

Request for Proposals

County of Ventura Area Agency on Aging

Fiscal Year 2019-2020

Title III E and III B Funding Older Americans Act

Family Caregiver Support Programs Senior Support Line



**Deadline for Required
Letter of Intent to Submit Proposal:
Friday, March 15, 2019 – 5 p.m.**

**Completed Proposals Must Be Received No Later Than:
Friday, April 26, 2019 – 4 p.m.**



Ventura County Area Agency on Aging (VCAA)
646 County Square Drive, Suite #100
Ventura, CA 93003-9086
(805) 477-7300
www.vcaa.org

March 2019

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ATTACHMENT B

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- Budget Proposal – Title III B*

I. INTRODUCTION

A. Purpose of RFP

By submitting a proposal for funding under the Older Americans Act of 1965, as amended in 2016, you will be indicating your desire and commitment to meet the varied needs of older adults throughout the county. Therefore, it is essential that you understand the philosophy and priorities of the agency issuing this Request for Proposal. The Ventura County Area Agency on Aging (VCAAA) is mandated under the Older Americans Act to establish a comprehensive, coordinated system of services for persons aged 60 and older in its planning and service area (PSA 18), with particular emphasis on reaching those seniors in greatest need due to their age, economic situation, physical or mental condition, racial or ethnic background, or geographic isolation.

VCAAA recognizes that funding for service programs is inadequate to meet the needs of the older adult population. Therefore, applicants for funding will be expected to demonstrate their ability to engage in activities that are in addition to the administration and provision of funded services. Such activities include making maximum use of community resources and volunteers; coordinating with other service agencies to avoid duplication of effort; and providing information about resources available to the elderly. The performance of these and other similar activities described in the Request for Proposal are essential to the success of a comprehensive and coordinated service system. We appreciate your interest in serving our seniors and accepting the challenges that such service entails.

The purpose of this Request for Proposal (RFP) is to solicit bids from qualified public, nonprofit, or for-profit organizations to provide the following services to older adults in Ventura County for the contract period of July 1, 2019, through June 30, 2020. (See Contract Period section for more details about duration of funding and annual renewals.):

OAA Funding Category	Project/Service	Annual Grant Amount*	Catalog of Federal Domestic Assistance (CFDA) Number	Required Local Match**
Title III E: Family Caregiver Support Program	Family Caregiver Resource Center – East Ventura County (i.e., Thousand Oaks, Simi Valley, Moorpark, the portion of Westlake Village in Ventura County, and unincorporated areas of east Ventura County, including Newbury Park)	\$45,595	93.052	25%
Title III E: Family Caregiver Support Program	Family Caregiver Resource Center – West Ventura County (i.e., Camarillo, Oxnard, Ventura, Ojai, and unincorporated areas of west Ventura County)	\$55,595	93.052	25%
Title III B: Supportive Services	Senior Support Line – Countywide	\$50,000	93.044	10%

*Grant amounts are contingent upon the availability of state and federal monies and may be subject to revision.

**Match can be met with cash and/or in-kind services. Match must be included in the grant application budget.

B. Agency Mission and Vision Statements

VCAAA Mission – The Ventura County Area Agency on Aging’s mission is to serve Ventura County’s aged 60+ population, adults with one or more disabilities (as defined by the Americans with Disabilities Act Amended 2008), and their unpaid caregivers, by:

- Providing leadership in addressing issues that relate to older Californians, adults with disabilities, and their caregivers;
- Developing and maintaining community-based systems of care that provide services, which support independence within California’s interdependent society, and which protect the quality of life of older persons and persons with functional impairments;
- Enhancing and supporting existing community-based service providers systems of care and long-term services and supports; and
- Promoting citizen involvement in the planning and delivery of services for Ventura County’s older population, adults with disabilities, and their caregivers.

This mission shall be accomplished through a network of education, advocacy, problem solving, program planning and funding.

VCAAA Vision – Ventura County Area Agency on Aging (VCAAA) envisions that it will be the focal point of aging in the county, identifiable to seniors and caregivers; a leader in the aging industry that is innovative and responsive to the changing and varied needs of older adults.

C. Agency Background

In 1980, VCAAA was formed as a public agency under the auspices of the County of Ventura. VCAAA, like area agencies on aging nationwide, assesses the needs of older individuals and their informal family caregivers in their Planning and Service Area and develops a variety of services and programs through planning, coordinating, advocating, interagency agreements, information sharing, monitoring, and evaluating. The efforts of the VCAAA and its Advisory Council are directed toward developing a comprehensive and coordinated community-based service delivery system and ensuring access to services.

D. About the Planning and Services Area (PSA 18)

Planning and Service Area (PSA) 18 is a single county planning and service area consisting entirely of Ventura County. Ventura County is one of 58 counties in California. The total area of the county is 2,208 square miles, which includes 1,845 square miles of land and 363 square miles of water. In the state, the county ranks 26th out of 58 in land size. According to Ventura County Public Health¹, the current total population of Ventura County is 860,013, an increase of 3,558 people from FY 2017-2018. An estimated 38.5% of the population speak a language other than English at home. People over the age of 65 make up 14.48% of the population in the county versus 13.69% of the state population. The poverty rate remains around 8% of the total population versus 12% statewide.

There are 10 incorporated cities, and all are in the southern half of the county. Ventura County is known as the “Gold Coast” because of its scenic beauty, fertile lands, and Mediterranean-type climate. Tourists and homebuyers alike enjoy the climate and lifestyle of Ventura County. The principal employment clusters in Ventura County are biotechnology, information technology, agriculture, healthcare services, financial services, and government.

¹ Ventura County Public Health, www.healthmattersinvc.org

II. PROJECT TIMELINE

<u>PROPOSAL TIMELINE</u>	
RFP Packets Available at these locations: <ul style="list-style-type: none"> • Ventura County Area Agency on Aging 646 County Square Drive, Suite 100 Ventura, CA 93003 • VCAAA website: https://www.vcaaa.org/for-providers/grantee-service-tools • Interested parties may request a packet be mailed or emailed to them; however, VCAAA cannot assume responsibility for, nor assure timely delivery of, mailed information. 	March 1, 2019
Mandatory Letter of Intent due via email to marleen.canniff@ventura.org , U.S. mail, or delivered in person (e-mail is preferred)	March 15, 2019 by 5 p.m.
Mandatory Bidders' Conference: An organization planning to apply must send a representative to the Bidders' Conference at 646 County Square Drive, Suite 100, Ventura, CA.	April 4, 2019 at 2 p.m.
Last Day to Submit Questions in Writing via e-mail to marleen.canniff@ventura.org	April 15, 2019 by 5 p.m.
Proposal Applications Due: Applications may be submitted in person, via courier service, or mailed (not recommended) at: ATTN: Marleen Canniff Ventura County Area Agency on Aging 646 County Square Drive, Suite 100 Ventura, CA 93003 Required for submission: 1 original and 3 copies <i>Applications received after the deadline will not be considered.</i>	April 26, 2019 by 4:00 p.m.
VCAAA Task Force to review applications	May 1, 2019
VCAAA Advisory Council Award Approval	May 8, 2019
Applicant Award Notification	May 13, 2019
Deadline for Appeals	May 28, 2019
Contract Mailing (Tentative)	June 3, 2019
Due date for grantees to return executed contracts	June 28, 2019
Start Date of Contract	July 1, 2019

Interested parties are expected to read the entire RFP, submit a Letter of Intent, attend the Bidders' Conference, and submit an Application and Proposal Budget. Application and Budget forms are in the RFP application package, which is separate from this document and can be found on the VCAAA website.

III. GENERAL INFORMATION

A. How to Apply

Interested organizations must complete and submit the application and detailed budget forms associated with this RFP and submit required attachments. Applicants applying for more than one grant MUST submit a separate application and budget for each grant. The RFP and application forms are available the VCAA website:

<https://www.vcaaa.org/for-providers/grantee-service-tools>

B. RFP Correspondence and Contact Information

All correspondence must be submitted to:

Ventura County Area Agency on Aging
646 County Square Drive, Suite #100
Ventura, CA 93003-9086

Contact: Marleen Canniff, Grants Administrator
Phone: 805-477-7311
E-Mail: marleen.canniff@ventura.org

The grant application and request for proposal (RFP) are available on the VCAA website <https://www.vcaaa.org/for-providers/grantee-service-tools> by hard copy or via e-mail. The RFP is not available by fax.

