

CITY OF BOSTON  
AREA AGENCY ON AGING  
AGE STRONG COMMISSION

# REQUEST FOR PROPOSAL

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TITLE III-B, -D, & OMBUDSMAN  
American Rescue Plan Act and/or Standard Title III  
2023  
For  
OCTOBER 1, 2022 TO SEPTEMBER 30, 2023  
With option to renew for FFY2024



Michele Wu, Mayor  
City of Boston

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Age Strong Commission

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## LEGAL NOTICE

City of Boston Area Agency on Aging  
Age Strong Commission

### NOTICE OF REQUEST FOR PROPOSAL

**Titles III-B, -D, & Ombudsman**

**FUNDING PERIOD:**

**OCTOBER 1, 2022 TO SEPTEMBER 30, 2023**

With option to renew for FFY2024

The City of Boston Age Strong Commission/Area Agency on Aging Region VI invites all interested agencies serving Boston's older adults to submit proposals for Title III B (Support Services), Title III D (Health Promotion Evidence-Based) and Ombudsman under American Rescue Act Plan Act and/or Regular Standard funding:

**Title III-B Support Services (both funding sources), Bid event EV00010770  
ONE YEAR FUNDING PERIOD, WITH OPTION TO EXTEND TO 2 nd YEAR  
OCTOBER 1, 2022 TO SEPTEMBER 30, 2023**

**Title III-D Health Promotion Evidence Based-Services (both funding sources), Bid event  
EV00010773  
ONE YEAR FUNDING PERIOD, WITH OPTION TO EXTEND TO 2 nd YEAR  
OCTOBER 1, 2022 TO SEPTEMBER 30, 2023**

**Ombudsman Services (only American Rescue Act Plan), Bid event EV00010526  
ONE YEAR FUNDING PERIOD, WITH OPTION TO EXTEND TO 2 nd YEAR  
OCTOBER 1, 2022 TO SEPTEMBER 30, 2023**

The purpose of the funding is to support a comprehensive health and social service system for Boston's older adults by ensuring good service, effective programming and quality care.

The Request for Proposal (RFP) will be made available at **9:00 AM on Monday, June 6, 2022** on the City's purchasing website and Supplier Portal, [www.boston.gov/procurement](http://www.boston.gov/procurement), and will be available until **5:00 PM, Tuesday, July 12, 2022**.

An optional Virtual Bidders' Conference for Titles III-B, -D and Ombudsman will be held from **2:00 to 4:30 PM** on **Monday, June 6, 2022** on the virtual meeting platform, Zoom. Registration is required to access the link for this meeting and can be completed here: <https://us06web.zoom.us/meeting/register/tZcpde-pqz4vEtjRg720eGL287eEUCWbs25C>. All interested parties may attend the Virtual Bidders' Conference.

Completed proposals must be submitted via the Supplier Portal **or** to the Area Agency on Aging no later than **5:00 PM, Tuesday, July 12, 2022**. All agencies will be notified of funding decisions by **Monday, August 8, 2022** for start-up on **Saturday, October 1, 2022**.

Please contact Alison Freeman, the Area Agency on Aging Director, at 617-635-0027 or via email [alison.freeman@boston.gov](mailto:alison.freeman@boston.gov) for further information. The City of Boston is an EO/AA Employer.

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## SECTION I - INTRODUCTION

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The mission of the Age Strong Commission is to enhance the lives of older adults in Boston with meaningful programs, resources, and connections, so we can live and age strong in Boston together.

These activities are provided in conjunction with various federal, state, and city agencies, along with neighborhood service providers and older adult groups. The Commission, as Boston's Area Agency on Aging (AAA) and Council on Aging, promotes the active involvement of older adults in the life and health of their neighborhoods.

