

Directions for Responding to NOFA's and Online Submittal

TIMELINE FOR NOFA:

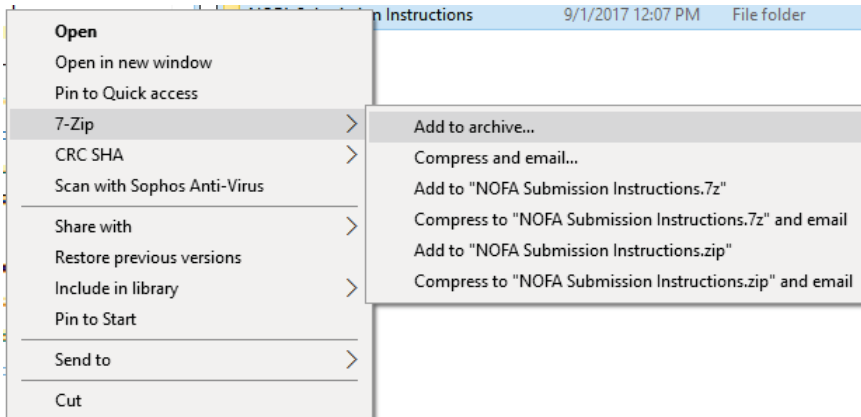
April 24, 2024	NOFA Open
May 6, 2024	Pre-Proposal Conference virtually via Microsoft Teams 12:00pm – 2:00pm
May 10, 2024	Questions due by 5:00pm to Megan Stadnisky, mstadnisky@atlantaregional.org
May 16, 2024	Questions and answers posted to ARC website by 5:00pm
May 31, 2024	Proposals due by 5:00pm, submitted via ARC website
June 17, 2024	Award Announcement by 5:00pm

* Microsoft Teams link for the Pre-Proposal Conference can be found in the NOFA

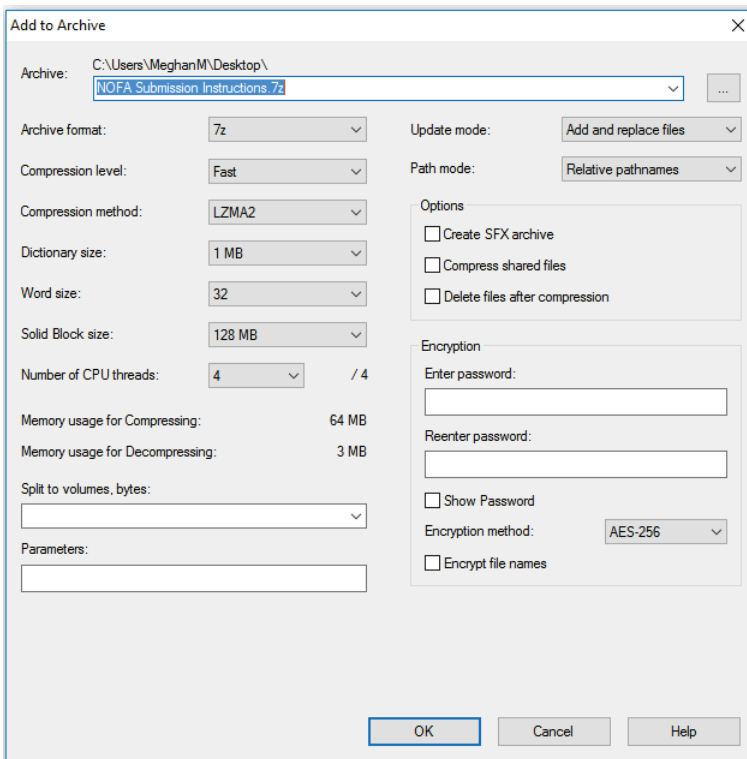
1. Go to ARC website to download the documents at <http://atlantaregional.org/procurement/> and save the documents onto your computer.
2. Please read the NOFA in its entirety.
3. Attend the Pre-Proposal Conference to have any questions addressed and/or submit questions via email to Megan Stadnisky, mstadnisky@atlantaregional.org.
4. To view all questions and answers asked at Pre-Proposal Conference and via email, please go to the Atlanta Regional Commission website procurement page where they will be listed at <http://atlantaregional.org/procurement/>
5. The following documents must be completed fully and returned for a submittal to be considered complete:
 - a. Applicant Transmittal Cover Page – Includes contact information, charts, checklist of items required, and signature requirement. Fill it out completely and have it signed by the individual in your organization who is authorized to execute contracts.
 - b. Proposal Response Template – All questions must be answered in the template. All answers to questions are to specific, detailed, and succinct. There are character limits for each question, and it will not allow answers to exceed a character limit.
 - c. Financial Components Workbook which is inclusive of:
 - Budget Narrative
 - Budget Summary
 - Unit Cost Methodology (UCM) two-tab (Personnel and Support) excel sheet.
 - Instructions are included in NOFA application packet.
6. Ensure that you have all the checklist attachments required.

