



**2022**

**Request for Grant Applications**

**And**

**Application Handbook**

**For**

**Title III-D Evidence-Based  
Disease Prevention and Health Promotion Services**

**APPLICATION/PROPOSAL DEADLINE:** The application must be completed by **4:30 p.m.**, on **Wednesday, September 22, 2021**, at which time the ability to submit via MNRAAA's grant platform will be closed. Late responses are not accepted.

**Direct questions to:**

Rhonda Hiller Fjeldberg, LSW, Grant and Contract Manager  
[rfjeldberg@mnraaa.org](mailto:rfjeldberg@mnraaa.org)

Responses to questions will be posted on the applicant portal in MNRAAA's grant platform.

**Technical Assistance is Available from MNRAAA's Program Development Staff.**

See a map of MNRAAA service area on page 2 for the Program Developer in your area.

Successful applicants must abide by state EOE policies.

**Mission**

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

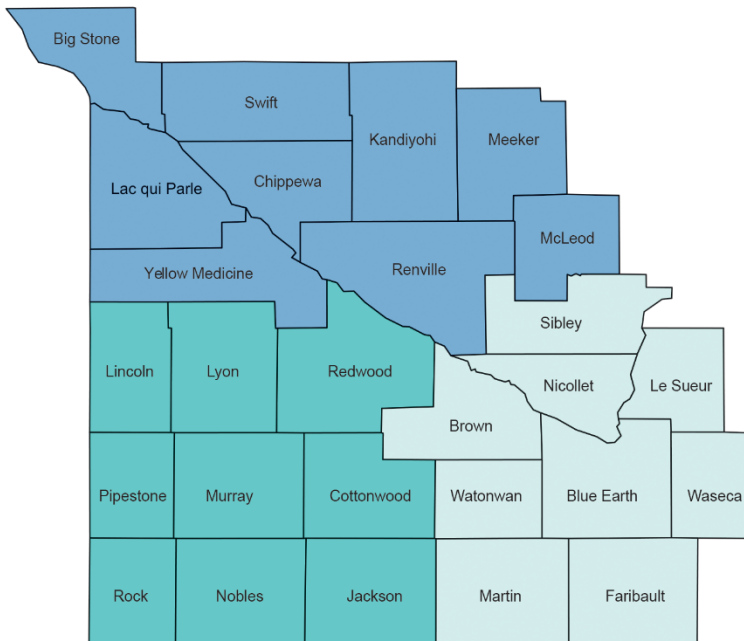
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**IMPORTANT NOTES:**

- (1) All MNRAAA documents and forms related to the 2022 Title III Funding Cycle can be accessed in MNRAAA's grant platform.
- (2) All references to other documents, i.e. Older Americans Act, Office of Budget and Management circulars, Minnesota Board on Aging's Area Agency on Aging Operations Manual, are contingent upon their compliance with the most recent amendments to the Older Americans Act of 1965 and any federal or state laws or circulars that supersede those referenced.

**Program Developers in the MNRAAA service area:**



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# I. General Information

► This handbook should be used in conjunction with the [Title III Provider Handbook](#) and the [Cost Sharing Tool Kit for Title III Service Providers](#). The [Title III Provider Handbook](#) should be reviewed in detail prior to submitting a Title III grant application. Frequent references will be made to specific topic areas included in these documents. ◀

## A. Request for Grant Applications

**Title III-D Disease Prevention and Health Promotion Services** funding is designed to develop or expand evidence-based programs and services that further disease prevention and health promotion.

MNRAAA is seeking providers of Evidence-Based Health Promotion Programs (EBHP) under Title III-D, Disease Prevention and Health Promotion Services, of the Older Americans Act (OAA).

