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# 2024 Applicant Conference

June 14<sup>th</sup>, 2023  
9:00 am – 11:00 am



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# Agenda

- Timeline
- CMCOA 14 County Area + Mille Lacs Band
- Request for Proposal
- Service Priorities
- Budget
- Current rates for services
- Eligibility and Targeting
- SmartSimple
- July 18<sup>th</sup> – True Program Cost Training
- NAPIS and PeerPlace
- Quarterly Reporting
- Annual Site Visits



# Timeline

Date	Activity
<b>June 8, 2023</b>	Older Americans Act Title III information and Request for Proposal available on-line at <a href="http://www.cmcoa.org/titleiii.shtml">http://www.cmcoa.org/titleiii.shtml</a>
<b>August 8, 2023; 3:00 PM CST</b>	All applications submitted on CMCOA SmartSimple website.
<b>August 24, 2023</b>	Title III Applicants receive clarifying questions
<b>September 29, 2023</b>	Title III Applicants clarifying responses due
<b>November 2, 2023</b>	CMCOA Board makes 2024 Title III Services funding decisions.
<b>November – December 2023</b>	CMCOA staff complete negotiations with approved projects and all contracts finalized and mailed for signature.



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## Title III RFP

- Title III B Supportive Services- \$978,000
  - Open for new and renewal applicants
- Title III C Senior Nutrition- \$3,119,000
  - Open for Renewal applicants only
- Title III D Health Promotion- \$125,800
  - Open for new and renewal applicants
- Title III E Family Caregiver - \$589,000
  - Open for new and renewal applicants

**Awards Begin on January 1, 2024**



# OAA Service Area

- Funds provided through this RFP are intended to serve the target population in Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena and Wright, including the Mille Lacs Band of the Ojibwe
- Clearly define your service area in your application
- No minimum service area is required (except Legal and Nutrition), and multi-county service areas are permitted.
- Legal Assistance - 14 county region
- Nutrition may apply for individual or combine areas of:
  - Area A : Cass, Crow Wing, Todd, Wadena and Morrison
  - Area B : Benton, Northern Chisago, Isanti, Kanabec, Mille Lacs, Pine, Sherburne, Stearns, and Wright and/or
  - Area C : Southern Chisago County



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## About the Funding

- Federal Funds
- Minimum Award Amounts for Caregiver is \$5,000
- Eligibility for Title III services is age 60+ with exception of Family Caregiver
  - Age 18+ caring for a person 60+ or any age with dementia
  - Age 60+ an adults with a disability age 19-59
- Title III D Health Promotion
  - Less than \$5,000- mini grant
  - \$5,000+



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# What We Will Fund This Cycle

## Title III B – Supportive Services

### – Unregistered

- Legal Assistance (1 provider to cover all 14 counties)
- Legal Education
- Health Promotion: non Evidenced-Based
- Visiting
- Telephone Reassurance
- Home Modification
- Guardianship
- Technology



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## Title III B – Supportive Services Continued

- Registered (require a NAPIS Intake Form)
  - Homemaker (includes grocery shopping)
  - Chore
  - Assisted Transportation (door through door)
  - Personal Care





## Current rates for Services III B

Service	Unit Rate
Legal Assistance	\$48.31 per hour
Legal Education	\$229.00 per session
Health Promotion: non Evidenced-Based	\$62.69 per hour
Visiting	Previously \$27.93 per hour
Home Modification	Up to \$500 per activity. May be up to \$1,000 with MBA approval
Telephone Reassurance	\$8.10 - \$25.00 per hour
Guardianship	Not currently funded
Technology	Not currently funded
Hours are reported/ reimbursed in .25 or 15 minute increments	



## Current rates for Services III B

Service	Unit Rate
Assisted Transportation	\$1.32 - \$1.46 per Mile or \$14.09 - \$27.86 per one-way trip
Chore	\$14.35 - \$33.23 per hour
Homemaker	\$12.40 - \$28.22 per hour
Personal Care	Not currently Funded
Guardianship	Not currently funded
Applicants may state if they prefer to be reimbursed per mile or per one-way trip for Assisted Transportation	
Hours are reported/ reimbursed in .25 or 15 minute increments	



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# What We Will Fund This Cycle-

## Title III Nutrition

Title III C Nutrition Services (requires NAPIS intake form)

- Title III C1 Congregate - registered
- Title III C2 Home Delivered Meals – registered



## What We Will Fund This Cycle: III D Health Promotion

### Title III-D Evidenced-Based Health Promotion and Disease Prevention

Providers of this service offer evidenced-based programs to educate older adults about chronic diseases and provide prevention-focused public health on topics like reducing falls, managing chronic pain, weight loss and stress management.