NOFA Submission Instructions

1. Once you are ready to submit your NOFA proposal, make sure all the documents you are submitting (all the required templates as well as required attachments mentioned in the NOFA) are in a single folder.
2. To Zip that folder:
 - a. Right click on the folder with all your documents
 - b. Select your zipping tool (i.e. 7-Zip) and select add to archive



- c. In the window that pops up, press OK at bottom



- d. The file should now be saved as a compressed file.

3. To submit your proposal, go to the ARC website's procurement page at:
<https://atlantaregional.org/procurement/>
4. The online form will be on this page. Click on the Submission Form underneath the posting for the NOFA.
5. Fill out the information on the form and attach your zipped files.
6. Click Submit.
7. You will receive an email confirming receipt of your submission.

Atlanta Regional Commission
OAA Title III-D Services

NOFA FY2025

This NOFA is for the provision of services at
the regional level.

ARC's Older Americans Act Funded Services -

Notification of Funding Availability (NOFA)

FY2025

PROJECT PROPOSAL DEADLINE: May 31, 2024

Atlanta Regional Commission
Aging and Independence Services
229 Peachtree Street, NE, Suite 100
Atlanta, Georgia 30303



This page was intentionally left blank.

TABLE OF CONTENTS

NOTIFICATION OF FUNDING AVAILABILITY (NOFA)	4
1. Important Information	4
1.1. RESTRICTIONS ON COMMUNICATION WITH ARC.....	6
1.2. Pre-Proposal Conference	6
1.3. Amendments.....	6
1.4. Proposal Withdrawal	6
1.5. Submitting the Proposal	6
1.6. Rejection of Proposals and Cancellation of NOFA	6
2. Overview	7
2.1. Introduction	7
2.2. Purpose	7
2.3. Services to be funded	7
2.4. Program Goals.....	8
2.5. Program Funding.....	9
3. Award Terms	9
3.1. Period of Award	9
3.2. Expectations of Awarded Applicants	9
3.3. Monitoring Expectations for Sub Contractors	10
3.4. Renewal Considerations.....	10
3.5. Funding Variance	10
3.6. Certifications, Assurances, and Requirements	10
4. Proposal Evaluation Criteria.....	13
4.1. Proposal Evaluation	13
5. Proposal Narrative.....	15
General Instructions.....	15
5.1. ORGANIZATIONAL CAPACITY	15
5.2. SERVICE PROPOSAL.....	17
5.3. BUDGET PROPOSAL.....	18
6. Appendix A.....	19

DATE	DESCRIPTION
April 24, 2024	NOFA Open
May 6, 2024	Pre-Proposal Conference virtually via Microsoft Teams 12:00pm – 2:00pm
May 10, 2024	Questions due by 5:00pm to Megan Stadnisky, mstadnisky@atlantaregional.org
May 16, 2024	Questions and answers posted to ARC website by 5:00pm
May 31, 2024	Proposals due by 5:00pm, submitted via ARC website
June 17, 2024	Award Announcement by 5:00pm
July 1, 2024 – June 30, 2025	Contract Year

NOTIFICATION OF FUNDING AVAILABILITY (NOFA)

1. Important Information

The Atlanta Regional Commission (ARC), the metro Atlanta Area Agency on Aging, issues this Notice of Funding Availability (NOFA) and is the sole point of contact. This NOFA is for delivery/administration of regional services. The ARC reserves the right to reject any or all proposals, or to award in whole or in part if deemed to be in the best interest of ARC to do so. The Executive Director of the ARC has authority to award contracts or agreements to the Applicants that offer the best proposal, cost and other factors considered.

To be considered for grant funding, applicants must submit a proposal in response to this NOFA to bid to provide the services listed. Services can be delivered directly by applicant staff or through directly supervised volunteers of the grantee.

Per the Department of Human Services Division of Aging Services (DAS) policy, *AAA Contract Management Requirements; Manual 5600, Section 3014 page 3014-4 to 5:*

“If the AAA has been the direct provider of service, it shall place its pricing for unit cost services or line-item budget for the services, along with the intent to propose, in the [NOFA], to assure that other agencies/ organizations wishing to submit proposals may determine whether they will be able to submit proposals which will be competitive with that of the AAA.”

