**SENIOR CENTER OPERATIONS**

**2021 CALL FOR PROJECTS**

**GUIDELINES**

**North Central Texas Council of Governments**

**Area Agency on Aging**

**616 Six Flags Drive**

**Arlington, TX 76011**

**817-695-9193**

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**CONTENTS**

**Introduction****. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2**

**Project Term . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3**

**Contact Information. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3**

**Schedule. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3**

**Applicants Conference. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3**

**Eligible Applicants and Project Area. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3**

**Application Format and Deadline. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .4**

**Selection Criteria. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5**

**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, 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 nutrition programs that include both home-delivered meals that are delivered to participants’ homes and congregate meals that are served at senior centers, senior residential communities, and other community centers. Due to funding limitations, its practice has been to fund congregate meals only, to the exclusion of activities that may be essential in terms of maximizing older adults’ participation in the congregate meal program.

The NCTAAA recognizes the vital importance of meaningful activities as incentives to participation in congregate meal programs and wishes to make available small grants for Senior Center Operations. As the region deals with a pandemic that has shuttered senior centers—and plans for safe re-opening—it’s likely that quality programming will assume even greater importance as older adults weigh costs and benefits associated with re-engaging in social interactions. Should older adults not feel safe in participating in live events, senior centers will be challenged to develop new remote delivery methods for their programs.

Per HHSC Service Definitions, Senior Center Operations are defined as “the operation of community facilities where older people meet together to pursue mutual interests, receive services and take part in activities which will enhance their quality of life, support their independence, and encourage their continued involvement in and with the community.”

The NCTAAA’s primary interest is in funding innovative programs that are provided to congregate meal participants, and funds awarded through this solicitation may be used for expenses that include, but are not limited to, professional services, program materials, and outreach. “Innovative programs” may include educational, recreational, social, and fitness programs that are made available to congregate meal participants for the first time, as well as existing programs that are enhanced or expanded (e.g., marketed to new audiences).

The NCTAAA anticipates making available approximately $200,000 at the regional level during Fiscal Year 2021 for Senior Center Operations. The size of each successful respondent’s award will be determined by the total number of respondents and the strength of respondents’ proposals. Successful respondents may carry over unexpended from Fiscal Year 2021 to Fiscal Year 2022, and the NCTAAA will budget additional funds for Senior Center Operations during Fiscal Year 2022 subject to funding availability.

Funds awarded under this solicitation do not require match. Compensation will be made on a cost reimbursement basis, after services have been rendered and invoiced.

All senior centers funded under this solicitation must:

* Make all programs available to persons age 60 and over, their spouses of any age, and/or their disabled children, without fees
* Meet Americans with Disabilities Act accessibility standards
* Meet local and state health codes, and be able to produce current certificates upon request

Successful respondents will be expected to report on programmatic activity, by providing a brief narrative on the status of innovative programs funded under this solicitation, and program-related expenses.

**Project Term**

Subrecipient agreements awarded for all programs included in this Call for Projects (CFP) will begin on or June 1, 2021, and terminate on September 30, 2022, subject to up to two one-year extensions as funding may allow.

**Contact Information**

Website: <https://www.nctcog.org/agency-administration/purchasing/open-solicitations>

Submit any questions or comments to NCTCOG Project Staff:

Doni Green Mike Hensley

Director of Aging Programs Aging Supervisor: Contract Services

817-695-9193 817-695-9195

dgreen@nctcog.org mhensley@nctcog.org

**Schedule**

|  |  |
| --- | --- |
| **Milestone** | **Estimated Timeframe** |
| Call for Projects Opens | February 1, 2021 |
| Applicants Conference | February 17, 2021 |
| Call for Projects Application Deadline | April 5, 2021 |
| Applications Evaluated and Selected | May 27, 2021 |
| Awardees to Receive Agreements | May 28, 2021 |
| Effective Date for All Approved Projects | June 1, 2021 |

**Applicants Conference**

The NCTAAA will conduct an Applicants Conference on Wednesday, February 17, at 2:00 p.m. via Teams. To receive a Teams meeting invitation, contact Doni Green at dgreen@nctcog.org.

**Eligible Applicants and Project Area**

Since the purpose of this solicitation is to expand participation in the congregate meal program, this CFP is open to entities that administer congregate meal services funded by NCTCOG or enter into partnership with NCTCOG’s prime contractor for congregate meal services. These prime contractors are: Collin County Committee on Aging, S.P.A.N., Erath County Senior Citizens Services, Hood County Committee on Aging, Meals on Wheels North Central Texas, Senior Connect, Meals on Wheels of Palo Pinto County, Parker County Committee on Aging, Meals on Wheels Senior Services of Rockwall County, Somervell County Committee on Aging, and Wise County Committee on Aging. All centers must serve older individuals who live in Collin, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, and/or Wise Counties.

**Application Format**

Applications must include the following:

* Narrative responses to the 12 questions below.
* Budget

Completed applications may be submitted via email (dgreen@nctcog.org) or fax (817-695-9274). Applications must be received by 10:00 a.m. on April 5, 2021

Narrative Questions

Number the responses to correspond with each question.