The classes CMCOA will fund are:

A Matter of Balance	Diabetes Prevention Program (DPP)
Stay Active and Independent for Life (SAIL)	Program to Encourage Active, Rewarding Live (PEARLS)
Living Well with Chronic Conditions	Living Well with Chronic Pain
Living Well with Diabetes	Cancer: Thriving and Surviving
Stepping On	Tai Ji Quan: Moving for Better Balance
Bingocize	Aging Mastery Program
Health Coaching for Hypertension	*other EBHP as listed in ACL



## Current rates for Services III D

Service	Unit Rate
Completed Series of Evidenced Based Health Promotion	Up to \$2,500 per Completed Series*
PEARLS (Program to Encourage Active, Rewarding Lives)	\$102.85 per one-to-one session
*SAIL Completed series is based upon a 12 week – 2 times a week program, DPP is based upon completion of the core 16 sessions	



## What We Will Fund This Cycle: Title III E Family Caregiver

- Caregiver Counseling
- Caregiver Training
- Caregiver Support Groups
- Caregiver Respite
  - In-Home
  - Out of Home
  - Out of Home Overnight
  - Other (e.g. Virtual)
- Caregiver Public Information Services – the only III E service which does NOT require a NAPIS form



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## Caregiver cont.

- Caregiver Supplemental Services
  - Home Modifications / repairs
  - Assistive technology/durable equipment/emergency response
  - Homemaker
  - Chore
  - Personal Care
  - Telephone Reassurance
  - Assisted Transportation



## Current rates for Services III E

Service	Unit Rate
Caregiver Consulting	\$41.81 - \$71.75 per hour
Caregiver Training – can be group or one-to-one	\$65.04 per hour one-to-one \$213.30 - \$302.22 per group session
Caregiver Support Group	\$106.08 - \$243.17 per group sessions
Caregiver Respite In-Home	\$27.30 - \$33.65 per hour
CG Respite Out-of-Home Day – can be on-to-one or a group	\$32.00 - \$35.67 per person per hour \$81.40 per hour group respite
Caregiver Respite Out-of Home Overnight	Not currently funding
Caregiver Respite Other	Not currently funding





## Current rates for Services III E

Service – CG Supplemental	Unit Rate
Home Modification/repairs	Up to \$500 per activity. May be up to \$1,000 with MBA approval
Assistive tech/ Durable Equipment, Emergency response	Not Currently Funded
Homemaker	\$19.48 - \$28.22 per hour
Chore	\$33.23 per hour
Personal Care	Not Currently Funded
Telephone Reassurance	Not Currently Funded
Assisted Transportation – can be reimbursed per mile or per one-way trip	\$1.32 – \$1.69 per mile



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## Applicant Eligibility

- Nonprofit and for-profit organizations and units of government or tribes who have experience in providing the services outline in this RFP
- Applicants are encouraged to apply for any and all services available through this funding cycle
- One application and budget are required for each proposed Title III funding category (Title III B, C, D, E)
- There is no maximum number of services which applicants must apply



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## Match Requirement

- Match requirements
  - III B & C – 85% Federal, 15% non-Federal Match
  - III D – 100% Federal
  - III E – 75% Federal, 25% non-Federal Match
- Allowable match sources include state, foundation funding, cash and in-kind contributions such as volunteer time.



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## Client Cost Sharing and Donations

- OAA regulations require that every client is offered the opportunity to financially contribute to a services.
- Cost share contributions are based on a sliding fee donation scale using an the older adult's income and the total cost of the service provided. Required for all services except nutrition, Legal Assistance and Caregiver Public Information Services
- Revenue generated from client cost share and donations are intended to supplement the cost of service delivery and expand the service.
- Awarded applicants must deliver service regardless of a client's ability to contribute to the service.



