# Government of the District of Columbia

## Office on Aging

## REQUEST FOR APPLICATIONS

## FISCAL YEAR 2013

## WARD 4 - SENIOR WELLNESS CENTER PROGRAM OPERATIONS GRANT

**The D.C. Office on Aging Invites the Submission of Applications for Funding under DC Law 1-24, as amended**

**RFA Release Date: August 21, 2012**

**Application Submission Deadline: September 10, 2012, 4:30 p.m. EDT**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE ON AGING

John M. Thompson, Ph.D., FAAMA
Executive Director

August 21, 2012

Dear Applicant:

Thank you for your interest in applying for a grant under the Office on Aging's Ward 4-Senior Wellness Center Competitive Grant program. This letter highlights a few items in the application package that will be important to you in applying for a grant. You are encouraged, however, to review the entire application package carefully before preparing and submitting your application. Please note the following provisions:

1. Eligible applicants include nonprofit and for-profit organizations, although for-profit organizations may not include profit in their grant application.

2. In an effort to facilitate an effective application evaluation process, all applicants must adhere to the program narrative limitation of 25 pages. Applications that exceed this number will not be reviewed and will be returned to the applicant. To further expedite the reading process, applicants should also follow the format for Section III – Proposal Format - that is provided in the application package.

3. Currently funded Office on Aging Senior Wellness Center grantees should note that prior performance will be assessed and considered in final funding determinations.

4. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.

5. All applicants **must provide a cash match of 10%.** In-kind contributions are welcomed, but will not be considered as a part of the cash match.

6. All applicants must supply proof of unemployment taxes from the District of Columbia Department Employment Services.

   The Office on Aging Hattie Holmes Senior Wellness Center is located at 324 Kennedy Street, NW, Washington, D.C. 20011.

7. All applicants must supply a Certification from the District of Columbia Office of Tax and Revenue that their agency is compliant with District of Columbia tax requirements.

8. The successful applicant will write a proposal that addresses evidence based, comprehensive, integrative approaches to senior health and wellness that result in measurable outcomes showing improvements in participants' health and lifestyle behaviors. Evidence-based programs used must be approved by DCOA. For example, programs combining calisthenics, isometric and stretching exercises combined with dance enable seniors to develop muscle strength and endurance as well as flexibility and cardio-pulmonary fitness. Weight training is essential to optimal physical health for seniors as it strengthens muscles and bones and increases the strength of ligaments and tendons so that less stress is placed on joints. The model approach considers the individual's physical, psychosocial, spiritual, environmental and cultural needs in order to support health and wellness on all levels. Creative presentations on disease prevention, health maintenance, and medication management stimulate recipients to change their lifestyle behaviors and diet habits. Combining sound/balanced nutrition in the lives of seniors with exercise and weight training is essential to the maintenance of physical strength, mental acuity, proper organ function, and sensory perceptions, such as vision, smell, touch, and taste.

9. The successful applicant will show evidence of strong partnerships with other senior wellness related organizations, hospitals or other organizations specializing in health care. Partners should provide services that include screening for diseases such as diabetes, hypertension, cardiovascular, HIV/AIDS, and prostate and breast cancer as well as providing prevention information, health education, and medication management to the participants of the wellness center.

10. All applicants must show evidence of staffing that includes a full-time wellness center director, a nutritionist (part time or full time), and a fitness coordinator, supported by other health, wellness and outreach staff and consultants.

11. Letters of support must show direct partnerships or benefits to the organization and the Wellness center. Letters that are simply stating support will not provide any competitive advantage to the application.

12. All applicants must supply a current Certificate of Incorporation issued by the District of Columbia Department of Consumer and Regulatory Affairs showing that the organization is in good standing with the DC government.

13. All applicants must supply Minutes from the Board of Director's meeting, signed by the President or Secretary of the Board, in which the Board authorizes the applicant to submit an application for funding to the Office on Aging or certification from the Board, signed by either the President or Secretary, giving the Executive Director authority to apply for grants.

14. All applicants must submit a copy of the agency's most recent audited financial statement.

15. The successful applicant is expected to participate in community meetings for purposes of outreach, crime reduction, emergency preparedness, and collaboration.

16. The Aging & Disability Resource Center (ADRC) is a federally-supported entity whose purpose is to coordinate services and assistance for older adults and younger persons with disabilities and it complements other long-term care system change activities designed to enhance access to community living. It is a collaborative effort mobilizing both public and private sector resources to deliver effective long-term care support for providers and customers in a single coordinated service delivery system. The DC ADRC serves as a "one stop shop" helping customers and their families simplify access to needed information, services, and assistance. The successful applicant will be expected to cooperate with and participate in the ADRC processes and activities, provide customers with wellness services and referrals to other appropriate information and service providers within the ADRC framework.

17. The Office on Aging strongly supports and encourages the utilization of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program. The successful applicant is encouraged to utilize the resources of the Department of Small and Local Business Development, including the *Business Center* found on DSLBD's website (http://dslbd.dc.gov) as a resource for identifying CBEs and to publish contracting and procurement opportunities.

Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date. The application must be delivered by hand/courier service **no later than 4:30 p.m., EDT,** on or before the deadline date. Detailed mailing instructions are provided in Section VI - Instructions for Transmitting Application. Applications submitted late will not be accepted. The Office on Aging is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package, please contact Brenda L. Turner, Program and Grants Manager, or Tiffanie Yates, Public Health Nutritionist, at (202) 724-8821.

