

FY 2012 Service Incentive Grant Application Announcement

Purpose:

This Program Instruction contains information and instructions regarding Fiscal Year (FY) 2012 Service Incentive Funding to municipal Councils on Aging (COAs).

Background and Program Implications:

Service Incentive funds are targeted, competitive grants awarded to address designated program priorities. Grantees should not assume the availability of subsequent year funding. Emphasis may be placed on consortia of COAs for efficiency and appropriateness of scale (see priority section).

Required Action:

Hard copy applications must be postmarked to **Elder Affairs, 1 Ashburton Place, 5th Floor, Boston, MA 02108, ATT: COA Grant Program** by **January 24th, 2012**. Faxes will not be accepted.

Effective Date:

These grants will allow for expenditures to be incurred starting on or about February 13th, 2012, and ending no later than June 30th, 2012.

Eligible Applicants:

Only one application per COA or consortium (but see note for priority E).

- Eligible applicants include **only COA consortia** in **priorities A-C** for services to elders residing in member communities, and incorporated COA associations whose primary focus is the training, development and furtherance of COA staff, programs and educational opportunities.
- **Individual COAs, as well as consortia**, may apply under **priorities D-I**.
- Funding sought under **priority "E" will not disqualify** you from applying in any other category.

Each consortium must develop and submit a Memorandum of Understanding (MOU) with its proposal. At a minimum this memorandum must designate the lead COA that will receive, disburse and account for all funds awarded and prepare program and financial reports as required. The MOU should also provide for regular (at least monthly) meetings and written minutes, and note the cash and in-kind contributions, if any, each partner makes toward mutual program and administrative costs.

Elder Affairs has considered recommendations of the Massachusetts Association of Councils on Aging and Senior Center Directors in developing these priorities.

- A. **Transportation** – This includes long distance, medical transportation services. The application must demonstrate a unified structure for dispatching and coordinating rides, and address other administrative functions (see notes on page 6). In addition, please clarify your proposal’s relationship to your Regional Transportation Authority’s (RTA) services. Purchase of services is not a priority.
- B. **Education/Training** – This provides for regional and statewide training and technical assistance support to establish, promote or enhance COA programs and services.
- C. **Administrative Staffing** – For consortia of at least three (rural) communities that, through shared staffing/resources, provide for effective outreach, information and referral, and/or other support programs that address common issues and concerns. A temporary waiver of a signed MOU may be allowed given practical local administrative considerations. Primary consideration will be given to rural and underserved populations.
- D. **Mental and Cognitive Health** – This addresses mental health and wellness, information sharing, training and/or other support programs for outreach staff, other entities (including first responders), volunteers (including “Friendly Visitors”) and the public at large to help recognize and respond to difficult situations. Please indicate the target audience(s) for your programs/sessions. Involving other communities will be considered advantageous.

Suggested topics/training may include: existing mental health support network and its functions; hoarding; intervention strategies (including community crisis teams or resources); In-home assessments and tools; depression screening and other appropriate strategies/responses to difficult family or personal issues.

- E. **“Caring for Elders at Home”** Funding may be requested to underwrite training and support programs and sessions to familiarize family members, caregivers and others with caregiving issues and concerns related to caring for loved ones. **Priority will be given to caregiver support programs that focus on caregivers for persons with Alzheimer’s disease and related disorders.** ELD suggests working with the Alzheimer’s Association of MA/NH (regional offices) and include the Massachusetts Family Caregivers Support Program, as well as your aging services access point. Topics for the support series could include the Alzheimer’s Association “essential skills series” or more specific topics as part of the Alzheimer’s Association’s more advanced training such as managing difficult behaviors, communication skills and safety in the home.
- F. **Outreach.** This will apply to persons who may be potentially “at risk” due to emergency related circumstances. The target population/s may be:
 - Frail, homebound, or other applicant-identified underserved population/s;

- Refugee, immigrant and/or other limited-English speaking populations. The Community Building Unit at the MA Office for Refugees and Immigrants (ORI) can assist with developing ethnic, community-based collaborations to serve refugee and immigrant groups. Please contact Katie Nye at ORI: (617) 727-7888 ext. 312 for further assistance.

Successful proposals will target at least one of the described population(s) indicated; be certain to note how that population is underserved within the COA community. If/as applicable, COAs shall describe or demonstrate efforts to improve working relationships between community-based organizations to link unmet needs and available resources and/or develop or improve access to culturally and linguistically appropriate social and supportive services currently not available at your facility.

- G. **Volunteer Coordination.** This provides for recruitment, training, support and retention of volunteers to help reduce or eliminate gaps in service, including priorities noted in this announcement. Additional consideration may be given to proposals citing volunteer service statistics from at least three months prior to this application announcement.
- H. **Supportive Day Care.** This will defray the administrative start up of supportive day programs (single/multi-town) in accord with established state guidelines.
- I. **Healthy Aging Programs.** Elder Affairs is seeking proposals to underwrite the following chronic disease self-management workshops:
 - **My Life, My health.** This program consists of a series of 2 ½ hour workshops held during six consecutive weeks. These sessions are for people with chronic health problems and those who care for people with chronic conditions. Participants find ways to deal with pain and fatigues, discover better nutrition and exercise choices, understand new treatment choices and learn better ways to talk with their doctor and family about their health.
 - **Matter of Balance.** Many older adults experience concerns about falling and restricting their activities. Matter of Balance workshops are designed to reduce the fear of falling and increase activity levels among older adults. The program consists of eight two-hour classes.

