. Use the forms exactly as they are printed in this RFA. Performance Measure Outcome Forms are included in Attachment B. Performance Measure Outcome forms are not included in the 25-page limitation. At the end of the grant period, this form shall be completed in the CSTARS system. Additional outcome measures may be used as applicable to the program.
- **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments D and E.
- **Appendices** - This section shall be used to provide technical material, supporting documentation and endorsements. Appendices are not counted in the page total. The following **required** items must be included in the Appendices:
 - ❖ audited financial statement for the year ending September 30, 2016, or December 30, 2016;
 - ❖ 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 Executive Director has the authority to apply for grants;
- ❖ a copy of negotiated indirect cost rate agreement, if one exists. If none exists, basis upon which indirect cost is calculated as verified by official letter from the applicant's auditor;
- ❖ cost allocation plan for all billable services including rates and quantity of services to be performed and customers to be served. The plan should agree with the budget summary and narrative;
- ❖ inventory of DCOA-funded equipment and vehicles, with serial numbers or VIN numbers as appropriate and dates of purchase. (for current Office on Aging grantees only);
- ❖ Emergency Preparedness and Continuity of Operations Plan for the agency, which includes plans for evacuation and sheltering in place at main and satellite program and nutrition sites. This emergency plan must also include a mechanism for identifying high-risk seniors with limited mobility that may need emergency assistance;
- ❖ Insurance certificate that names the District of Columbia as an additional insured and certificate holder;
- ❖ proposed organizational chart for the project;
- ❖ letters of support from collaborating community organizations (**Current grantees should not submit letters from other participants in the Office on Aging Senior Service Network.** Please note that letters of support from other individuals should be a separate submission and will not be submitted to the panel for evaluation.);
- ❖ organization chart;

- ❖ all staff resumes; and

- ❖ existing and planned job descriptions.

The total number of pages for the proposal narrative may not exceed 25 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. The review panel will not review applications that do not conform to all of these requirements.

SECTION IV PROGRAM SCOPE

The purpose of this Request for Applications is to announce funding available to assist qualified applicants in the development and implementation of comprehensive and coordinated community-based systems of programs and services for District residents who reside in Ward 8. These services shall be designed to meet the complex and ever-changing needs of two distinct target populations, especially for individuals with the greatest economic and social needs, with particular emphasis on low-income minority elderly.

LEAD AGENCY SCOPE

Customer Service Responsibilities for seniors 60 years old and older

Applicants responding to this request for application shall be responsible for delivering the following programs and services to the target populations in each service areas as listed.

- Congregate Meals
- Counseling Services
- Health Promotion
- Nutrition Counseling
- Nutrition Education
- Recreation/Socialization
- Transportation to Sites/Activities
- Weekday Home-Delivered Meals Services
- Weekend Home-Delivered Meals Services
- Caregiver Stipend-Respite/Supplemental Services
- Comprehensive Assessment
- Case Management
- Wellness

The services and programs funded by the DCOA are comprehensive in nature and scope. Therefore, each applicant agency/organization must have the demonstrated ability, at a minimum, to provide the following programs/services. **The DC Office on Aging has developed Service Standards for all programs. Successful applicants will review these standards and ensure that applications address these critical mandatory standards. The applicant shall develop program activities that reflect the following:**

1) Congregate Meals Service

The service is for eligible District residents at congregate nutrition sites. The applicant shall provide the sites directly, or through memoranda of understanding with partner organizations, staff supports for the sites, and another service as necessary to ensure that midday meals improve or maintain the nutritional status of the elderly and strengthen the

maximum functioning and independence of elderly individuals. The service unit for a congregate meal is one complete meal provided to one eligible participant.

2) Counseling

The applicant shall provide 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.

3) Health Promotion

The applicant shall provide health promotion service and programs designed to promote healthy behaviors and lifestyles through health education and physical fitness. The applicant shall provide this service in a community-based setting that involves a range of structured, evidence-based programs and activities to educate the elderly on how to develop healthy lifestyles to prevent and/or control disease. The service unit for health promotion is one hour of service provided to an eligible participant. Participants must receive three health promotion activities per week, two of which must be physical activity.