Sincerely,

John M. Thompson, Ph.D., FAAMA
Executive Director

## Applicant Profile

## D.C. Office on Aging
## FY 2013 Ward 4 - Senior Wellness Center Program Operations Grant

**Applicant Name:** _____

**TYPE OF ORGANIZATION**

**Non-Profit** _____ **For-Profit** _____ **Government**_____ **Other** _____

**Contact Person:** _____

**Office Address:**_____

_____

**Phone/Fax:** _____

**E-Mail:** _____

**Website URL:** _____

**D.U.N.S. Number:** _____

**Tax Identification:** _____

**Program Area:**_____

**Program Description:** _____

_____

_____

**Total Program Cost:** $_____

**DCOA Grant Funds** $_____

**Applicant Funds** $_____

_____

**Printed Name and Title of Authorized Official** **Date**

_____

**Signature of Authorized Official** **Date**

**District of Columbia**
**Office on Aging**

**Request for Applications (RFA)**
**Fiscal Year 2013 Senior Wellness Center Program Operations Grant**

## SECTION I GENERAL INFORMATION

The Office on Aging is the single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the welfare of the aged (defined as those persons 60 years of age and older) in the District of Columbia.

### Mission

The mission of the Office on Aging is to provide advocacy, health, education, employment, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity, and choice.

### Introduction

The Office on Aging provides grants to nonprofit community-based organizations to provide a full range of services to the aging population in the District of Columbia. This Request for Applications seeks applications to operate one or more District of Columbia Government-owned Senior Wellness Centers, which promote healthy lifestyles, sound nutrition, exercise, and general wellness among the aging population in the District of Columbia. Specifically, this application seeks organizations to operate Senior Wellness Centers in the following service areas of the city.

**Ward 4** – Hattie Holmes Senior Wellness Center
324 Kennedy Street, NW
Washington, D.C. 20011

**Please Note:** *The District of Columbia government owns all Wellness Center buildings; however the successful applicant may be required to sign a lease agreement, in accordance with the Department of General Services.*

In addition, the operator of the Wellness Center has the following community responsibilities:

- Develop and implement a needs assessment to identify the needs in the target community.
- Work in cooperation with the Office on Aging-funded lead agency to provide an evidence-based, comprehensive, integrative approach to senior health and wellness that result in measurable outcomes showing improvements in participants' health and lifestyle behaviors.

- Develop and implement a structured community outreach program.

- Network with other community organizations, public and private agencies and associations to carry out an effective and efficient service delivery system.

- Establish a Members Advisory Council to serve as an advisor to help develop a coordinated service delivery system.

- Develop an Emergency Preparedness Plan for the wellness center. The plan must include a mechanism for identifying those high-risked seniors with limited mobility and have a shelter-in-place and evacuation component.

**Criteria for Funding**

All applications for funding under the Senior Wellness Center Program Operations Grant Competition will be evaluated as new submissions according to the selection criteria published herein.

**Eligible Organizations/Entities**

Any public or private, community-based non-profit agency, organization, or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible, but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible public or private non-profit agencies. All successful applicants shall provide certification that the applicant is a corporation in good standing in the District of Columbia, has complied with the filing requirements of the District of Columbia tax laws, and that the applicant has paid taxes due to the District of Columbia Office of Tax and Revenue and/or the Internal Revenue Service, or is in compliance with payment agreements with the Office of Tax and Revenue and/or the Internal Revenue Service.

The successful applicant must be current in payments of all unemployment taxes which will be verified by DCOA through the DC Department of Employment Services.

**Target Population**

The target population for the Fiscal Year 2013 Senior Wellness Center Program Operations Grant are individuals aged 60 and over, residing in the District of Columbia.

## Aging & Disability Resource Center

The Aging & Disability Resource Center (ADRC) is a federally-supported entity whose purpose is to coordinate services and assistance for older adults and younger persons with disabilities and it complements other long-term care system change activities designed to enhance access to community living. It is a collaborative effort mobilizing both public and private sector resources to deliver effective long-term care support for providers and customers in a single coordinated service delivery system. The DC ADRC serves as a "one stop shop" helping customers and their families simplify access to needed information, services, and assistance. The successful applicant will be expected to cooperate with and participate in the ADRC processes and activities, provide customers with wellness services and referrals to other appropriate information and service providers within the ADRC framework.

## Intergenerational Volunteers

The successful applicant will demonstrate it capacity to use intergenerational volunteers in delivering dynamic programming for seniors. Volunteers may be individuals or groups and must be tracked throughout the year for performance measure reporting.

## Client Services Tracking and Reporting System

The District of Columbia Office on Aging (DCOA) administers grants funded through the Older Americans Act (OAA), other federal funds, and District government appropriated funds to provide supportive services to and for the benefit of elderly residents and caregivers of the elderly within the District of Columbia. DCOA provides services directly and in partnership with the Senior Service Network, a network of provider agencies supported by DCOA to carry out projects and services prescribed and monitored by DCOA.

The system provides DCOA with a system-wide electronic client management database and an integrated system of reporting to ensure unduplicated client counts, timely financial accounting, and accurate service data for utilization review. The successful applicant is expected to ensure accurate data input and management using the CSTARS system.

## Source of Grant Funding

Funds are made available through federal grant funds and District appropriated funds to the Office on Aging.

**Award Period**

The grant awards will be the following:

- Ward 4- Award will be from October 1, 2012 - September 30, 2013, continuation year granted based on the Office on Aging's determination of satisfactory progress.

**Grant Award and Amounts**

In Fiscal Year 2013, there is a total of $272,906.00 contingently available for the Ward 4 Senior Wellness Center.

**Matching Funds**

**All applicants will be required to provide a minimum 10% matching cash contribution when applying for funds under this RFA. Participant voluntary contributions cannot exceed 25% of a grantee's match.** No registration, membership, or annual fee may be required of participants. All contributions must be used to offset the cost of the program.

**Performance Measures**

The Government of the District of Columbia has adopted performance based budgeting for all programs and services. The Office on Aging has developed performance goals and outcome measures for the programs shown below. The successful applicant must provide these services and **must** use the performance goals and outcome measures identified by the D.C. Office on Aging. Performance measures for affected services are shown below. Instructions for completing performance measures are in Attachment D.

❖ **Community-Based Support**

- Wellness (including health and nutrition information sessions)
- Health Promotion
- Disease Prevention
- Medication Management

**Contact Persons:**

For further information, please contact one of the following: Brenda L. Turner or Tiffanie Yates, (202)-724-8821.

## SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS

### Use of Funds

Funds made available under this grant may be used only to support the District of Columbia FY 2013 Senior Wellness Center Program Operations Grants for the target population of seniors who reside in the District of Columbia.

### Audits

The District of Columbia Office on Aging (DCOA) **requires all grantees (except agencies and universities of the District of Columbia) to have an annual independent financial audit.** The audit must be conducted in accordance with generally accepted auditing principles, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, The Office on Financial and Compliance Management Guide, and Office of Management and Budget (OMB) Circular No. A-133.

District of Columbia law requires that any firm or person conducting audits in the District be licensed by the District of Columbia Department of Consumer and Regulatory Affairs. The grantee is required to schedule and budget for the use of independent auditors. Grant terms and conditions require that **the auditor be a Certified Public Accountant, licensed to practice in the District of Columbia.**

### Certified Business Enterprise (CBE) Requirement

The Office on Aging strongly supports and encourages the utilization of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program. In accordance with the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 et seq. (the "Act"), and in consideration of receiving the grant funds, the grantee commits to use its best efforts to utilize Certified Business Enterprises certified pursuant to the Act ("CBEs") in order to achieve, at a minimum, the goal of CBE participation in an amount equal to 35% of the contract funds under the grant award. Grantee is encouraged to utilize the *resources of the Department of Small and Local Business Development, including the Business Center* found on DSLBD's website (http://dslbd.dc.gov) as a resource for identifying CBEs and to publish contracting and procurement opportunities. Grantees shall report the percentage of their use of CBE contractors at the end of the grant year.

**Staffing**

The applicant must propose qualified staff and provide documentation that the staff possesses adequate training and competence to perform the duties as assigned. The applicant must obtain advanced approval in writing from DCOA on any staff hired in key positions or any changes in staffing patterns.

Key staff for a Wellness Center shall include, but are not limited to:

- Project Director
- Nutritionist
- Certified Fitness Specialist

**Records**

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for a period of three years after the grant ends. Records must be available at the organization's headquarters and available for inspection by DCOA or other District or Federal entities at any time. The applicant must maintain records reflecting initial intakes, exercise release documents, periodic assessments and ongoing progress of each client. The applicant shall maintain confidentiality of client records and to the extent possible the client must validate all services delivered.

**Monitoring**

DCOA shall monitor and evaluate the performance of the applicant according to the program scope, DCOA Service Standards, related Federal and local regulations and policy requirements.

The DCOA staff will review all written policies and procedures, staff licenses and certifications, information bulletins, monthly invoices, client service rosters, and other source documents applicable to the program. Grant monitors will review monthly reports, conduct site visits, and maintain contact with the applicant to assess performance in meeting the requirements of the grant. In addition, DCOA staff will review client information service and financial data submitted through the CSTARS web-based system.

The DCOA CSTARS system is used for recording, tracking, monitoring and managing client and financial data. Successful applicants will use this system to input service unit data, enter case notes, and monitor staff assignments and progress in a timely manner. Financially, the system generates monthly invoices for most services.

## SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. The purpose and content of each section is described. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each proposal must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area and the amount of grant funds requested.

- **Table of Contents** should list major sections of the proposal with quick reference page indexing.

- **Proposal Abstract** concisely describes the proposed project. It should be written for the general public. The abstract should be brief and include the program goals, objectives that incorporate evidence-based program models, overall approach (including target population and significant partnerships), anticipated outcomes/products, and time frames. The abstract should not exceed 1 page. The proposal abstract is not counted in the 25 page limitation.

- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 25 pages. Generally, the program narrative should address the following criteria. Specific technical scoring criteria are found in Section V.

    - Needs Assessment that shows social and demographic characteristics of seniors and other needs for specific services
    - Background and Understanding
    - Project Work plan which should include:
        - Program goals;
        - Objectives that incorporate the medical model, evidence-based program modules;
        - Measurable outcomes reflecting improvements in participants' health and lifestyle behaviors;
        - Other activities that relate to wellness center responsibilities, including customer service responsibilities, New Communities and ADRC Plans;
        - Schedule for quarterly community meetings and discussion topics;
        - Structured Community Outreach Program;
        - Service evaluation specifying the methodology used such as the Performance Outcome Measurement Project (POMP) developed by the Administration on Aging (AOA) at www.gpra.net.

- Organizational Capability and Relevant Experience
    - Successful programmatic experiences i.e., external evaluations, summaries of customer surveys, or other objective forms of measurement;
    - Emergency Preparedness Plan (Include in Appendices); and
    - Ability to timely and accurately meet program reporting requirements such as, completion of AOA-required intake data, nutrition screenings, invoices, and CSTARS required data and reports.

- **Program Budget** summary sheet and budget narrative should address the criteria listed under Budget and Fiscal Management. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A sample budget narrative is included in Attachment C. All budget narratives must follow this format. Budget forms and narrative are not counted in page limit.

- **Performance Outcome Measures** – Use the appropriate performance outcome measure for the service proposed in this application. Use the forms exactly as they are printed in this RFA. Performance Measure Outcome Forms are included in Attachment D. The Performance Measure Outcome forms are not included in the 25-page limitation. At the end of the grant period, this Form shall be completed in the CSTARS system.

- **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments A and B.

- **Appendices** - This section shall be used to provide technical material, supporting documentation and endorsements. Appendices are not counted in the page total. The following **required** items must be included in the Appendices:

    - Audited financial statement for the year ending **September 30, 2011** or **December 30, 2011**;

    - Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;

    - Current Certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;

    - Name, address, telephone numbers (both home, work, if available), positions held, ethnicity, and gender, of the applicant's current Board of Directors as of the date of the grant application;

- Minutes of Board of Directors' meeting, signed by the President or Secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the Office on Aging or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;

- DCOA's indirect cost rate is 10% for all funded programs.