One of our priorities is to promote optimal functioning and to prevent premature or inappropriate institutionalization of older adults in Boston. Older Americans Act funding enables the Commission to provide financial and programmatic support to non-profit agencies in the following areas of service:

**Title III-B Support Services (CFDA #93.044)**

**Title III-B Ombudsman Services (CFDA #93.044)**

**Title III-D Preventative Health Evidence-Based Services (CFDA #93.043)**

The Age Strong Commission encourages applicants to be creative in their service proposals and is looking for projects to highlight up to three specific NAPIS/OAAPS services in order to strengthen overall programming.

Training on fiscal and programmatic requirements will be held for all new partners.

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## SECTION II - SERVICE AND PRIORITY FUNDING AREAS

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The following service categories are eligible for Standard and American Rescue Plan Act funding through this RFP. For a complete list of services, please refer to the Older Americans Act at [www.acl.gov](http://www.acl.gov)

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### A. TITLE III-B SUPPORT SERVICES

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The purpose of Title III-B of the Older Americans Act is to develop a comprehensive and supportive social service system to assist older adults to maintain independent living in their communities as long as desired. Support Services may include: legal assistance, friendly visit, home repair, recreation, arts programs, and translation and interpreting services. A complete listing of eligible services can be found in the NAPIS Service Categories (**Appendix A**).

The proposed programs should be sophisticated, well planned, and provide high quality services to Boston older adults. In order to strengthen individual service areas, please focus on up to three services. Funding will be reflective of well thought out services and planning rather than the number of services an agency provides.

The following focus areas have been identified as additional priorities for this funding cycle:

### Behavioral Health

According to the CDC, over 20% of adults 60+ experience a mental or neurological disorder, with the most common disorders being dementia and depression. Not only are mental health problems under-identified by healthcare professionals of older adults and older adults, themselves, we also continue to see stigmatization of mental health disorders, leading to reluctance to speak up and seek help when mental health interventions are needed. Through this RFP, we seek to partner with agencies that will develop programs that will address the behavioral health needs of older Boston residents.

### Outreach to Underserved Older Adult Communities

Through this RFP, we seek to partner with Boston-based organizations that would like to create and implement plans that aim to reach underserved older adult populations. These populations might include individuals who live independently and are not connected to a community, individuals with disabilities, individuals who experience language and/or cultural barriers, individuals who experience homelessness, etc.

### Economic Security

The 2019 Elder Index indicates that nearly three out of four adults 65+ living alone in Boston do not have sufficient income to cover the costs of necessary expenses. The cost of living for older adults in Boston is higher than the rest of Massachusetts and the rest of the country, creating a considerable economic strain on a critically important and sizable population. Through this RFP, we hope to partner with agencies that will develop programs that will increase economic security among older adults in Boston.

### Housing Stabilization

Stable housing is a key factor in the ability for older adults to remain in their communities and access resources and services within them. Housing instability threatens the mental health and well-being of individuals as they age and can increase challenges associated with all other areas of one's life. Through this RFP, we hope to partner with agencies that will develop programs that deliver services to stabilize housing for older adults across the City of Boston.

### Social Isolation

Many factors can exacerbate loneliness and social isolation including illness, disability, loss of a loved one, migration, depression, and homelessness. During the last two years of the COVID-19 pandemic, lockdowns, social distancing, and fear of the disproportionate impacts from COVID-19 on older Bostonians have contributed to significant separation and loss of community. Socially-connected communities are more likely to thrive because a virtuous cycle is created when social connections are strengthened—civic engagement and a sense of belonging increases, which further deepens social networks. Through this RFP, we hope to support programs that are addressing social isolation among older adults through outreach and programming.

### Digital Equity

The digital divide has long been impacting older adults, especially those with low income and among communities of color. The COVID-19 pandemic exacerbated this inequity and led to significant barriers to accessing information, services, resources, and engagement opportunities. Within digital inequity, we see three primary areas of need: equipment, access, and training.