4) Nutrition Counseling

The applicant shall provide individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medication use and/or chronic illness. The service unit for nutrition 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 participants, and following up with the participant, family, or friends. **Nutritional counseling must be performed by a DC licensed nutritionist and/or dietician as specified in the Service Standards.**

5) Nutrition Education

The applicant shall provide a program in a group setting, **overseen by a licensed dietitian or individual of comparable expertise**, to promote optimum health by providing accurate and culturally sensitive nutrition, physical fitness or health information and instruction to the target population. The service unit for nutrition education is one-on-one-hour session provided to an eligible participant by a professionally trained worker. Hours of service provided may include the time spent in preparing for the session. The time of the session is determined by the published schedule of activities for the center.

Nutrition education shall be offered twice yearly (semi-annually) at a minimum and shall not exceed 12 sessions annually (one per month) per congregate nutrition site.

6) Socialization

The applicant shall provide socialization services and programs that meet individual and social needs for continued growth and development, to reinforce a sense of dignity and independence, and to reduce isolation for the target population using evidence-based programs and materials. The service unit for socialization is one one-hour session provided to one eligible participant. The session is planned, and the activity is available to all center participants who wish to participate. The time of the session is determined by the published schedule of activities for the center. The maximum time for any one session is four hours.

7) Transportation to Sites and Activities

The applicant shall coordinate and may provide transportation assistance for individuals to participate in various programs and activities. The service unit for transportation to sites and activities is one one-way trip, provided to one eligible participant. Services can be coordinated through the DCOA transportation provider, senior village transportation programs or contracted with other for-hire services with grant funds.

8) Weekday Home Delivered Meals Service

The Office on Aging provides complete nutritious meals that meet or exceed one-third of the current daily Recommended Dietary Allowances and follows 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 of the homebound individual.

The applicant must ensure that these meals reach individual homebound participants with the greatest priority need to be determined by using the *DCOA Nutrition Priority Scale*. Meals must reach participants in a manner consistent with the service standard for home-delivered meals. The service unit for weekday home-delivered meals is one complete meal, as prepared and delivered by the Office on Aging's nutrition contractor, delivered to one eligible participant.

9) Weekend Home Delivered Meals Service

The Office on Aging provides complete nutritious meals that meet or exceed one-third of the current daily Recommended Dietary Allowances and follows 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 of the homebound individual.

The applicant must ensure that these meals reach individual homebound clients in a manner

consistent with the service standard for home-delivered meals. The service unit for weekend home-delivered meals is one complete meal, as prepared by the Office on Aging's nutrition contractor, delivered to one eligible participant.

10) Caregiver Stipend - Respite/Supplemental Services

The applicant shall provide respite and/or supplemental services to eligible caregivers to enable them to purchase respite services that allow them to be temporarily relieved of their caregiving responsibilities or to purchase supplies or equipment that will ease their caregiving burden.

A service unit for respite is one hour of service that may be delivered in the home, a community setting or in a residential facility, which relieves the caregiver of their caregiving responsibilities on a temporary basis.

A service unit for supplemental services is the quantity of the item purchased. For example, one case of adult diapers is considered one unit.

11) Comprehensive Assessment

The applicant shall provide comprehensive assessment services that identify the problems of and resources available to multiple-impaired individuals for the purpose of prescribing the necessary services to allow the participant to achieve and maintain the 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.

A service unit for comprehensive assessment is one hour of service worker's time spent conducting the assessment interview(s) with an eligible participant, family or friends using the standard DCOA assessment form.

12) Case Management

The applicant shall provide case management 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. A service unit is one hour of service provided to an eligible participant. Time spent in preparation and follow-up for the service can be counted.

