

# Request for Proposals

## County of Ventura Area Agency on Aging

### Fiscal Year 2016-2017

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#### Title III E, III B and V Funding Older Americans Act

#### Family Caregiver Support Programs Supportive Services Program – Case Management Senior Community Service Employment Program

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**Deadline for Required  
Letter of Intent to Submit Proposal:  
4 pm, Thursday, March 31, 2016**

**Completed Proposals Must Be Received No Later Than:  
4 pm, Tuesday, April 26, 2016**



Ventura County Area Agency on Aging (VCAAA)  
646 County Square Drive, Suite #100  
Ventura, CA 93003-9086  
(805) 477-7300  
[www.ventura.org/vcaaa](http://www.ventura.org/vcaaa)

**March 2016**

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**ATTACHMENT A**

*Application Form - Title III E, III B, V*

**ASSURANCES**

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*EXHIBIT A: Title III E – Proposal Budget*

*EXHIBIT B: Title III B – Proposal Budget*

*EXHIBIT C: Title V – Proposal Budget*

**I. INTRODUCTION**

**A. Purpose of RFP**

By submitting a proposal for funding under the Older Americans Act of 1965, as amended, 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.

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, 2016, through June 30, 2017. (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 – Conejo Valley (Moorpark, Thousand Oaks, Simi Valley) –	\$20,000	93.052	25%
Title III B: Supportive Services	Case Management-Social Model – Countywide –	\$35,000	93.044	10%
Title V: Senior Employment Community Services Program (SCSEP)	Employment Training for Low Income Persons Aged 55+ – Countywide –	\$114,848	17.235	Estimated 11.82% (may vary)

\*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**

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, the Ventura County Area Agency on Aging (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. With an estimated population of 846,178<sup>1</sup>, Ventura County is the 13<sup>th</sup> most populated county in California. Persons aged 60 and older total an estimated 165,550 or 19.7% of the total population<sup>2</sup>. There are 10 incorporated cities and all are located 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.

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<sup>1</sup> 2014 U.S. Census, American Community Survey

<sup>2</sup> CDA 2015 Demographic Projections by County and PSA for Intrastate Funding Formula

**II. PROJECT TIMELINE**

<u>PROPOSAL TIMELINE</u>	
RFP Packets Available at these locations: <ul style="list-style-type: none"> <li>• Ventura County Area Agency on Aging 646 County Square Drive, Suite 100 Ventura, CA 93003</li> <li>• VCAA website: <a href="http://www.ventura.org/vcaa">www.ventura.org/vcaa</a></li> <li>• Interested parties may request that a packet be mailed or emailed to them; however, VCAA cannot assume responsibility for, nor assure timely delivery of, mailed information.</li> </ul>	March 25, 2016
Mandatory Notice of Intent Due	March 31, 2016
Mandatory Bidders' Conference	April 5, 2016
Last Day to Submit Questions in Writing	April 15, 2016
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  <b><i>Applications received after the deadline will not be considered.</i></b>	<b>April 26, 2016 by 4:00 p.m.</b>
VCAA Advisory Council Approval	May 11, 2016
Applicant Award Notification	May 16, 2016
Deadline for Appeals	June 6, 2016
Contract Mailing (Tentative)	June 8, 2016
Start Date of Contract	July 1, 2016

**INTERESTED PARTIES ARE EXPECTED TO READ THE ENTIRE RFP, ATTEND THE BIDDERS' CONFERENCE, SUBMIT A LETTER OF INTENT AND SUBMIT AN APPLICATION. APPLICATION FORMS ARE IN THE RFP APPLICATION PACKAGE, WHICH IS SEPARATE FROM THIS DOCUMENT AND CAN BE FOUND ON THE VCAA 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:

<http://www.ventura.org/vcaaa/publications>

#### 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  
Fax: 805-477-7312  
E-Mail: [marleen.canniff@ventura.org](mailto:marleen.canniff@ventura.org)

The grant application and request for proposal (RFP) are available on the VCAA website <http://portal.countyofventura.org/portal/page/portal/VCAA>, 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. Mandatory Notice of Intent Deadline

#### D. 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 by **Thursday, March 31, 2016**, via email, U.S. mail, or delivered in person.



