



## REQUEST FOR GRANT APPLICATIONS IN RESPONSE TO THE SERVICE NEEDS OF OLDER ADULTS AND CAREGIVERS RESULTING FROM THE COVID-19 PANDEMIC

### **Application Submission Instructions**

Applications will be accepted on an on-going basis through 11.30.2020 or until all available funds have been expended, whichever comes first.

Submit applications electronically in Microsoft Word, Excel, and/or PDF formats to [judi@nwrdc.org](mailto:judi@nwrdc.org).

### **Inquiries**

Direct all inquiries about application content and process to Judi Weiss, Grant and Contract Manager at [judi@nwrdc.org](mailto:judi@nwrdc.org) or leave a message at 218.732.9932

### **Project Completion Date**

Awarded funds must be expended and project activities completed by 12.31.2020.

### **Mission Statement**

The Dancing Sky Area Agency on Aging works with rural communities to help older adults stay in control of their choices.

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## **BACKGROUND**

The Dancing Sky Area Agency on Aging (DSAAA) is 1 of 7 Area Agencies on Aging in Minnesota. We serve a community which is made up of a unique and resilient group of older adults, caregivers, persons with disabilities and home- and community-based providers in 21 counties throughout Northwest and West Central Minnesota.

We believe that all older adults and caregivers are vital to the quality of place in each of our rural communities. While vital, our aging population must adapt to an ever-changing world while facing challenging economic barriers. Because of this, we recognize how important it is for older adults to have access to services regardless of where they live and for each of us to be empowered to live and age healthier, no matter our age.

Delivering services in our region, which makes up 28% of Minnesota's land mass and has a low population density, can be challenging. Innovation in our communities and collaboration with key partners is essential to the future of our aging community.

In our region, we envision vibrant communities invested in their elders. We envision older adults and caregivers planning for the future. We envision that together; our communities and older adults thrive.

Counties served in our planning and service area are Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Traverse and Wilkin.

## **REQUEST FOR GRANT APPLICATIONS**

The funds available through this Request for Grant Applications are to address the service needs of older adults and caregivers resulting from the COVID-19 pandemic and the challenges being faced by agencies and organizations in the delivery of these services. To ensure the timely utilization of the funds, DSAAA has implemented a streamlined application and award process.

DSAAA is seeking providers of the following:

Supportive Services in any location in DSAAA's service area where there is a gap in the proposed service(s).

- **Chore** – Assistance such as heavy housework (including but not limited to washing floors, windows and walls; basic home maintenance; or moving or removal of large household furnishings and heavy appliances), yard work or sidewalk maintenance for a person. Unit of service = 1 hour.
- **Homemaker** – Assistance such as preparing meals, shopping for food and other personal items (grocery delivery included), managing money, answering or making telephone calls for the client or doing light housework (including but not limited to laundry). Unit of service = 1 hour.

## **AVAILABLE FUNDS**

Enhanced Home Care Funds originating with the Minnesota State Legislature, sub-awarded to the Minnesota Board on Aging (MBA) and allocated to DSAAA, will be awarded in amounts of up to \$25,000.

Awards will be made on an on-going basis through November 30, 2020, or when all available funds have been expended, whichever comes first.

No matching funds are required for Enhanced Home Care grant awards. Enhanced Home Care grant awards are not renewable.

**ELIGIBLE APPLICANTS**

Non-profit or for-profit agencies, units of government and for-profit organizations with relevant expertise and experience in the provision of services to older adults and/or caregivers are eligible to submit an application for Enhanced Home Care Funds.

Service providers who are not currently receiving Title III OAA funds are encouraged to apply. DSAAA’s current Title III providers may apply for funding for a new service but may not apply for a service they are currently receiving Title III funding to provide.

**FUNDING PERIOD**

Enhanced Home Care Funds are available for use upon execution of a signed agreement and must be expended by 12.31.2020.

