**CAREGIVER INFORMATION SERVICES, CAREGIVER TRAINING, CAREGIVER COUNSELING, AND/OR INSTRUCTION AND TRAINING SERVICES**

**FOR OLDER NORTH CENTRAL TEXANS AND FAMILY CAREGIVERS**

**2022 CALL FOR PROJECTS**

**GUIDELINES**

**North Central Texas Council of Governments**

**Area Agency on Aging**

**616 Six Flags Drive**

**Arlington, TX 76011**

**817-695-9193**

<https://www.nctcog.org/aging-services/subrecipient-and-contractor-opportunities>

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**Introduction**

The North Central Texas Area Agency on Aging (NCTAAA) is a program of the North Central Texas Council of Governments (NCTCOG). It is a regional organization that plans, coordinates and delivers services for persons age 60 and over and their family caregivers. The NCTAAA serves residents of the 14 counties surrounding the Dallas/Fort Worth area. These counties are: Collin, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, and Wise. Part of a national network created by the 1973 amendments to the Older Americans Act (OAA), it is one of 28 Area Agencies on Aging in the State of Texas. Its primary funding source is Texas Health and Human Services (HHSC), which monitors NCTCOG for compliance with the Older Americans Act, the Texas Administrative Code, and other governing documents.

The NCTAAA administers a number of in-home and facility-based services that promote independence and capacity for independent living. On the basis of regional needs, it invests OAA funds in the following services that benefit older adults and family caregivers:

* Caregiver Information Services
* Caregiver Training
* Caregiver Counseling
* Instruction and Training

The NCTAAA is issuing this Call for Projects (CfP) to invite interested entities to submit proposals for Caregiver Information Services, Caregiver Training, Caregiver Counseling, and/or Instruction and Training services to benefit older adults and family caregivers in the 14-county service area. Respondents can designate specific counties they intend to serve and need not serve the entirety of the 14-county service area.

Successful respondents will enter into subawards under which they will assume full responsibility of all aspects of service delivery, including determining eligibility, rendering services for persons deemed eligible, and reporting activity. The NCTAAA will monitor each subrecipient for compliance with program and fiscal requirements.

**Project Term**

Subrecipient agreements awarded for all programs included in this Call for Projects (CFP) will begin on February 1, 2022, and terminate on September 30, 2023. NCTCOG reserves the right to issue extensions of up to three years (through September 30, 2026), subject to the availability of adequate funding.

**Contact Information**

Website: <https://www.nctcog.org/aging-services/subrecipient-and-contractor-opportunities>

Submit any questions or comments to NCTCOG project staff:

Doni Green

Director of Aging Programs

817-695-9193

[dgreen@nctcog.org](mailto:dgreen@nctcog.org)

**Schedule**

|  |  |
| --- | --- |
| **Milestone** | **Estimated Timeframe** |
| Call for Projects Opens | October 19, 2021 |
| Applicants Conference | November 11, 2021 |
| Call for Projects Application Deadline | December 13, 2021 |
| Applications Evaluated and Selected | December 13, 2021 – January 27, 2022 |
| Awardees to Receive Agreements | January 28, 2022 |
| Implementation Date for All Approved Projects | February 1, 2022 |

**Applicants Conference**

The NCTAAA will conduct an Applicants Conference via conference call on Thursday, November 11, 2021 at 10:00 a.m. To participate, call 1-800-250-3900 and enter passcode 203985.

Respondents are encouraged but not required to participate in the Applicants Conference.

**Eligible Applicants and Project Area**

This CfP is open to local governments, not-for-profit, and for-profit entities with capacity to serve persons in the 14-county NCT-AAA area.

All successful respondents must be registered in <https://sam.gov/content/home>. Registration is free.

**Scope of Services**

Successful respondents will provide one or more of the following services:

Caregiver Information Services

HHSC defines Caregiver Information Services as “a service that provides for the dissemination of accurate, timely and relevant caregiver related information through publications, large group presentations, seminars, health fairs and mass media. Developing a resource library and other informational resources for use in the dissemination of caregiver information is a component of this service.”