SENIOR WELLNESS CENTER SCOPE

Service Objective

The objective of Wellness: Health Promotion is to promote physical, social and emotional well-being through a comprehensive program and activities such as physical exercise, nutrition counseling, health education, medication management, disease prevention, and smoking cessation which are designed to promote good health habits and a healthy lifestyle.

Customer Service Responsibilities

Applicants responding to this request for application shall be responsible for delivering Wellness: Health Promotion programs and services to the targeted population at the Congress Height Senior Wellness Center.

The services and programs funded by the DCOA are comprehensive in nature and scope. Therefore, each applicant agency/organization must have the demonstrated ability, at a minimum, to provide the program services.

The DC Office on Aging has developed Service Standards for the program. Successful applicants will review these standards and ensure that applications address these critical standards.

The applicant shall provide program activities that reflect the following:

- *Wellness: Health Promotion*

Wellness: Health Promotion service is a comprehensive program of core classes in physical exercise, nutrition, and health dialogues for District of Columbia residents 60 years of age or older. Wellness centers are staffed by professional and trained personnel in health and wellness modalities, e.g., exercise physiology, kinesiology, and nutrition. Staff provides services that are designed to enhance and integrate physical, social, and emotional well-being; promote sound health habits; help seniors to be well-informed health consumers, and help prevent unnecessary and costly medical encounters.

Wellness: Health Promotion services shall be provided on a scheduled basis.

- *Disease Prevention, Health Promotion*

Examples of disease prevention and health promotion services are listed below. Services provided in this area shall be developed with consideration of the following:

1. health risk assessments;

2. Tier-one evidenced-based programs;
3. routine health screenings, which may include hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, bone density, diabetes, dental, and nutrition screening;
4. nutritional counseling and educational services for individuals and their primary caregivers;
5. health promotion programs, including but not limited to programs relating to prevention and reduction of effects of chronic disabling conditions (including osteoporosis and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, and stress management;
6. programs in physical fitness, group exercise, and music therapy, art therapy, and dance-movement therapy, including programs for multigenerational participation;
7. home injury control services, including the provision of educational programs on injury prevention including fall and fracture prevention in the home environment;
8. educational programs on the availability, benefits, and appropriate use of preventive health services;
9. information concerning diagnosis, prevention, treatment, and rehabilitation concerning age-related diseases and chronic disabling conditions, including Alzheimer's disease and other related disorders with neurological and organic brain dysfunction;
10. gerontological counseling; and
11. counseling regarding social services and follow up health services based on any of the services described above.

DCOA's goal is to become a model for other social services agencies, demonstrating the value of person-centered, wellness-oriented and holistic care.

For Fiscal Year 2018, the following screening services are required and must be included in the grant proposal:

- | | |
|-----------------------------------|---------------------|
| • Diabetes Screening: | Twice per year |
| • Heart Health Screening: | Twice per year |
| • High Blood Pressure Screenings: | Four times per year |
| • Dental/Vision Screenings: | Twice per year |
| • HIV/AIDS & STD Screenings: | Twice per year |

Staffing

Key staff for a Wellness Center shall include, but are not limited to:

1. Project Director
2. Nutritionist
3. Certified Fitness Specialist, certified by organizations such as:
 - ❖ AFTA - American Fitness Training of Athletics;
 - ❖ ACE - American Council on Exercise;
 - ❖ ISSA - International Sports Science Association; and
 - ❖ NETA – National Exercise Trainers Association

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Panel

A qualified review panel will conduct a technical review of all applications. The review panel will read and score each applicant's proposal, and make recommendations for funding based on the review process. The Director of the DC Office on Aging shall make the final funding determinations.