**SERVICE AREA**

Enhanced Home Care Funds provided through this Request for Grant Applications are intended for use in DSAAA’s twenty-one county service area. Funds are intended to fill service gaps; applications for services that duplicate existing services within an area will not be funded. No minimum service area is required, and multi-county service areas are permitted. (Counties in the DSAAA service area are included in the Background section).

**ENHANCED HOME CARE FUNDING SCHEDULE**

Request for Grant Applications Released:	September 29, 2020
Applications Due:	Applications will be accepted on an on-going basis through 11.30.2020
DSAAA Executive Committee Awards Funds:	Ongoing through 12.04.2020 or until all available funds are expended, whichever comes first
Award Notifications:	On-going
Awards Available/Service Delivery Begins:	On-going
<b>Enhanced Home Care Funds expended and projects must be completed by 12.31.2020</b>	

**ELIGIBLE PERSONS TO BE SERVED**

Enhanced Home Care Supportive Services: Persons 60 years of age and older.

**TARGET POPULATIONS**

Services must be designed to meet the needs of all eligible persons; however special emphasis must be placed on specific target populations as follows:

1. Individuals residing in rural areas

a) “Rural” for this purpose means any area that is not defined as urban. Urban

areas comprise (1) urbanized areas (a central place and its adjacent densely settled territories with a combined minimum population of 50,000) and (2) incorporated places or census designated places with 20,000 or more inhabitants.

2. Individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas)

a) "Greatest economic need" means the need resulting from an income level at or below the federal poverty level;

3. Individuals with greatest social need (with particular attention to low-income minority individuals and individuals residing in rural areas)

a) "Greatest social need" means the need caused by non-economic factors, which include:

1. Physical and mental disabilities
2. Language barriers, and
3. Cultural, social, or geographical isolation, including isolation caused by racial or ethnic status, that
  - i. Restricts the ability for an individual to perform normal daily tasks
  - ii. Threatens the capacity of the individual to live independently;
4. Individuals at risk for institutional placement
  - i. "At risk for institutional placement" means having a limitation in at least two of the Activities of Daily Living;
5. Individuals with severe disabilities;
6. Individuals with limited English proficiency;
7. Individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction.

In addition, the following targeting criteria should be used to reach older adults with the greatest need these services:

- For Chore, target services to individuals who have difficulty with heavy housework, yard work or sidewalk maintenance.
- For Homemaker, target services to individuals who have difficulty with one or more Instrumental Activities of Daily Living (IADLs), such as preparing meals, shopping for food or other personal items, managing money, using the telephone or light housekeeping.

#### **PAYMENT AND REPORTING REQUIREMENTS**

Payment will be made on a reimbursement basis.

Awarded applicants must submit financial reports/requests for payment that include a description of funds expended and funds requested for the period. Additionally, programmatic reports that include information about individuals served by the project, including client characteristics, and units of service provided are required.

DSAAA reserves the right to request additional reports as deemed necessary.

NAPIS forms for each client will be required and all reports will be due by January 13<sup>th</sup>, 2021.

## **APPLICATION**

A complete Enhanced Home Care Grant Application will include the following sections in the order indicated (a description of each section follows the list):

- Section 1 – Budget
- Section 2 – Narrative
- Section 3 – Persons to be Served Form
- Section 4 – Organizational Information and Fiscal Capacity Form
- Section 5 – Assurances of Compliance and Certifications Required by Federal Law

### Description of Application Sections

**Section 1 – Budget:** The Grant Application Budget Instructions and Forms are provided in an Excel spreadsheet format complete with formulas. Follow the instructions carefully to maintain the integrity of the spreadsheets.

The budget form is subject to change following award notifications.

**Section 2 – Narrative:** Submit a Narrative that provides clear and concise responses to each item included in the Narrative Checklist that follows. The Narrative should specifically address the service(s) proposed in the grant request. Label the Narrative as Section 2. The Narrative should not exceed 1,000 words. DSAAA reserves the right to request additional information from applicants for clarification purposes.