**E. Mandatory Bidders’ Conference – Question & Answer Period**

A Bidders’ Conference/Grant Workshop will be held **Tuesday, April 5, 2016, at 1:00 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 fax (805-477-7312) or email to: [marleen.canniff@ventura.org](mailto: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 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 Tuesday, April 26, 2016.**

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

**G. Terminology**

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

<u><i>Definitions</i></u>	
<b>Addendum</b>	An amendment or modification to the RFP (request for proposal)
<b>Bid</b>	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.
<b>Bid Form</b>	Application form
<b>Bidder</b>	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.
<b>Contractor</b>	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.
<b>County</b>	County of Ventura and its Ventura County Area Agency on Aging.
<b>Indirect Costs</b>	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.
<b>Matching Contributions</b>	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 used for allowable costs in accordance with the Office of Management and Budget (OMB) circulars.
<b>Non-Matching Contributions</b>	Local funding that does not qualify as matching contributions and/or is not being budgeted as matching contributions. (e.g., federal funds, overmatch, etc.).
<b>Program Income</b>	Revenue generated by the Contractor or subcontractor from contract supported activities. Program income includes: <ul style="list-style-type: none"> <li>• Voluntary contributions received from a participant or responsible party as a result of services.</li> <li>• Income from usage or rental fees of real or personal property acquired with grant funds or funds provided under a contract agreement.</li> <li>• Royalties received on patents and copyrights from contract-supported activities.</li> <li>• Proceeds from sale of items fabricated under a contract agreement.</li> </ul>

## 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 2016-17 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, 2016, through June 30, 2017. 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, Title III B and Title V 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 2016-17, and for two (2) subsequent contract period, i.e., FY 2017-18 and FY 2018-19.

**Title III B – Case Management Services:** For the initial 12-month funding level in FY 2016-17, and for up to three (3) subsequent contract periods, i.e., for FY 2017-18; FY 2018-19; and FY 2018-20.

**Title V – Senior Community Service Employment Program:** For the initial 12-month funding level in FY 2016-17, and for up to three (3) subsequent contract periods, i.e., for FY 2017-18; FY 2018-19; and FY 2018-20.

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 2018-19 for Title III E and prior to FY 2019-2020 for Title III B and Title V 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 – Case Management Services:*

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

*Title V – Senior Community Service Employment Program:*

- a. Older Americans Act, Title V
- b. CFDA Number – 17.235 – *Unlike other OAA programs, SCSEP program guidelines are developed by the U.S. Department of Labor.*

#### 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 E applicants must execute and include with their application the form entitled Certification Regarding Match.*

*Title III B – Case Management Services: 10% match, cash and/or in-kind services.*

*Title V – Senior Community Service Employment Program: May vary – Estimated 11.82%, 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 or 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 – 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 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.

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. [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)
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 Manager.
  - Title V Applicants: Not less than 79 percent of the total federal will be allocated for Participant Wages and Fringe Benefits. State general funds shall be spent for participant wages only.
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 encrypt (or use an equally effective measure), any data collected that is confidential, sensitive and/or personal including data



stored on portable computing devices (e.g., laptops, personal digital assistants and notebook computers) and/or portable electronic storage media (e.g., discs, thumb/flash drives, portable hard drives, etc.) 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. Non-Discrimination – 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](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/reggs/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/reggs/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](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: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=11001-12000&file=11135-11139.7>;
    - 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>
    - 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;  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equality\\_opp/proqdesc/title8](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equality_opp/proqdesc/title8)
  - l. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and,
  - m. 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](http://www.sam.gov)
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 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” CareAccess 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 \$1,100. Annual maintenance costs for the license are approximately \$800. 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 on-site monitoring visit at least once a year. The VCAAA fiscal officer will conduct 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. California Department of Aging (CDA) Program Memos available at [www.aging.ca.gov/pm](http://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 Manager 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 VCAA who handles complaints regarding national origin. Christine Voth is the designated staff person at the VCAA 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 of Federal Law (22 CCR 98211, 98310, 98340), the Contractor agrees to notify the VCAA 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

The Older Americans Act (OAA), 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 individuals<sup>3</sup> 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 he/she has two 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 2015 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:

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<sup>3</sup> Older individuals = Non-Native Americans aged 60 and older; and Native Americans aged 45 and older.