Through this RFP, we hope to support the community by providing the technology equipment required to keep older adults connected. This can include: smartphones, tablets, laptops, and any other technology devices that will reduce or eliminate digital inequity. Internet access is essential to staying connected to the world. This RFP can support hotspots, WiFi, and any other connectivity essentials. It can also support organizations working with residents who are eligible for the Emergency Broadband Benefit Program (EBB). We know technology can change by the day. This RFP can support the training needed to empower older adult residents your agency serves with the tools they need to utilize technology.

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## **B. TITLE III-D HEALTH PROMOTION EVIDENCE-BASED SERVICES**

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Health Promotion and Evidence-Based Services program funding is intended to assist partners in their efforts to promote longevity and an optimal quality of life for older adults. The programs and services must be evidence-based programming approved by the Administration on Aging.

The AAA intends to fund the highest level criteria of programming. This includes programs that have undergone experimental or quasi-experimental design; and a level at which full translation has occurred in a community site; and a level at which dissemination products have been developed and are available to the public. For a complete listing of approved programs see the Administration on Aging website at- <https://www.acl.gov/programs/health-wellness/disease-prevention>

The following focus area has been identified as an additional priority for this RFP:

### Behavioral Health

According to the CDC, over 20% of adults 60+ experience a mental or neurological disorder, with the most common disorders being dementia and depression. Mental health challenges are under-identified by older adults and their healthcare professionals, and we continue to see stigmatization of mental health disorders, leading to reluctance to speak up and seek help when interventions are needed. Through this RFP, we seek to partner with agencies that have programs that will address the behavioral health needs of older Boston residents.

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## **C. TITLE III-B OMBUDSMAN SERVICES (ARPA ONLY)**

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Ombudsman programs are operated in accordance with Executive Office of Elder Affairs' (EOEA) regulations and designation, which reinforces Federal mandates and policies on program criteria and goals.

The purpose of the Ombudsman Program is to protect the rights and benefits of long term care residents according to State and Federal laws. Ombudsmen work closely with EOEA, the Age Strong Commission, and the Department of Public Health to advocate for institutionalized older adults. The program conducts extensive community outreach programs to increase community awareness and solicit volunteers. The program goals are to receive, investigate and resolve nursing and rest home complaints, protect the rights of residents, provide information on long term care issues to residents and their families and to advocate for positive changes to the long term care system. Ombudsman programs utilize volunteers who receive certification from the State to become official ombudsmen.

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## **SECTION III - SERVICE MONITORING AND COLLABORATION**

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Monitoring provides a systematic ongoing procedure for the collection of information on project operations and service evaluation. The monitoring process assists the program staff in assessing the effectiveness of the operations and gives the AAA a detailed account of how Title III Older Americans Act funds are spent.

As a recipient of Title III Older Americans Act funding, a partner agency is obligated to adhere to all monitoring and evaluation requirements set forth by the city, state, and federal agencies responsible for the allocation of the Older Americans Act funding. This obligation includes compliance in data collecting, self-evaluations, formal assessments, client input, donation policy, and grievance process, as well as measures of service performance. Program monitors will routinely attend groups and/or activities, as necessary to evaluate services.

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### **A. TECHNICAL ASSISTANCE**

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The Area Agency on Aging will provide technical assistance and training to partner agencies at no cost. We would like to encourage providers to utilize AAA staff for assistance in accurate and timely reporting, document design, securing outside funding, outreach initiatives, and program development. Therefore, all partner agencies should embrace the opportunity to enlist the assistance of the AAA staff as a resource to fiscal and programmatic issues, and overall grant requirements.

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### **B. MONITORING PROCESS**

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The AAA monitoring staff will visit the partner agency at least twice a year. One of the visits will focus on a mid-year review of the program goals, objectives, concerns, and overall services. After each visit, the Program Monitor will prepare a site visit report, detailing the accounts of the meeting and all corrective actions that were recommended if needed. A copy of the report will be filed for future reference and the Program Monitor will plan another follow-up site visit to verify that all corrective actions are being addressed.