- Inventory of Office on Aging-funded equipment and vehicles, with serial numbers or VIN numbers, as appropriate and dates of purchase.

- Emergency Preparedness Plan for the agency, which includes plans for evacuation and sheltering in place at the Wellness Center. This emergency plan must also include a mechanism for identifying high-risk seniors with limited mobility that may need emergency assistance;

- Proposed organizational chart for the project;

- Letters of support from collaborating community organizations (**Current grantees should not submit letters from other participants in the Office on Aging Senior Service Network.**) Please note that letters of support from other individuals should be a separate submission and will not be submitted to the panel for evaluation;

- Staff resumes; and

- Planned job descriptions.

**The total number of pages for the proposal narrative may not exceed 25 double-spaced pages on 8½ by 11-inch paper.** *The entire document must be double spaced—including bullet items.* **Margins must be no less than 1 inch and a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered. The review panel will not review applications that do not conform to all of these requirements.**

## SECTION IV PROGRAM SCOPE

### Service Objective

The objective of Wellness: Health Promotion is to promote physical, social and emotional well-being through a comprehensive program and activities such as physical exercise, nutrition counseling, health education, medication management, disease prevention, and smoking cessation which are designed to promote good health habits and a healthy lifestyle.

### Customer Service Responsibilities

Applicants responding to this request for application shall be responsible for delivering Wellness: Health Promotion programs and services to the targeted population.

The services and programs funded by the Office on Aging are comprehensive in nature and scope. Therefore, each applicant agency/organization must have the demonstrated ability, at a minimum, to provide the program services.

**The DC Office on Aging has developed Service Standards for the program. Successful applicants will review these standards and ensure that applications address these critical standards.**

The applicant shall provide program activities that reflect the following:

1. *Wellness: Health Promotion*

   Wellness: Health Promotion service is a comprehensive program of core classes in physical exercise, nutrition, and health dialogues for District of Columbia residents 60 years of age or older. Wellness centers, staffed by professional and trained personnel in health and wellness modalities, e.g., exercise physiology, kinesiology, and nutrition, provide services that are designed to enhance and integrate physical, social, and emotional well-being; promote sound health habits; help seniors to be well-informed health consumers; and, help to prevent unnecessary and costly medical encounters. Wellness: Health Promotion services shall be provided on a scheduled basis.

2. *Disease Prevention, Health Promotion*

   Examples of disease prevention and health promotion services are listed below. Services provided in this area shall be developed with consideration of the following:

A. health risk assessments;

B. routine health screenings, which may include hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, bone density, diabetes, dental, and nutrition screening;

C. nutritional counseling and educational services for individuals and their primary caregivers;

D. health promotion programs, including but not limited to programs relating to prevention and reduction of effects of chronic disabling conditions (including osteoporosis and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, and stress management;

E. programs in physical fitness, group exercise, and music therapy, art therapy, and dance-movement therapy, including programs for multigenerational participation;

F. home injury control services, including provision of educational programs on injury prevention including fall and fracture prevention in the home environment;

G. educational programs on the availability, benefits, and appropriate use of preventive health services;

H. information concerning diagnosis, prevention, treatment, and rehabilitation concerning age-related diseases and chronic disabling conditions, including Alzheimer's disease and other related disorders with neurological and organic brain dysfunction;

I. Gerontological counseling; and

J. Counseling regarding social services and follow up health services based on any of the services described above in A through I.

DCOA's goal is to become a model for other social services agencies, demonstrating the value of humanistic, wellness-oriented and holistic care.

**For Fiscal Year 2013, the following screening services are required and must be included in the grant proposal:**

- Diabetes Screening: Twice per year
- Heart Health Screening: Twice per year
- High Blood Pressure Screenings: Four times per year
- Dental/Vision Screenings: Twice per year
- HIV/AIDS & STD Screenings: Twice per year

**Staffing**

Key staff for a Wellness Center shall include, but are not limited to:

1. Project Director
2. Nutritionist
3. Certified Fitness Specialist, certified by organizations such as:

    - AFTA - American Fitness Training of Athletics;
    - ACE - American Council on Exercise;
    - ISSA - International Sports Science Association ; and
    - NETA – National Exercise Trainers Association.

## SECTION V REVIEW AND SCORING OF APPLICATIONS

### Review Panel

A qualified review panel will review all applications. The review panel will read and score each applicant's proposal, and make recommendations for funding based on the review process. The Executive Director of the Office on Aging shall make final funding determination.

### Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

### I. Quality of the Project Design (Total 20 Points)

The evaluation panel will consider the quality of the design of the proposed project.
In determining the quality of the design of the proposed project, the panel will consider the following factors:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (4 points)

2. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (2 points)

3. The extent to which the proposed project is based upon a specific research design, and the quality and appropriateness of that design that incorporates the wellness model. (6 points)

4. The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project objectives and measurable outcomes. (4 points)

5. The extent to which the design for implementing and evaluating the proposed project will result in information to guide replication at other senior wellness centers in the District of Columbia. (4 points)

## II. Plan of Operation (Total 20 points)

The review panel will consider the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the panel will consider one or more of the following factors:

1. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (6 points)

2. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (4 points)

3. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (3 points)

4. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (4 points)

5. How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of recipients or beneficiaries of services, partners in the health and wellness field, the community at large, the business community, and a variety of disciplinary and professional fields, as appropriate. (3 points)

## III. Organizational Capability and Relevant Experience (Total 15 Points)

1. The applicant demonstrated the knowledge and experience relevant to the service applied for and in serving the target population. (4 points)

2. The applicant demonstrated its collaboration with and outreach to the ADRC, other service providers, community-based organizations, and the community at large in serving the target population. (4 points)

3. The applicant demonstrated its successful programmatic performance in prior District government, federal government, or other organizational grants by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. (3 points)

4. The applicant demonstrated the capacity to timely and accurately meet program-reporting requirements such as the completion of AOA-required intake data, invoices, and CSTARS required data and reports. (4 points)