1. Do you administer congregate meal services that are funded by NCTCOG? If not, attached a letter of commitment (indicating willingness to partner on this initiative) from NCTCOG’s prime contractor for congregate meal services.
2. What senior centers do you propose to serve under this solicitation?
3. Do you certify that all senior centers listed above meet Americans with Disabilities Act accessibility standards and are compliant with local and state health codes and occupancy requirements?
4. Are any of these centers currently open to the public? If not, have you established a date for re-opening?
5. Prior to COVID, what was the average daily attendance at each of the centers you propose to serve?
6. Describe the innovative program[s] you wish to implement. Indicate whether you have offered it in the past, or if it is new to your agency.
7. Explain how you identified these innovative programs. For example, have congregate meal participants expressed interest; have other centers implemented as best practices; or have you offered these programs in the past and seen potential for growth?
8. How many senior center attendees do you expect to participate in the innovative programs you’ve identified during the first six months of project funding?
9. If selected for funding, what type of outcomes do you expect to see after six months of program implementation? For example, do you expect senior center attendance to increase by a certain percentage? Do you expect that the percentage of attendees who are satisfied with senior center activities would increase by a certain percentage? Please be specific in your response.
10. How do you intend to evaluate the effectiveness of innovative programs?
11. How do you intend to market the innovative programs to older adults?
12. Describe any innovative senior center programs that you’ve implemented during the past two years, and briefly summarize the results.
13. How much funding are you requesting during Fiscal Year 2021?

Submit a budget indicating the amount of funding you’re requesting by line item and a brief narrative regarding the nature of each expense.

**Selection Criteria**

The NCTAAA will evaluate submitted applications based on a competitive process that takes into consideration the innovative nature of proposed programs (weighted at 35%), cost effectiveness (weighted at 20%), outreach plan (weighted at 15%) performance history (weighted at 20%), and program evaluation (weighted at 10%).

Program-specific selection criteria are as follows:

1. Innovative Nature of Program (35%)

The proposal will be evaluated based on the extent to which proposed programming is new to the agency or represents a significant expansion of existing programming. In addition, reviewers will take into consideration the extent to which programming responds to congregate meal participants’ preferences and/or has the potential to attract new participants.

1. Cost Effectiveness (20%)

The proposal will be evaluated based on the estimated cost per participant.

1. Outreach Plan (15%)

The proposal will be evaluated based on the viability, comprehensiveness, and specificity of the outreach plan.

1. Performance History (20%)

The proposal will be evaluated on the basis of the applicant’s experience in administering congregate meal and other Title III programs, in addition to offering innovative programs for senior center participants.

1. Program Evaluation (10%)

The proposal will be evaluated on the basis of the applicant’s plan for determining project outcomes and evaluating program effectiveness.

**APPENDIX A**

**DEBARMENT CERTIFICATION**

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(Name of certifying official)

sworn or under penalty of perjury under the laws of the United States, certifies that neither

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, nor its principals

(Name of lower tier participant)

are presently:

• debarred, suspended, proposed for debarment,

• declared ineligible,

• or voluntarily excluded from participation in this transaction by any federal department or agency

Where the above identified lower tier participant is unable to certify to any of the above statements in this certification, such prospective participant shall indicate below to whom the exception applies, the initiating agency, and dates of action.

Exceptions will not necessarily result in denial of award but will be considered in determining contractor responsibility. Providing false information may result in criminal prosecution or administrative sanctions.

**EXCEPTIONS:**

 Signature of Certifying Official

 Title

 Date of Certification

Form 1734

Rev.10-91

TPFS

**APPENDIX B**

**RESTRICTIONS ON LOBBYING**

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding $100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of $100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding $100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using nonappropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

**LOBBYING CERTIFICATION**

**FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension continuation, renewal amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature

Title

Agency

Date

**APPENDIX C**

**PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT CERTIFICATION**

This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment.

Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g. phones, internet, video surveillance, cloud servers) include the following:

1. Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
2. Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
3. Telecommunications or video surveillance services used by such entities or using such equipment.
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country.

The entity identified below, through its authorized representative, hereby certifies that no funds under this RFP or any resulting Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

[ ]  The Respondent hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

|  |  |
| --- | --- |
| SIGNATURE OF AUTHORIZED PERSON: |  |
| NAME OF AUTHORIZED PERSON: |  |
| NAME OF COMPANY: |  |
| DATE: |  |

**-OR-**

[ ]  The Respondent hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

|  |  |
| --- | --- |
| SIGNATURE OF AUTHORIZED PERSON: |  |
| NAME OF AUTHORIZED PERSON: |  |
| NAME OF COMPANY: |  |
| DATE: |  |

**APPENDIX D**

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

The North Central Texas Council of Governments (NCTCOG), in it’s 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” or other similar term in the Contract 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.

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

Signature

Title

Agency

Date