### **Application Narrative Checklist**

Introduction	A one-paragraph summary of the proposed project, including ask amount
Organizational Description	A succinct description of your agency/organization/unit of government including its mission, date of incorporation, service area, services currently being provided, sources of financial support and other pertinent resources. Describe experience in providing services to older adults
Project Description	A concrete description of the project you are proposing. Include: service(s) proposed; how the need for the service(s) was determined, including the impact of COVID19 on the population to be served; who you propose to serve and their characteristics; how the service(s) will reach target populations; service area.
Work Plan/Project Implementation	A description of the activities or a series of benchmarks for the implementation of the project with an approximate timeline. Also describe who will implement the project and carry out the activities, i.e. staff, volunteers, partnerships with other organizations. This section must include a plan for ensuring the safety of service participants, staff and volunteers during the COVID-19 pandemic.
Project Impact	What will change/improve for older adults and/or caregivers as a result of the proposed service(s).

Section 3 – Persons to Be Served Form: Complete the Persons to be Served Form and include it in the application.

The following definitions and instructions should be used when completing the form:

*Rural* - for this purpose, rural means any area that is not defined as urban. Urban areas comprise (1) urbanized areas (a central place and its adjacent densely settled territories with a combined minimum population of 50,000) and (2) incorporated places or census-designated places with 20,000 or more inhabitants.

*Race/Ethnicity* - for this purpose, White Non-Hispanic is any person who is not considered a minority. Minority status is confined to the following designations: White Hispanic; American Indian/Alaskan Native; Asian; Black/African American; Native Hawaiian or Other Pacific Islander; Other Race; and two or More Races.

*Below Poverty* - for this purpose, below poverty is defined as persons whose income is at or below the official HHS poverty threshold.

The Unduplicated Count section is designed to project an unduplicated count of all eligible persons to be served during the project period and their characteristics. At the top of the page, enter the Service to be provided, i.e., Chore. Only supply information in the columns of the Service(s) you propose to provide.

The applicant must estimate the number of unduplicated persons projected to be served during the project period for each service. In addition, the following characteristics must be projected: race/ethnicity, rural residents, county of residence and low-income status.

See definitions above.

List each county in which the project will operate. Project the number of persons to be served by county of residence.

All spaces must be filled. If it is estimated that no persons within a certain category will be served, then place a "0" in that space.

In the Volunteers section, estimate the total number of volunteers to be used in each Service, the number who will be 60 years of age and older, and the number of volunteer hours to be provided.

Section 4 – Agency Information and Fiscal Capacity Form: Complete the Agency Information and Fiscal Capacity Form and include it in the application; attach documents as requested.

Section 5 – Assurances of Compliance and Certifications Required by Federal Law: All funded projects must be administered in compliance with the assurances and certifications included as Section 5. Carefully review the Assurances of Compliance and Certifications Required by Federal Law included in this section, complete as indicated and include the entire document in the application.

#### **APPLICATION EVALUATION AND SELECTION PROCESS**

Enhanced Home Care Funds will be awarded on a competitive basis. Applications will be considered weekly.

Applications will be evaluated based on: adherence to the Request for Grant Applications; identified need for the service(s) as a result of the COVID-19 pandemic; viability of the proposed project and the impact it will have on program participants; ability of the applicant organization to manage the

Enhanced Home Care Funds; and justification of the overall budget and amount requested when compared to proposed project, number of people to be served and units of service to be provided.

The DSAAA Executive Committee will, at its sole discretion, make funding awards that are in the overall best interest of DSAAA, the twenty-one-county service area and the persons proposed to be served. DSAAA reserves the right to reject any and all applications.

DSAAA's grant and contract manager will notify applicants via e-mail of the action taken by the Executive Committee.

Unsuccessful applicants have the right to appeal the funding decision in accordance with DSAAA's appeal procedure. DSAAA shall consider an appeal on procedural grounds only and shall not consider issues of merit.