In addition to the site visits, the Program Monitor will conduct one formal program assessment in each year of the funding cycle. The partner agency will be required to report on all program and service-related information. Once the data provided during the assessment process has been evaluated, a copy of the assessment form, along with a corrective action plan, if needed, will be forwarded to the partner agency for follow-up and future reference. The formal assessment visits will require the attendance of the partner agency's programmatic staff and director. The purpose of the assessment is to determine if program objectives have been completed and to ensure that the needs of the program, if applicable, are identified and promptly addressed.

Below is a description of the various areas of interest that will be measured during the program assessment:

Personnel: Supervision, training, and professional development.

Program Operations: Achieving objectives on schedule, providing outreach to older adults, revising action steps and goals when necessary, correcting problems efficiently and timely, meeting accessibility needs of older adults, initiating public information efforts, and involving community older adults in program planning.

Outreach: Assessing the partner agencies efforts towards outreach based on their reporting

\*Previously, Outreach was a required service for every partner agency. Under OAAPS, Outreach will no longer be its own service, but each partner agency will be expected to include Outreach for every service delivered by the program. Reporting of Outreach activities will only be reflected in the Narrative report.

Finances: Submitting invoices on time, maintaining sound fiscal records, securing additional funding from outside sources, and compliance with client contribution procedures. Cooperation and coordination of program and fiscal personnel in administering the program.

Evaluation/Assessment: Internal review of achievements, client satisfaction surveys, client input procedures, and client needs assessment procedures will be reviewed.

Technical Assistance: The partner agency's need and capacity for technical assistance will be evaluated and discussed. The AAA staff is available as a resource for training, document design, and development assistance.

Contract Compliance: The partner agency's compliance with grant requirements will be assessed.

Board Diversity: The partner agency's board membership should be diverse and reflect a broad range of interests including consumers, advocates, public and private sectors.

Overall Agency Performance: Based upon all of the above factors, AAA monitoring staff will evaluate partner agency's performance and will note any corrective actions needed during the annual program assessment process.

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### **C. RECORD KEEPING**

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All partner agencies are required to maintain accurate records on activities and clients served which are necessary to complete the quarterly reporting process

In order to assure that a partner agency is meeting its grant requirements, the AAA Program Monitors may, without notice, spot check records. The City and its designated agents shall have access at any time during normal business hours and as often as necessary, to review any bank



account records, other agency books, documents, files, reports, and other property under this agreement for the purpose of making audits, surveys, and evaluations.

Additionally, the AAA office must be notified when any changes occur that could affect Title III programming, including agency (and/or its Title III program) moves to a new facility (either temporarily or permanently), Title III staff changes or the partner agency merges with, is bought out by or buys out another agency (including simple name changes). The partner agency must notify AAA immediately in writing upon the occurrence of any of the events and provide proper documentation as requested by AAA. Upon filling a vacant Title III position, the partner agency must send to AAA the resume of the person filling the position, for its files. Also, AAA must be notified if any Title III services are halted or affected in any way, due to staff being sick/leaving, inclement weather, or any other reason.

In an effort to heighten awareness and strengthen program accountability, the AAA has developed a system to ensure both programmatic and fiscal compliance. During this award cycle all partner agencies must comply with the reporting requirements as stipulated in the RFP. All partner agencies will be required to provide program statistics, narratives, and monthly activities calendars.

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#### D. QUARTERLY SERVICE REPORTING REQUIREMENTS

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All anticipated program modifications *must* be submitted in writing with justification for service changes to the AAA office, thirty days prior to anticipated implementation. All staffing changes must be reported to the AAA staff by the end of the month in which they occur.

Following are quarterly programmatic requirements for each partner agency. All required quarterly programmatic reports are due on the **tenth** of the following month unless otherwise authorized by the AAA based on individual agency need.