<b>2016 Poverty Guidelines for the 48 Contiguous States and the District of Columbia</b>	
<b>Persons in Family/Household</b>	<b>Poverty Guideline</b>
<b>1</b>	\$11,880
<b>2</b>	\$16,020
<b>3</b>	\$20,160
<b>4</b>	\$24,300
<b>5</b>	\$28,440
<b>6</b>	\$32,580
<b>7</b>	\$36,730
<b>8</b>	\$40,890
For families/households with more than 8 persons, add \$4,160 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 (2015 – 2060) that Planning and Service Area 18 will experience an increase of 72% in the 60-and-older population, while the total population will increase at a much slower rate of 18%.<sup>4</sup> Looking only at the fiscal years this RFP addresses (2016-2020), the rate of increase for the senior population in PSA 18 is projected at 15%, while the total population is expected to increase by only 2%.

<b>PSA 18 Population Growth Projections (2016-2020)</b>			
Ventura County (PSA 18)	2016	2020	% of Increase
60+ Population	174,537	200,318	15%
Total Population	855,406	876,124	2%

Source: California Department of Finance December 2014, P-3\_Total\_DetailedAge\_CAProj\_2010-2060

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

<sup>4</sup> California Department of Finance, December 2014, P-3\_Total\_DetailedAge\_CAProj\_2010-2060: [http://www.dof.ca.gov/research/demographic/reports/projections/P-3/documents/P-3\\_Total\\_DetailedAge\\_CAProj\\_2010-2060.xls](http://www.dof.ca.gov/research/demographic/reports/projections/P-3/documents/P-3_Total_DetailedAge_CAProj_2010-2060.xls). Retrieved, 3/17/2016.

provided to people's lives. *Contractor shall take reasonable steps to ensure that "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 Adults**<sup>5</sup>

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 VCAA contract monitoring requirements.

**Additional Targeting Priorities for Title III E Contractors**

Per CDA Program Memo 08-03, Caring for Elderly FCSP services are to be delivered according to the following priorities:

- Caregivers 60 years of age or older with greatest social need and greatest economic need with particular attention to low-income; and
- Caregivers of individuals with Alzheimer's disease or related disorders, who are caring for individuals 60 years of age or older.

## **VI. PROPOSAL EVALUATION AND SELECTION PROCESS**

### **A. Evaluation Process**

All proposals will be subject to an initial review by VCAA 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 VCAA 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 VCAA 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 VCAA'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 evaluation criteria shown below.

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<sup>5</sup> Pursuant to the Older Californians Equity and Protection Act, AB 2920

**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:

<b>EVALUATION CRITERIA ASSESSED BY TASK FORCE</b>	
<b><i>Based upon contents of the bid/application, the AC Task Force shall award points based on the criteria shown below.</i></b>	<b>Points</b>
<b>Organizational Capacity:</b> 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
<b>Fiscal:</b> 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
<b>Staffing:</b> 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
<b>Service Delivery:</b> Applicant demonstrates a full understanding of the project and services being requested in the RFP.	0 to 15
<b>Targeting and Public Relations:</b> Applicant understands the requirements to outreach/serve <i>Target Populations</i> and to publicize the project.	0 to 15
<b>Service History:</b> 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
<b>TOTAL POSSIBLE SCORE – Family Caregiver Resource Center</b>	<b>100</b>
<b>TOTAL POSSIBLE SCORE – Case Management – Social Model</b>	<b>100</b>
<b>TOTAL POSSIBLE SCORE – Senior Community Service Employment Program</b>	<b>100</b>

**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 June 6, 2016.*** 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 VCAA by  
Thursday, March 31, 2016

#### **Program Purpose**

The purpose of the Family Caregiver Resource Center (FCRC) will be to provide an accessible one-stop formal walk-in center in east Ventura County that serves Title III E eligible family caregivers. The center 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 (85%) in the United States is provided by unpaid family members and friends<sup>6</sup>. 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 California<sup>7</sup>.