Title III-D Disease Prevention and Health Promotion Services				
Service	Unit	Definition	NAPIS Registered	Cost Share
Evidence-Based Health Promotion Program	N/A	<p>Activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition).</p> <p>OAA Title III-D funding may be used only for programs and activities demonstrated to be evidence-based.</p> <p>a. The program meets the requirements for ACL's Evidence-Based Definition (see below)</p> <p>i. Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults; and</p> <p>ii. Proven effective with older adult population, using Experimental or Quasi-Experimental Design;* and</p> <p>iii. Research results published in a peer-review journal; and</p> <p>iv. Fully translated** in one or more community site(s); and</p> <p>v. Includes developed dissemination products that are available to the public.</p> <p>*Experimental designs use random assignment and a control group. Quasi-experimental designs do not use random assignment.</p> <p>**For purposes of the Title III-D definitions, being "fully translated in one or more community sites" means that the evidence-based program in question has been carried out at the community level (with fidelity to the published research) at least once before. Sites should only consider programs that have been shown to be effective within a real-world community setting, or</p> <p>b. The program is considered to be an "evidence-based program" by any operating division of the U.S. Department of Health and Human Services (HHS) and is shown to be effective and appropriate for older adults.</p> <p>MBA reserves the right to incorporate additional state specific Title III-D requirements.</p>	No	Yes

Proposed EBHPs must meet the following definition:

Activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition.

OAA Title III-D funding may be used only for programs and activities demonstrated to be evidence-based.

1. The program meets the requirements of the Administration for Community Living's Evidence-Based Definition (see below)
  - a. Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults; and
  - b. Proven effective with older adult population, using Experimental or Quasi-Experimental Design\*; and
  - c. Research results published in a peer-review journal; and
  - d. Fully translated\*\* in one or more community site(s); and
  - e. Includes developed dissemination products that are available to the public.

\*Experimental designs use random assignment and a control group. Quasi-experimental designs do not use random assignment.

\*\*For purposes of the Title III-D definitions, being “fully translated in one or more community sites” means that the evidence-based program in question has been carried out at the community level (with fidelity to the published research) at least once before. Sites should only consider programs that have been shown to be effective within a real-world community setting, or

2. The program is considered to be an "evidence-based program" by any operating division of the U.S. Department of Health and Human Services (HHS) and is shown to be effective and appropriate for older adults.

MBA reserves the right to incorporate additional state specific Title III-D requirements.

Examples of Highest Tier EBHPs include:

- A Matter of Balance (MOB)
- AEA Arthritis Foundation Exercise Program (AFEP)
- National Diabetes Prevention Program (NDPP)
- Stay Active and Independent for Life (SAIL)
- Stepping On
- Tai Ji Quan: Moving for Better Balance (TJQMBB)
- Chronic Disease Self-Management Program (CDSMP) (also known as Living Well with Chronic Conditions)
- Tomando Control de su Salud (Spanish Chronic Disease Self-Management Program)
- Diabetes Self-Management Program (DSMP) (also known as Living Well with Diabetes)
- Programa de Manejo Personal de la Diabetes (Spanish Diabetes Self-Management Program)
- Chronic Pain Self-Management Program (CPSMP) (also known as Living Well with Chronic Pain)
- Community Aging in Place – Advancing Better Living for Elders (CAPABLE)
- Program to Encourage Active, Rewarding Lives (PEARLS)

Additional Highest Tier EBHPs can be funded. Visit <https://www.ncoa.org/evidence-based-programs> to research other programs. Contact MNRAAA’s grant and contract manager if interested in providing an EBHP not included in the examples above. At this time, MNRAAA does not fund any EBHPs that focus solely on caregivers under Title III-D.

MNRAAA will give priority to applications that expand EBHPs in under- or unserved areas of its twenty-seven county service area in southwest Minnesota.

**NOTE:** Title III-D funded projects providing EBHPs can choose to partner with the Juniper network ([www.yourjuniper.org](http://www.yourjuniper.org)) as a Provider Organization (PO) if they do not wish to purchase their own program license for the Chronic Disease Self-Management Education programs, Stepping On, or Tai Ji Quan: Moving for Better Balance. Contact Krista Eichhorst, MNRAAA program development supervisor, for Juniper information, support and assistance in becoming an PO: keichhorst@mnraaa.org or 507.387.1256 x 101.

