



# Title III-D Health Promotion and Disease Prevention Mini Grant Opportunity Request for Applications (RFA)

July 1, 2024 – June 30, 2025

FOR SERVICES FUNDED UNDER THE UNITED STATES ADMINISTRATION FOR COMMUNITY LIVING (ACL), ADMINISTRATION ON AGING (AOA), PURSUANT TO THE OLDER AMERICANS ACT OF 1965, AS AMENDED IN 2020

Serving the Kentucky counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble

Submission Deadline: May 8, 2024, 12:00 p.m. (Eastern Time)

The mission of Kentuckiana Regional Planning and Development Agency (KIPDA) Area Agency on Aging and Independent Living (AAAIL) is to promote and ensure meaningful, timely, person-centered services are available for all older adults, caregivers, family members, grandparents, persons with disabilities and the general community to improve their health, safety, and overall well-being, and to provide leadership to the network serving persons who are aging or persons with disabilities through planning and coordination.

KIPDA AAAIL is issuing this RFA on behalf of the Division of Social Services. KIPDA is the only entity authorized to change, modify, amend, alter, or clarify the specifications, terms and conditions of this RFA.

Applicants must submit a completed application to the designated KIPDA Procurement portal: <https://kipda.bonfirehub.com/>. All responses must be received through this portal before the closing date and time, as identified in this request for applications. **Bids submitted by hard copy, mail, email, or facsimile will not be considered. Bids submitted after the established deadline will not be accepted.**

# I. OVERVIEW OF KIPDA AND OLDER AMERICANS ACT

KIPDA has been designated as the Area Agency on Aging and Independent Living (AAAIL) to address the needs and concerns in the Kentucky counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble. The Kentucky Department of Aging and Independent Living (DAIL) has delegated responsibility to AAAILs in the state to implement programs under the Older Americans Act (OAA) of 1965, as amended, that are under the guidance of the Administration for Community Living and Administration on Aging (<https://acl.gov/>). The OAA promotes the well-being of older individuals by providing services and programs designed to help them live independently in their homes and communities. The Act also empowers the federal government to distribute funds to the states for supportive services for individuals over the age of 60.

One area supported by State and Federal funds is referred to as Title III-D for Evidence-Based Health Promotion and Disease Prevention programs. These programs support healthy lifestyles and promote healthy behaviors amongst older adults. An overall goal of these programs is to reduce the need for more costly medical, mental health, and other interventions. Programs must demonstrate through evaluation to be effective in improving the health and well-being or reducing disease, disability and/or injury among older adults.

KIPDA is seeking applications from organizations and/or individuals to provide evidence-based programming for health promotion and disease prevention activities under Title III-D of the OAA. This mini grant program is designed to support individuals and organizations in gaining training and skills to provide approved evidence-based programs and to implement such programs at sites around the KIPDA region. Requested amounts are not to exceed \$10,000 and proposals shall include a clear description of the program, a timeline for the implementation, and a detailed budget showing how the grant will support the goals of the program.

## A. RFA Terminology

For the purposes of this RFA, the following terms may be used interchangeably:

- Bidder, Proposer, Grantee, Offeror, Contractor, Provider, Vendor, Applicant, or Second Party
- RFA, Solicitation, Grant or Procurement
- Bid, Proposal, Application, Quote or Offer

## B. Definitions and Acronyms

1. **AAAIL** means the Area Agency on Aging and Independent Living which resides within the ADD.
2. **ACL** means the Administration for Community Living.
3. **ADD** means the Area Development District pursuant to KRS 147A.050, also referred to as Agency or KIPDA.
4. **CDC** means the Center for Disease Control.
5. **DAIL** means the Kentucky Department of Aging and Independent Living.
6. **KIPDA** means the Kentuckiana Regional Planning and Development Agency.
7. **OAA** means the Older Americans Act of 1965, as amended, also referred to as the Act.

8. **SAMHSA** means the Substance Abuse and Mental Health Services Administration.

## II. SCOPE OF SERVICES

### A. Evidence-Based Health Promotion & Disease Prevention Programs for Older Adults

The Older Americans Act, Part D authorizes states to carry out evidence-based disease prevention and health promotion programs at multipurpose senior centers, at congregate meal sites, through home delivered meals programs, through in-home services programs, virtually and at any other approved appropriate venues in the community at large. Traditionally, providers in the region have offered Title III-D activities primarily in multipurpose and satellite senior centers. KIPDA is looking to expand the availability of Title III-D activities beyond the current footprint to increase participation by supporting innovative proposals that meet the requirements for evidence-based programming.

Services must target individuals aged 60 and older residing in the KIPDA region with special emphasis on those residing in rural areas, with greatest economic need and who may be at risk for social isolation, minority older individuals, and those with limited English proficiency.