Family/informal caregivers of persons with dementia face challenges that can be emotionally and mentally overwhelming, physically taxing and time consuming<sup>8</sup>. Caregivers often must either relinquish or reduce hours of employment to meet the demands of caregiving<sup>9</sup>. Likewise, Alzheimer's disease is a multilevel, multifaceted biological, social, psychological and spiritual illness with which caregivers must cope<sup>10</sup> 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.

**Geographic Area to Be Served** – The center shall serve Title III E Eligible Service Population (see definition below) who live in or who have a loved one living in 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.

**Eligible Service Population** – The successful applicant's program must serve the Eligible Service Population:

- (a) The caregiver aged 18 or older who is informally providing in-home/community care to a person aged 60 or older; or,

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<sup>6</sup> Alzheimer's Association, 2015 Alzheimer's Disease Facts and Figures, Retrieved October 8, 2016 from [https://www.alz.org/facts/downloads/facts\\_figures\\_2015.pdf](https://www.alz.org/facts/downloads/facts_figures_2015.pdf)

<sup>7</sup> National Family Caregiver Alliance, "Caregiving Across The States," September 2014, Retrieved October 8, 2016, from [https://www.caregiver.org/sites/caregiver.org/files/pdfs/state2014/state\\_profile\\_ca\\_2014\\_final.pdf](https://www.caregiver.org/sites/caregiver.org/files/pdfs/state2014/state_profile_ca_2014_final.pdf)

<sup>8</sup> Eisdorfer, C. et. al. (2003), the Effects of a Family Therapy and Technology-Based Intervention on Caregiver Depression. *The Gerontologist*, 43, (4), 521-531.

<sup>9</sup> 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.

<sup>10</sup> Smith, A.L., et al, (2001) Caregiver Needs: A Qualitative Evaluation. *Clinical Gerontologist*, 24 (1/2), 2-25.

- (b) The caregiver aged 60 and older who is caring for a child with disabilities regardless of the age of the child, or,
- (c) An older relative (related by adoption, blood or marriage) caregiver aged 55 or older who is the primary caregiver for and resides with a child, (e.g., a grandchild) aged 18 years of younger.
- (d) The caregiver must be a resident of Ventura County.

**Assurances** – Under the Older Americans Act Title III, Part E: 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 to:

1. Section 372(b)(1) – Family caregivers who provide care for older individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction.
2. Section 373(c)(2) – Family caregivers who are older individuals with greatest social need, and older individuals with greatest economic need (with particular attention to low-income older individuals; and, to older individuals providing care to individuals with severe disabilities.). See Targeting Priorities section for further details.

The Grantee shall make use of trained volunteers to expand the provision of FCSP activities in accordance with Title III, Part E, Section 373(d) of the OAA and, if possible, work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or participants in community service settings (and programs).

An individual’s receipt of services under the In-Home Supportive Services Program shall not be the sole cause for denial of any services provided by the AAA or its contractors.

In order for Family Caregivers to receive respite or supplemental services, the care receiver must meet the more restrictive eligibility criteria of the definition of “frail,” as specified in Title III, Part E, Section 373(c)(1)(B) of the OAA, which requires that the Care Receiver is unable to perform at least two activities of daily living (ADLs) [i.e., human assistance is needed for eating, toileting, continence, transferring in/out of bed or chair, bathing, dressing] or requires substantial supervision due to a cognitive or other mental impairment.