It is to be noted that the Atlanta Regional Commission has been the only direct service provider of evidence-based programs (EBPs) supported with Older Americans Act (OAA) Title III-D funding. The ARC does intend to apply for this NOFA.

Workshop Name	Unit Cost*
Aging Mastery Program	\$ 20,768.00
Bingocize	\$ 23,869.00
Chronic Disease Self Management Program	\$ 20,768.00
Chronic Pain Self Management Program	\$ 20,768.00
Diabetes Self Management Program	\$ 20,768.00
Matter of Balance	\$ 22,153.00
Powerful Tools for Caregivers	\$ 12,461.00
Tai Chi for Arthritis and Falls Prevention	\$ 22,153.00

* Unit Cost/completed workshop for SFY 24

The above listed unit costs for SFY 24 were for workshops supported by OAA Title IIID and supplemental American Recovery Plan Act IIID funds allocated to ARC to expand EBP service delivery. Please note that all costs associated with the implementation of the workshop must be included in the applicant’s unit cost for each type of workshop through the financial response template. There is no option for line-item reimbursement. The selected provider will only be reimbursed for COMPLETED workshops with at least one participant having attended a minimum of 60% of the sessions in that workshop.

Applicants must electronically submit all items included in the proposal through the portal at: <https://atlantaregional.org/procurement/>. A response will be automatically generated to acknowledge receipt of your proposal.

All data must be uploaded and received by **5:00 PM May 31, 2024**. Late proposals will not be accepted.

To be considered for selection, applicants must submit a complete response to this NOFA, including the *Proposal Response Template, Financial Components Workbook, Applicant Transmittal Cover Page*, and must upload all attachments in a zip file according to directions provided in the NOFA posting. The contents of the proposal submitted by the successful Applicant will become a part of any contract awarded.

CONFIDENTIALITY AND CONFLICT OF INTEREST

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored.

Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct available here: [Standards of Ethical Conduct](#). Respondents must disclose any potential conflicts of interest that may arise from the provision of the services described herein. Such disclosure should include the name of the individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal controls proposed to mitigate any such conflict. ARC’s Office of General Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.

1.1. RESTRICTIONS ON COMMUNICATION WITH ARC

All questions regarding ARC's Older American's Act (OAA) Funded Services, Title IIID NOFA must be received via email to Megan Stadnisky at mstadnisky@atlantaregional.org by 5:00 PM May 10th, 2024. Any questions asked after this date will not be responded to. All questions received via email and those asked at the Pre-Proposal Conference will be posted with responses on the ARC website by 5:00 PM on May 16th, 2024.

1.2. Pre-Proposal Conference

A Pre-Proposal Conference will be held virtually via Microsoft Teams from **12:00pm – 2:00pm on May 6th, 2024.**

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 296 996 272 869

Passcode: XUzpA6

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 470-419-6063,333387548#](tel:+14704196063333387548) United States, Atlanta

Phone Conference ID: 333 387 548#

Attendance at the Pre-Proposal Conference is voluntary for responding to this Notice. However, any organization which intends to submit a proposal is highly encouraged to attend. The purpose of the Conference is to provide information regarding the NOFA and to address any questions and concerns regarding the services sought by the ARC through this NOFA.

1.3. Amendments

ARC reserves the right to revise this Notice at any time prior to award. In the event it becomes necessary to revise any part of this Notice, information regarding revisions will be provided to all Applicants via ARC's website <https://atlantaregional.org/procurement/>

1.4. Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by sending a written request to the Issuing Officer, Megan Stadnisky at mstadnisky@atlantaregional.org. A request to withdraw a proposal must be signed by an authorized agency representative.

1.5. Submitting the Proposal

All proposals are due by 5:00 PM May 31st, 2024, and are only accepted electronically through the portal at <https://atlantaregional.org/procurement/>. All electronic submissions will be time and date stamped according to when the submission is received by the ARC mail server. Any proposals received after this appointed time will be considered late and will not be accepted. The proposal due date can be changed only by addendum.

1.6. Rejection of Proposals and Cancellation of NOFA

ARC reserves the right to reject any and/or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the ARC.

It is also within the right of the ARC to reject proposals that do not contain all elements and information requested in this document. The ARC reserves the right to cancel this Notice at any time. The ARC will not be liable for any cost/losses incurred by the Applicants throughout this process.