Caregiver Information Services providers must report programmatic data that includes number of events and estimated audience size.

Caregiver Training

HHSC defines Caregiver Training as “a service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management, providing personal care, and communicating with health care providers and other family members. Training may include use of evidence-based programs, be conducted in-person or online, and be provided in individual or group settings.”

Caregiver Training providers must report programmatic data that includes detailed participant data, gathered through completion of the HHSC Form 2270 Caregiver Intake. In addition, they must report units of service that consist of time spent training eligible persons.

Caregiver Counseling

HHSC defines Caregiver Counseling as “a service designed to support caregivers and assist them in their decision-making and problem solving. Counselors are service providers that are degreed or credentialed as required by state laws applicable to their degreed or credentialed profession. It includes individual counseling or group sessions. Counseling is a separate function apart from support group activities or training.”

Caregiver Counseling providers must report programmatic data that includes detailed participant data, gathered through completion of the HHSC Form 2270 Caregiver Intake. In addition, they must report units of service that consist of time spent counseling eligible persons.

Instruction and Training

HHSC defines Instruction and Training as “services that provide experience or knowledge to people or professionals working with older people to acquire skills in formal or informal individual or group settings.”

Instruction and Training providers must report programmatic data that includes number of events and estimated audience size.

**Service Format**

Both face-to-face and virtual services are allowable.

**Eligible Populations**

Caregiver Information Services, Caregiver Training, and Caregiver Counseling services are funded through Title III-E of the Older Americans Act. Persons eligible for these services are uncompensated caregivers who are:

* At least 18 years old and care for a person at least 60 years of age;
* At least 18 years old and care for a person of any age who has Alzheimer’s or related disorders with neurological and organic brain dysfunction;
* At least 55 years old and the primary caregiver of a person under the age of 18 who is not a biological child; and/or
* At least 55 years old and the parent, grandparent or other relative by blood, marriage, or adoption of a person age 19-59 who has a severe disability

Instruction and Training services are funded through Title III-B of the OAA. Persons eligible for these services include laypersons and professionals. As such, training activities that serve older adults or aging professionals should be funded under Instruction and Training, as opposed to Caregiver Information Services.

**Reimbursement, Fiscal Reporting and Match Requirements**

Caregiver Information Services, Caregiver Training, and Caregiver Counseling subrecipients may be reimbursed on a cost or fixed unit rate basis.

Subrecipients with cost reimbursement agreements must submit monthly fiscal reports, with detail that includes total program outlays, cash match and in-kind match, and supporting documentation as requested by NCTCOG. Subrecipients with unit rate agreements must submit monthly fiscal reports with detail that includes cash match and in-kind match.

Instruction and Training Services will be reimbursed on a cost basis. Subrecipients must submit monthly fiscal reports, with detail that includes program outlays, any match, and supporting documentation as requested by NCTCOG.

Caregiver Information Services, Caregiver Training, and Caregiver Counseling require a 25% match. Such match may be cash, in-kind, or a combination of both. The match requirement applies to the total budget, so the subrecipient must generate at least one match dollar for every three dollars in Older Americans Act funding.

Instruction and Training services do not have a match requirement. However, preference will be given to applicants who have the ability to generate a match.