Technical Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

Background and Understanding (Total 10 Points)

1. Demonstrated knowledge of the Older Americans Act of 1965, as amended and DC Law 1-24, establishing the D.C. Office on Aging. (2 points)
2. Demonstrated knowledge of the needs of the target populations, including potentially underserved populations. (7 points)

Technical Soundness of the Proposal (Total 40 Points)

1. The goals, objectives, and outcomes of the program are clearly defined, measurable and time-specific. (13 points)
2. The proposed activity and work plan will incorporate evidence-based programs, models, and activities result in the accomplishment of the project objectives, including client service and lead agency responsibilities. The applicant identified the number of individuals to be served, the service units to be provided and measurable outcomes are specifying the evaluation methodology to be used in each service category. (12 points)
3. The applicant demonstrated the ability to provide the required services in the designated service area. (8 points)
4. The applicant explains details about integrated lead agency staff and service as a lead agency site. (7 points)

Organizational Capability and Relevant Experience (Total 30 Points)

1. The applicant demonstrated the ability, knowledge, and experience to develop and manage aging programs on a large scale 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. (6 points)
4. The applicant demonstrates an understanding of the Lead Agency and Senior Wellness Center concept and capacity and provides sufficient resources to operate as a Lead Agency and to meet the goals and objectives of the Lead Agency. (6 points)
5. The applicant demonstrated the capacity and staff to timely and accurately meet program reporting requirements such as completion of AOA-required intake 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. (5 points)
2. The applicant provides 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 demonstrates that the proposed budget (including the match) is reasonable, realistic and will achieve project objectives. (5 points).
4. The applicant demonstrates the ability to meet cash match and three (3) months operational fund requirement. (5 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 five (5) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2018 Office on Aging Lead Agency - Senior Wellness Center Grant Program Request for Application." 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 2018 Lead Agency Senior Wellness Center Grant Program Request for Application" 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.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use a method of mailing with a tracking service.

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 2018 Lead Agency-Senior Wellness Center Competative Grant Request for Application", 500 K Street, NE, Washington, DC 20002 between 9:00 a.m. and 4:30 p.m. daily, except Saturdays, Sundays, and 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 p.m., EDT, on August 7, 2017. All applications will be recorded upon receipt. Applications **will not be accepted after 4:30 p.m. EDT**, August 7, 2017. Any additions or deletions to an application will not be accepted after the deadline.

An original and five copies, for a total of six (6) 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. Persons 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 2018 CONTINUATION APPLICATION

1. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type (Times New Roman or Arial preferred) with a minimum of one-inch margins.
2. The application does not exceed 25 pages. The abstract, appendices, certifications and assurances and attachments are not included in the page limit.
3. The Applicant Profile contains all required information.
4. The Proposal Abstract is complete and does not exceed the 1-page limit for this section of the application.
5. FY 2018 Program Objectives are included.
6. FY 2018 Mandatory Performance Goals and Outcome Measures are included.
7. All Position Descriptions and Resumes, corresponding to the positions listed in the budget narrative are included.
8. Board of Directors listing is included and complete with ethnicity and gender for each board member.
9. Minutes of Board of Directors meeting approving the application (or explanation regarding Board approval of application) are included.
10. Certification regarding current taxes from DC Tax and Revenue is included.
11. Current Certificate of Incorporation and Good Standing is included.
12. Current Certificate of Insurances is included.
13. Current Federal Negotiated Cost Rate Agreement, if applicable.
14. Updated Inventory List is included (current grantees).
15. Program Budget is complete and complies with the Budget forms.
16. A budget narrative, following the sample, is shown in Attachment C, is included.
17. The Certifications and Assurances listed in Attachments D and E are signed by an authorized representative and included.

18. The required Appendices are included:

- a. Audited financial statement;
- b. Indication of nonprofit corporation status
- c. List of current Board members
- d. Proposed organizational chart for the project
- e. New Memoranda of Understanding for space utilization, etc.
- f. Copies of all consultant/contractor service agreements, inventories
- g. Proof of Medicaid provider certification or completion of the application process to become a provider.
- h. Insurance certificate(s); and
- i. Nutrient Analyses, if applicable.

21. Five (5) 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.

Service Standards

The DC Office on Aging Service Standards for all services is available for pick-up from the receptionist at the Office on Aging.

| 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 | Nutrition Priority Scale |
| Attachment G | Application Receipt |