2. Overview

2.1. Introduction

The Georgia Department of Human Services (DHS) Division of Aging Services (DAS) has designated ARC as the Area Agency on Aging (AAA) for the 10 county Atlanta region. As such, ARC receives funds through the Older Americans Act and a variety of other public and private grants. The ARC AAA provides a comprehensive and coordinated service delivery system for older adults, adults with disabilities and their caregivers through a combination of ARC Staff directly providing services, managing volunteers who provide direct services, and partnerships with community providers. ARC has the responsibility of developing an Area Plan on Aging which describes the aging service delivery system in detail. The Area Plan, in part, is implemented through contracts negotiated with providers to implement services for the benefit of older adults, adults with disabilities and/or informal caregivers in the 10-county Atlanta region. The 10 counties are Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, and Rockdale.

2.2. Purpose

The ARC AAA is soliciting proposals from potential applicants interested in and capable of providing a menu of a minimum of the below-listed eight evidence-based health promotion disease and injury prevention program workshops for older adults, adults with disabilities, and/or informal caregivers across the 10-county ARC Planning and Service Area of the following counties: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, and Rockdale for the period of July 1, 2024, to June 30, 2025..

2.3. Services to be funded

This NOFA is to provide evidence-based health promotion disease and injury prevention workshop services to individuals across all 10 counties.

2.3.1. Services to be made available through all 10 counties within the Atlanta Region must include, but are not limited to:

- ❖ Evidence-Based Health Promotion/Disease and Injury Prevention Programming
 - a. Aging Mastery Program
 - b. Bingocize
 - c. Chronic Disease Self Management Program
 - d. Chronic Pain Self Management Program
 - e. Diabetes Self Management Program
 - f. Matter of Balance
 - g. Powerful Tools for Caregivers
 - h. Tai Chi for Arthritis and Falls Prevention

2.4. Program Goals/Overview

In keeping with the intent of the Older Americans Act, the Georgia Division of Aging Services and ARC Area Agency on Aging, funds will be awarded in accordance with the following goals and objectives:

1. To promote independence and dignity for older adults capable of remaining in their own homes, with appropriate help;
2. To assist individuals better manage their health to reduce the impact of chronic conditions on their quality of living;
3. Promote falls prevention, reduce the fear of falling, and improve the strength and balance for individuals most at-risk of falling, thereby decreasing the instances of avoidable falls;
4. To develop and implement comprehensive, coordinated in-person AND virtual systems for delivery of a full menu of evidence-based health promotion disease and injury prevention interventions;
5. To provide services that meet the individual needs and health-related goals of older adults, adults with disabilities, and caregivers;
6. To assist informal caregivers by reducing the burden experienced and thereby decreasing the intent to place the care partner in an institutional setting;
7. To prioritize workshop registrations for older adults, adults with disabilities, and caregivers with greatest social and economic need

Evidence-based health promotion disease and injury prevention: *"It is understood that disease prevention and health promotion programs reduce the need for more costly medical interventions. Title III-D of the Older Americans Act was established in 1987 to provide formula grants to State Units on Aging to support healthy lifestyles and promote healthy behaviors amongst older adults. Priority is given to serving individuals living in medically underserved areas of the state and those who are of greatest economic need."* (Authorizing Legislation: Section 361 of the OAA of 1965, as amended)

Title III-D HPDP funding must be used to support only approved evidence-based programs based on the Administration for Community Living definition:

- Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults; AND
- Proven effective with older adult population, using Experimental or Quasi-Experimental Design;* AND
- Research results published in a peer-review journal; AND
- Fully translated** in one or more community site(s); AND
- 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.*

For purposes of this NOFA, the proposal must include implementation of at a minimum the following programs (additional valid evidence-based programs may be included in the proposal):

1. **Aging Mastery Program** (in-person and virtual delivery)
2. **Bingocize** (in-person and virtual delivery)
3. **Chronic Disease Self Management Program** (in-person, virtual, and toolkit delivery options)
4. **Chronic Pain Self Management Program** (in-person and virtual delivery)
5. **Diabetes Self Management Program** (in-person and virtual delivery)
6. **Matter of Balance** (in-person delivery)
7. **Powerful Tools for Caregivers** (in-person and virtual delivery)
8. **Tai Chi for Arthritis and Falls Prevention** (in-person and virtual delivery)

Any evidence-based program provider must hold and maintain appropriate licensing as is required by the proprietary agency. All individuals delivering evidence-based programs must have completed the required training and obtained appropriate certifications based on individual program requirements.

2.5. Program Funding

The amount of the grant awards under this NOFA are contingent upon receipt of funds from the Georgia Department of Human Services for Title IIID of the Older Americans Act. No matching funds are required by the Grantee.