##### 1. Quarterly Service Statistical Reports

Quarterly programmatic service reports assist the AAA in tracking overall service compliance. All partner agencies are required to submit quarterly service reports by the tenth of the following month, electronically in a format compatible with that of the AAA. In order to accurately complete the quarterly Service Statistics Report, partner agencies will be requested to collect the following data on their older adult clients:

##### Unregistered Services:

- Ethnicity
- Name
- Income
- Date of Birth
- New or ongoing service user
- Type of service(s) utilized and frequency of use

##### Registered Services:

- Address with zip code
- Living arrangements
- Income
- ADL/IADL impairment status
- Plus unregistered service items

##### 2. Quarterly Service Narratives

Service narratives are important tools that help measure program services. Partner agency's service narratives must give a detailed account of the various events that transpired during the reporting month. Programs should include sections on outreach, program goals, monthly challenges, and successes.

### 3. Monthly Activity Calendars

Activity calendars will allow AAA staff to prepare in advance of visits to a group and/or scheduled activity. Calendars should highlight a monthly schedule for all Title III funded services. Calendars should be provided one month in advance.

### 4. Older Americans Act Performance System (OAAPS) (Formerly NAPIS)

All Title III partner agency recipients must adhere to all requirements of the Federal Government (Administration on Aging), State Government (EOEA), and the Area Agency on Aging with regard to OAAPS. Forms and other required documentation for OAAPS reporting will be provided to applicable partner agencies and the partner agency can only propose to provide services from the approved service list (**Appendix A**). The Area Agency on Aging will provide technical assistance and training to partner agencies regarding reporting requirements. The AAA will require OAAPS data collection and reporting to be in a prescribed electronic format.

### 5. Electronic Record Keeping

EOEA has implemented Wellsky's Aging and Disability Case Management Software (formerly SAMS) for the gathering and reporting of OAAPS information, at this time. All Area Agencies on Aging (AAAs), Aging Service Access Points, Nutrition Programs, and Family Caregiver Programs are required to use this system. Should EOEA change the required electronic record keeping guidance, agencies will be required to use the new system provided. The AAA will offer technical assistance, provide guidance on record keeping, and inform partner agencies when their information needs to be submitted.

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## **SECTION IV - FISCAL REQUIREMENTS AND PROCEDURES**

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In order to accept an award under this RFP, each partner agency is required to execute a City of Boston Standard Contract and agrees to abide by the City of Boston contracting procedures. The terms and conditions of the City of Boston/County of Suffolk Standard Contract General Conditions are hereby incorporated into this RFP by reference (see attached copy in Bid Package).

Each partner agency is required to maintain accurate records of agency programs and of Title III program expenditures, which shall be available for review by AAA staff upon request. All accounting records must be kept up-to-date to ensure accurate monthly reconciliation of accounts.

Each partner agency is held responsible for operating the program funded by Title III at the approved budgetary levels. The approved program budget constitutes a ceiling on Title III fiscal obligations. The Area Agency on Aging will not honor any deficit or overruns to any budget category.

Partner Agencies are required to adhere to all applicable federal and state regulations and to administrative rules set by the AAA. Federal regulations which must be followed by the partner agencies include, but are not limited to, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") was officially implemented in December 2014 by the Council on Financial Assistance Reform (COFAR - now dissolved). The Uniform Guidance – a "government-wide framework for grants management" – is an authoritative set of rules and requirements for Federal awards **that synthesizes and supersedes guidance from earlier OMB circulars.**\*

Please See: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Partner agencies are also required to provide to the AAA copies of all Title III reports required by EOE A.

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#### **A. BUDGET OR PROGRAM REVISIONS**

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Any proposed budget or program revisions must be requested in writing at least thirty (30) days prior to the planned revision. Revisions can be requested only when they are necessary to meet programmatic objectives or conserve grant funds, or otherwise deemed essential to the interest of the project. All proposed revisions must observe allowable cost principles and include a budget narrative, covering each line item in the proposed budget change. Any partner agency requesting a budget revision must have all Title III invoicing and program reporting documents up-to-date at the time of the request.