C. Minimum Requirements Summary

Any public, nonprofit or for-profit organization may apply. Before contracts can be awarded to for-profit organizations, the VCAA must receive prior approval from the California Department of Aging (CDA). **Private individuals are not eligible to apply for this grant.** See [Eligible Applicants](#) section for more information.

In addition to meeting deadline for [Notice of Intent](#), attending the [Bidders' Conference](#), and meeting the [Proposal Submission Deadline](#), all applicants must:

1. Have no current or past record of unsatisfactory performance with the County of Ventura or the VCAA.
2. Have the ability to maintain adequate files and records and meet program administrative and reporting requirements.
3. Have the administrative and fiscal capability to provide and manage the proposed services, including compliance with all applicable laws and maintaining an adequate audit trail.
4. Demonstrate the ability to secure additional funding sources to supplement the grant funding allocated by the County.

D. Mandatory Notice of Intent

Organizations intending to apply for all or a portion of the services described in this RFP must submit a **Notice of Intent** letter to the VCAA on **Friday, March 15, 2019, by 5 p.m.**, via email, U.S. mail, or delivered in person.

E. Mandatory Bidders’ Conference – Question & Answer Period

A Bidders’ Conference/Grant Workshop will be held **Thursday, April 4, 2019, at 2:00 p.m.** Attendance is mandatory for contractors interested in applying for the grant, if held. Applicants must be represented at the Bidders’ Conference unless cancelled due to lack of competition. The workshop is scheduled to be held at the VCAAA offices located at 646 County Square Drive, Suite #100, in Ventura, California, 93003. At the workshop, general information about the grant requirements will be provided to applicants and questions about completing the application will be addressed. Written questions may be submitted up to 24 hours before the meeting to the VCAAA via email to: marleen.canniff@ventura.org. These questions will be addressed at the workshop.

In the interest of fairness to all applicants, VCAAA staff cannot accept verbal questions except at the mandatory Grant Workshop. Questions regarding the RFP posed outside of the Grant Workshop must be submitted in writing and responses to those questions will be posted on the VCAAA website at <https://www.vcaaa.org/for-providers/grantee-service-tools> for all potential applicants to see.

F. Proposal Submission Deadline

All Proposal Packets **must be received** at the address listed in Section I-C **no later than 4:00 p.m. on Friday, April 26, 2019.**

Proposals may be mailed or hand-delivered. Postmarks will not be accepted in lieu of actual receipt. Proposal packages sent by fax or e-mail will not be accepted.

G. Terminology

<u>Acronyms</u>	
AAA	Area Agencies on Aging
AC	Advisory Council of the VCAAA
AoA	Administration on Aging (federal government agency)
CDA	California Department of Aging, a state agency
CFDA	Catalog of Federal Domestic Assistance
FCSP	Family Caregiver Support Program – Title III E of the OAA
FCRC	Family Caregiver Resource Center
OAA	Older Americans Act (federal)
PSA	Planning and Service Area (There are 33 PSAs or AAAs in California. VCAAA is PSA 18.)
RFP	Request for Proposal
VCAAA	Ventura County Area Agency on Aging, a unit of County government

<u><i>Definitions</i></u>	
Addendum	An amendment or modification to the RFP (request for proposal)
Bid	The proposal submitted by a Bidder on the Bid Form consistent with the instructions to bidders to complete the work for a specified sum of money and within a specified period of time.
Bid Form	Application form
Bidder	A public agency, 501(c)(3) nonprofit corporation or for-profit corporation that submits a qualified Bid for the Work, either directly or through a duly authorized representative.
Contractor	Contractor shall mean any employee, agent, or representative of the contract company used in conjunction with the performance of the contract. For the purposes of this RFP, Contractor and Grantee and Bidder are used interchangeably.
County	County of Ventura and its Ventura County Area Agency on Aging.
Indirect Costs	Costs incurred for a common or joint purpose benefitting more than one cost objective and are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved.
Matching Contributions	Local cash and/or in-kind contributions by the Applicant subcontractor, or other local resources that qualify as match for the contract funding. Cash and/or in-kind contributions may count as match, if such contributions are used to meet program requirements. Matching contributions must be reported monthly and be verifiable from the records of the Contractor or a subcontractor. Matching contributions must be used for allowable costs in accordance with the Code of Federal Regulations.
Non-Matching Contributions	Local funding that does not qualify as matching contributions and/or is not being budgeted as matching contributions. (e.g., federal funds, overmatch, etc.).
Program Income	Revenue generated by the Contractor or subcontractor from contract-supported activities and may include: <ul style="list-style-type: none"> • Voluntary contributions received from a participant or responsible party as a result of services. • Income from usage or rental fees of real or personal property acquired with grant funds or funds provided under a contract agreement. • Royalties received on patents and copyrights from contract-supported activities. • Proceeds from sale of items fabricated under a contract agreement.

IV. KEY CONTRACT PROVISIONS

A. Eligible Applicants

Organizations currently providing services in Ventura County that are a public agency, 501(c)(3) nonprofit corporation or for-profit corporation are eligible. Priority preference will be given to nonprofit and public agencies. This is because any contract with a for-profit entity must be approved in advance by the California Department of Aging (CDA), which could substantially delay the commencement of the project; and before a contract award, the VCAAA would be required to submit significant written justification to CDA as to why a for-profit entity was selected as the best applicant. No awards will be made to individuals.

NOTE: Priority preference may be given to applicants who have a proven track record (minimum of three years) of providing proposed program services for adults aged 60 and over in Ventura County.

Current Contractors of the VCAAA

A Contractor with one or more other grants continuing into FY 2019-20 is eligible to apply for any services being solicited in this RFP provided that at the time of application the Contractor is (1) in good standing with the VCAAA and is (2) free of any sanctions. The Contractor must be current with all reports and insurance certifications. If the Contractor has been a recipient of a Corrective Action Plan (CAP) during the past twelve months, the Contractor must have satisfied all requirements in the CAP.

Former Contractors of the VCAAA

The reviewing Task Force will be advised if any former contractors submitting an application have a previous history with the VCAAA of noncompliance with contract requirements.

B. Contract Period

The contract period will be July 1, 2019, through June 30, 2020. The Applicant agency must assure that a resolution from the Board of Directors, identifying the person authorized to sign and approve agreements, is on file with VCAAA prior to the release of funds pursuant to this contract. Funding for Title III E and Title III B is contingent upon the availability of federal, state and local funds. VCAAA reserves the right to annually renegotiate the contract and funding amount with sub-recipients of this funding, contingent upon performance and funding availability, as follows.

Title III E – Family Caregiver Support Programs: For the initial 12-month funding level in FY 2019-20, and for up to three (3) subsequent contract period, i.e., FY 2020-21, FY 2021-22, and FY 2022-23.

Title III B – Senior Support Line: For the initial 12-month funding level in FY 2019-20, and for up to three (3) subsequent contract period, i.e., FY 2020-21, FY 2021-22, and FY 2022-23.

Annual renewals are contingent upon emerging needs, the availability of funds, and satisfactory performance by the Contractor. Annual renewals are not guaranteed; they are at the discretion of the VCAAA and are subject to renegotiation and the availability of

federal, state and local funding. Renewing contractors will be required to submit a renewal application and budget; and to execute a contract or contract amendment. VCAAA reserves the right to reissue a Request for Proposals prior to FY 2022-2023 for Title III E and Title III B services.

C. Grant Funding

The amount and availability of funds for these grants are contingent upon receipt of state and federal monies and may be subject to revision. The amount of grant funds awarded to a Contractor may be renegotiated to reflect any funding additions or reductions that the VCAAA might receive for any fiscal year of the grant cycle.

Funding Sources

The agency receives its primary funding from the federal Older Americans Act (OAA). In California, these funds are distributed among 33 planning and service areas (PSAs) by the California Department of Aging (CDA) to provide programs and services for older adults. The Ventura County Area Agency on Aging is known as PSA 18. The Older Americans Act of 1965 established the federal Administration on Aging (AoA) to oversee the development of programs and services for older people in every community across the nation. Below are the specific funding sources and Catalog of Federal Domestic Assistance (CFDA) numbers for each project service.