The available funding detailed in this NOFA are one-year projections based on planning allocations received for Fiscal Year 2025. The projections are subject to change based on the actual Federal allocations received by ARC. Appendix A shows the total funding designated for the region.

3. Award Terms

3.1. Period of Award

This NOFA covers a one-year period beginning on July 1, 2024, and ending on June 30, 2025. The contract resulting from this NOFA process is contingent on the availability of funds from the Georgia Department of Human Services (DHS) Division of Aging Services (DAS). The terms and conditions of the contract with DHS and any subsequent policy decisions, laws or regulations shall be applied to the Grantee chosen through this process. The Atlanta Regional Commission may terminate the contract due to non-availability of funds, due to default, or for convenience.

3.2. Expectations of Awarded Applicants

If awarded, Grantee will be expected to:

- Attend ARC meetings and trainings designed for the Aging Services Provider Network
- Participate in ARC's onsite and/or virtual financial and program monitoring
- Conduct annual independent monitoring of all sub-grantees, if applicable
- Meet all required fiscal and programmatic deadlines
- Comply with Federal and State fingerprint and background check guidelines
- Use the system of record as identified by ARC for recording of all services and invoicing

- Spend down all awarded funds by the contract deadline
- Adhere to all required reporting schedules
- Provide all services as agreed upon by ARC and Grantee statement of work
- Comply with all relevant Federal and State requirements
- Comply with all relevant evidence-based program fidelity requirements
- Hold and maintain appropriate programmatic licensing/memberships required by the proprietary organizations of the eight required services to be provided (i.e. Self Management Resource Center, Western Kentucky University, MaineHealth, Iowa State University, Tai Chi for Health Institute, and the National Council on Aging)
- Maintain certification requirements (as laid out by the program developers and proprietary entities) for staff and volunteers trained to lead evidence-based program workshops

3.3. Monitoring Expectations for Sub Contractors

The awardee is required to monitor their subcontractors, if applicable, using any Online Directives Information System (ODIS) review tools, fidelity and monitoring tools from the program developers, and other guides as provided by DHS DAS/ARC. The awardee is also responsible for ensuring that their procurement process for subcontracting meets ARC guidelines and that all contracts drawn up with subcontractors include all the requirements as established by ARC.

ARC will review those completed monitoring reports during ARC site visits for monitoring. ARC is not required by the state of Georgia to provide any notice of monitoring and must not provide more than 48 hours' notice. This includes both programmatic and financial monitoring of services. Monitoring of all services must take place before June 30th of each fiscal year.

3.4. Renewal Considerations

Grants will be awarded on a yearly basis. There is no option for a renewal for this NOFA.

3.5. Funding Variance

If funding to the ARC AAA is reduced and reduction of Grantee award levels is deemed necessary by ARC, ARC will determine a reduction strategy. ARC may reduce funding to the Grantee on a straight percentage basis. Alternatively, ARC may reduce or eliminate services ARC deems to not be effectively delivered or for other reasons. ARC reserves the right to establish additional strategies and/or new criteria for reductions during the term of the contract.

ARC further reserves the right to amend contracts based on project service levels and/or other performance factors to assure there will be cost effective service provision.

3.6. Certifications, Assurances, and Requirements

Grantee will comply with all applicable Atlanta Regional Commission, Georgia DHS, and Administration for Community Living and other relevant Federal and State laws, standards, guidelines, policies, and procedures.

Detailed information concerning the laws, regulations, program standards and guidelines in the delivery of Home and Community Based Services (non-Medicaid) is available at the following:

- Federal: U.S. Administration for Community Living /Administration on Aging web page [Administration on Aging | ACL Administration for Community Living](#)
- Georgia: ODIS GA DHS/Division of Aging Services HCBS Manual (direct download) available at <https://odis.dhs.ga.gov/General>

Program Legislation, Regulation, Program Standards, and/or Guidelines

- Older Americans Act: <https://acl.gov/about-acl/authorizing-statutes/older-americans-act>
- Evidence Based Program/Wellness programming standards are included in the Georgia DHS/DAS Manual available at <http://odis.dhs.ga.gov/ChooseCategory.aspx?cid=811> (Click on Index, click on Aging Services, click on Man 5300, and click on Section 214 Wellness Program Requirements.)
- [Criminal History Investigations](#) (ODIS MAN5600, Sect 3036)
- Disease Prevention and Health Promotion Services (OAA Title IIID) at <https://acl.gov/programs/health-wellness/disease-prevention>
- Guidance from National Council on Aging including information about evidence-based programs at <http://www.ncoa.org/improve-health/center-for-healthy-aging/>
- Other rules, regulations, standards, and transmittals promulgated by the State of Georgia and any AAA program directives

