



## **REQUEST FOR PROPOSALS**

**Older Americans Act  
Title III B, D, E Funding  
American Recovery Plan Act (ARPA)  
Fiscal Year 2022**

**Applications due no later than 4:00 p.m.  
Wednesday, November 10, 2021**

**FY 2022 AMERICAN RECOVERY PLAN ACT  
REQUEST FOR PROPOSALS  
Older Americans Act Title III Funding  
Application due no later than 4:00 p.m.  
on Wednesday, November 10, 2021**

**GENERAL INSTRUCTIONS**

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

- Submit an electronic copy of the ARPA Application (in Word), Title III Budget in Excel, Agency Audit, and all Application Attachments listed below, with original signatures no later than 4:00 p.m. on November 10, 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: Your Organization Name, Your Project Name, Document Name (Application, Budget, Agency Audit, Application Attachments), FY22.
- Do not add additional pages
- **The application must include the following separate four documents:**

<b>REQUIRED DOCUMENTS FOR SUBMISSION</b>	<b>CHECK</b>
1. ARPA Application FY 2022	
2. Title III B, D, OR E Budget FY 2022 (Based on the MIS Service Definition you are requesting funds for)	
3. Agency Audit including Single Audits, and response if any findings or IRS Form 990 (Unless you are a current grantee and document is on file at SWCAA). Attach the audit as a separate document.	
4. Application Attachments as One Document: <ul style="list-style-type: none"> <li>• Voluntary Contribution Procedure (Unless you are a current grantee and document is on file at SWCAA)</li> <li>• Referral Plan (Unless you are a current grantee and document is on file at SWCAA)</li> <li>• Client Grievance Procedure (Unless you are a current grantee and document is on file at SWCAA)</li> <li>• Job Descriptions for direct support positions</li> <li>• Affirmative Action Plan including signed Vendor Statement(s)</li> <li>• Letter(s) of Understanding for Subcontracts (if applicable)</li> <li>• Signed Standard Assurances</li> </ul>	

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

### **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 a 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.

### **ARPA FUNDING DEFINED**

The American Recovery Plan Act includes considerable funding for programs serving older adults. The COVID-19 pandemic disproportionately affected older adults. It is SWCAA's intention to use these funds to improve or build capacity for community-based services. Program examples may include food, social engagement, and long-term care services to help older adults forego isolation and get the supports they need. We encourage program applications that address critical needs exacerbated by the pandemic such as, Mental Health Services, Chore Services, Social Isolation, and Food Insecurity. This RFP is open to municipalities and nonprofit organizations serving older adults in SW CT. Applicants must serve older adults and/or their caregivers. Services must meet descriptions developed by State and Federal entities.

**NEW PROGRAM INTERVIEW** is required for all prospective NEW programs. SWCAA will contact the applicant to schedule the interview to be held December 2, 2021.

### **APPLICATION REVIEWS**

Qualifying applications will be reviewed by an allocations subcommittee made up of SWCAA Board of Directors. Applications will be reviewed on a competitive basis utilizing the following criteria:

- alignment with American Recovery Plan Act funding goals
- level of need for the project as demonstrated by alignment with SWCAA's Area Plan
- ability of the project to serve Older Americans Act target 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, 9<sup>th</sup> 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](http://www.SWCAA.org).

## **TECHNICAL ASSISTANCE**

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](mailto:GJames@swcaa.org) to schedule a meeting.

## **IMPORTANT DETAILS FOR SUBMITTING YOUR APPLICATION & BUDGET**

1. All SWCAA-funded projects must serve clients residing in one or more of the following fourteen (14) towns (note: caregivers may live outside of the region provided the care recipient lives within the region):

Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, Weston, Westport, and Wilton.

2. Applications are sought on a competitive basis for the project period January 17, 2022-September 30, 2022. All grants will be subject to the availability of funds.
3. **The electronic copy of the ARPA Application, Budget, Agency Audit, and Application Attachments must be submitted no later than 4:00 p.m. on Wednesday, November 10, 2021 to Gretchen James at [gjames@swcaa.org](mailto:gjames@swcaa.org).**
4. 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.
5. 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](http://www.SWCAA.org). Title III funds may not supplant Medicaid funds.

6. Each grantee must offer participants in Title III funded projects the opportunity to contribute voluntarily to the cost of activities.
7. Title III funded projects must include matching funds from non-federal sources. Match percentages are calculated on the total project cost. Certification of the availability of the non-federal matching funds must be included in the budget. Match percentages are as follows:
  - Title III B-15%
  - Title III D- 0%
  - Title III E-25%
8. 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 2022-2024 Area Plan on Aging and (4) appropriate State and Federal regulations available on the SWCAA website.
9. Use only the FY 2022 SWCAA ARPA Application and Budget forms found on the ARPA RFP page on the SWCAA website. There are three different budgets. Applicants must select the correct budget based on their application request (i.e. Title III B, D, or Title III E). For a complete list of reimbursable services available in each funding category please see the MIS Service Definitions on ARPA RFP page on the SWCAA website.
10. All grants awarded will be monitored by SWCAA, as required by the federal government. The process includes an annual monitoring visit, monthly claim submissions in SWCAA’s online data portal (Grantee Gateway), a year-end report, and additional reporting as necessary.

### **SWCAA WEBSITE GRANT WRITING RESOURCES**

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

- Title III MIS Service Definitions- lists all services eligible for reimbursement
- Policy and Procedure Manual
- U.S. Census Data & Fairfield County Demographics
- Poverty Guidelines
- Fiscal Years 2022-2024 Area Plan on Aging Summary
- Budget & Application Glossary and Examples
- Older Americans Act and Regulations
- Community Services Policy Manual

## TITLE III SERVICES & ESTIMATED ARPA 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/ARPA RFP](http://SWCAA.org/FundingOpportunities/ARPA_RFP) for the MIS Service Definition Lists.**

<p>TITLE III-B \$500,000 (estimate)</p>	<ol style="list-style-type: none"> <li>1. <i>Access Services.</i> Helping seniors gain access to available services through information &amp; assistance, outreach, transportation, and health (including behavioral health) services.</li> <li>2. <i>Legal Services</i></li> <li>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.</li> <li>4. <i>Community Services.</i> Multipurpose senior centers, mental health services, dental services, and other community based supportive services.</li> </ol>
<p>TITLE III-D \$ 20,000 (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 a list of eligible evidence-based programs see the <i>ARPA RFP</i> page.</p>
<p>TITLE III-E \$ 40,000 (estimate)</p>	<ol style="list-style-type: none"> <li>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"> <li>• Information/Assistance;</li> <li>• Case management;</li> <li>• Individual counseling;</li> <li>• Caregiver support group;</li> <li>• Caregiver training &amp; other support services</li> </ul> </li> <li>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"> <li>• Information/Assistance;</li> <li>• Case Management;</li> <li>• Individual counseling;</li> <li>• Caregiver support group</li> <li>• Caregiver training and other support services</li> </ul> </li> </ol>

## **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 or IRS Form 990 for the previous fiscal year unless the document is already on file. 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.