Title III E – Family Caregiver Support Programs:

- a. Older Americans Act, Title III E
- b. CFDA Number – 93.052

Title III B – Senior Support Line:

- a. Older Americans Act, Title III B
- b. CFDA Number – 93.044

Required Applicant Match

Applicants must provide a local in-kind and/or cash match of the grant award. The match cannot include federal dollars. The required amounts of match are as follows:

Title III E – Family Caregiver Resource Center: 25% match, cash or in-kind services.

Title III B – Senior Support Line: 10% match, cash and/or in-kind services.

Payments to Contractor

Payment to a Contractor will be done on a reimbursement basis after the Contractor has submitted a Monthly Expenditure Report, Monthly Request for Funds and Monthly Program Report. All payments must be in accordance with the provisions of the grant contract (Agreement) and the “Authorized Total Budget.”

Expenditure of Funds

Contractors are expected to expend all grant funds by the end of the contract period. There is no provision for carryover of unexpended grant funds at the end of the contract period. Unexpended grant funds must be returned to the VCAAA.

D. Service Categories, Units and Number of Unduplicated Clients to Be Served

Applicants are required to complete the application utilizing the service categories, units and number of unduplicated clients specified in the RFP. Please read the [Project Descriptions](#) for more information about each program.

E. Targeting & Outreach

The successful applicant must make a special effort to reach, i.e. “target” specific segments of the population; and may be required to prioritize the delivery of services. Please refer to the section below on [Targeting Priorities](#).

VCAAA Partners and Senior Network

All VCAAA contractors are considered VCAAA Partners in the delivery of services and programs to Ventura County’s older population and their family caregivers. The VCAAA Partners meet in July to review current contract requirements and for VCAAA Contractors Manual training. Additional meetings may be held in the fiscal year as needed. A VCAAA Contractor is automatically a member of the VCAAA Senior Network. The network meets quarterly for networking and information. It is comprised of representatives from the aging services network that serve seniors and family caregivers.

F. Other General Contract Requirements

This RFP has been prepared in compliance with California Code of Regulations Title 22, Division 1.8, California Department of Aging regulations including but not limited to the §7360 Non-competitive Awards, in the event of inadequate competition.

If awarded the grant, the successful applicant must comply with the following requirements:

1. Agreement to Provide Services – Board approval to award a contract is required. An applicant selected for funding will be required to execute an Agreement (contract) prior to commencement of the project. Each applicant is subject to the performance standards stated in the Agreement, which are tied to the requirements listed in the RFP and the application submitted by the Contractor. Accepted grant application (proposal) and RFP specifications become a part of the Agreement (contract) between VCAAA and Contractor/Grantee. VCAAA may negotiate changes to the project narrative and budget, including service categories, to the number of service units, and the number of unduplicated clients, after the RFP selection process is completed and prior to signing the official subcontracts in order to ensure that all program and fiscal requirements are met. After award, if service levels are not being met, then the budget may be reduced to reflect the current levels.
2. Status of Contractor – Contractor agrees that during the terms of their Agreement that they are (1) of sound financial status; (2) have quality control procedures that are sufficient to ensure competent service and maintenance of professional standards. A Contractor that is a private corporation, Joint Powers Agreement (JPA) or private non-profit must be in good standing with the Secretary of State of California and must maintain that status throughout the term of the Agreement.
3. Costs – Costs incurred by the Contractor must be verifiable from the records of the Contractor or subcontractor and must be allowable as outlined in Office of Management and Budget (OMB) circulars and may be cash or in-kind contributions. <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>

4. Use of Funds/Supplanting – Funds cannot be used to pay for any existing services or to replace services that can be provided by another organization or agency or services already in the applicant’s budget. Funds must be used solely to provide a new service or for expansion an existing service. *An applicant that seeks to expand an existing service must clearly explain the methodology for expansion in the application.*
 - *Title III E Applicants:* Funds requested must supplement and not supplant other services that may directly or indirectly support informal caregiving, such as Medicaid waiver programs (such the Multipurpose Senior Service Program or MSSP, etc.), or other Title III-funded providers.
 - *Title III B Applicants:* Funds requested must supplement and not supplant any federal, state, or local funds expended by a state or unit of general purpose local government to provide Title III (excluding III E), Title VII, or Community-Based Services Programs.

Publicity – An applicant must include a line item in the project budget to pay for advertising and publicizing the *specific grant-funded program*. The Contractor is responsible for developing and distributing flyers, brochures, press releases, media campaigns, public service announcements, etc. to advertise the specific grant-funded services. In all publicity (brochures, press releases, flyers, public service announcements, posters, etc.) relating to the provision of the grant funded service, the Contractor must acknowledge the funding source with an appropriate statement such as: Funding for this project has been provided by a grant from the Ventura County Area Agency on Aging through the Older Americans Act. Prior to issuing any news release pertaining to this grant award the Contractor must obtain prior written approval from the VCAAA Grants Administrator.
5. Information Integrity and Security – All VCAAA contractors are required to protect from unauthorized disclosure the names and other identifying information of persons receiving grant funded services (except for statistical information that does not identify any client) unless required to do so by court order or under the terms of the Agreement. Contractor is required to use 128-Bit encryption for data collected under this Agreement that is confidential, sensitive, and/or personal information including data stored on all computing devices (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers and backup media) and/or electronic storage media (including but not limited to, discs, thumb/flash drives, portable hard drives, and backup media). Contractor agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act (HIPAA) to the extent applicable to make all reasonable efforts to implement HIPAA requirements.
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/srsummary.html>
6. Licenses – Prior to the commencement of provided grant-funded services, the Contractor must possess all necessary and required licenses, permits, notices and certificates to provide the services stipulated in the Agreement. If using a subcontractor to provide any portion of the services, the Contractor must ensure that the subcontractor also meets this requirement.

7. Participant/Client Contributions – Contractor is required to provide persons receiving services the opportunity to contribute to all or part of the costs of the services provided. Methods used to solicit voluntary contributions shall be non-coercive. Donation letters and all printed materials mentioning donations shall state that contributions are voluntary and are not required to receive the service. No person eligible to receive services will be denied services because of his/her failure to contribute. A means test shall NOT be used by any contractor to provide grant-funded services.
8. Program Income – If program income (e.g., donations) is generated from the grant-funded service, it must be reported in the Monthly Expenditure Request for Funds Report and must be used to expand services and pay for current allowable costs. For programs funded by Title III B, Title III C, Title III D, Title III E, Title VII Ombudsman and Title VII Elder Abuse Prevention programs, program income must be spent *before* contract funds and may reduce the total amount of contract funds payable to Contractor in the month they are reported. Program income may not be used to meet the matching requirements of this contract.
9. Nondiscrimination – Contractor shall comply with all federal and state statutes relating to non-discrimination, including those contained in the Contractor Certification Clauses (CCC1005) which is hereby incorporated by reference, which include, but are not limited to:
 - c. Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e et. seq.)
<http://www.eeoc.gov/laws/statutes/titlevii.cfm> , as amended by the Equal Opportunity Act of March 24, 1972 (Public Law 92-261)
<https://www.gpo.gov/fdsys/pkg/STATUTE-86/content-detail.html>
 - d. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin:
http://www.ssa.gov/OP_Home/comp2/F088-352.html
 - e. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1688), which prohibits discrimination on the basis of sex:
<http://www.dol.gov/oasam/regs/statutes/titleix.htm>
 - f. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap;
<http://www.dol.gov/oasam/regs/statutes/sec504.htm>
 - g. Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age:
http://www.dol.gov/oasam/regs/statutes/age_act.htm
 - h. Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse
 - i. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism:
<http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter60&edition=prelim>
 - j. §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records
 - k. Government Code sections 11135-11139.5:
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=11135;