The Grantee will be required to submit the following documentation prior to contract execution:

- General Financial Requirements and Assurances (most recent Single Audit, or financial statements as applicable);
- Required Certificates of Insurance with ARC as a named party;
- Subcontractor Approval Form (if applicable);
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964;
- Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended, and the Americans with Disabilities Act of 1990;
- Disclosure of Lobbying Activities Form;
- Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying;
- Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreement;
- Procurement process and procedures for subcontracting to include notices of such procurement and copy of RFP and/or bidding process, if applicable;
- Listing of all actively certified individuals for each of the eight required programs and any additional proposed EBPs, and when they received their initial program certification(s);
- Executed contracts with appropriate proprietary agencies documenting licensure certificates and certificates of insurance for the eight evidence-based programs and additional proposed EBPs; and
- Such other documentation as ARC determines is needed to successfully execute the Grantee's contract.

*These forms are **not to be submitted as part of the proposal** but will be required as a part of the contract documents for the successful awardee.*

Federal requirements, Certifications, and Assurances pass through to third party contractors. As such, ARC requires review and prior approval of any Third-Party Contracts to ensure all such requirements are part of Third-Party Contracts. Existing Third-Party Contracts should be included in the proposal submitted in response to this Notice.

4. Proposal Evaluation Criteria

4.1. Proposal Evaluation

All proposals will be evaluated using the criteria specified below with the relative weights shown in parenthesis. Selection will include an analysis of proposals by an Evaluation Committee composed of ARC personnel and/or outside individuals if deemed necessary, who will review the proposal submittals in accordance with the submittal requirements and the evaluation criteria set forth below. The committee may request oral interviews and/or site visits. ARC reserves the right to award this contract based on initial proposals received without formal interviews. An award will not necessarily be based on cost alone. Other factors, as detailed in the Notice, will be considered in determining what proposal will be deemed to best meet the needs of ARC.

Organizational capacity (50): responses will be scored on a scale based on amount of detail and clarity of the topics below:

- Anticipated number of workshops to be delivered in FY 25 (please specify numbers for each workshop type).
- Description of any additional resources that would be used to expand access and workshop delivery within the 10-county region.
- Outreach plan to promote services to older adult, adult with disability, and caregiving populations in greatest socioeconomic need
- Identified and designated staff responsible for administration of this grant, to include, but not limited to:
 - Workshop coordination;
 - Trained staff/volunteer program certification requirements;
 - Program fidelity adherence;
 - Quarterly programmatic reporting;
 - Coordinating multiple meetings with trained individuals, host location staff, and other community-based partners (comparable to the established Evidence-Based Aging Services Coalition);
 - Required data entry into the DAS Data System, including activities as well as invoicing for services provided.
- Breadth of existing relationships with potential in-person workshop host sites in all 10 counties
- Established implementation infrastructure: sufficient workforce trained/certified to immediately begin delivery of the eight evidence-based programs – a minimum of at least two individuals certified to lead each of the identified programs
- Established process to provide reasonable honorarium to certified Volunteer workshop leaders/trainers
- Ability to provide and experience with in-person workshop delivery in all 10 counties
- Ability to provide and experience with virtual delivery of appropriate/approved programs

- Quality assurance process to ensure fidelitous program delivery as prescribed by the proprietary organizations, appropriate support and mentorship provided to all trained staff and volunteers, and ongoing quality improvement practices
- Continuous training and professional development for staff (and volunteers, as applicable)
- Established process for HIPAA compliant data collection and reporting required by ARC and Georgia DHS
- Technology to ensure interested individuals can access virtually offered workshops (eg. Claris Companion, Juniper, lending library of appropriate technology, etc.)
- Emergency preparedness plan for weather related emergencies, fires, pandemics, and other disasters or emergencies
- Expertise and experience in serving older persons, adults with disabilities, and caregivers, including the evaluation of services provided under any previous ARC grant (as applicable).

