

# ***Denver Regional Council of Governments Area Agency on Aging Request for Proposal Guidelines***

## **Statement of Purpose**

The Denver Regional Council of Governments (DRCOG) is charged with allocating both federal Older Americans Act (OAA) dollars and state Older Coloradans Act funds (known as State Funding for Senior Services (SFSS)) to administer community-based programs for older Americans mandated by the OAA. DRCOG contracts with community-based service providers to provide most of these services. DRCOG is currently seeking proposals from community services providers to provide transportation, chore and homemaker, caregiver and other services.

A complete list of service categories for which DRCOG will solicit proposals can be found within the RFP itself. These services categories are supplied and defined by the Administration on Aging (AoA). Certain service categories (such as home-delivered and congregate meals) are required by the OAA. Other services categories are supplemental but considered vital to meeting the needs of the whole person. Funding levels determine the extent to which these supplemental services can be funded. DRCOG strives to work collaboratively with local community service providers who are prepared to uphold the charge of the OAA.

DRCOG only funds direct services provided to consumers aged 60 and above. Organizations already awarded OAA and SFSS funds for services provided that are seeking additional funds for those same services do not need to complete an application through this process. Organizations seeking to fund a new service not currently funded by DRCOG, please complete an application through this process. Services funded under this RFP are for the six-month term Jan. 1 – June 30, 2019. Organizations seeking funding through this RFP are also encouraged to submit a proposal through DRCOG's regular two-year grant cycle later in the year.

## **Program overview and funding background**

The Denver Regional Council of Governments (DRCOG) is a membership organization designed to represent the interests of local city and county governments in various areas impacting the region. DRCOG also serves as the designated Area Agency on Aging (AAA) for eight counties in the metro area. As such, DRCOG is responsible for periodically assessing the strengths and needs of the region's older adults, developing a four-year plan on aging designed to address those needs and advocating on behalf of older adults at a local, state and national level.

DRCOG's Planning and Service Area (PSA) is region 3A and includes: Adams, Arapahoe, Clear Creek, Douglas, Gilpin and Jefferson Counties, the City and County of Broomfield and City and County of Denver. DRCOG's activities as the AAA are overseen by the State Unit on Aging (SUA) as well as the AoA to ensure they uphold the basic tenets of the OAA.

## **Program Requirements**

Services funded with these dollars are not means tested (meaning no income guideline for eligibility may be applied) and are available to any older adult aged 60 and above. Because service dollars are limited in this region, service providers are required to target service delivery to those who are in greatest economic need, greatest social need, frail, homebound, disabled, minority and low-income. While consumers of these services may contribute to the program via a donation, consumers CANNOT be required to pay for service.

Organizations who are awarded funding are required to enter into a contract with DRCOG. Contractors are required to have the following policies in place when the contract is fully executed (signed by both parties).

In addition, all contracting organizations must maintain appropriate insurance, shall comply with Equal Employment Opportunity guidelines, shall submit a signed contractor's pre-contract certification regarding employing illegal aliens, obtain all necessary licenses, registrations, and/or certifications, attend any mandatory training required by DRCOG and complete/submit all necessary documentation in the method established by DRCOG and by the deadline established by DRCOG. Each of the above is detailed within the required reading portion of the RFP.

Finally, no organization can make a profit off the dollars awarded and must match the dollars awarded at appropriate levels.

## **Funding Selection**

DRCOG staff is supported by the DRCOG Advisory Committee on Aging (ACA). The ACA is comprised of representatives of each of the eight counties served by DRCOG's AAA as well as several members of the DRCOG Board of Directors. ACA members are appointed by each respective county's board of commissioners, county council or mayor. In addition to having an interest in and experience working with an older adult population, many committee members are themselves over the age of 60.

The ACA assists in guiding the work of DRCOG AAA staff, including making funding recommendations to the DRCOG Board of Directors Finance and Budget Committee. The Funding Subcommittee of the ACA is charged with reviewing and evaluating each proposal received according to established criteria published within the required reading portion of the RFP.

## **Application Process**

### *Who can apply?*

DRCOG has historically funded organizations designated as non-profits or public entities including city and county governments. DRCOG can and has funded for-profit organizations. However, it is important to ensure, as stated above, that no profit is made from the dollars awarded via the OAA or SFSS.

### *What is not eligible for funding?*

DRCOG does not provide funding for program startup or development. DRCOG does not fund services provided to anyone under the age of 60.

## *How to Apply*

DRCOG has established an online proposal submission process found here, <http://drcog.oaa-sys.com/rfp>. The online system explains the elements necessary for completion and conducts a validation of each proposal to ensure all required elements have been entered. For more detailed instructions please view the DRCOG Funding Application Information (available on the DRCOG website during the time proposals are being solicited). Below is a list of key elements required in each proposal submitted.

### *General Information*

- Proposal Name
- Brief Program Description: A one-page summary of the services for which each organization is submitting a proposal.

### *Contacts*

- Contact Information: A detailed listing of all staff within each organization that will be responsible for some element of either proposal submission or contract compliance/management.

### *Budget*

- Total Project Budget Expenses: Information reported on this page should pertain only to the expenses related to providing the services for which each organization is proposing to provide.
  - Direct Service Personnel Costs
  - Administrative Personnel Cost
  - Travel Expenses
  - Equipment Expenses
  - Contractual Services
  - Staff Training/Education Costs
  - Indirect Costs
  - Other Costs
- Total Project Budget Funding: Your total project funding should equal (balance) your total project expenses.
  - Requested State/Federal Funds
    - Minimum amount recommended is \$75,000
  - Local Cash Match
    - Recommended to be 50% of total match provided
  - Local In-Kind Match

### *Services*

- Compensated Services: Allows respondents to select which services they wish to submit a proposal to provide as well as how many units of service they will provide in each of the eight counties within the DRCOG region.
- Non-compensated Services: All DRCOG contractors are required to provide both outreach (to market their services) and information and assistance service (to connect consumers with other services they may feel they need).

### *Other Required Information*

- Organization's Federal Employer Identification Number
- Organization's Inception Date
- Type of Agency: Non-Profit, For-Profit, etc.
- Number of years providing the service currently being requested for funding to seniors
- Number of years providing the service currently being requested for funding to seniors specifically in Colorado
- Summary of organization's staff and management minimum qualifications
- Other Sources of funding for the services included in the proposal

- Confirmation and description of the following policies and procedures:
  - Grievance Policy and Customer Complain Process
  - Waiting List Policy
  - Client Contribution Process
  - Targeting Plan
  - Emergency Preparedness Plan
  - Confidentiality Policy and Procedure
  - Travel Documentation Policy and Procedure
- Organizations current assets
- Other questions

### *Application Timeline*

- Required webinar training: **Wednesday, Sept. 12, 2018**
- Proposals are due to DRCOG no later than 5 p.m. MST **Tuesday, Sept. 25, 2018.**
- Awards will be announced in **December 2018**
- Contracts run for a six-month period beginning **Jan. 1, 2019 through June 30, 2019.**

### **Contact DRCOG**

If at any time an organization has any questions regarding submitting a proposal or specifics regarding OAA funding, please call the main AAA phone number, 303-480-6733 and ask to speak with the financial compliance coordinator.