- Section 98000 et seq. of Title 22 of the California Code of Regulations: <http://ccr.oal.ca.gov/linkedslice/default.asp?SP=CCR-1000&Action=Welcome>, which prohibits recipients of state financial assistance from discriminating against persons based on race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability (22 CCR 98323)(Chapter 182, Stats. 2006);
<http://government.westlaw.com/linkedslice/search/default.asp?tempinfo=find&RS=GVT1.0&VR=2.0&SP=CCR-1000>
 - I. Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§ 43601 et seq.) as amended, relating to nondiscrimination in the sale, rental or refinancing of housing; <https://www.justice.gov/crt/fair-housing-act-2>
 - m. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and,
 - n. The requirements of any other nondiscrimination statute(s) which may apply to this agreement. Contractor shall comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. §§ 12101 et seq.)
<http://www.ada.gov/pubs/ada.htm>
10. Training & Technical Assistance for Contractors – If requested to do so, Contractor agrees to participate in staff training and development programs provided by the Area Agency on Aging, the California Department of Aging, and the Administration on Aging, or any of their agents. If awarded the grant, the VCAAA will be pleased to assist any Contractor needing help with grant-related issues such as forms, outreach, etc.
11. Subcontracting – A Contractor intending to subcontract any services must obtain written permission from the VCAAA in advance. If permission is granted, the Contractor is responsible for making sure that the subcontractor meets performance standards and is in compliance with requirements for insurance, licenses and certifications. The Contractor must monitor the performance of the subcontractor.
12. Independent Contractor – Contractor is an independent contractor and shall hold the VCAAA and the County of Ventura harmless from all claims that may be made against the VCAAA or County of Ventura based upon any contention by any third party that an employer-employee relationship exists. Contractor is solely responsible for its employment, social security, state and Federal income taxes.
13. Equipment – The State shall retain title to all equipment purchased wholly or in part with federal and/or state funds and described as “Equipment” in the Total Authorized Budget of the grant application.
14. Planning Efforts – Contractor agrees to fully cooperate with the VCAAA in any efforts toward developing a comprehensive and coordinated system of services for the elderly. Contractor agrees to participate in joint planning efforts that may include the shared use of grant funded equipment, service coordination and other activities as determined by the VCAAA.

15. Personnel – Contractor agrees to maintain adequate staffing levels to perform the grant funds services specified in the Agreement.
16. Debarment, Suspension and Other Responsibility Matters – Contractor certifies to the best of its knowledge and belief, that it or its agents:
 - Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - They have not, within a three-year period preceding the grant contract with VCAAA, been convicted of, or had a civil judgment rendered against them, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlements, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and,
 - Have not, within a three-year period preceding the grant contract with VCAAA, had one or more public transactions (federal, state, or local) terminated for cause or default: www.sam.gov/SAM/
17. Living Wage Ordinance – For-profit applicants executing a contract for \$25,000 or more for services in a twelve (12) month period, may be subject to the County of Ventura Ordinance 4233 and 4236, as amended, Chapter 9.5, known as the Living Wage Ordinance. <http://www.ventura.org/government-affairs/living-wage-ordinance>
18. Grievance Procedure for Clients – Contractors are required to establish a written grievance procedure for reviewing and attempting resolve complaints made by older individuals. Complaints may involve the amount or duration of service, denial or discontinuance of a service or dissatisfaction with the service being provided or with the service provider. (22 CFR 7400)
[https://govt.westlaw.com/calregs/Document/I762A2230D4B711DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I762A2230D4B711DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
19. Computer Technology – For compliance and reporting, Contractor must possess or have the ability to purchase the following computer equipment and software (or similar compatible equipment) prior to the start of the grant cycle: PC/IBM compatible; Microsoft Excel and Explorer or Netscape Navigator (email accessibility); 400 MHz operating speed or higher; 64 RAM or higher; CD ROM; and, Windows 95 or higher.
20. Reporting – For the duration of the grant cycle, Contractor is required to have a systematic means of capturing and reporting all required program, service and fiscal data as well as have one or more individuals (staff) assigned to provide this information. At a minimum, the Contractor will be required to submit a monthly program report; a monthly expenditure report/request for funds; a year-end close-

out report; plus complete and submit an annual self-assessment if asked to do so. Forms and more information will be supplied by the VCAAA.

21. “Q” Database Reporting System – Participation will be required of the Title III E Contractor and may be required of the Title III B and contractors, which involves obtaining a Q license (through VCAAA). If an applicant currently does not have a Q license, the cost of the license is approximately \$1,200, while the annual maintenance cost for the license is approximately \$900. Grant funds may be used to purchase the initial license and to pay annual renewal costs. The successful applicant is expected to contact the VCAAA Grants Administrator for more information.
22. Monitoring/Site Visits – A VCAAA staff representative will conduct an onsite monitoring visit at least once a year and a separate fiscal audit. Any Contractor may be subject to site visits by representatives from the California Department of Aging and U.S. Administration on Aging.
23. Coordination – As needed, the Contractor agrees to coordinate services with other agencies to avoid duplication of effort.
24. Emergency Operations or Disaster Management Plan – Contractor agrees to have a written Emergency Operations or Disaster Management Plan that can be activated in a declared emergency and it is updated annually.
25. Project Self-Sufficiency – The policy of the VCAAA is to encourage, to the extent possible, the project self-sufficiency of its contractors. This project should demonstrate a reasonable and adequate plan for becoming self-sufficient when grant funds under this project are no longer available.
26. Compliance with Applicable Laws and Regulations – All agencies making applications for funds will be subject to conformance to all applicable laws and regulations. These shall include, but not be limited to the:
 - a. Older Americans Act of 1965, as amended;
 - b. Mello-Granlund “Older Californians Act” of 1996;
 - c. California Code of Regulations, Title 22 (Social Security), Division 1.8 (California Department of Aging), Chapter 4 (Title III Programs-Program and Service Provider Requirements),;
 - d. Code of Federal Regulations (CFR), Title 45, Part 74 (Administration of Grants);
 - e. OMB Circulars A-87, A-102, A-110, A-122, and A-133;
 - f. Section 15630, Welfare & Institutions Code Reporting Requirements for Elder & Dependent Adult Abuse;
 - g. Federal Civil Rights Act of 1964, 1968 and 1991;
 - h. Rehabilitation Act of 1973; State law contained in W&I Code, Section 9542;
 - i. California Fair Employment and Housing Act;
 - j. Federal, State and County and regulations applicable to Affirmative Action and Sexual Harassment;
 - k. VCAAA Contractors Manual;
 - l. CDA Program Memos available at www.aging.ca.gov/pm;
 - m. Americans with Disabilities Act of 1990, Sections 503 and 505:
<http://www.ada.gov/pubs/ada.htm>;

- n. All federal and state statutes relating to non-discrimination, as itemized in the Non-Discrimination list item above.

VCAAA's Contractor Manual, the VCAAA's Policies and Procedures Manual, contractor reporting and assessment procedures, and other informational materials are also available for review at the VCAAA office.

27. *Distribution of Services During the Fiscal Year* – Contractor is expected to provide services over the entire fiscal period of each grant that is specified in the Agreement. This may require the Contractor to maintain a waiting list.
28. *Security Awareness Training* – All employees and volunteers of the Contractor who handle personal, sensitive or confidential client or grant related information are required to annually complete the CDA's Security Awareness Training. Training must be completed within 30 days of the start of the contract and within 30 days of any new employee's or volunteer's start date. The training module is online at <http://www.aging.ca.gov/ProgramsProviders/#Resources>. (The training takes about five minutes and is a Power Point presentation that can be downloaded.) Upon completion of the training, the trainee should print a Certificate of Completion. **The Contractor must maintain Certifications of Completion on file and provide them to the VCAAA upon request.** The Contractor may substitute the California Department of Aging's Security Awareness Training program with its own Security Training provided such training meets or exceed CDA's training requirement. VCAAA must approve any substitute training beforehand.
29. *Inquiries and Complaints Regarding National Origin* – Contractor must designate an employee to whom initial complaints or inquiries regarding national origin can be directed. The name of the individual shall be provided to the VCAAA's Grants Administrator within 30 days of this contract being in effect. Any subsequent changes in the designation must be reported as soon as possible. Complaints relating to national origin discrimination shall be handled by the Contractor. If the complaint is not resolved the complainant shall be provided with the name and phone number of the person of the VCAAA who handles complaints regarding national origin. Christine Voth is the designated staff person at the VCAAA who handles these types of complaints and can be reached at (805) 477-7300. If a complaint is made by a program participant alleging discrimination based upon a violation of State or Federal Law (22 CCR 98211, 98310, 98340), the Contractor agrees to notify the VCAAA immediately.
<http://government.westlaw.com/linkedslice/search/default.asp?tempinfo=find&RS=GVT1.0&VR=2.0&SP=CCR-1000>
30. *Insurance Requirements* – The County of Ventura requires that all contractors (grantees) indemnify and defend the County for liability incurred as a result of actions associated with the proposed project, and carry insurance as required for the proposed contract. Contractor, at its sole cost and expense, shall obtain and maintain in full force during the term of this agreement, adequate liability insurance to cover all activities of Grantee necessary to fulfill Grantee's obligations under this Agreement. It is understood and agreed that the Area Agency reserves the right to

determine the type and extent of insurance that may be required. Prior to commencement of any contract, contractor shall provide the VCAA proof of the following insurance:

- 1) Commercial General Liability “occurrence” coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
- 2) Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles. Contractor must have on file evidence of auto insurance in the minimum amount of \$100,000 CSL bodily injury & property damage for all employees and volunteers associated with the contract.
- 3) Workers’ Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
- 4) Professional Liability coverage in the minimum amount of \$1,000,000 each occurrence and \$2,000,000 aggregate. Does not apply to all contractors.