Service proposed (30): responses will be scored on a scale based on amount of detail and clarity of the criteria below:

- Responses clearly indicate why the services are needed and how they will be delivered
- Responses clearly indicate your experience in delivering the eight identified evidence-based program services (and any additional EBPs proposed) and capacity to deliver proposed number of EBP workshops
 - Including the intended dissemination of in-person **and** virtually delivered workshops
- Description of how the services will be provided that creates a full overview of each service

Budget (20): responses will be scored on a scale based on amount of detail and clarity of the topics below:

- The budget provides an accurate assessment of all costs associated with project/program activities as outlined in the Unit Cost methodology form
- The budget includes a separate Unit* Cost for each of the eight workshops (and others if applicable**) to be delivered and the proposed number of each workshop (by program type) the grantee expects to deliver over the project period
- The budget corresponds to the descriptions in the narrative and demonstrates the capacity to carry out program activities in a cost-efficient manner comparable to regional rates and past level of workshop delivery
- The financial risk assessment tool is validated by the finance manager at ARC
- The cost per unit as determined using the Uniform Cost Methodology (UCM) is reasonable and customary for the region.
- Review of financial management under any previous ARC grants, including funding left unspent.

* a Unit = 1 workshop

** DHS DAS Taxonomy of Services for more information: <https://odis.dhs.ga.gov/General> - Division of Aging Services; Man5600; Appendix F: Taxonomy of Services

5. Proposal Narrative

General Instructions

To be considered for selection, applicants must submit a complete response to this NOFA online via <https://atlantaregional.org/procurement/>. The contents of the proposal submitted by the successful applicant will become a part of any contract awarded because of these specifications. The answers to all questions must be completed using the Narrative Response Form (template) and the Financial Components Workbook. Refer to the online NOFA Directions document for complete instructions.

Section 5.1: Every proposal must complete the Organizational Capacity section.

Section 5.2: Complete the questions for each proposed service.

Section 5.3: Complete the Budget Narrative, Budget Summary, and Uniform Cost Methodology (UCM) spreadsheet

Section 5.4: Complete the Applicant Transmittal Cover Page and submit all required documentation from the checklist. This would include the chart of services.

5.1. ORGANIZATIONAL CAPACITY

- 1) How many individuals are certified to lead each of the eight programs? Please also indicate if your organization has Master Trainers on staff or dedicated volunteers and for which programs, and any other qualifications and capabilities of staff to provide services that will meet all program standards:
 - a) Aging Mastery Program,
 - b) Bingocize,
 - c) Chronic Disease Self Management Program,
 - d) Chronic Pain Self Management Program,
 - e) Diabetes Self Management Program,
 - f) Matter of Balance,
 - g) Powerful Tools for Caregivers, and
 - h) Tai Chi for Arthritis and Falls Prevention

- 2) How many years has your organization had experience in providing and overseeing the delivery of these Evidence Based Programs?

- 3) Who, at your agency, will be responsible for the administration of this grant? What is their experience with evidence-based programs, volunteer management, and outreach to target populations?
 - a) Identify the number of full-time equivalents (FTEs) by job titles that will be devoted to this project

- 4) Does your organization have the capacity to deliver programs during non-traditional business hours (e.g. after 6:00pm on weekdays and on weekends) to meet the availability of participants?
- 5) What is your current reach for each of the programs? How many workshops have you offered and completed in the past 12 months? How many individuals have participated in each of the completed workshops in each different program in the past 12 months?
- 6) Do you intend to collaborate with any outside agency(ies) or organization(s) in the implementation of this grant? If so, please describe which organizations and how you intend to collaborate.
- 7) What outreach, in addition to an agency website or social media, will you conduct to ensure that those most in need of this service are made aware of it
- 8) In addition to general outreach for program participant, volunteer and host location recruitment, what strategies will you use to specifically identify and engage communities identified as most at risk and/or priority populations as defined by the OAA?
- 9) Have you identified potential workshop locations in each of the 10 counties to be served? If so, please share both established locations and potential locations.
- 10) How will you use this grant to ensure that the number of available workshops is maintained across the region year over year?
- 11) What resources does your agency already have in place to leverage this grant to expand access of these programs (other grant funding, established volunteer network, sponsorships in place, set aside in your agency's budget for workshop delivery, dedicated FTE currently overseeing workshop coordination, additional funding from other sources, etc.)?
 - a) Describe any new or ongoing plans to obtain additional financial support or resources for these programs (if applicable)
- 12) What experience do staff/volunteers have with virtual delivery of evidence-based programs? Does your agency have appropriate technology available to provide virtual workshops (virtual platform subscriptions, webcam accessible devices, etc.)? What is the current level of virtually delivered workshops?
 - a) Additionally, how does your organization plan to address the digital divide and serve individuals interested in virtual participation but who may:
 - i) Not have access to appropriate devices, AND/OR
 - ii) Not have consistent high -speed internet services, AND/OR
 - iii) Have a fear of technology or who have not had the opportunity to learn how to use technology
- 13) What is your experience with participant data collection, data entry, and reporting?