## **B. Conditions**

1. This request is a solicitation for applications and is not to be construed as an offer, a guarantee or promise that Title III funds for the service or goods referred to herein will be awarded by MNRAAA. MNRAAA retains full discretion to abandon the request at any time, for any reason, without liability to the applicants for any damages including, but not limited to, application preparation costs.
2. MNRAAA's grant and contract manager and/or program development staff are available to provide technical assistance in developing applications; however, all responsibility for the development and submission of the application rests with the applicant.
3. The project period is January 1, 2022 – December 31, 2022.

Title III-D grants are awarded for funding for one year and are subject to renewal for one additional year. Approval of a grant renewal year is not guaranteed but will be based on a renewal application, past performance, availability of funds, emerging needs/gaps in service, federal, state and local priorities, etc.

4. MNRAAA will only accept Title III-D applications for the Highest Tier EBHPs included, but not limited to, the examples listed in Section A.
5. All applications must propose to provide services in all or a portion of the twenty-seven county service area in order to be funded.
6. MNRAAA will only accept Title III-D grant applications requesting federal funds in the amount of \$6,000 or more. No local match is required.
7. Applicants seeking funds under Title III-D must submit applications for those funds by using the forms, instructions and format prescribed by MNRAAA. Applications that are incomplete, i.e. do not supply all of the required forms, responses and information, will not be reviewed and will receive no further considerations. MNRAAA reserves the right to waive minor or immaterial irregularities.
8. The OAA places a "maintenance of effort" requirement on Title III funding. In general, federal funds should not be used to supplant state or local resources in place prior to the award. Federal funds should be used to expand services, unless otherwise specified in law or regulation.
9. Cost sharing is required for all Title III services *except*:
  - a. Information and assistance, outreach, benefits counseling, or other case management services.
  - b. Ombudsman, elder abuse prevention, legal assistance or other consumer protection services.
  - c. Congregate and home delivered meals.
  - d. Any service delivered through tribal organizations.

See *Title III Provider Handbook, Section II.G.* and the *Cost Sharing Tool Kit for Title III Service Providers* for detailed information on cost sharing requirements.

10. Title III-B providers cannot:
  - Mandate a fee or rate; or

- Means test for any service.

In no case shall the grantee deny the provision of service to an individual who is unwilling to participate in cost sharing or make a voluntary contribution. Cost share and voluntary contributions shall be used to expand the service for which the contribution was given.

Note: It is allowable to collect a deposit for books loaned to persons for use during a class.

11. Funded providers should be knowledgeable about payment options other than Title III-D. All other payers, including third-party payers, Medicare, Medical Assistance, Home and Community-Based Medicaid Waivers, health plans, Juniper, et al. should be maximized whenever possible for qualifying participants. Anticipated payments from other sources reimbursing providers for individual class participants must estimate those amounts in the application budget as Other Non-Federal Cash and report collection of those payments in quarterly financial reports.
12. The application must indicate any limitation to the applicant's ability to provide services as specified in this request. Any misrepresentation within an application is grounds for disqualification of the entire application and/or termination of any agreement resulting from an application containing a misrepresentation. Misrepresentation includes failure to differentiate between current capacity and capacity to be developed.
13. MNRAAA reserves the right to make a determination of capacity without further discussion with the submitting applicant. Therefore, the application should reflect what the applicant is capable of providing. Modification of the application will be accepted only if requested by MNRAAA.
14. Grant awards will be made for applications that are the most advantageous to MNRAAA, the twenty-seven county service area and the persons proposed to be served.
15. Provisions from this request will be incorporated into the grant agreements that result from this competitive process. Each approved application becomes a binding part of the grant agreement and the grantee will be monitored to ensure compliance with the application and the agreement.
16. MNRAAA reserves the right, at any time and at its sole discretion and without penalty, to reject any and all applications and to issue no grant award(s) as a result of this request.
17. Title III-D funded projects must abide by all EBHP fidelity requirements, including training, certification and maintenance of leader requirements.
18. Title III-D funded projects must abide by all grantee requirements and responsibilities as outlined in MNRAAA's *Title III Provider Handbook*. The handbook includes policies, standards, and procedures for administration of Title III under the OAA of 1965, as amended, United States Code (USC) Title 42, Sections 3001 – 3058 (2016), 45 Code of Federal Regulations (CFR) Part 1321, Minnesota Statutes (MN Stat. Section 16A, B and C, Section 256/975, and 45 CFR Part 75. Grantees must abide by all applicable laws and regulations whether reflected in the handbook or not.

