



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

**Application Submission Instructions**

Applications will be accepted on an on-going basis through 12.31.2020 or until all available funds have been expended, whichever comes first. Submit applications electronically in Microsoft Word, Excel, and/or PDF formats to [rfjeldberg@mnraaa.org](mailto:rfjeldberg@mnraaa.org).

**Inquiries**

Direct all inquiries about application content and process to Rhonda Hiller Fjeldberg, Grant and Contract Manager at [rfjeldberg@mnraaa.org](mailto:rfjeldberg@mnraaa.org) or leave a message at 507.387.1256, ext. 105.

**Project Completion Date**

Awarded funds must be expended and project activities completed by 09.30.2021.

**Mission Statement**

*The Minnesota River Area Agency on Aging provides advocacy, information, resources and assistance so that older adults can maintain the lifestyle of their choice.*

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## BACKGROUND

The Minnesota River Area Agency on Aging (MNRAAA) believes that older adults thrive in Southwest Minnesota when they can maintain the lifestyle of their choice. In order for this to happen, MNRAAA works to ensure: 1) services are available for older adults and caregivers; 2) resources are available to communities and providers serving older adults and caregivers; and 3) older adults have the information and assistance they need to access services.

As a state-designated Area Agency on Aging (AAA), MNRAAA administers Older Americans Act (OAA) funds and is responsible for the development of a coordinated and comprehensive system of services for older adults and their caregivers in Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Kandiyohi, Lac qui Parle, Le Sueur, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Swift, Waseca, Watonwan and Yellow Medicine Counties. To accomplish this, MNRAAA awards Title III OAA funding to agencies and organizations that provide direct services for older adults (age 60+) and caregivers.

## REQUEST FOR GRANT APPLICATIONS

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

MNRAAA is seeking providers of the following:

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

- **Chore** – Assistance such as heavy housework (including but not limited to washing floors, windows and walls; basic home maintenance; or moving or removal of large household furnishings and heavy appliances), yard work or sidewalk maintenance for a person. Unit of service = 1 hour.
- **Homemaker** – Assistance such as preparing meals, shopping for food and other personal items, managing money, answering or making telephone calls or doing light housework (including but not limited to laundry). Unit of service = 1 hour.
- **Technology** – Technology that enables an individual to improve their ability to perform activities of daily living; perceive, control, interact or communicate with their environment; monitor for safety or self-management of chronic conditions; or facilitate safe medication use. Unit of service = 1 project.
- **Transportation** – Provision of a means for going from one location to another. Does not include any other activity. Unit of service = 1 one-way trip.

- Assisted Transportation – Provision of assistance, including escort, to a person who has difficulties (physical or cognitive) using private or public transportation. The trip may include assisting the older individual in preparation for the trip, assisting the older individual from their place of residence into the transportation vehicle to the destination (such as the doctor’s office), staying with the older individual at the point of destination, assisting the older individual from the destination into the transportation vehicle, assisting the individual from the transportation vehicle into their place of residence and carrying packages into the residence. Unit of service = 1 one-way trip.
- Visiting – Providing regular visits to isolated, homebound or institutionalized elderly to reduce their isolation and loneliness. Letter writing, reading letters and conversation are typical activities of friendly visitors. Unit of service = 1 visit.
- Telephone Reassurance – Regular telephone contacts with isolated older persons to ensure continued well-being of the individual and to provide social contact. Unit of service = 1 call.
- Special Access – Activities that link elders to community and government services that are not easily accessible due to language and/or cultural barriers. Individual services include information and referral, advocacy, outreach, phone contact, escort, translation, home visit, form completion, service coordination and limited case management. While the primary focus of Special Access services is to help individual elders access services, some provision of group activities is allowable. Special Access specifically targets older persons (60+) who are Black/African American, American Indian/Alaskan Native, Hispanic, Asian and Pacific Islander and may be limited- or non-English speaking. Unit of service (based on *individual* services only; not groups) = 1 hour.
- Education/Training – Providing formal or informal opportunities for individuals to acquire knowledge, experience or skills. Includes individual or group sessions designed to increase awareness in such areas as crime or accident prevention; promote personal enrichment, for example, through continuing ed; to increase or gain skills in a specific craft, trade, job or occupation. Does not include wages or stipends. Unit of service = 1 session.
- Outreach – Interventions initiated by an agency or organization for the purpose of identifying potential clients and encouraging their use of existing services and benefits. Unit of service (based *individual* contacts only; not groups) = 1 contact.

## OR

**Caregiver Services** in Martin, Pipestone, and/or Waseca Counties.

- Respite: In-Home and/or Out-of-Home Non-Facility
- Caregiver Counseling: Individual/Family Counseling and/or Coaching/Consulting
- Caregiver Counseling: Support Groups and/or Training & Education
- Supplemental Services: Technology
- Information Services

See Appendix A for caregiver service definitions and units of service.