**Application Format**

Applications must include the following:

* Cover Sheet
* Applicant’s Notice of Certification
* Narrative responses to the general organizational and service-specific questions on page 10. Please note that the applicant may submit one application for two or more services but must submit a service-specific narrative for each service and segregate budget data by service.
* Budget, using the 2022 Call for Projects Budget Form. Include a brief narrative for each expense. For all personnel expense, include the individual’s job title, project-related responsibilities, and number of hours per week that will be budgeted to the project.
* Signed Texas Health and Human Services Commission Required Certifications and Required 2 CFR 200 Clauses and Compliance Requirements
* Pre-Award Risk Assessment Questionnaire, submitted electronically through Survey Monkey at: [https://www.surveymonkey.com/r/2022Aging](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.surveymonkey.com%2Fr%2F2022Aging&data=04%7C01%7CDGreen%40nctcog.org%7C6c0e98aea3b6421ddded08d98ff33285%7C2f5e7ebc22b04fbe934caabddb4e29b1%7C0%7C0%7C637699096958232645%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=zwm1zYzhVESLqR9kktWZVvcVy%2B9bHm2GxG0f2LFo6SI%3D&reserved=0)

**Application Submittal**

Applications must be received at the North Central Texas Council of Governments no later than Monday, December 13, 2021, at 10:00 a.m. Applications may be emailed to [dgreen@nctcog.org](mailto:dgreen@nctcog.org) or hand-delivered to the following address:

North Central Texas Area Agency on Aging

616 Six Flags Drive

Arlington, TX 76011

Attention: Doni Green

**Selection Criteria**

Proposals will be evaluated on the following criteria:

1. Program Goals, Objectives, Outcomes, and Evaluation Plan

The maximum number of points that can be received for program goals, objectives and outcomes is 35. In evaluating proposals, reviewers will consider such things as: the clarity of goals, objectives and outcomes, the meaningfulness of program outcomes to the caregiver and others, and the degree to which activities are subject to evaluation.

1. Sources of Financial Support, Service Volumes, and Program Cost

The maximum number of points that can be received for financial support, service volumes, and program cost is 35. The proposal will be rated on the basis of the overall cost of the proposed project, the projected cost per unit of service, and projected cost per unduplicated client (where applicable), and the percentage of matching funds.

1. Targeting and Outreach

The maximum number of points that can be received for targeting and outreach is 20. In evaluating proposals, reviewers will consider such things as: the ability to reach eligible persons and the degree to which the program targets those in priority populations and accommodates such persons’ needs.

1. Organizational Capability/Performance History

The maximum number of points that can be received for organizational capability/performance history is 20. The proposal will be rated on the basis of the applicant’s demonstrated capability for administering OAA services, providing necessary programmatic and fiscal controls, and ensuring client satisfaction. Organizations that have not contracted with the NCTCOG are encouraged to submit their most recent audit(s), or other similar documentation, as evidence of their ability to provide fiscal controls.In addition, they must provide at least three references from organizations or individuals that have provided funding. Each reference must include:

* Name of reference
* Relationship to applicant
* Email address
* Phone number

1. Responsiveness to RFP

The maximum number of points that can be received for responsiveness to the RFP is 10. The proposal will be rated in terms of the degree to which all required narrative and forms are included in the proposal and are technically correct. In evaluating proposals, the Proposal Review Committee will consider such things as: the specificity of response to narrative questions; the internal consistency of data presented; the inclusion of required forms and documents; and the degree to which RFP instructions are followed.

The maximum number of points that may be awarded is 120.

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**2022 CALL FOR PROJECTS**

**PROPOSAL COVER SHEET**

COUNTY(IES) TO BE SERVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICES PROPOSED:

\_\_\_\_ Caregiver Information Services

\_\_\_\_ Caregiver Training

\_\_\_\_ Caregiver Counseling

\_\_\_\_ Instruction and Training

AGENCY NAME:

EXECUTIVE DIRECTOR’S NAME:

MAILING ADDRESS:

PHONE: FAX:

APPLICATION CONTACT PERSON:

Authorized Official Signature

Authorized Official Name (Typed or Printed)

Official's Title

Date

**North Central Texas Council of Governments’ Area Agency on Aging**

**P.O. Box 5888**

**Arlington, TX 76005-5888**

**(817) 695-9193**

**APPLICANT'S NOTICE OF CERTIFICATION**

It is hereby certified that the information contained in this application is current, complete, true and accurate. Further, it is certified that the individual submitting this document and the documents as part of the application is authorized to sign such documents on behalf of the applicant and to bind the applicant under any agreement that may result from the submission of the application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Name of Applicant Agency

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Area Code) Telephone Number

(Please Check)

Unit of Government

For-Profit Corporation

Non-Profit Corporation

Authorized Official Signature

Authorized Official Name (Typed or Printed)

Official's Title

Date

Narrative Questions

Number the responses to correspond with each question and include the title of each section.