## IV. Innovation in Project Design (Total 10 points)

In determining whether the application shows innovation in health and wellness programs to serve the elderly, the review panel will consider the following factors:

1. The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (3 points)

2. The extent to which the proposed project presents a wellness model, an evidence-based, comprehensive approach for senior health and wellness that will result in measurable outcomes reflecting improvements in participant health and lifestyle behaviors. (4 points)

3. The application demonstrates variety and or creativity in its curriculum design to improve the physical functioning of senior participants. (3 points)

## V. Quality of Key Personnel (Total 10 points)

In determining the quality of the project's key personnel, the review panel will consider the following factors:

1. The qualifications, including relevant training and experience, of the Center Director. (5 points)

2. The qualifications, including relevant training and experience, of key project personnel, including, but not limited to nutritionists, art/recreation therapists, and exercise therapists/ kinesiologists, etc. (3 points)

3. The qualifications, including relevant training and experience, of project consultants or subcontractors. (2 points)

## VI. Budget (Total 10 points)

The review panel will consider the extent to which the budget is adequate to support the proposed project. Specifically, the panel will consider:

1. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (5 points)

2. The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (5 points)

## VII. Adequacy of Resources (Total 15 points)

The evaluation panel will consider the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the panel will consider one or more of the following factors:

1. The adequacy of support, including the agency match of 10% cash, facility, equipment, supplies, and other resources, from the applicant organization. (5 points)

2. The adequacy of each partner in the proposed partnership, i.e., a hospital or other health care organizations that can provide appropriate screenings. (5 points)

3. The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project. (5 points)

**Total Maximum Score for Selection Criteria** **100 points**

The above order is suggested since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application. Following the order will help to facilitate the review process.

*Additional Suggestions:*

- Number each page of the application.
- Do not use any binding.
- Do not include descriptive materials (brochures, reports, etc.) that are not requested. They will not be considered.
- Do not include additional letters of support other than those that are required.

**Decision on Awards**

The recommendations of the review panel are advisory and are not binding on the Office on Aging. The final decision on funding is vested solely with the Executive Director of the DC Office on Aging based on a review of the recommendations of the review panel, and any other information considered relevant.

## SECTION VI - INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

An original and five (5) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2013 Office on Aging Hattie Holmes Senior Wellness Center Program Operations Grant Request for Applications." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

**Applications Delivered by Mail**

An application sent by mail must be addressed to the District of Columbia Office on Aging, 500 K Street, NE., Washington, DC 20002, in a sealed envelope or package conspicuously marked "Application in Response to Request for Applications for Fiscal Year 2013 Office on Aging Hattie Holmes Senior Wellness Center Program Operations Grant Application" 500 K Street, NE, Washington, DC 20002. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

(1) A private metered postmark, or
(2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use registered or at least first-class mail.

**Applications Delivered by Hand/Courier Service**

An application that is hand delivered must be taken to the District of Columbia Office on Aging in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2013 Office on Aging Hattie Holmes Senior Wellness Center Program Operations Grant Request for Applications," 500 K Street, NE, Washington, DC 20002, 9:00 a.m. - 4:30 p.m. daily, except Saturdays, Sundays and Federal holidays.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

**Applications are due no later than 4:30 p.m., on the due date.** All applications will be recorded upon receipt. Applications **will not be accepted after 4:30 p.m. EDT**, September 10, 2012. Any additions or deletions to an application will not be accepted after the deadline.

An original and five copies, for a total of six (6) copies **must be** delivered to the following location:

**District of Columbia Office on Aging**
**500 K Street, NE**
**Washington, DC 20002**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**The Office on Aging will not accept responsibility for delays in the delivery of the proposals. Applicants should be aware that a security status level higher than yellow may require additional identification and cause further delays in accessing the building.**

## Checklist for Applications

- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ☐ The application does not exceed 25 pages. The abstract, budget narrative, appendices and attachments are not included in the page limit.
- ☐ The Applicant Profile contains all the information requested.
- ☐ The proposal abstract is complete and does not exceed 1-page limit for this section of the application
- ☐ Fiscal Year 2013 Program Objectives are included.
- ☐ The applicant organization/entity has responded to all sections of the Request for Applications.
- ☐ The program budget is complete and complies with the Budget forms listed in Attachment C of the RFA.
- ☐ The program narrative section is complete and is within the 25-page limit for this section of the application.
- ☐ The Certifications and Assurances listed in Attachments A and B are complete, and signed by an authorized representative of the applicant organization.
- ☐ The appropriate appendices, including staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ☐ There are five (5) copies of the proposal plus the original.
- ☐ The application is submitted with two original receipts, found in Attachment E, attached to the outside of the envelopes or packages.

**Additional Information for Successful Applicants**

The following guidance documents are required for each successful applicant and may be obtained from the Office on Aging or the U.S. Administration on Aging website www.aoa.gov:

- Older Americans Act of 1965, as amended and appropriate regulations;
- D.C. Law 1-24, as amended;
- D.C. Office on Aging State Plan;
- D.C. Office on Aging Audit Guide;

**Service Standards**

The Office on Aging Service Standard for Wellness: Health Promotion is available for pick-up from the receptionist at the Office on Aging.