Title III-D funds shall be used for evidence-based programs that are shown to be effective at helping participants adopt healthy behaviors, improve their health status, and reduce their use of hospital services and emergency room visits. The OAA requires priority be given to areas that are medically underserved and in which there are a large number of older individuals who have the greatest economic need for such services. DAHL requires health promotion and disease prevention programs to be reported in one of the following categories:

- Risk Assessment: health, medication, nutrition, and injury control;
- Information, counseling, and education;
- Health Promotion: exercise, self-help, stress management, and weight loss; and
- Medication management, screening and education.

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#### *ACL Definition of Evidence-Based Programs*

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

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

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

*<https://acl.gov/programs/health-wellness/disease-prevention>*

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Evidence-based interventions are defined using a graduated or tiered set of criteria. Health promotion programs can fall within any of the three tiers:

#### Minimal Criteria

- Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability, and/or injury among older adults; and
- Ready for translation, implementation, and/or broad dissemination by community-based organizations using appropriately credentialed individuals.

#### Intermediate Criteria

- Published in a peer-reviewed journal;
- Proven effective with older adult population, using some form of a control condition (e.g., pre-post study, case control design, etc.); or
- Some basis in translation from implementation by community level organization.

#### Highest-Level Criteria

- Undergone Experimental or Quasi-Experimental Design;
- Level at which full translation has occurred in a community site; or
- Level at which dissemination products have been developed and are available to the public.

ACL maintains a list of programs meeting the Title III-D definition of evidence-based that is available at <https://www.ncoa.org/evidence-based-programs>. An Excel version of the list is included as Appendix A. This list is not exhaustive and there are additional resources to learn more about and find other evidence-based programs. Additional information can be found:

- CDC National Center for Chronic Disease Prevention and Health Promotion – Promoting Health for Older Adults <https://www.cdc.gov/arthritis/interventions/index.htm>
- CDC Older Adults Fall Prevention Compendium <https://www.cdc.gov/falls/programs/compendium.html#print>
- SAMHSA National Register of Evidence-Based Programs and Practices <https://www.samhsa.gov/resource-search/ebp>
- National Cancer Institute Evidence-Based Cancer Control Programs <https://ebccp.cancercontrol.cancer.gov/index.do>
- Evidence-Based Leadership Collaborative <https://www.eblcprograms.org/>

Applicants are encouraged not only to propose programs included in the pre-approved list but also to suggest programs that meet at least the minimal criteria requirements.

## B. Minimum Requirements to Apply

Organizations and individuals are eligible to apply for a Title III-D Mini Grant if they meet the following criteria:

- **Eligible to Conduct Business in Kentucky** – Organizations shall possess a valid license or be registered to conduct business in Kentucky and maintain a Kentucky employer tax identification number. Organizations are incorporated or registered with the Secretary of State’s Office or

possess a current 502(c)(3) certificate to conduct business as a not-for-profit organization. Government or quasi-governmental organizations are also eligible to apply. Individuals are also eligible to apply.

- **Ability to Complete Background Check** – Organization staff or individuals (and/or volunteers) providing services to the target audience must complete a criminal record check as required under KRS 216.793.
- **Evidence-Based Program** – Activities funded by the mini grant must meet the evidence-based requirements as outlined above in Title III-D of the Older Americans Act, as amended.
- **Target Audience** – Applicant must provide activities under Title III-D to older adults above the age of 60+ at no cost to the participant.
- **Ability to Meet Timeline** – Organizations and/or individuals must meet the timeline requirement for completing proposed activities no later than June 30, 2025.

### C. Application Narrative Elements

Applicants wishing to request funding under the Title III-D mini grants should consider the following guidance on the information to be provided in the grant application:

- Description of the proposed activities and use of grant funds. Describe the applicant’s expectations of this project – what are the goals with the requested funds? Who will be providing what service to what audience? How many participants will be served? Where will activities be provided? What frequency will activities be provided? What qualifications are needed to provide these activities? Are funds being requested for certification/licensing/training of instructor? What materials are needed to provide the activities?
- Documentation of Evidence-Based. Applicants must provide clear knowledge of how the proposed activities meet the ACL definition of evidence-based programs. Activities that are included in a pre-approved list of health promotion and disease prevention programs do not need to submit additional documentation in support of it meeting the evidence-based requirement. Activities that are not included in a pre-approved list must provide supporting documentation detailing:
  - Overview of the program
  - How the program implemented is appropriate for Title III-D
  - How the activities meets the ACL definition for an evidence-based program
  - What category of evidence-based criteria does the program meet (per the details provided in Section A)
- Program Timeline. Applicants must clearly define the timeline for delivery of services to meet the goals of the program. Complete the following table indicating the project timeline to begin and to complete the proposed components of the program. Applicant should also include the estimated milestone of each activity as a percentage of meeting the overall program goal.

*For example, if a proposal was to provide 10 sessions of Tai Chi for Arthritis at three different locations, then the identification of the three sites would be roughly 50% of the program’s overall goal.*

**ALL PROPOSED ACTIVITIES MUST BE COMPLETED BY JUNE 30, 2025**

Start Date	End Date	Description of Activity	Milestone

- **Program Budget.** Applicants should provide a detailed budget of items needed to implement the proposed program and activities. The budget should include information on the description and purpose of the expense, the quantity of items, and the costs per unit or costs of requested items. Total requested funds must not exceed \$10,000. Applicants requesting the maximum amount must also include a section in the budget justification addressing contingency plans to ensure all funds are used by June 30, 2024.