Approval of a budget revision is not valid unless it is in writing and signed by the Director of the Area Agency. Within thirty (30) days from the date of receipt, the Area Agency will review the request and notify the partner agency of its decision. The Area Agency will not approve any budget revision that is inconsistent with the purpose of the grant or priorities of the AAA or with federal regulations.

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#### **B. PAYMENT PROCEDURE**

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Each Title III partner agency is required to submit *monthly* billing invoices separately for each funding source (ARPA and/or Standard), in a form as provided by the AAA, with prescribed back-up billing attachment, to the Area Agency on Aging by the 10th of each month. Awardees are highly encouraged to provide monthly billing electronically. For example, the January invoice is due to the AAA no later than February 10<sup>th</sup>. Failure to meet the deadline will result in missing the payment schedule for that current billing period.

In the event that a partner agency delays sending required program reports to the Area Agency on Aging invoice payment to the agency will be delayed until required reports are submitted. Partner agencies are highly encouraged to sign up for Automated Clearing House (ACH), an electronic payment system, via the City of Boston's purchasing website and Supplier Portal, [www.boston.gov/procurement](http://www.boston.gov/procurement).

In addition, failure to submit invoices for more than three months of the year will result in a remedial action plan and adversely impact future funding from the Area Agency on Aging.

Each partner agency is required to submit the final *monthly* invoice no later than seventy (70) days after the scheduled program fiscal year ending date. Failure to comply with the seventy-day schedule can result in the Area Agency on Aging being released from obligations for outstanding program bills.

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### C. FISCAL ASSESSMENT

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The AAA will periodically conduct on-site fiscal reviews of each partner agency. Results of the fiscal reviews will be included in the Area Agency Aging Annual Assessment Report for each partner agency.

Monitoring activities will include:

Reviewing financial and programmatic reports

Following up on corrective action required (resulting from deficiencies detected through audits, on-site reviews or other means)

Issuing management decisions for audit findings relating to Federal awards (see §200.521 for additional guidance)

Based on partner agency risk assessment performed by the City, the following monitoring tools may be used by the pass-through entity to ensure proper accountability and compliance:

- Provide training and technical assistance to partner agencies on program issues
- Perform on-site reviews
- Validate that every partner agency that meets the expenditure threshold is audited as required by Federal awards (see §200.521 for additional guidance)
- Arrange for agreed-upon procedures engagements as described by Federal Audit services
- Take enforcement action against non-compliant partner agencies

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### D. BUDGET INSTRUCTIONS

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**Partner agencies are required to submit separate budgets for each Title III program (separate for each funding source) that they are applying for in the RFP.** There are four parts to the Budget Instructions Section:

- 1. Program Budget**
- 2. Estimated Income**
- 3. Budget Justification Narrative Procedures**
- 4. Allocation of Costs to Services and Service Units.**

#### **1. Program Budget**

The budget must be submitted itemized in the given cost categories in the format provided. (See **Appendix C pages 1 and 2 in EXCEL format**) Please **do not combine cost categories** (for example, rent & utilities).

In addition to the hard copy, the agency will be required to submit an electronic, EXCEL format spreadsheet, version of the budget.

## **2. Estimated Income**

Partner agencies must account for all agency project income in the appropriate column of the budget forms.

A letter from each “in-kind” contributor must accompany the application stating the value and source of the in-kind resource. These letters are to be included with fiscal information (“In-kind” is a resource to the program provided by a non-cash transaction which therefore must be valued by an estimate of the fair market value.)

All applicants who generate income from their program (e.g. charge for the service) must include details on the policy and procedures on how income, especially cash, is to be handled. The Donation Policy & Procedures must conform to EOE A regulation and be approved by the AAA. Please submit a copy with your proposal submission.

Please submit a list of other funding (including source and amount) your agency receives from the City of Boston. Also submit a list of other funding your agency receives from other sources for aging-related services.

