



REQUEST FOR PROPOSALS

Older Americans Act Title III Funding Fiscal Year 2022

**All Applicants are required to attend a
Budget Technical Assistance Zoom Meeting
March 31st
10:00 am- 11:00 am
See page four for details**

**Applications due no later than 4:00 p.m.
Wednesday, April 21, 2021**

REQUEST FOR PROPOSALS
Title III Funding under the Older Americans Act
Fiscal Year 2022

Application due no later than 4:00 p.m.
on Wednesday, April 21, 2021

GENERAL INSTRUCTIONS

To be considered for Fiscal Year 2022 funding, you must:

- Submit an electronic copy of the Grant Application (in Word), Title III Budget, Agency Audit, and all Application Attachments listed below, with original signatures no later than 4:00 p.m. on April 21, 2021 to GJames@SWCAA.org
- Unless a smaller font is necessary to complete an application chart, present all text responses, as set in the application, in font Calibri 11.
- Please save documents using the following format: Organization, Project Name, Document Name, FY22. For example, *SWCAA Senior Health Application FY 22*, or *SWCAA Senior Health Budget FY22*, or *SWCAA Senior Health Audit FY22*, or *SWCAA Senior Health Application Attachments FY22*.
- Do not add additional pages
- **The application must contain the following items in the order listed below**

| REQUIRED DOCUMENTS FOR SUBMISSION | CHECK OFF |
|---|-----------|
| 1. Grant Application FY 2022 | |
| 2. Title III Budget FY 2022 | |
| 3. Agency Audit including Single Audits, and response if any findings (Please include this separate from the Application Attachments below) | |
| 4. Application Attachments which include: <ul style="list-style-type: none"> • Voluntary Contribution Procedure • Referral Plan • Client Grievance Procedure • Job Descriptions for direct support positions • Affirmative Action Plan including signed Vendor Statement(s) • Letter(s) of Understanding for Subcontracts (if applicable) • Signed Standard Assurances | |

Omission of requested information or the submission of incomplete material may cause removal of application from further consideration. If you have any questions please contact Gretchen James, Grants Manager, at (203-814-3620) or (GJames@swcaa.org).

NEW PROGRAM INTERVIEW is required for all prospective NEW programs. SWCAA will contact the applicant to schedule the interview during an allocations subcommittee meeting held in late May or early June.

APPLICATION REVIEWS

All applications that meet the submission requirements will be reviewed by an allocations subcommittee made up of SWCAA Board of Directors and Advisory Council members.

Applications will be reviewed on a competitive basis utilizing the following criteria:

- level of need for the project as demonstrated by alignment with SWCAA’s Area Plan
- ability of the project to serve Older Americans Act populations
- geographic area(s) served (An effort is made to balance fund distribution throughout the southwestern CT area based on the population of poor and minority seniors.)
- reasonableness of the project plan
- qualifications of staff assigned to the project
- project budget and proposed unit cost
- site visit observations or new program interview

Based on subcommittee recommendations, the SWCAA Board of Directors will, in its discretion, determine final awards.

SWCAA will notify each applicant in writing within ten (10) days after the decision of the Board of Directors of the applicant’s proposal status. Appeals are accepted only in the case that the applicant has evidence of SWCAA’s failure to follow the application review and funding process and must be sent via registered mail or delivered in person to 1000 Lafayette Boulevard, 9th Floor, Bridgeport, CT 06604 within ten (10) days of the dispatch date of SWCAA’s notification. Further details on the appeals process may be found in the Policy and Procedure Manual available at www.SWCAA.org.

SWCAA WEBSITE GRANT WRITING RESOURCES

The following documents are available on SWCAA’s website (www.SWCAA.org/Funding Opportunities) under “Grant Writing Resources”

- Title III MIS Service Definitions- lists all services eligible for reimbursement through Title III
- Policy and Procedure Manual
- U.S. Census Data & Fairfield County Demographics
- Poverty Guidelines
- Fiscal Years 2018-2021 Area Plan on Aging Summary
- Budget & Application Glossary and Examples
- Older Americans Act and Regulations
- Community Services Policy Manual

TECHNICAL ASSISTANCE

SWCAA is pleased to offer one mandatory and two optional technical assistance sessions for applicants this fiscal year.

Mandatory Budget Technical Assistance Zoom Meeting

March 31, 2021

10:00 a.m. - 11:00 a.m.

All applicants who intend to submit an application are REQUIRED to participate in this technical assistance session. Applicants should review all budget and application materials found at [SWCAA.org/Funding Opportunities](http://SWCAA.org/Funding%20Opportunities) prior to participating in the session.

To register please contact Gretchen James (GJames@SWCAA.org) and include the name (s), and email address for each person participating by March 29th.

Title III Grant Applications Video

All applicants have the option of viewing the Title III Grant Applications video found at [SWCAA.org/Funding Opportunities](http://SWCAA.org/Funding%20Opportunities).

Technical Assistance by Request

All applicants have the option of attending an individual meeting with SWCAA to review grant specific questions before submitting the final Application, Budget and all required documents. Please contact Gretchen James at GJames@swcaa.org to schedule a meeting.