## SECTION VIII LIST OF ATTACHMENTS

| | |
|---|---|
| **Attachment A** | **Certifications** |
| **Attachment B** | **Assurances** |
| **Attachment C** | **Budget Summary and Sample Budget Narrative** |
| **Attachment D** | **Performance Measures** |
| **Attachment E** | **Application Receipt Form** |

**Attachment A**

DISTRICT OF COLUMBIA OFFICE ON AGING

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS
AND LOBBYING

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*Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 74.13, 2 CFR Part 180 "Government Debarment and Suspension (Non-procurement)"; 45CFR Part 82 "Government-wide Requirements for Drug-Free Workplace"; and 45 CFR Part 93 "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the District of Columbia Office on Aging determines to award the covered transaction, grant, or cooperative agreement.*

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*1. Debarment, Suspension, and Other Responsibility Matters*

As required by Executive Order 12549 and 12689 Debarment and Suspension, and implemented at 45 CFR 74.13 and 2 CFR 215.13, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180 Subpart C.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses

enumerated in paragraph(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

*2. Certification Regarding Drug-Free Workplace Requirements*

*Alternate I. (Grantees Other Than Individuals)*

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 –

A. The grantee certifies that it will maintain a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1)The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Executive Director, District of Columbia Office on Aging, 500 K St, N.E., Washington, D.C. 20002. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of

the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Place of Performance: _____
Address: _____
Address: _____
City: _____
State: _____
Zip Code: _____
County: _____

☐ Check if there are workplaces on file that are not identified here.

*Alternate II. (Grantees Who Are Individuals)*

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 (A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Executive Director, District of Columbia Office on Aging, 500 K Street, NE, Washington, DC 20002. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

*3. LOBBYING*

Certification for Contracts, Grants, Loans, and Cooperative Agreements As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over $100,000, or loan, or loan guarantee over $150,000, as defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any

person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

*Statement for Loan Guarantees and Loan Insurance*

The undersigned certifies, to the best of his or her knowledge and belief, that: if any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

*As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).*

NAME OF APPLICANT: _____

AWARD NUMBER AND/OR PROJECT NAME: _____

SIGNATURE: _____

DATE: _____

**Attachment B**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**
**Office on Aging**

**ASSURANCES**

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 215, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.**

**Also, the Applicant assures and certifies that:**

1. **It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.**

2. **It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**

3. **It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**

4. **It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**

5. **It will give the sponsoring agency of the District of Columbia, the DC Office of Inspector General, the DC Attorney General, the U.S. Department of Health and Human Services/Administration on Aging, Office of Inspector General, and or the Comptroller General**

of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

6. It will comply with all requirements imposed by the DC Office on Aging concerning special requirements of law, program requirements, and other administrative requirements.

7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Office on Aging of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

9. It will assist the Office on Aging in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

10. It will comply with the provisions of 45 CFR applicable to grants and cooperative agreements: Part 80, Nondiscrimination under programs relieving Federal assistance through the Department of Health and Human Services effectuation of Title VI of the Civil Rights Act of 1964; Part 74 as applicable under Section 74.5, Part 82 government wide requirements for Drug Free Workplace; and Federal laws or regulations applicable to Federal Assistance Programs.

11. It will comply, and all its contractors will comply, with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Health and Human Services Regulations, 45 CFR Part 80 Subparts C, D, E and G; and Department of Health and Human Services regulations on disability discrimination, 45 CFR Parts 80, 84, 90, and 91.

12. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the DCOA and Office for Civil Rights, Office of Health and Human Services.

13. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.

15. It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.

16. It will adhere to Office on Aging Policy Memorandum 01-P08, Continuation Application Instructions for Office on Aging Grantees Receiving D.C. Office on Aging and Medicaid for the Same Service, as applicable, and to Office on Aging Policy Memorandum 02-P07, Approval for Key Personnel, as applicable

17. It will comply with the DCOA Grants Policy Manual.

18. It will give priority in hiring to D.C. residents when filling vacant positions.

19. It will give priority in hiring to individuals age 55 and over.

20. It will adhere to the D.C. Office on Aging mandate that all participant travel, for reimbursement purposes, will not extend beyond the 20-mile radius limit of the Washington Beltway surrounding the District of Columbia except where specifically provided under the grant or approved in advance in writing by DCOA.

21. It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if

applicable), the Monthly and Quarterly Financial Reports in a timely manner, and not later than the monthly due date.

22. It will ensure that client intake forms are completed annually in the DCOA Client Information Management System including information on age, gender, ethnicity and poverty status.

23. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National Family Caregiver Support Program are maintained according to the terms and conditions of the grant.

24. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Office on Aging-sponsored Project Director meetings.

25. It will submit an inventory listing of all equipment purchased in whole or in part with Office on Aging funds. Further, it will comply with the requirement that all equipment purchased with D.C., Office on Aging funds will be labeled as property of DCOA and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Office on Aging.

26. It will include on all stationery, publicity and promotional material and related written, electronic and oral communications the following identifier:

Part of the Senior Service Network
Supported by the D.C. Office on Aging.

It will include in the written descriptions and verbal presentations of services funded by the Office on Aging, that the programs and services are provided in partnership with the Office on Aging, in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Office on Aging Financial Support.

**As the duly authorized representative of the applicant,**
**I hereby certify that the applicant will comply with the above assurances.**

**1. Grantee Name and Address**

**2. Project Name**

**3. Typed Name and Title of Authorized Representative**

**4. Signature of Authorized Representative** **5. Date**

**Attachment C**

# D.C. OFFICE ON AGING
# FY 2013 BUDGET SUMMARY SHEET

| BUDGET CATEGORIES | SOURCE | | TOTAL BUDGET |
|---|---|---|---|
| | Grantee Share | DC Office on Aging Share | |
| 1. PERSONNEL<br>(a)Salary<br><br>(b)Fringe @ ___% | | | |
| 2. TRAVEL | | | |
| 3. OCCUPANCY | N/A | | |
| 4. COMMUNICATIONS | | | |
| 5. EQUIPMENT | | | |
| 6. SUPPLIES | | | |
| 7. OTHER DIRECT | | | |
| 8. TOTAL DIRECT COSTS | | | |
| 9. INDIRECT COST @ 10 % OF TPC * | | | |
| 10. TOTAL PROJECT COSTS | | | |

* Total DCOA Personnel Cost

**Project Director.** The Project Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with evaluation consultant to develop the project evaluation, and supervising the project staff. The Project Director will work 25% of the time for 12 months. Based on an annual salary of $60,000, the cost to the project will be $60,000.