## AVAILABLE FUNDS

Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds, originating with the Administration for Community living, sub-awarded to the Minnesota Board on Aging (MBA) and allocated to MNRAAA, will be awarded in amounts of up to \$25,000. Awards will be made on an on-going basis through December 31, 2020, or when all available funds have been expended, whichever comes first.

No matching funds are required for CARES Act grant awards.

CARES Act grant awards are not renewable.

## ELIGIBLE APPLICANTS

Non-profit agencies, units of government and for-profit organizations with relevant expertise and experience in the provision of services to older adults and/or caregivers are eligible to submit an application for CARES Act funding. MNRAAA is required to obtain a waiver from the MBA prior to awarding funds to a for-profit organization.

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

## FUNDING PERIOD

CARES Act Funds are available for use upon execution of a signed agreement and must be expended by 09.30.2021.

## SERVICE AREA

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

## CARES ACT FUNDING SCHEDULE

Request for Grant Applications Released: September 1, 2020
Applications Due: Applications will be accepted on an on-going basis through 12.31.2020
MNRAAA Executive Committee Awards Funds: Ongoing through 01.15.2021 or until all available funds are expended, whichever comes first

Award Notifications: On-going
Awards Available/Service Delivery Begins: On-going
CARES Act funds expended and projects completed by 09.30.2021

## ELIGIBLE PERSONS TO BE SERVED

CARES Act III-B Supportive Services: Persons 60 years of age and older.

**OR**

CARES Act III-E Caregiver Services:

An eligible caregiver for this funding opportunity is an adult (18+) family member or another individual, i.e. friend or neighbor, who is an informal provider of in-home and community care to:

- an individual age 60 or older; or
- an individual, regardless of age, with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction.

## TARGET POPULATIONS

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

1. Individuals residing in rural areas
  - a) “Rural” for this purpose means any area that is not defined as urban. Urban areas comprise (1) urbanized areas (a central place and its adjacent densely settled territories with a combined minimum population of 50,000) and (2) incorporated places or census designated places with 20,000 or more inhabitants.
2. Individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas)
  - a) “Greatest economic need” means the need resulting from an income level at or below the federal poverty level;
3. Individuals with greatest social need (with particular attention to low-income minority individuals and individuals residing in rural areas)
  - a) “Greatest social need” means the need caused by non-economic factors, which include:
    - (1) Physical and mental disabilities
    - (2) Language barriers, and
    - (3) Cultural, social, or geographical isolation, including isolation caused by racial or ethnic status, that
      - (a) Restricts the ability for an individual to perform normal daily tasks
      - (b) Threatens the capacity of the individual to live independently;
4. Individuals at risk for institutional placement
  - a) “At risk for institutional placement” means having a limitation in at least two of the Activities of Daily Living;

5. Individuals with severe disabilities;
6. Individuals with limited English proficiency;
7. Individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction.

In addition, the following targeting criteria should be used to reach older adults with the greatest need for Chore, Homemaker and Assisted Transportation services:

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

## PAYMENT AND REPORTING REQUIREMENTS

Payment will be made on a reimbursement basis.

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

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

## APPLICATION

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

Section 1 – Budget

Section 2 – Narrative

Section 3 – Persons to be Served Form

Section 4 – Organizational Information and Fiscal Capacity Form

Section 5 – Assurances of Compliance and Certifications Required by Federal Law

### Description of Application Sections

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

The budget form is subject to change following award notifications.

**Section 2 – Narrative:** Submit a Narrative that provides clear and concise responses to each item included in the Narrative Checklist that follows. The Narrative should specifically address the service(s) proposed in the grant request. Label the Narrative as Section 2. The Narrative should not exceed 2,500 words. MNRAAA reserves the right to request additional information from applicants for clarification purposes.

**Application Narrative Checklist**

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

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

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

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

*Race/Ethnicity* - for this purpose, *White Non-Hispanic* is any person who is not



considered a minority. Minority status is confined to the following designations: *White Hispanic; American Indian/Alaskan Native; Asian; Black/African American; Native Hawaiian or Other Pacific Islander; Other Race; and two or More Races.*

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

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

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

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

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

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

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

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

## APPLICATION EVALUATION AND SELECTION PROCESS

CARES Act funds will be awarded on a competitive basis. Applications will be considered weekly.

Applications will be evaluated based on: adherence to the Request for Grant Applications; identified need for the service(s) as a result of the COVID-19 pandemic; viability of the proposed project and the impact it will have on program participants; ability of the applicant organization to manage the CARES Act funds; and justification of the overall budget and amount requested when compared to proposed project, number

of people to be served and units of service to be provided.

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

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

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