V. TARGETING PRIORITIES – ALL CONTRACTORS

While all persons age 60 and older are eligible to receive Older Americans Act (OAA) services, the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The successful applicant will be required to target these populations when delivering grant-funded services. The targeted populations are as follows:

- Older individuals² with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals;
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
 - Physical and mental disabilities, especially severe disabilities;
 - Language barriers, which include limited English-speaking ability among older adults;
 - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals.
- Older Native Americans (aged 45 and older)
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal (unpaid) caregivers
- Older individuals with Alzheimer’s disease or related disorders with neurological and organic brain dysfunction and their caregivers.

Greatest Social Need

A social need is the result of non-economic factors such as physical and mental disabilities, language and cultural barriers, social isolation and/or racial and ethnic status. They restrict a person’s ability to perform normal daily tasks or threaten his/her capacity to live independently. A senior is in greatest social need if the individual has two (2) or more of the following characteristics: is physically and/or mentally disabled, has a language or communication barrier, lives alone, or is aged 75 or older.

Greatest Economic Need

Any person 60 years of age or older whose income level is estimated to be at or below the current Department of Health and Human Services guidelines for the federal poverty level (<http://aspe.hhs.gov/poverty-guidelines>), which are shown in the following table:

² Older individuals = Non-Native Americans aged 60 and older; and Native Americans aged 45 and older.

2019 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in Family/Household	Poverty Guideline
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
For families/households with more than 8 persons, add \$4,420 for each additional person.	

NOTE: The poverty guideline figures below are NOT the figures the Census Bureau uses to calculate the number of poor persons. The figures that the Census Bureau uses are the poverty thresholds.

PSA 18 Population Growth Projections

The California Department of Finance projects that over the next several decades (2019 – 2060) that Planning and Service Area 18 will experience an increase of 67% in the 60-and-older population, while the total population will increase at a much slower rate of 14%.³ Looking only at the fiscal years this RFP addresses (2019-2023), the rate of increase for the senior population in PSA 18 is projected at 14%, while the total population is expected to increase by only 2%.

PSA 18 Population Growth Projections (2019-2023)			
Ventura County (PSA 18)	2019	2023	% of Increase
60+ Population	196,588	224,812	14%
Total Population	864,821	884,148	2%

Source: Projections Prepared by Demographic Research Unit, California Department of Finance, January 2018

As this baby boomer population continues to age, the need for services to support seniors in Ventura County is essential to their health and the health of our communities.

Limited English-Speaking Participants – Contractor agrees to provide the VCAA with the following information regarding program participants: number or proportion of limited English-speaking (LEP) persons likely to be encountered by the program, frequency that LEP individuals come in contact with the program, nature and importance of the services provided to people’s lives. *Contractor shall take reasonable steps to ensure that*

³ California Department of Finance, Total Estimated and Projected Population for California Counties: July 1, 2010 to July 1, 2060 in 1-year Increments, Retrieved, February 26, 2019: http://www.dof.ca.gov/Forecasting/Demographics/projections/documents/P2_Age_1yr_Nosup_interim.xlsx

“alternative communication services” are available to non-English speaking or LEP beneficiaries of services under this Agreement. “Alternative communication services” include, but are not limited to, the provision of services and programs by means of the following: interpreters or bilingual providers and provider staff, contracts with interpreter services, use of telephone interpreter lines, sharing of language assistance materials and services with other providers, translated written information materials, including but not limited to, enrollment information and descriptions of available services and programs and referral to culturally and linguistically appropriate community service programs.

Services to Lesbian, Gay, Bisexual and Transgender Older Adults⁴

All Contractors must ensure that programs and services are available to all older adults regardless of sexual orientation and gender identity. Evaluation of outreach efforts to gay, lesbian, bisexual, and transgender older adults will be included in the VCAAA contract monitoring requirements.

Additional Targeting Priorities for Title III E Contractors

In providing Family Caregiver Support Program (FCSP) services to a family caregiver, or an older individual who is a relative caregiver, priority shall be given for services under Title III, Part E, Section 373(c)(2) to:

- Family caregivers who provide care for older individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction.
- Family caregivers or relative caregivers who are older individuals age 60 year of age or older [as defined in title I, section 102(40)] with greatest social need, with greatest economic need, and with particular attention to low-income individuals.

VI. PROPOSAL EVALUATION AND SELECTION PROCESS

A. Evaluation Process

All proposals will be subject to an initial review by VCAAA staff to determine if the proposal is complete, presented in the required format, and in compliance with all the RFP requirements. Failure to meet all of these requirements may result in a rejected proposal. No proposal shall be rejected because of an irregularity, defect or variation, if the irregularity, defect or variation is considered by VCAAA to be immaterial or inconsequential. In such cases, the applicant will be notified of the deficiency and given an opportunity to correct the irregularity, defect or variation, or VCAAA may elect to waive the deficiency and accept the proposal.

All compliant proposals will be reviewed and rated by a Task Force comprised of members of VCAAA’s Advisory Council and/or other qualified reviewers. The Task Force will consider all applications for provision of services described in this RFP. Preference may be given to contractors submitting responsive proposals who are already operating well-established programs within their communities. The Task Force will submit recommendations for contract awards to the full Advisory Council. Proposals that are incomplete or received after the deadline will be treated as non-responsive to the RFP. Proposals responsive to the RFP will be evaluated and ranked in accordance with the

⁴ Pursuant to the Older Californians Equity and Protection Act, AB 2920 and the Lesbian, Gay, Bisexual, and Transgender Disparities Reduction Act, AB 959

evaluation criteria shown below.

B. Evaluation Criteria

All submissions will be evaluated to determine if they meet the following requirements:

1. The submission is complete, in the required format, and in compliance with all the requirements of this RFP.
2. Prospective Contractor (or Vendor) meets the requirements as stated in the Minimum Requirements as outlined in [Section III-C](#).
3. Services and costs included are reasonable and meet the requirements as stated in this RFP.

Proposals meeting the above requirements will be evaluated on the basis of the following criteria:

EVALUATION CRITERIA ASSESSED BY TASK FORCE	
<i>Based upon contents of the bid/application, the AC Task Force shall award points based on the criteria shown below.</i>	Points
SECTION 1 – Organizational Capacity: Applicant has the capacity to provide the services and meet all requirements in the RFP, as evidenced by responses to the RFP’s specifications. The applicant organization must be based in Ventura County.	0 to 25
SECTION 2 – Fiscal: Applicant’s budget is appropriate for the services specified in the RFP. There is no evidence of supplanting. Indirect costs, if applicable, do not exceed 8% of the grant funds. Applicant demonstrates sound fiscal management and is financially secure.	0 to 15
SECTION 3 – Staffing: Applicant currently has or has the ability to enlist appropriate staff and volunteers (if applicable) to provide the service and effectively manage and train staff and volunteers (if applicable).	0 to 20
SECTION 4 – Service Delivery: Applicant demonstrates a full understanding of the project and services being requested in the RFP.	0 to 15
SECTION 5 – Targeting and Public Relations: Applicant understands the requirements to outreach/serve <i>Target Populations</i> and to publicize the project.	0 to 15
SECTION 6 – Service History: Applicant has a history of providing services for older adults (aged 60 and older) in Ventura County for at least the past three years. If a nonprofit agency, applicant has had its 501(c)(3) designation for at least three (3) years.	0 to 10
TOTAL POSSIBLE SCORE – Family Caregiver Resource Center	100
TOTAL POSSIBLE SCORE – Senior Support Line	100

C. Contract Award

Contract(s) will be awarded based on a competitive selection of Proposal Packets received.