DCOA Funds: $60,000 Matching Funds: $0 Total: $60,000

**Administrative Assistant.** The Administrative Assistant receives all incoming correspondence, fields all calls and greet customers at point of entry. Maintain paper documentation and electronic information in orderly systems. Supports staff, maintain supply inventory and schedules for each of the7 nutrition meal sites. The assistant assigned 100% of the time to the project for 12 months with an annual base salary of $24,000. The total cost with benefits @ 100% will be $26,400.

DCOA Funds: $8,000 Matching Funds:$18,400 Total: $26,400

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Total DCOA Funds: $68,000
Total Matching Funds: $18,400
**Total Personnel Cost: $86,400**

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**SUPPLIES**

Office supplies will be purchased to carry out general administration and program activities. Supplies will be purchased on a quarterly basis for the program year. Incidental supply needs will be handled through emergency funds. A general list is attached, however, the supplies will include, paper, cartridges, toner, computer software, binders, stationary, water, books.

DCOA Funds: $2,000 Matching Funds: $22,000 Total: $24,000

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Total DCOA Funds: $2,000
Total Matching Funds: $22,000
**Total Supply Cost: $24,000**

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**EQUIPMENT**

Four personal computers will be purchased installed at each of 3 sites for computer training. Each computer will be equipped with a high-speed modem and a CD-ROM drive and will cost $24,000.
DCOA Funds: $4,000 Matching Funds: $20,000 Total: $24,000

A GreatServer 2000 network server will be located at the project headquarters. The server will be the repository of the program client information files and will manage the electronic mail communication among the sites. The server will be configured with a 1 GB hard drive, 32 MB of RAM, and will have a magnetic tape drive for backup purposes. Cost: $14,498.

**Travel**

Travel funds will be used to support social worker travel to conduct in-home assessments, screenings, and nutrition counseling sessions with homebound clients. Staff will receive reimbursement at .505 for mileage. 700 miles x .505 per mile = $353.5

DCOA Funds: $ 0 Matching Funds: $353.5 Total: $353.5

Public transportation to attend meetings, conferences and other work related activities will be support through the use of Metrorail passes. 75 trips@ $1.35 per trip - $101.25

DCOA Funds: $ 0 Matching Funds: $101.25 Total: $101.25

Call-N-Ride coupons will be purchased for alternative emergency transportation needs for seniors when WEHTS is unable to accommodate an essential care appointment.

DCOA Funds: $ 0 Matching Funds: $240 Total: $240

Funds will support bus rentals for two major group trips to the Danish Farms and Burn Brea Dinner Theater.

DCOA Funds: $ 1,700 Matching Funds: $300 Total: $2,000

Total DCOA Funds: $1,700
Total Matching Funds: $994.75
**Total Travel Cost: $2,694.75**

**Communications**

Monthly telephone and internet billing along with one organization cell phone will be supported through 2010 funds.

DCOA Funds: $ 2,000 Matching Funds: $ 0 Total: $2,000

Total DCOA Funds: $2,000
Total Matching Funds: $0
**Total Communications Cost: $2,000**

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**Occupancy**

The grantee is not responsible for occupancy cost for this facility. All maintenance, utilities, trash removal, landscaping, snow removal and janitorial services are the direct responsibility of the D.C. Office on Aging.

DCOA Funds: $0.00 Matching Funds: $0.00 Total: $0.00

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Total DCOA Funds: 0.00
Total Matching Funds: $0.00
**Total Occupancy Cost: $0.00**
**Total In-kind: 0.00**

---

**Other Directs**

Blank Check Food Service Contract provides specialty meals for birthday center events = $400

Transportation Services for meals – flat rate cost for transportation of meals to sites from caterer Monday through Friday for 52 weeks = $15,000

Employee Background Checks -Expenses for 85 new employee background checks at $30.00 each = $2,550

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Copier Contract - annual service contract on cannon copier = $2,500

Exercise Consultant- Consultant provides 26 exercise sessions annually not to exceed two 2 hour sessions per month for 12 months @ $269.23 per mo. = $7,000

| DCOA Funds: | | Matching Funds: | Total: |
|---|---|---|---|
| $23,332 | $4,118 | | $27,450 |

Total DCOA Funds: $ 23,332
Total Matching Funds: $4,118
**Total Other Directs Cost: $27,450**

**INDIRECT COSTS**

Administrative Clerical Pool - 2 staff @ $12.00/ hr. x 1040 hrs. ea. = $24,960
Facilities supplies and janitorial support services 12 mos. x $150 =$1,800
Accountant consultant: not to exceed 192 hrs. @ 20.00/ hr = $3,840
Total Personnel Cost @ 7,000
DCOA Funds: $37,600 Matching Funds: $ 0 Total: $37,600

Total DCOA Funds: $37,600
Total Matching Funds: $0
**Total Indirect Costs: $37,600**

**TOTAL FY 2012 GRANT PROGRAM FUNDING**

Total DCOA Grant Award Funds: $187,881.00
Total Local Cash Matching Funds: $83,536.75 @ 31% of total grant
Total Local In-Kind Matching Funds: $1,440
Total Program Grant: 272,857.75

## LOCAL CASH MATCH SOURCE OF FUNDS

| FUND SOURCE | AMOUNT | COST ALLOCATION | PURPOSE |
|---|---|---|---|
| GSAP Grant: | $7,249 | Equipment | GreatServer purchase |
| Participant Contributions: | $ 240 | Travel | Purchase of Call-N-Ride coupons |
| Participant Contributions: | $ 300 | Travel | Bus rental for trips |

**NOTE:** In FY 2012, all in-kind cash ***must be certified*** by the funding source via letter from the funder indicating: (1) amount of funding, (2) disbursement date, and (3) authorization for use as matching funds.