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# Budget

- Personnel
- Fringe Benefits
- Travel
- Equipment (\$5,000 for 1 item)
- Supplies
- Contracts
- Other
- Indirect Costs
- In-kind
- Units to be provided by service



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# Budget

- Explanation of Non-Title III
  - Participant Contributions
  - Client Cost Share
  - Other Program support Cash [identify source (examples: fundraising, United Way, CSSD, endowments), amount by service]
  - Non-federal cash match by service (examples: fundraising, United Way, LWAH, endowments)



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# Budget

## Persons Served

- Total number of unduplicated persons to be served
- Number of unduplicated persons by race to be served
- Number of persons by race who are at or below poverty
- Volunteers



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# Budget

- Federal Cost per unit
- This is the amount to be reimbursed for each unit (hour, mile or one-way trip, group session) of service





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# Target Population

- Proposed services must be targeted to people age 60+ in greatest need of services, with particular attention to:
  - Low-income older adults and family caregivers
  - Minority older adults and family caregivers
  - Older adults and caregivers with limited English proficient
  - Older adults at risk for institutional placement



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## Supportive Services & Health Promotion

- Eligibility
  - Persons who are age 60 years or older
- Additional Targeting
  - For chore services, target services to individuals who have difficulty with heavy housework, such as yard work and snow shoveling;
  - For homemaker service, target services to individuals who have difficulty with one or more IADLs, such as preparing meals, shopping for food or other personal items, managing money, using the telephone or light housekeeping.
  - Health promotion-target 60+ that are medically underserved
  - Other targeting criteria include Race, Ethnicity, Rural and/or Poverty status.



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# Senior Nutrition Eligibility

- Client (age 60 or older)
- Spouse of client (regardless of age)
- Staff age 60+ (who work at congregate dining site)
- Volunteer (individual of any age providing volunteer services during meal hours), or
- Congregate Individual with disability under age 60 [who lives in a housing facility occupied primarily (i.e., more than 50%) by older adults at which congregate nutrition services are provided].
- Home Delivered Meal-Individual with disability under age 60 (who lives with an eligible client age 60+)



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# Senior Nutrition Targeting

- Additional Targeting Home Deliver Meals
  - Target services to individuals who are at high nutrition risk and have 2 or more ADL limitations
  - Other targeting criteria include Race, Ethnicity, Rural and/or Poverty status.
- Additional Targeting Congregate
  - Target services to individuals who are at moderate to high nutrition risk;
  - Other targeting criteria include Race, Ethnicity, Rural and/or Poverty status



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## Title III E Family Caregiver

- Additional Eligibility
  - Care recipients who are 60 years and older and do not necessarily live with the caregiver, or an individual with dementia receiving care regardless of age
  - Individuals receiving respite care and supplemental services must be determined “frail” - unable to provide two activities of daily living without substantial assistance or due to a cognitive or other mental impairment, requires substantial supervision
- Additional Targeting
  - Caregivers who provide care for older individuals with Alzheimer’s disease and related disorders with neurological or organic brain dysfunction



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# SmartSimple

- <https://cmcoa.us-1.smartsimple.com/>
- Included in the application
  - Request for Proposal
  - Budget (simplified) and persons served
  - Organization chart
  - IRS Tax Exempt Letter if a non-profit
  - 501(c)(3) incorporation if a non-profit
  - Assurances of Compliance and Certifications
  - Subcontractor Certifications (if necessary)
  - Non-Conflict of Interest
  - Affirmative Action
  - Insurance certification
  - Latest financial audit or financial statements



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# True Program Cost Training

Tuesday, July 18, 2023

9:00 a.m. to 12:00 p.m.

- In-person at Resource Training and Solutions Building
- This will show you how to calculate indirect expenses to determine true program costs
- Know the real and full cost of your program.
- This event is free. Register at <https://t.ly/Xm9->
- Presented by Catherine Menick – a Loan Officer and Financial Specialist at Propel Nonprofits



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## PeerPlace

- Cost/fees to maintain PeerPlace license are an allowable expense on your Budget
- \$1,500 establishing a new agency and one program (service) (\$800 each service thereafter)
- \$1000 New service for existing program
- \$750 individual access fee