*General Organizational Narrative*

The applicant must submit one general organizational narrative, consisting of responses to the following seven questions:

1. What is your entity’s mission?

2. In what year did your entity start providing services?

3. What major programs are provided by your entity?

4. What are your entity’s major funding sources?

5. Does your entity propose delegating any aspect of service delivery to another entity? If so, what responsibilities will be delegated and to what entity? Was the entity selected through a competitive procurement process? If so, describe when and how the entity was selected.

6. Summarize your entity’s performance record, in terms of years of experience and success in administering Title III programs. Entities that have not administered Title III services may submit their most recent audit. In addition, they must provide at least five professional references.

7. Identify any conflicts of interest that may exist. If potential conflicts of interest exist, identify the person and nature for each such potential conflict. Include in your response the relationship to any current or former board member, current or former Regional Aging Advisory Committee member, or current or former employee of the North Central Texas Council of Governments.

*Service-Specific Narrative*

In addition, the applicant must submit a narrative specific to each service it proposes to provide. Label this section by the name of each service for which you are applying (e.g., “Caregiver Information Services Narrative” or “Instruction and Training Narrative”).

1. Name of proposed program[s]
2. Describe the program, including:

* Eligibility requirements
* Program activities
* Frequency and duration of program activities

1. Describe your outreach plan for effectively identifying and engaging eligible people.
2. Describe how you will target eligible people with greatest economic need, greatest social need, disabilities, limited English proficiency, Alzheimer’s and related disorders, and/or risk of institutional placement.
3. Will you use non-Title III funds to support the proposed program? If so, describe the source and amount of non-Title III funds. Will you use any in-kind contributions to support the proposed caregiver support program? If so, describe the source and amount of in-kind contributions.
4. Project number of units as indicated below.
5. If you’re proposing to provide Caregiver Information Services, how many events do you propose to sponsor during the initial term (i.e., February 1, 2021 through September 30, 2022) and what do you estimate as the audience size for these events?
6. If you’re proposing to provide Caregiver Training, how many unduplicated caregivers do you propose to serve during the initial term (i.e., February 1, 2021 through September 30, 2022)?
7. If you’re proposing to provide Caregiver Counseling, how many unduplicated caregivers do you propose to serve during the initial term (i.e., February 1, 2021 through September 30, 2022)?
8. If you’re proposing to provide Instruction and Training, how many events do you propose to sponsor during the initial term (i.e., February 1, 2021 through September 30, 2022) and what do you estimate as the total audience size for these events?

7.State the program’s goals, objectives, and outcomes. You may address

program benefits for older adults, family caregivers, and/or the broader community.

8. Describe your evaluation plan to assess and enhance the effectiveness of the proposed program. You may attach evaluation tools you use or intend to use.

9. If your proposed program is currently in operation, summarize its key accomplishments. You are encouraged to provide quantitative data that speak to program outcomes and/or evaluation data that have been gathered.

**TEXAS HEALTH AND HUMAN SERVICE COMMISSION REQUIRED CERTFICATIONS**

The North Central Texas Council of Governments (NCTCOG), in its capacity as the Area Agency on Aging, receives funding through Texas Health and Human Services Commission (THHSC) to carryout various programs under the federal Older Americans Act. NCTCOG’s grant agreement with THHSC requires any subcontractors receiving funding under such agreement to certify to the following provisions below. “Subcontractor” herein means the contracting party with NCTCOG to provide goods or perform services, whether referred to as “consultant”, “contractor”, “subcontractor”, “vendor”, “subrecipient” or other similar term in the Agreement above.