Required Matching Funds: All Title III B, D, and Ombudsman partner agency’s are required to provide 15% of the total project costs. An electronic, EXCEL spreadsheet copy must also be submitted with the proposal for each of the funding sources (American Rescue Act Plan and Standard).

## **3. Budget Justification Narrative**

Please complete a written budget narrative with special emphasis to the items indicated below, where applicable. The narrative must include justification for the items and their cost plus their quantity. Generally, this should be done with each line item in your budget.

Building Space: Indicate square footage used by project including space used by administrative staff and rate per square foot. Current certificate of insurance must be provided before the proposal can be approved.

Equipment: Indicate program specific items, itemize dollar amounts and include rationale for each. List the estimated cost and life expectancy of all equipment to be funded during the grant period. [Equipment is defined as any item with a useful life of more than one year and a cost of more than three hundred dollars (\$300.00)]

Indirect Costs: Most nonprofit organizations have 4 options to recover costs expended in the process of managing federal awards. 1) Federal award partner agencies may apply for a federally negotiated indirect cost rate from their cognizant agency. 2) The partner agency may use a state negotiated indirect cost rate or a rate negotiated between the pass-through entity and the agency (in compliance with 2 C.F.R. Part 200), 3) Eligible non-federal entities may elect to use a flat de minimis rate of 10% of modified total direct costs (MTDC). 4) Non-federal entities may charge costs directly (Direct Charge) as long as those costs are charged the same consistently across all federal awards. The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs.

Direct charging of these costs may be appropriate only if conditions as outlined in 2 C.F.R. §200.413 are met:

Audit: Partner agencies must submit a copy of their most recent audited financial statement as part of their application. This audit must comply with OMB Circular A-133 and applicable Federal regulations. OMB requires that organizations that receive and expend at least \$500,000 in federal award during their fiscal year conduct Audit/Single Audit.

Other: Specify and explain all other allowable items required for this grant.

Sub-contractors: Explain the relationship of the project to sub-contractors (subcontractors) and how this relationship is expected to affect the cost of the program. Provide copies of any contracts or memorandums of understanding you have with the sub-contractors or subcontractors.

Fundraising: Explain the project’s abilities and plans to help raise any additional funds to supplement funding received for this program from the AAA. Explain how your agency will work to ensure the program remains open for the one-year grant period.

In-kind Values: Include all in-kind resources (i.e., non-cash transactions) provided to the program at their fair market value.

**4. Allocation of Cost Procedures** (See Appendix C page 3 for form in EXCEL format)

*Services	Unit of measure (Hour, contact etc.)	Total number of service units to be provided	Total number of clients to receive this service	% of total Title III funds used on service	% of total match funds used on this services	Title III Cost per Service Unit	Total Cost per Service Unit
<b>Total</b>	-----	-----		100%	100%		

\* As defined by EOEA and the Area Agency on Aging.

Indicate the percentage of program funds you expect to spend in support of each of the services you are proposing to provide. Please indicate the percentage for each of the two categories: Percentage of Title III Funds Used on Service and Percentage Match Funds Used on Service. The total percentages in each of these two categories, separately must equal 100% (the vertical column total must equal 100%, as indicated)

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## SECTION V - CONTRACT DURATION AND TERMINATION

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### **Timetable**

Proposals due	July 12, 2022 5:00 PM
Award letters issued by	August 8, 2022
Scopes of Service Agreements due	August 29, 2022
Scopes of Service Agreements finalized	September 12, 2022
Contracts to Fiscal	September 30, 2022

### **Rule for Award**

The City will select the responsive and responsible entity submitting the most advantageous proposal, taking into consideration the entity's experience in meeting the entire programmatic and fiscal requirements, client input, program development, outreach, fundraising plans, and references.

### **Contract Term**

The successful Offeror for Title III-B, D and Ombudsman grants will be awarded a contract for a period of one (1) year, with the opportunity for one year renewal. The contract shall be subject to the availability of an appropriation and may be canceled by the City without penalty in any year in which appropriation is not made.