- 14) Describe how your organization will ensure that they will work with the ARC to effectively resolve issues related to service delivery and clients.
- 15) Describe your steps for quality assurance. Include your process for:
 - a) monitoring for program fidelity for all delivered workshops
 - b) monitoring of any subcontractors
 - c) continuous quality improvement
 - d) Ways in which you plan to support trained and certified workshop leaders
- 16) The awarded grantee must ensure that all EBP data is collected and services are reported using the appropriate format established by DHS/DAS and/or the AAA. AAA staff will provide reporting and data entry training when necessary. Data collection and reporting activities may include data entry into DDS, pre/post participant surveys, and quarterly and annual reports. The grantee must designate at least one staff as the point person who will attend all applicable WellSky DAS Data System (DDS) trainings and be responsible for transmitting that learning back to all those who use the system in your organization. Describe how you will ensure all staff needing access to DDS will be trained internally and monitored to ensure they are recording all data properly for evidence-based programs.
- 17) Outline the training your staff and volunteers receive for the function they serve in relation to this contract, including how often re-training occurs and who conducts the trainings. How many additional individuals do you expect to train over the project period and for what programs?
- 18) Describe how you handle multiple emergencies (i.e., severe weather, pandemics, etc.), and how your staff mobilizes to ensure client safety and continuity of service during the emergency.

5.2. SERVICE PROPOSAL

5.2.1. EVIDENCE-BASED HEALTH PROMOTION DISEASE AND INJURY PREVENTION SERVICES

- 1) Identify all evidence-based programs you will offer in addition to the eight required programs, if applicable. Specify the number of workshops you propose to complete for each of the listed evidence-based programs through this grant opportunity.
 - a) What is your annual projection for the total number of all EBP workshops your organization will host (including those proposed for this grant)?
- 2) How will you determine what type of workshop is wanted/needed by prospective participants for any given county/host location/virtual community.
- 3) Are workshops coordinated by your agency open to all community members, or do you allow closed workshops based on partnering host locations? Will the workshops offered through this opportunity be open to all eligible older adults, adults with disabilities, and caregivers? How

will you prioritize participant registration?

- 4) Do you intend to charge participants a fee to register for or participate in any workshop supported with this funding? If the answer is yes, please explain and respond to the following:
 - a) Please explain how your agency will account for any cash contributions.
 - b) Describe the billing process for fees. Attach copies of any materials used to solicit fees. (DAS encourages the development of fee-for-service opportunities, with the overall goal of sustainability)
- 5) How will you recruit and what is your process for onboarding new Volunteers? How many individuals will you need to train to meet your proposed workshop delivery goal?
- 6) How will your agency determine the participants' satisfaction with the workshops?
- 7) Describe how you will resolve any client issues effectively and timely.
- 8) How will you ensure the workshops are delivered with strict adherence to each program's fidelity requirements?
- 9) Describe your organization's policies or procedures concerning client confidentiality and HIPAA compliance.
- 10) When, how, and how often will you meet with your trained program leaders? When, how, and how often will you plan to meet with any implementation or host location partners?
- 11) Finally, please explain how and why you came to the decision to apply for this NOFA, and what makes your agency the best to successfully oversee the administration of this grant.

5.3. BUDGET PROPOSAL

All Applicants must submit the Financial Components Workbook, which consists of the Budget Narrative, the Budget Summary form, and the Uniform Cost Methodology (UCM) spreadsheet for personnel, program materials, training needs, program administration and coordination, licensing, training, and support. Instructions for the UCM spreadsheet are attached in the NOFA posting. Each Applicant will develop separate unit cost for each service (each workshop type) to be provided. ARC will consider the unit costs in negotiating contract expectations with the awardee.

Applicants must decide which services they are offering, how many units and unduplicated persons each program will serve based on the total allocation.

The budget for each service the Applicant is proposing to provide must be developed for one year, beginning July 1, 2024, and ending June 30, 2025

6. Appendix A

The amount of the grant award under this NOFA is contingent upon ARC's receipt of funds from Federal and/or State sources. The available funding detailed in this NOFA is a one-year projection based on planning allocations received for Fiscal Year 2024. The projection is subject to change based on the actual allocation received by ARC. The funds indicated below will be distributed to one grantee as determined by the ARC and/or the independent application review panel.

PLANNING ALLOCATIONS:

Multi-County/Regional Allocation: *to provide services in all 10 Planning and Service Area counties:*

\$120,671.