1. Subcontractor is in good standing with all state and federal funding and regulatory agencies;
2. Subcontractor is not currently debarred, suspended or otherwise excluded from participating in federal grants;
3. Subcontractor is not delinquent on any repayment agreements related to THHSC funding programs or any federal grant programs;
4. Subcontractor has not had a required license or certification revoked that is necessary to provide the goods or perform services under the above Contract; and
5. Subcontractor is not ineligible to provide goods or services as described in the Contract above;
6. Subcontractor has not had a contract terminated by THHSC; and
7. Subcontractor has not voluntarily surrendered, within the past three years, any license issued by THHSC.

8. I certify that I certify the entity identified below meets the above requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Title

Agency

Date

**REQUIRED 2 CFR 200 CLAUSES**

**&**

**COMPLIANCE REQUIREMENTS**

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 Code of Federal Regulations) identifies specific provisions which are to be included in any award, at any tier, utilizing federal funds.

**1. Equal Employment Opportunity.** Subrecipient/Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. Subrecipient/Contractor shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, sexual orientation, gender identity, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

**2. Davis-Bacon Act.** Subrecipient/Contractor agrees to comply with all applicable provisions of 40 USC §3141 – 3148.  
 **3. Contract Work Hours and Selection Standards.** Subrecipient/Contractor agrees to comply with all applicable provisions of 40 USC §3701 – 3708 to the extent this agreement indicates any employment of mechanics or laborers.

**4. Rights to Invention Made Under Contract or Agreement.** Subrecipient/Contractor agrees to comply with all applicable provisions of 37 CFR Part 401.

**5. Clean Air Act, Federal Water Pollution Control Act, and Energy Policy Conservation Act.** Subrecipient/Contractor agrees to comply with all applicable provisions of the Clean Air Act under 42 USC §7401 – 7671, the Energy Federal Water Pollution Control Act 33 USC §1251 – 1387, and the Energy Policy Conservation Act under 42 USC §6201.

**6. Debarment/Suspension.** Subrecipient/Contractor is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. Subrecipient/Contractor and its subcontractors shall comply with the special provision “Certification Requirements for Recipients of Grants and Cooperative Agreements Regarding Debarments and Suspensions.”

**7. Restrictions on Lobbying.** Subrecipient/Contractor is prohibited from using monies for lobbying purposes; Subrecipient/Contractor shall comply with the special provision “Restrictions on Lobbying”. Subrecipient/Contractor shall include a statement of compliance with the Lobbying Certification and Disclosure of Lobbying Activities in applicable procurement solicitations. Lobbying Certification and Disclosure of Lobbying Activities shall be completed by subcontractors and included in subcontractor contracts, as applicable.

**8. Procurement of Recovered Materials.** Subrecipient/Contractor agrees to comply with all applicable provisions of 2 CFR §200.322.

**9. Prohibition on Certain Telecommunications and Video Surveillance Services**

**Equipment.** Pursuant to Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, NCTCOG is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications and video surveillance equipment or services provided by certain Chinese controlled entities. Subrecipient/Contractor agrees that it is not providing NCTCOG with or using telecommunications and video surveillance equipment or services as prohibited by 2 CFR §200.216 and §200.471. By acceptance of this agreement, Subrecipient/Contractor certifies compliance with these requirements.

**10. Domestic Preference.** As appropriate and to the extent consistent with law, the SUBRECIPIENT/CONTRACTOR should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). Consistent with §200.322, the following items shall be defined as: “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

**11. Internal Compliance Program.** NCTCOG has adopted an Internal Compliance Program to prevent waste, fraud, or abuse. Contractors, agents, and volunteers can report suspected waste, fraud, or abuse at: <https://www.nctcog.org/agency-administration/compliance-portal>. Additional information regarding the Internal Compliance Program is available at the previous web address.