Supportive Services Program Registration			
Please complete this form to the best of your ability. Heavily outlined items are for office use only.			
Contact Date	AAA Region Office Staff Select		
Section A. Basic Demographics			
Last Name	First Name	Middle Initial	
Gender: <input type="radio"/> Female <input type="radio"/> Male		Date of Birth:	
<input type="checkbox"/> Unspecified			
Address:		Address #2:	
City:	State: MN	Zip Code:	County:
Home Phone:	Mobile Phone:	Work Phone:	
Section B. Social History			
Race (Check all that apply): <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Asian or Asian American <input type="radio"/> Black or African American <input type="radio"/> White <input type="radio"/> Native Hawaiian or Pacific Islander			Ethnicity (Check one): <input type="radio"/> Hispanic or Latino <input type="radio"/> Non-Hispanic
Household Size (Check one): <input type="radio"/> I live alone <input type="radio"/> I live with others			
Section C. Financial			
<input type="radio"/> I live alone.....and my monthly income is between (check one) <input type="radio"/> \$1,215/month or less <input type="radio"/> \$1,216 - \$1,823/month <input type="radio"/> \$1,824-\$2,430/month <input type="radio"/> More than \$2,430/month			
<input type="radio"/> I live with my spouse.....and our monthly income is between (check one) <input type="radio"/> \$1,643/month or less <input type="radio"/> \$1,644-\$2,465/month <input type="radio"/> \$2,466-\$3,287/month <input type="radio"/> More than \$3,287/month			
Section D. Contacts			
Emergency Phone:	Emergency Contact Name	Emergency Contact Relationship:	
Section E. Activities of Daily Living			
Can you walk around inside without any help?	Can you bathe or shower without any help?		
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No		
Can you sit up or move around in bed without any help?	Can you use the toilet without any help?		
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No		
Can you comb your hair, shave, wash your face, or brush your teeth without any help?	Can you dress without any help?		
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No		
Can you get in and out of bed or chair without any help?	Can you manage eating without any help?		
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No		

Section F. Independent Activities of Daily Living	
Can you answer the telephone or make a phone call without help? <input type="radio"/> Yes <input type="radio"/> No	Can you do heavy house cleaning, like yard work and laundry, without any help? <input type="radio"/> Yes <input type="radio"/> No
Can you shop for food and other things you need without help? <input type="radio"/> Yes <input type="radio"/> No	Can you take your medications without help? <input type="radio"/> Yes <input type="radio"/> No
Can you prepare meals for yourself without help? <input type="radio"/> Yes <input type="radio"/> No	Can you handle your own money, like keeping track of bills without help? <input type="radio"/> Yes <input type="radio"/> No
Can you do light housekeeping, like dusting or sweeping, without help? <input type="radio"/> Yes <input type="radio"/> No	Can you use public transportation or drive beyond walking distances without help? <input type="radio"/> Yes <input type="radio"/> No
Section G. Use of Information	
<p>I understand that the information I am providing on this form is for registration purposes. The information will be used by the U.S. Health and Human Services Administration for Community Living (ACL), the Minnesota Board on Aging (MBA) and the Local Area Agency on Aging to create statistical reports. ACL, MBA or its assignees may use this information to conduct a study and/or survey of this service. In addition, information provided here, may be used by other service providers to help identify other services from which I may benefit. This information will not be released to anyone other than the above mentioned parties in a way that will identify me as an individual unless I sign a separate consent for that purpose.</p> <p>My signature (written or typed) indicates my agreement for this information to be used as indicated above.</p>	
Signature: _____	Today's Date: _____

MBA 02/2023



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## Quarterly Reporting

- PeerPlace entry for registered services
- Unit and Financial Report
- Provide each quarter a report on cost share spending
- Progress Narrative
- Persons Served Report



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## Annual Site Visits

- CMCOA will provide a minimum of 1 annual site visit
- Review
  - Allowable Services
  - Allowable Costs
  - Eligibility
  - Forms
  - Match



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# Assistance

- True Program Cost Training July 18, 2023
- Technical Assistance is available through CMCOA Contract Staff
- III-B and III-D – Laura Hoffman,  
[Laura.Hoffman@cmcoa.org](mailto:Laura.Hoffman@cmcoa.org)
- III-C and III-E – Amanda Schindele,  
[Amanda.Schindele@cmcoa.org](mailto:Amanda.Schindele@cmcoa.org)
  - Contract staff can offer general Request for Proposal information but cannot provide program development



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# Questions