19. Title III-D funded projects must ensure current and accurate project information is available through the MinnesotaHelp Network™, i.e., Senior LinkAge Line®, [www.MinnesotaHelp.info](http://www.MinnesotaHelp.info)®.

20. In specific situations and conditions, any of the policies, requirements, criteria, etc. outlined in this section can be waived by the MNRAAA Board of Directors.

### **C. Eligible Persons**

Eligibility for services is controlled by federal and state laws and regulations including, but not limited to, those found in the OAA, AAA Operations Manual, OMB Circulars, etc. In general, persons 60 years of age or older are eligible for OAA Title III-D services, however, special emphasis must be placed on specific target populations.

### **D. Target Populations**

The Title III-D funding program is designed to meet the needs of all eligible persons; however, the OAA requires that special emphasis must be placed on specific target populations. Target populations include, but are not limited to: individuals residing in rural areas; individuals with greatest economic need; individuals with greatest social need; individuals at risk for institutional placement; individuals with severe disabilities; individuals with limited English proficiency; and individuals with Alzheimer's disease and related disorders, with particular attention to individuals who are of low-income minority status. See *Title III Provider Handbook, Section I.B.* for detailed information on target populations as defined by the OAA.

## **II. Review and Selection Process**

### **A. Planning Committee**

A Planning Committee, appointed by the MNRAAA board chair and approved by the board, will make recommendations for Title III funding awards. The Committee has the authority and autonomy to recommend awards based on a variety of factors, i.e., funds available, current funding priorities, funding criteria, application content, applicant interview, past performance (if applicable).

### **B. Submission and Review**

All applicants are required to submit a complete application, in the format and by the deadline specified by MNRAAA. MNRAAA will undertake a systematic review of the form and content of the application. The application will be reviewed for mathematical accuracy, programmatic content, and conformity to funding criteria and the Request for Applications.

After such review, MNRAAA will make comments to the applicant. Revisions and/or responses to comments will be required to be completed by a specified date.

All applications will be reviewed by the Planning Committee.

Applicants will be required to attend one Planning Committee meeting, present their proposed project and respond to questions. Based on the application review and the applicant presentation, the Planning Committee will evaluate the applications, develop funding recommendations for each application and submit the recommendations to the MNRAAA board.

The MNRAAA board will review the Planning Committee recommendations at a regularly scheduled or special meeting. The board will make funding awards based on a review of the Committee recommendations and consideration of applications that are in the overall best interest of MNRAAA, the twenty-seven county service area and the persons proposed to be served. MNRAAA will notify applicants of the action taken by the board and of their right to appeal. MNRAAA reserves the right to reject any or all applications.

MNRAAA's current Title III-D providers will be notified of the process, forms and timeline for submission of renewal applications. Review and evaluation of renewal applications will follow the same process as outlined above.

### **III. Appeal Procedure**

Unsuccessful applicants have the right to appeal a decision made by MNRAAA. An applicant must provide written notice of its intent to appeal to MNRAAA. The Notice of Appeal must be directed to the executive director of MNRAAA within 10 working days of notification of MNRAAA's decision. The Notice of Appeal must describe the adverse action taken, who took the action, and the reason for believing the action to be in error. No additional information should be included. Notice by electronic media such as facsimile (FAX) transmittal or email will not be accepted. **MNRAAA shall consider an appeal on procedural grounds only and shall not consider issues of merit.**