IMPORTANT DETAILS FOR SUBMITTING YOUR APPLICATION & BUDGET

1. Applicants who fail to participate in the mandatory budget technical assistance session will be disqualified.
2. All SWCAA-funded projects and services must be located in one or more of the following fourteen (14) towns:

Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, Weston, Westport, and Wilton.
3. Applications are sought on a competitive basis for the project period October 1, 2021-September 30, 2022. All grants will be subject to the availability of funds.
4. **The electronic copy of the Application, Budget, Agency Audit, and Application Attachments must be submitted no later than 4:00 p.m. on Wednesday, April 21, 2021 to Gretchen James at gjames@swcaa.org.**
5. If SWCAA does not award the total grant amount requested, partial funding may be awarded. In such a case, a revised budget, goals, and estimated client and service numbers will be required.
6. Services must target adults age 60 years and over, living in SWCAA's fourteen (14) town area, with funding preference given to programs serving older persons in greatest

economic or social need with particular attention to low-income minority individuals and persons at risk of institutionalization. The number of low income and the number of minority older individuals to be served should be, at a minimum, in the same proportion as represented in the older population of the towns to be served according to the most recent U.S. census. Census data for southwestern Connecticut is available at www.SWCAA.org. Title III funds may not supplant Medicaid funds.

7. Each grantee must offer participants in Title III funded projects the opportunity to contribute voluntarily to the cost of activities.
8. All Title III funded projects must include matching funds from non-federal sources. Please review the non-federal match and declining funding formula policies in the Policy and Procedure Manual for Title III Grants. Match percentages are calculated on the total project cost. Certification of the availability of the non-federal matching funds must be included in the application budget.
9. Applicants are responsible for familiarizing themselves with (1) the SWCAA Policy and Procedure Manual for Title III Grants, (2) the Older Americans Act, (3) the SWCAA Fiscal Years 2018-2021 Area Plan on Aging and (4) appropriate State and Federal regulations. The SWCAA Policy and Procedure Manual, the SWCAA Area Plan on Aging and links to the State and Federal regulations are available at www.SWCAA.org.
10. Use only the FY 2022 SWCAA Application and Budget forms.
11. All grants awarded will be monitored by SWCAA, as required by the federal government. The process includes an annual on-site monitoring visit, monthly claim submissions in SWCAA's online data portal (Grantee Gateway), a year-end report, and additional reporting as necessary.

MISSION & ROLE OF SWCAA

The Southwestern Connecticut Agency on Aging (SWCAA) is a private, not-for-profit corporation, established in 1974. Its mission is to provide leadership and resources to meet the needs of the rapidly growing elderly population and to maintain and improve the quality of life and independence of older persons.

As a designated Area Agency on Aging, SWCAA is a pass-through funding source for federal and state dollars for the elderly in the fourteen-town area of southwestern Connecticut. SWCAA awards grants and contracts to community agencies to provide supportive services for community adults aged 60 and older through an annual Request for Proposals process. Funding supports services such as nutrition, in-home, legal, health, adult day care/respite, transportation, senior centers and outreach/social support.

TITLE III SERVICES & ESTIMATED FUNDS AVAILABLE BY CATEGORY

Early estimates of Federal and State funds available for FY 2022 listed below are subject to change following approval of Federal and State budgets. The maximum award allowed for any one project is \$50,000 per fiscal year except under extraordinary circumstances. For a complete list of reimbursable services under Title III-B, Title III-D, and Title III-E visit [SWCAA.org/Funding Opportunities/Grant Writing Resources](http://SWCAA.org/FundingOpportunities/GrantWritingResources) for the MIS Service Definition Lists.

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|--|---|
| <p>TITLE III-B \$601,822 (estimate)</p> | <ol style="list-style-type: none"> 1. <i>Access Services.</i> Helping seniors gain access to available services through information & assistance, outreach, transportation, and health (including behavioral health) services. 2. <i>Legal Services</i> 3. <i>In-home Services.</i> Homemaker, home health aide, visiting and telephone reassurance, adult day care, chore, minor home modification, personal care services and other supportive services that assist older individuals in living independently in a home environment. 4. <i>Community Services.</i> Multipurpose senior centers, mental health services, dental services, and other community based supportive services. |
| <p>TITLE III-D \$ 46,656 (estimate)</p> | <p><i>Evidence-Based Health Promotion Programs</i> All Title III D funded programs must replicate programs that meet the Administration on Aging’s highest-level criteria for evidence-based programs. For eligible evidence-based programs go to Title-III-D-Highest-Tier-EBPs-February2020.pdf</p> |
| <p>TITLE III-E \$ 221,918 (estimate)</p> | <ol style="list-style-type: none"> 1. <i>National Family Caregiver Support Program</i> Supportive services for family caregivers (aged 19 and older) who provide in-home care for an individual aged 60 and older including: <ul style="list-style-type: none"> • Information/Assistance; • Case management; • Individual counseling; • Caregiver support group; • Caregiver training & other support services 2. <i>Grandparents Raising Grandchildren</i> Supportive services for grandparents or other family caregivers (aged 55 and older) of children (aged 18 or younger or with a disability) including: <ul style="list-style-type: none"> • Information/Assistance; • Case Management; • Individual counseling; • Caregiver support group • Caregiver training and other support services |

ELIGIBILITY FOR FUNDING DEFINED BY OLDER AMERICANS ACT

1. Public; incorporated private 501(c)(3) non-profit; and private, for-profit agencies (must be approved by the State Unit on Aging) in good standing with the office of the Connecticut Secretary of State that provide service within SWCAA's fourteen-town area (Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, Weston, Westport, Wilton) are eligible.
2. All applicants must submit a financial audit for the previous fiscal year. Any agency required to obtain a state or federal single audit must also submit those reports. If the audit includes any audit findings, a letter from management addressing how they are responding to the findings must also be submitted.
3. **Please see the MIS Service Definitions to see what your agency can be reimbursed for under Title III. Only services described on the appropriate Title III MIS Service Definitions lists (available at [www.SWCAA.org/Funding Opportunities](http://www.SWCAA.org/Funding%20Opportunities)) are eligible for funding.**