The contents of the Proposal Packet of the successful Applicant will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

D. Protests and Appeals

Grounds for protest are that the VCAAA failed to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments; there has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq; or violation of State or federal law. Protests will not be accepted on any other grounds. ***Applicants must deliver the protest in writing to the VCAAA office by 4:00 p.m. on May 31, 2019.*** Protest letters must contain original signatures; letters sent by fax or e-mail will not be accepted. A written response will be directed to the protesting Applicant within fourteen calendar days of receipt of the protest letter, advising of the VCAAA decision and the basis for it.

E. Disclaimer/Final Authority

The VCAAA reserves the right to reject any and all proposals, or any part of any proposal, to postpone the proposal deadline date, to make an award in its own best interest, to award more than one grant, to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal and that would not affect an agency's ability to perform the work adequately as specified, to amend the RFP and to change the amount of the grant award. Requests to contract are subject to review and approval by the VCAAA Advisory Council. The Ventura County Board of Supervisors makes all final decisions on the award of contracts. Contracts will be issued by the County's Purchasing Agent.

The County of Ventura has the final authority to award contracts relative to this RFP.

VII. PROJECT DESCRIPTIONS

TITLE III E - Family Caregiver Resource Center

Interested applicants must submit a Notice of Intent letter to the VCAAA by
Friday, March 15, 2019

Program Purpose

The purpose of the Family Caregiver Support Program (FCSP) is to provide accessible one-stop formal walk-in centers, Family Caregiver Resource Centers (FCRCs), in the eastern and western regions of Ventura County that serves Title III E eligible family caregivers. These centers will provide family caregivers with information, resources and services to alleviate the high stress levels experienced by caregivers.

Need for Family Caregiving Services

The vast majority of care (83%) in the United States is provided by unpaid family members, friends, or other unpaid caregivers⁵. The number of older adults needing care is increasing with the aging of the baby boomer population. According to the National Family Caregiver Alliance, about 37% of adults, aged 65 and older, living in California, report having a disability and are receiving some level of informal care. It is estimated that 3.4 million caregivers of older adults provide over \$36 million dollars of informal/unpaid care in California⁶.

Family/informal caregivers of persons with dementia face challenges that can be emotionally and mentally overwhelming, physically taxing and time consuming⁷. Caregivers often must either relinquish or reduce hours of employment to meet the demands of caregiving⁸. Likewise, Alzheimer's disease is a multilevel, multifaceted biological, social, psychological and spiritual illness with which caregivers must cope⁹ while at the same time concurrently facing the "loss" of the person they once knew. In 2003, the number of Americans with Alzheimer's disease (AD) was estimated to be 4 million. In 2014, the number of Americans coping with AD was 5.3 million, and in 2018 the number was estimated at 5.7 million. This number includes an estimated 5.5 million people age 65 and older. Furthermore, the number of Californians age 65 and older with Alzheimer's Dementia is projected to increase 29.2% between now and 2015.¹⁰

Geographic Area to Be Served – The centers shall serve Title III E Eligible Service Population (see definition below) who live in or who have a loved one living in the following two regions: 1) East Ventura County (i.e., Thousand Oaks, Simi Valley, Moorpark, the portion of Westlake Village in Ventura County, and unincorporated areas of east Ventura County, including Newbury Park); and 2) West Ventura County (i.e., Camarillo, Oxnard, Ventura, Ojai, and unincorporated areas of west Ventura County).

⁵ Alzheimer's Association, 2018 Alzheimer's Disease Facts and Figures, Retrieved February 26, 2019 from <https://www.alz.org/media/HomeOffice/Facts%20and%20Figures/facts-and-figures.pdf>

⁶ National Family Caregiver Alliance, "Caregiving Across The States," State of the States in Family Caregiver Support, Retrieved February 26, 2019, from <https://www.caregiver.org/caregiving-across-states-50-state-profiles-2014>

⁷ Eisdorfer, C. et al. (2003), the Effects of a Family Therapy and Technology-Based Intervention on Caregiver Depression. *The Gerontologist*, 43, (4), 521-531.

⁸ Myers, J.E., (2003) Coping With Caregiving Stress: A Wellness-Oriented, Strengths-Based Approach for Family Counselors. *The Family Journal: Counseling and Therapy for Couples and Families*, 11 (2) 153-161.

⁹ Smith, A.L., et al, (2001) Caregiver Needs: A Qualitative Evaluation. *Clinical Gerontologist*, 24 (1/2), 2-25.

¹⁰ Alzheimer's Association, 2018 Alzheimer's Disease Facts and Figures, Retrieved February 26, 2019 from <https://www.alz.org/media/HomeOffice/Facts%20and%20Figures/facts-and-figures.pdf>

Overview of the National Family Caregiver Support Program (FCSP)

The National Family Caregiver Support Program (FCSP) was established in 2000 during the reauthorization of the federal Older Americans Act of 1965 (as amended in 2016) to fund a range of services to assist family and informal caregivers care for their loved ones at home for as long as possible. FCSP is defined in Title III, Part E, Section 302(3), 372(a)-(d), and 373(b) of the federal Older Americans Act (OAA) as support services authorizing funding for eligible clients in the broad category of Caregiver – Caring for the Elderly

Eligible Service Population

Caring for Elderly	
Family Caregiver	An adult (aged 18 or older) family member or another individual who is an informal (unpaid) provider of in-home and community care to a care receiver defined below.
Care Receiver*	An individual aged 60 or older or to an individual of any age with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction. The Care Receiver must reside in Ventura County.

*To receive FCSP Respite or FCSP Supplemental Services, the Care Receiver must need human assistance with least two (2) Activities of Daily Living, i.e., eating, toileting, walking, transferring in/out of bed or chair, bathing, dressing; or requires substantial supervision due to a cognitive or other mental impairment. Older parents providing care to their adult child with disabilities can be served in FCSP if the adult child is 60 years of age or older.

Family Caregiver Support Program Service Categories

Family Caregiver Support Program – FCSP provides support to (1) unpaid family caregivers of older adults and (2) grandparents or other older relatives with primary caregiving responsibilities for a child through five broad categories of services. FCSP is the same as Title III E (Older Americans Act).

*National Aging Programs Information Systems (NAPIS) Categories
 FCSP – Caregiver Caring for Elderly Services:*

Caring for Elderly	
NAPIS Category	Definition and Service*
FCSP 1 – Support Services	Support Services means the provision of caregiver assessment, caregiver counseling, caregiver peer counseling, caregiver support groups, caregiver training, and caregiver case management.
FCSP 2 – Respite Services	Respite Care means a brief period of relief or rest from caregiving responsibilities, and is provided to caregivers on an intermittent, occasional, or emergency basis in a manner that responds to the individual needs and preferences of the caregivers and their care receivers, rather than a pre-established set amount offered on a “first come, first served” waiting list basis. Services include In-Home Respite Supervision and Adult Day Care.
FCSP 3 – Supplemental	Supplemental Services means services provided on a limited basis to complement the care provided by Caregivers. Services include Assistive Devices and Home Adaptations to assist with caregiving responsibilities.
FCSP 4 – Access Assistance	Access Assistance means the provision of caregiving information and assistance, caregiver outreach, caregiver interpretation/ translation, and caregiver legal resources; and links caregivers to the opportunities and services that are available. Services include Information and Assistance and Caregiver Outreach.

FCSP 5 – Information Services	Information Services means the provision of public information on caregiving and/or community education on caregiving, including information about available services. Services include Public Information and Community Education.
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*A full list of possible Title III E services can be viewed at <http://www.aging.ca.gov/PM/> then select the link to: Year 2011 PMs then select [PM 11-12\(P\)& Attachment](#)

Definitions Applicable to Title III E Contractors

Family Caregiver – A family caregiver is defined in Title III, Part A, Sections 302(3) of the OAA as an adult family member or another individual who is an informal provider of in-home and community care to an older individual or to an individual (of any age) with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction. “Family Caregiver” is used interchangeably with “informal caregiver.” “Informal” means that the care is not provided as part of a public or private formal service program. A Family Caregiver provides care without pay. Grant funds cannot be used to pay the Family Caregiver a stipend or salary for providing care; however, they may be used to pay another family member or friend to provide respite care or supplemental services to the Family Caregiver. The broader term “Caregiver” as defined in Title I, Section 102(18)(B) of the OAA is not applicable to Title III of the OAA since it also means an individual who—voluntarily or because of compensation—has responsibility for the care of an older individual and is providing this care on behalf of the Family Caregiver or on behalf of a public or private agency or organization.