Description of Expense	Purpose of Item	Quantity	Amount Requested
			\$
			\$
			\$
<b>TOTAL</b>			\$

#### D. Invoicing and Reporting Requirements

Grantees selected to receive a mini grant will enter into an agreement with KIPDA. The agreement will outline the scope of services to be performed and requirements to receive payment for services. Payment will be based on an original signed invoice detailing expenses and any Program Income collected by the second party. Program Income is funds that are directly generated by the activity. For example, if there is a program participant who wants to donate towards the program, the money donated would have to be reported as Program Income. Along with the invoice, grantees will be required to report on the number of individuals served along with time and place of activity.

Invoices for payment shall be submitted electronically to KIPDA, using the format provided in the agreement. Payment shall be conditioned upon receipt of appropriate, accurate, and acceptable invoices submitted in a timely manner and payment to KIPDA by the Cabinet for costs incurred.

Awarded applicants will be required to submit documentation of:

- ✓ Name, Date, Time, and Location of Session/Class
- ✓ Persons Served: number of individuals who received services
- ✓ Expense for Activity: total cost per session/class
- ✓ Program Income: directly generated by the services provided
- ✓ Expenditure Per Unit: total expenses less program income divided by number of individuals served

# TIMELINE

KIPDA intends to adhere to the evaluation and decision schedule but reserves the right to modify timeframes if in the best interest of the Agency and satisfactory completion of the procurement process.

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| <b>April 15, 2024</b> | Request for Applications released.                 |
| <b>May 8, 2024</b>    | Application Deadline by 12:00 noon (Eastern Time). |
| <b>June 2024</b>      | Evaluation Team reviews and scores proposals.      |

Proposals must be submitted at <https://kipda.bonfirehub.com/> **no later than the scheduled deadline of 12:00 noon (Eastern Time), May 8, 2024.** All proposals will remain unopened until the deadline of submission has elapsed.

**Proposals submitted after the established deadline will not be accepted.**

## III. SUBMISSION INSTRUCTIONS AND EVALUATION CRITERIA

### A. Proposal Submission

Each qualified Applicant shall submit one (1) application for each program proposed. Applicants must submit completed proposals electronically to the portal at <https://kipda.bonfirehub.com> after registering. See additional information through the link above regarding uploading files and resources for help in using the portal. Files uploaded to the portal in support of the application must be clearly identified and labeled.

The following is a list of documents to be included in the completed proposal submitted to KIPDA for consideration.

- Applicant Profile Information Sheet as a signed PDF file
- Written response addressing all components Section II C Application Narrative Elements as a Word or PDF file
- Program Budget (also available as Excel file)

KIPDA reserves the right to accept or reject any or all proposals and/or to obtain additional information from applicants to consider final recommendations for funding if this information is deemed necessary and will benefit the agency.

**Proposals submitted by hard copy, mail, email, or facsimile, will not be accepted.**

**Proposals submitted after the established deadline will not be accepted.**

## B. Evaluation Criteria

Submission	
<p><b>Title III-D Program Criteria</b></p> <p>The proposed activities meet the requirements of evidence-based programming.</p> <ul style="list-style-type: none"> <li>• Activities from the ACL pre-approved programs will have highest preference;</li> <li>• Activities that are on the pre-approved list for an office other than ACL will have moderate preference;</li> <li>• Activities not on any pre-approved list but includes documentation showing it to meet the evidence-based requirements will be considered but must receive DAIL approval prior to award; and</li> <li>• Activities not on any pre-approved lists and does not include documentation showing it to meet the evidence-based requirements will not be considered.</li> </ul>	40 pts Total
<p><b>Program Goals and Timeline</b></p> <ul style="list-style-type: none"> <li>• Applicant demonstrates the proposed program meets the Title III-D goals for improving the health and well-being or reducing disease, disability, and/or injury among older adults. <ul style="list-style-type: none"> <li>○ Preference will be for those programs that reach rural communities, communities that are medically underserved; and/or communities in which there are a large number of older individuals who have the greatest economic need for such services.</li> </ul> </li> <li>• Timeline provided is reasonable and well justified to be able to meet the needs of providing Title III-D services to older adults in the KIPDA region.</li> </ul>	35 pts Total
<p><b>Price and Delivery</b></p> <ul style="list-style-type: none"> <li>• Proposed budget is detailed and costs are listed with clear descriptions and justification.</li> <li>• Proposed budget is feasible and can be completed in the proposed timeline.</li> <li>• If requesting the maximum amount, application includes contingency plan to ensure all funds are expended before June 30, 2025.</li> </ul>	25 pts Total
<p><b>Total Points Possible for Proposal</b></p>	<p><b>100</b></p>