**ATTACHMENT D**

## INSTRUCTIONS FOR COMPLETING THE STANDARD

OUTCOME MEASURES FORMS

Each grantee providing the services listed on the previous pages, must include the relevant **Standard Performance Goals and Outcome Measures Forms** in its grant application. Standard Performance Goals and Outcome Measures are required for **each service that appears on a separate service line in the grantee's Office on Aging grant application budget.** The Performance Goals and Outcome Measures Forms are found on the following pages.

The grantee must complete the applicable forms by adding the:

- Name and title of the responsible person
- Office on Aging funds (do **not** include the grantee match) the grantee has budgeted for the services that comprise the activity

**Definitions**

**Target Results:** The target results are what the Program is working to achieve during the fiscal year.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Outputs and Demands:** Outputs and demands are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

### Submission of Outputs, Demands, and Actual Results Data to the Office on Aging

The demands and outputs, which allow a grantee to calculate actual results, are based on fiscal year 2011data. Therefore, the demands, outputs and actual results are recorded on the forms once the fiscal year has ended and client data has been collected and tabulated for the year. ***The completed forms must be sent to the Office on Aging at the conclusion of the fiscal year. Grantees will***

***be notified of the date that the forms are due. Additionally, there may also be monthly reporting requirements, but grantees will be notified at a later date.***

## Putting Systems in Place to Track Results

The system for using relevant measurement tools, collecting and recording output and demand data, and tracking results, must be in place at the beginning of the fiscal year, so that the data will be available to determine whether the target results were met for the year. Progress should be monitored periodically. Data and worksheets must be maintained and made available to Office on Aging staff, upon request, for monitoring purposes.

## Recording Outputs and Demands

Some outputs and demands, specifically the number of clients receiving a particular service, are provided by Georgetown based on the client rosters that the grantee submits. Other outputs and demands, based on the number of participants screened and reassessed, the results of screenings and reassessments, the length of time a client has received service, and the results of customer surveys and training evaluation forms must be tracked by the grantee.

The nutrition performance measures require screenings and follow-up screenings. Nutrition follow-up screenings on high risk clients should occur at six month intervals. All clients receiving reassessments within the fiscal year should be included in the calculations to determine what percentage of clients had improved nutrition or healthy lifestyle scores upon reassessment.

Service longevity spreadsheets required for most in-home and continuing care service performance measures must list the clients in the program and track their service use during the fiscal year. Clients who receive service throughout the fiscal year are counted as having remained in their home for the year. Clients, who stop service ***temporarily*** during the year for situations such as hospitalization, may still be counted as remaining in their homes.

Customer surveys, required by most community-based service performance measures, must be completed prior to the end of the fiscal year allowing enough time for responses to be received and tabulated and included in the calculations to determine the actual result.

## Calculating Target Results

***Example Nutrition Services***: 5% of seniors identified as being at high nutritional risk will experience an improvement in their nutritional status based on an improved nutritional risk score.

- **Demand**
  - 250 participants at high nutritional risk received follow-up screening (will be lower than the number assessed at high risk because some may have dropped out of the program or follow-up screening was not possible for a variety of reasons)
- **Output**
  - 50 participants who received follow-up screening had an improved nutritional risk score (improved by one or more points)
- **Actual Result Calculation = output divided by demand, i.e.,**
  - 50/250 = 20% improved
- **Actual Result 20%**

***Example Day Care***: 50% of seniors receiving day care services will remain in their homes for one year.

- **Demand**
  - 100 participants received day care services
- **Output**
  - 50 participants received services for one year (participants who stop services ***temporarily*** may be counted)
- **Actual Result Calculation = output divided by demand, i.e.,**
  - 50/100 = 50% remained in their home for one year
- **Actual Result 50%**

***Example Community-based Services (i.e., Congregate Meals, Nutrition Education, Nutrition Counseling, Recreation, Counseling, Transportation to Sites):*** 10% of participants will report that the services enable them to maintain an active and independent lifestyle.

- **Demand**
  - 75 people responded to this question on the customer survey.
- **Output**
  - 70 respondents reported the services enabled them to maintain an active and independent lifestyle.
- **Actual Result Calculation = output divided by demand, i.e.,**
  - 70/75=93% reported that the services enabled them to maintain an active and independent lifestyle.
- **Actual Result 93%**

Agency: _____

**Service:** _____

**DC OFFICE ON AGING**
**SENIOR SERVICE NETWORK**

Performance Goals and Outcome Measures for Health Promotion
FY 2012

| **PROGRAM** | COMMUNITY-BASED SUPPORT |
|---|---|
| **Activity** | **Health Promotion** |
| Activity Purpose Statement | The purpose of the health promotion activity is to provide physical fitness, health screenings, and wellness information to Washingtonians 60 years of age and older so they can increase their awareness of and adopt healthy behaviors. |
| Services that Comprise the Activity | Health Promotion<br>Wellness ( including fitness classes, health screening, health and nutrition information sessions) |
| Activity Performance Measures | **Target Results:** **Actual Results**<br>75% of health promotion participants will report that health promotion activities increased their awareness of healthy behaviors and led them to adopt one or more healthy habits. _____%<br><br>*Measurement Tools:*<br>***Health Promotion Participants – Customer Survey***<br>**Demand:**<br>____# of health promotion participants responding to customer survey<br><br>**Outputs:**<br>____# of same health promotion participants reporting an increase in their awareness of and practice of healthy habits. |
| Responsible Person | |
| FY 2012 Budget (Office on Aging share only) | |

**Attachment E**

# Office on Aging
# Fiscal Year *2013 Hattie Holmes Senior* Wellness Center Program Application Grant Receipt

**THE D.C. OFFICE ON AGING IS IN RECEIPT OF A GRANT APPLICATION FROM:**

_____

**(Organization Name)**

_____

**(Address, City, State, Zip Code)**

_____

**(Program Title)**

_____

**Contact Person**

_____

**Telephone/Fax**

_____

**E-mail**

**D.C. Office on Aging Use, ONLY**

**Proposal Received on** _____**, 2012**

**Time Received:** _____

**Copies Received: Original** _____ **Copies**_____

**Received by:** _____