Older Individual Receiving Care (Care Receiver) – The care receiver is defined as one who is 60 years of age or older, or an individual (of any age) with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction [Title III, Part, A Section 302(3); Title I, Section 102(22)].

Respite Care – respite is the provision of temporary, substitute supports or living arrangements for care receivers and may be provided (1) in the home (and include the provision of personal, homemaker, and chore services to the care receiver), (2) by attendance of the care receiver at day care or other non-residential day center or program (including recreational outings for children), and (3) by attendance of the care receiver in a facility for an overnight stay on an occasional or emergency basis (such as a nursing home for older adults or summer camp for grandchildren).

Individual with Severe Disabilities – is defined in Title I, Section 102(48) of the OAA as a person with a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments that:

1. Is likely to continue indefinitely; and
2. Results in substantial functional limitation in 3 or more of the following major life activities:
 - a. Self-care,
 - b. Receptive & expressive language,
 - c. Learning,
 - d. Mobility,
 - e. Self-direction,
 - f. Capacity for Independent Living,
 - g. Economic self-sufficiency,
 - h. Cognitive functioning, and
 - i. Emotional adjustment.

Temporarily – a brief period of relief or rest from a caregiver’s responsibilities during a limited time period, and could be provided on the following basis:

- Intermittent – Time off a few hours once a week for a limited time to give the caregiver a planned or unscheduled break;
- Occasional – Time off for the caregiver to attend a special event;
- Emergency – Extended break to address an intervening circumstance, such as caregiver emotional stress or hospitalization and recovery.

FCRC Program Scope

1. Operate at a site that is clean, safe and accessible in east Ventura County.
2. Provide services and programs consistent with Title III E of the Older Americans Act and the Ventura County Area Agency’s Strategic Plan, which are specified in this exhibit under Service Requirements.
3. Serve family caregivers and care receivers as defined above.
4. Advertise the services and programs of the FCRC.
5. Function as a one-stop walk-in center that is operational at least 35 hours per week. Hours of operation shall include a mix of regular daytime business hours, evening hours and weekend hours (at least once a month) for convenience to caregivers.
6. Have a library with resource materials in a convenient and accessible location and that consist of but are not limited to pamphlets, videos, books and brochures on local services and other informational resource materials on caregiving.
7. Promote outreach efforts with public and private community organizations.
8. Have a working relationship with direct service programs of the VCAAA, which include its Information and Assistance Program, Family Caregiver Program, Health Insurance Counseling and Advocacy Program (HICAP), MSSP case management program, the Senior Nutrition Program and VCAAA’s ElderHelp Program.
9. Have a working relationship with local allied service providers including current and former VCAAA grantees such as Alzheimer’s Association-Central Coast Chapter; Camarillo Health Care District; Conejo Valley Senior Concerns; FOOD Share; Grey Law of Ventura County, Inc.; Kids and Families Together (grandparents raising grandchildren); Long Term Care Service of Ventura County, Inc.); as well as the County of Ventura’s Human Services Agency In-Home Support Services Public Authority; and the County’s Work-Life Program (that serves County employees); and the State of California’s Coast Caregiver Resource Center.
10. Have an Internet accessible computer/kiosk that can be used as a research tool by family caregivers. FCRC staff and/or volunteers shall assist caregivers with accessing and printing Internet information as needed.
11. Have sufficient paid staff to operate the program.
12. Recruit, train and use volunteers as needed to assist with the program.
13. As needed, provide a safe space for care recipient older adults to wait while the caregiver is being served by the FCRC.

The FCRC staff shall at a minimum:

1. Have a paid staff person designated as a Family Caregiver Resource Specialist.
2. Be available at the FCRC during designated hours.
3. Will assist caregivers with accessing and printing Internet information as needed.
4. Make referrals to appropriate agencies and organizations that support caregivers.
5. Offer direct contact, answer/return phone calls, make follow-up calls and research

- specific concerns for caregivers who contact the FCRC.
6. Make site visits to local businesses, employers, civic organizations, senior centers, etc. in Ventura County to promote caregiver services and to conduct seminars or workshops on caregiving topics.
 7. Conduct public outreach to the broader community about the FCRC (i.e., newspapers, newsletters, program notices, etc.)
 8. Participate in and/or coordinate community outreach venues such as health fairs.
 9. Organize and/or facilitate support group activities for caregivers.
 10. Remain informed about current issues and concerns facing caregivers.
 11. Participate annually in formal training activities that will facilitate ongoing professional development and understanding of caregiver needs and services.
 12. Attend meetings of the Ventura County Area Agency on Aging's Senior Network.
 13. Work with the Ventura County Area Agency on Aging, as needed, to assess caregiver needs (i.e., surveys) and develop strategies for meeting those needs based on experiences of working with the Eligible Service Population.
 14. Contractor may develop/provide items #2 through #11 above using the assistance of volunteers if feasible and as needed. Volunteers working with the FCRC shall be trained and evaluated for competency before working with family caregivers.

The FCRC staff and volunteers (if any) shall have knowledge, skills and abilities in the following areas:

1. Ability to listen and empathize with caregivers.
2. Experience in assisting people solve their own problems and learn coping skills.
3. Knowledge of current issues and concerns facing caregivers of the Eligible Service Population.
4. Excellent research skills as well as written and oral communication skills.
5. Good knowledge of recordkeeping practices and procedures.
6. Demonstrated knowledge of the computer, including using the Internet and sending/receive emails.
7. Familiarity with local resources.
8. Familiarity with national resources such as the
 - a. Family Caregiver Alliance - National Center on Caregiving
 - b. National Alliance for Caregiving (NAC)
 - c. AARP - Family caregiving and grandparent websites
 - d. Eldercare Locator: <http://www.eldercare.gov>
 - e. Rosalynn Carter Institute for Caregiving: <http://www.rosalynncarter.org>

To track and report grant-funded services, the FCRC shall:

1. Complete a family caregiver/care receiver intake form (that contains data fields specified by the VCAAA) when providing specific services specified by the VCAAA. Many but not all services require the completion of an intake form. The Contractor shall be responsible for entering Family Caregiver Title III E intake data in the Q system database in a timely manner as specified by the VCAAA. The VCAAA shall provide training on the Q system database.
2. Evaluate caregivers' satisfaction level with FCRC-provided services and materials.
3. Track the circulation of resource materials provided by the FCRC.
4. Track and report on services provided in the Service Requirements.

The FCRC shall have at minimum the following materials available to family caregivers:

1. An assortment of free printed materials covering the gamut of challenges faced by caregivers including tips on self-care and the Caregivers Bill of Rights.
2. A comprehensive list and/or brochures of local providers (non-profit and private) that provide services and programs for family caregivers including but not limited to respite care services, pre-placement services, legal assistance, services for caregivers of individuals with Alzheimer’s disease or dementia, adult day care, in-home services, fall prevention, transportation, caregiver adaptations (home modifications) case management services and the Senior Nutrition Program.
3. Up-to-date information on community education presentations, public outreach/special events and support groups for family caregivers.
4. Instructional videos and training materials.

FCRC Service Requirements

The tables below reflect the minimum number of service units to be provided through the local Family Caregiver Resource Centers (FCRC) for the Title III E Caring for the Elderly eligible population. These service requirements may be negotiated.

East Ventura County – FCRC: The following table reflects the minimum number of service units required to provide and report in East Ventura County in FY 2019-20.

Service Category – Caring for Elderly	Units*
Caregiver Assessments (1 hour)	90
Caregiver Case Management (1 hour)	120
Caregiver Training (1 hour)	
Caregiver Support Groups (1 hour)	125
Caregiver Counseling (1 hour)	
FCSP SUPPORT SERVICES TOTAL	335
Caregiver Adaptations (1 occurrence)	35
Assistive Devices (1 occurrence)	10
FCSP SUPPLEMENTAL TOTAL	45
In-Home Supervision (1 hour)	657
Adult Day Care (1 hour)	463
FCSP RESPITE SERVICES TOTAL	1,120

West Ventura County – FCRC: The following table reflects the minimum number of service units required to provide and report in West Ventura County in FY 2019-20.