### **Contract Termination**

Conditions for termination of this Agreement or any contracts arising out of this RFP shall be governed by the City of Boston/County of Suffolk Standard Contract General Conditions, hereby included by reference (**Appendix B**); except as provided for in this section.

If the AAA determines that any non-compliance with the terms of this Scope of Service Agreement on the part of the provider endangers the life, health and safety of any recipients of services under this Scope of Service Agreement, it shall terminate this Scope of Service Agreement by orally notifying the provider of termination followed by the making of written notification, return receipt requested, setting forth the oral notification. Termination pursuant to this subsection shall take effect upon the furnishing of the oral notification.

### **Termination Without Cause**

The AAA may reclaim, upon the expiration of termination of this Scope of Service Agreement, all equipment, the cost of which is fully reimbursed by funds provided pursuant to this Scope of Service Agreement and which has a useful life of more than one (1) year and a cost in excess of three hundred (\$300.00) dollars.

### **Non-Discrimination In Service Delivery**

The provider shall not deny any services to or otherwise discriminate in the delivery of services against any person who otherwise meets the eligibility criteria for the program as determined by the project on the basis of race, color, religion, sex, age, national origin, ancestry, physical or mental disable or because such person is a recipient of Federal, State or local public assistance or housing subsidies.

The partner agency shall comply with all applicable provisions of:

- a) Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) - prohibits discrimination on the basis of race, color, or national origin, in programs receiving Federal financial assistance: and
- b) City of Boston Code, § 12-9.7 prohibits discrimination on use of public accommodations or service delivery on the basis of race, color, sex, gender identity or expression, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, parental status, prior psychiatric treatment, military status, ex-offender status or source of income of such individual.
- c) Section 504 of the Rehabilitation Act of 1973, (29 USC 794) and the regulations promulgated thereunder, (45 CFR Part 84) - prohibits discrimination against qualified disabled individuals on the basis of disability in any program or activity receiving or benefiting from Federal Financial assistance and requires programs and activities, when viewed in their entirety, to be readily accessible to disabled persons; and
- d) G.L. c.151B sec. 4(10) - prohibits discrimination in furnishing services on grounds that an individual is a recipient of Federal, State or local public assistance or housing subsidies.
- e) The partner agency shall comply with all applicable provisions of the Americans With Disabilities Act.

**Non-Discrimination In Employment**

The partner agency shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or physical or mental disable. The partner agency shall comply with all applicable provisions of:

- a) Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.) - prohibits discrimination in employment on the basis of race, color, religion, sex or national origin; and
- b) M.G.L. c.151B, S4(1) - prohibits discrimination in employment on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation.
- c) The Elder Affairs' Regulation 651 CMR 8.00: Discrimination Based On Age In Agencies And Organization In Receipt of Funds From The Department of Elder Affairs.
- d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and the regulations promulgated pursuant thereto (45 CFR Part 84) - prohibits discrimination against qualified disabled individuals on the basis of disability and requires employers to make reasonable accommodations to known physical or mental limitations or otherwise qualifies disabled applicants and employees.
- e) The partner agency shall give written notice of its commitments under this Article to any labor union, association or brotherhood with which it has a collective bargaining or other agreement.
- f) The partner agency shall notify minority, disabled, and women contractors, and associations of such contractors, that it is the policy of the Commonwealth to prohibit discrimination in employment practices by partner agencies, subcontractors, and suppliers of goods and services as set forth in Executive Order 11246.
- g) The partner agency shall comply with all applicable provisions of the Americans with Disabilities Act.



### **Federal and State Regulations**

Applicant agencies shall comply with the provisions of Title III of the Older Americans Act of 1965, as amended from time to time. In addition, applicant agencies must comply with any Federal and State regulations in effect governing the Title III-B, Title III-D, and Ombudsman programs, as well as all policies and procedures implemented by the EOEA and the AAA. See **Appendix B** to review the City of Boston County of Suffolk Standard Contract General conditions.

Please See: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)