For information regarding these evidence based programs please contact: Ana Karchmer at Elder Affairs (617-222-7490).

- J. **NCOA Senior Center Accreditation.** Elder Affairs will, **starting in FY2013**, make available funds to help defray the cost of National Senior Center Accreditation through the "National Institute of Senior Centers" (NISC). The match will be up to 50.0% of local cash provided for this purpose.

Funding. This is a **competitive application process**. Successful proposals may expect funding in the following ranges, using the “**Basis for Consideration**” items indicated.

The ranges/maximum indicated may or may not be typical given the number of applications and amount of funding available.

Priority A:	up to \$25,000
Priority B:	\$35,000+
Priority C:	up to \$15,000
Priority D, E:	\$2,000-\$4000
Priority F-J:	up to \$5,000
Priority K:	n/a in FY2012

General observation:

Consortium proposals should note plans for continued funding. Elder Affairs will consider multiple year requests for the same purpose *as funding permits*; applicants may not assume the availability of subsequent funding.

Basis for Consideration:

- **Agreement with a stated priority category.**
- **Clearly identified needs.** More consideration is given to applications that present a systematic means of collecting data or information regarding unmet needs.
- **Appropriate, measurable outcomes.** Objectives to realistically target the number of individuals to be served through direct contact or intervention. Strategies should be practical and show supportive working relationships among consortium members.
- **Time frame and budget show a suitable/targeted allocation of resources.**
- **Completeness.** All supporting documents, e.g., job descriptions, work plan with measurable outcomes, budget, attachments, time-line and memoranda of understanding should be clear, thorough and appropriate to the chosen objectives.
- **Use of Non-Traditional Resources.** Strong consideration will be given to activities that serve as a model for development elsewhere by other agencies. Please highlight innovative and effective working relationships with providers or organizations that traditionally do not focus on seniors.
- **Continuation; Other Support.** The proposal should demonstrate the importance of incentive funds in meeting stated objectives and show effective use of other resources such as: cash, donations and in-kind and volunteer support. The potential for future local funding is a strong concern.

General Notes/Considerations

- All expenses must be incurred no later than June 30, 2012;
- Consortium members (except incorporated associations) **must have already submitted their FY11 annual reports (EOEA-SGA) to Elder Affairs;**
- Note whether the consortium is for new, expanded or continuing service;
- The maximum rate of pay that can be requested is \$35/hour;
- Submissions **not to exceed 10 pages**, including labeled attachments;
- Time lines and work plans are suggested.
- Requests for continued prior year funding must contain a summary with a maximum of 250 words highlighting measurable outcomes or limitations of the prior grant and demonstrate the need for ongoing support.

Objectives are measurable outcomes: indicate how you would evaluate the success or impact of the proposal, using duplicated and unduplicated counts:

Duplicated units of service reflects the contacts, hours, one-way rides, classes, sessions, visits, programs, applications completed, intakes/ referrals, etc. you anticipate providing

Unduplicated counts reflect a tally of unique **clients** (such as might appear on an alphabetic or computerized roster).

Job descriptions must include:

- a) The job title/s;
- b) A brief, general statement of duties;
- c) At least six (6) examples of specific duties or functions to be performed;
- d) Identification of supervision received or exercised;
- e) The knowledge, skills and or abilities expected for the position which are not necessarily those of the incumbent. Minimum qualifications should be specific to the *position* and not the individual;
- f) Salary range - Please state the rate of pay per hour/class/annum or other measure. Fringe benefits and hours per week should also be noted.
- g) Identify whether a position is contractual and include a copy of the proposed contract or agreement for services.

(continued)

Transportation Consortium Requests:

While it is not necessary to address all these issues, you may wish to note whether the particular item is applicable to your proposal:

- Consortium role in coordinating rides and providing support services, if any;
- Job descriptions;
- Escort policies;
- Dispatch policies for shared or joint programs;
- Scheduling policies and procedures;
- Client screening and documentation;
- Agreement for local contributions such as: cash, in-kind or other;
- Cost analysis per trip or per client;
- Policy for carrying or assisting with medical equipment;
- Insurance;
- Public relations and outreach for program;
- Meeting schedule for participating COAs
- Record keeping requirements and procedures.

Attachment B (Budget):

Use the "OTHER (LOCAL) RESOURCES" to note contributions that directly relate to your proposal. Please identify the volunteer equivalent "rate of pay" in the "NOTES" column. All service incentive expenditures must be incurred and products delivered no later than June 30, 2012.

Deadline:

Proposals with the required number of copies (see the last page of Attachment "A") shall be **postmarked** to the **Executive Office of Elder Affairs, (ATT: COA Grants), One Ashburton Place, 5th Floor, Boston, MA 02108-1518** **no later than 5:00 p.m. on January 24, 2012.** Facsimile copies will not be accepted. Please forward a copy of your proposal to your Area Agency on Aging for its information.

Contact:

Emmett H. Schmarsow, Program Manager at (617) 222-7471; (800) 698-8214 or emmett.schmarsow@state.ma.us; or Sherri Sore, Field Service Coordinator at sherri.sore@state.ma.us or (617) 223-9928.

Contents:

Attachment A: Application
Attachment B: Budget