Service Category – Caring for Elderly	Units*
Caregiver Assessments (1 hour)	
Caregiver Case Management (1 hour)	
Caregiver Training (1 hour)	
Caregiver Support Groups (1 hour)	
Caregiver Counseling (1 hour)	150
FCSP SUPPORT SERVICES TOTAL	150
Caregiver Adaptations (1 occurrence)	30
Assistive Devices (1 occurrence)	10
FCSP SUPPLEMENTAL TOTAL	40
In-Home Supervision (1 hour)	522
Adult Day Care (1 hour)	667
FCSP RESPITE SERVICES TOTAL	1,189

**Units of service may be negotiated.*

Costs Not Allowed

Title III E funds cannot be used to support the following activities:

1. To pay the costs for a family caregiver to attend a camp, spa, resort, or restaurant;
2. To temporarily relieve workers from formally paid services (e.g., In-Home Supportive Services or services required to be provided in a licensed facility such as a Residential Care Facility for the Elderly);
3. To supplement the service unit cost of “a participant day” at an adult day care program.

Title III E Supplemental Funds cannot be used to support the following activities:

1. Assisting a care receiver, unless there is an identified caregiver need that is met through assistance to the care receiver;
2. Providing ongoing assistance to a care receiver living alone;
3. Same level of service provided to all caregivers, rather than assistance based on caregiver level of need and priority; and
4. One-time, end-of-the-year assistance without an identified individual caregiver need.

Funds made available under this Agreement shall supplement, and not supplant, any federal, state, or local funds expended by a State or unit of general purpose local government to provide Title III (excluding III E), Title VII, or Community-Based Services Programs.

Funds made available under Title III E shall supplement and not supplant other services that may directly or indirectly support unpaid caregiving, such as Medicaid waiver programs (e.g., MSSP, etc.) or other caregiver services such as those provided through Department of Social Services Kinship Support Service Programs, California Community Colleges Foster and Kinship Care Education Programs, Department of Developmental Services Regional Centers, Department of Mental Health Caregiver Resource Centers, Respite Purchase of Service, and other Title III funded providers.

TITLE III B – Senior Support Line

Interested applicants must submit a Notice of Intent letter to the VCAAA by Friday, March 15, 2019

Senior Support Line is a working title. The applicant may change name of program with approval by the Task Force reviewing the application and VCAAA staff.

Program Purpose

To promote the security and verify the well-being of at-risk seniors; to reduce isolation, victimization and health concerns.

Need for Senior Support Line Services

The Title IIIB Supportive Services Program enables older adults to access services that address functional limitations, promote socialization, continued health and independence, and protect elder rights.

Geographic Area to Be Served – Services are to be delivered throughout Ventura County.

Overview of the Senior Support Line (SSL) Program

The Senior Support Line is a warm line that provides emotional support and a friendly voice for seniors feeling isolated; at risk of losing their independence; recently experienced a change in their care setting and/or who are sad about health changes or other losses. Through this program, Telephone Reassurance services provide safety checks and social contact through periodic telephone calls for those who might otherwise be isolated, while Peer Counseling services use the skills and/or life experiences of trained volunteers, under qualified supervision, to provide advice, guidance, and support in a self-help approach in order to enhance well-being and enable clients to make informed choices.

Eligible Service Population – The successful applicant's program must serve the Eligible Service Population, who are adults age sixty (60) years of age or older, with emphasis on those in greatest economic and social need with particular attention to low-income minority older individuals, older individuals with Limited English Proficiency (LEP), and older individuals residing in rural areas who meet one or more of the following criteria:

- live alone;
- are isolated and/or depressed,
- have few or no connections to family and/or friends;
- are at risk of losing their independence; and
- have been recently discharged from a hospital setting.

Secondary clients will be family caregivers seeking helpline services for the care receiver. See Targeting Priorities section for further details.

Service Availability

The service provider will be required to:

- Use a 1-800 number to receive calls from Ventura County residents;
- Ensure services are available to clients throughout Ventura County from 8:00 a.m.

to 5:00 p.m., Monday through Friday.

- Bonus points may be awarded to applicants who can, in addition to regular business hours, operate from 6:00 a.m. to 11:00 p.m., including weekends. This could be accomplished by having the 1-800 telephone number roll over to the home or cell phone number (or other designated number) of volunteers who have agreed to be on-call during non-regular business hours. Service availability during evening hours and on the weekend is imperative due to the special needs of the primary clients. The successful applicant shall have 120 days to develop this program schedule.

SSL Program Scope

1. Volunteers aged 18 and older would be recruited and trained to:
 - Screen and assess the callers' needs for peer counseling and/or telephone support and/or resources;
 - Be culturally sensitive compassionate listeners able to set boundaries;
 - Provide peer counseling and telephone reassurance; and
 - Provide referrals to appropriate community resources such as the VCAAA.
2. Volunteers will be selected to provide services based upon their interest and abilities; and may include adult student interns and retirees. Service provider would encourage mature adults to volunteer for the program. The telephone manner of the volunteer would communicate to the caller that someone cares. They may offer a few minutes of friendly conversation and compassionate listening to make sure the client is functioning and not in need of emergency services. Clients would be encouraged to talk about things of interest or concern to them.
3. Volunteers shall pass a criminal background check prior to being allowed to participate in the program.
4. For clients who agree to become enrolled in the telephone reassurance component of the program, a trained staff or volunteer counselor will call the senior client on an agreed upon schedule, which may include a daily check-in. Calls will be placed at a pre-arranged day/time. If the subscriber does not answer the phone, a procedure of safety checks would be followed before an emergency response procedure would be activated. A contact person will be needed in case the volunteer could not reach the participant.
5. All records and files containing confidential client information must be kept in a locked file cabinet and only authorized staff or volunteers shall have access to the records and files.
6. Service provider will be required to track service units and number of unduplicated clients served monthly and to report this information to VCAAA; and may be required to participate in the Q database management system.

SSL Service Requirements

In conjunction with the program purpose and scope, the successful applicant will be required to provide the grant-funded services that are described below.

Service Category	Peer Counseling
Description	Use the skills and/or life experiences of trained volunteers, under qualified supervision, to provide advice, guidance, and support in a self-help approach in order to enhance well-being and enable clients to make informed choices.
NAPIS Category	NAPIS 15 - Other ¹¹
Funding Source	Title III B (Older Americans Act)
Priority Service?	No
Registered Service?	No
One Unit Equals:	One (1) Hour
Minimum Number of Units to be Provided:	616 hours (units)
Minimum Number of Unduplicated Clients to Be Served:	375

Service Category	Telephone Reassurance
Description	Telephone a client to provide contact and safety checks to reassure and support older individuals.
NAPIS Category	NAPIS 15 - Other
Funding Source	Title III B (Older Americans Act)
Priority Service¹²?	Yes (In-Home Priority Service)
Registered Service?	No
One Unit Equals:	One (1) Contact
Minimum Number of Units to be Provided:	2,236 (units)
Minimum Number of Unduplicated Clients to Be Served:	278

Additional Requirements of Applicant

The service provider will be expected to:

1. Demonstrate that it has the personnel and fiscal resources to launch the program no later than 120 days of the contract being signed.
 - a. Screen volunteers, including background checks.
 - b. Be culturally sensitive to clients and volunteers.
 - c. Develop agreements and provide policies, procedures and training manuals for volunteers*;
 - d. Develop and implement a marketing program to ensure the aging service network; hospitals; the media; and older adults know about the program*;
 - e. Work closely with the aging services network in Ventura County;
 - f. Adhere to Targeting Priorities.

**Service provider will be required to present and review these items with the VCAA Grants Administrator prior to implementation.*

2. The service provider will be expected to have a Volunteer Coordinator who has:
 - a. A minimum of five years of experience recruiting and training volunteers;
 - b. Full knowledge of community resources and the aging network in Ventura County;

¹¹ NAPIS = National Aging Program Information System

¹² CCR, Article 3, Section 7312, requires that the AAA allocate an “adequate proportion” of federal funds to provide Access, In-Home Services, and Legal Assistance in the PSA. The annual minimum allocation is determined by the AAA through the planning process.

- c. Education and/or experience in a social service environment and/or counseling experience and/or working with older adult volunteers.

Bonus points may be awarded to applicants who demonstrate the capacity to recruit volunteers who speak English and Spanish within the first six months of the contract period.

- 3. Service provider is welcome to augment program with other services such as sending greeting cards (birthday, get well, sympathy and friendship card, etc.). Services cannot include medication reminders due to liability issues. This grant will not fund friendly visiting.
- 4. Collaborations with other organizations are encouraged.
- 5. Grant funds cannot be used to supplant existing services provided by the applicant.