**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 (and amended in 2006) 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 two broad categories:

- (1) Caregiver – Caring for the Elderly
- (2) Grandparent – Caring for the Child

	<b>Caring for Elderly</b>	<b>Caring for Child**</b>
<b>Family Caregiver</b>	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.	A grandparent, step-grandparent or a relative of a child by blood, marriage, or adoption, who is aged 55 or older <u>and</u> who (1) lives with the child, (2) is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and (3) has a legal relationship with child, as such legal custody or guardianship, or is raising the child informally.
<b>Care Receiver*</b>	An individual aged 60 or older <u>or</u> to <i>an individual of any age</i> with Alzheimer's disease <i>or a related disorder</i> with neurological and organic brain dysfunction. The Care Receiver must reside in Ventura County.	A child aged 18 years or younger residing in Ventura County with the Family Caregiver who meets the above definition of a Family Caregiver.

\*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.

<b>Caring for Elderly</b>	
Category*	Service**
FCSP Support Services	Caregiver Assessments, Caregiver Case Management, Caregiver Support Groups, Caregiver Training
FCSP Supplemental	Caregiver Adaptations and Assistive Devices
FCSP Respite Services	In-Home Respite Supervision and Adult Day Care
FCSP Access Assistance	Information and Assistance and Caregiver Outreach
FCSP Information Services	Public Information and Community Education
<b>Caring for Child</b>	
Category	Service
FCSP Support Services	Caregiver Assessments, Caregiver Case Management, Caregiver Support Groups, Caregiver Training
FCSP Supplemental	To be determined
FCSP Respite Services	To be determined
FCSP Access Assistance	Information and Assistance and Caregiver Outreach
FCSP Information Services	To be determined

\*See FCSP Service Categories section below for details.

\*\*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

**Minimum Units of Service**

Minimum number of unduplicated clients and service units will be negotiated.

**FCSP Service Categories**

<p><b>FCSP – Family Caregiver Support Program</b> – 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).</p>
<p><b>FCSP 1 – Support Services</b> means the provision of caregiver assessment, caregiver counseling, caregiver peer counseling, caregiver support groups, caregiver training, and (if necessary) caregiver case management.</p>
<p><b>FCSP 2 – Respite Care</b> 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.</p>
<p><b>FCSP 3 – Supplemental Services</b> means a temporary and 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.</p>
<p><b>FCSP 4 – Access Assistance</b> 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.</p>
<p><b>FCSP 5 – Information Services</b> (FCSP 5) means the provision of public information on caregiving and/or community education on caregiving, including information about available services.</p>

**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).

“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.

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, that is likely to continue indefinitely and results in substantial limitation in 3 or more of the following areas of major life activity:

- a. Self-care,
- b. Receptive and 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.

**FCRC Program Requirements**

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; Catholic Charities; 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 utilize volunteers when feasible and as needed to assist with the program.
  13. As needed, provide a safe space for children to play or be cared for while the caregiver is being served; and a safe space for care recipient older adults to wait while the caregiver is being served by the FCRC.
  14. The FCRC will function as a one-stop walk-in center that will eventually be operational at least 35 hours per week. Hours of operation will include a mix of regular day-time business hours, evening hours and weekend hours [at least once a month] for additional convenience to caregivers.

*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. Coordinate services with other service providers whenever possible.
4. Research, maintain and disseminate current and relevant resource materials relative to caregiver issues and about services available to the caregiver.
5. Will assist caregivers with accessing and printing Internet information as needed.
6. Make referrals to appropriate agencies and organizations that support caregivers.
7. Offer direct contact, answer/return phone calls, make follow-up calls and research specific concerns for caregivers who contact the FCRC.
8. 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.
9. Conduct public outreach to the broader community about the FCRC (i.e., newspapers, newsletters, program notices, etc.)
10. Participate in and/or coordinate community outreach venues such as health fairs and expos.
11. Organize and/or facilitate support group activities for caregivers.
12. Remain informed about current issues and concerns facing caregivers.
13. Participate annually in formal training activities that will facilitate ongoing professional development and understanding of caregiver needs and services.
14. Attend meetings of the Ventura County Area Agency on Aging's Senior Network.
15. 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.
16. 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 record keeping practices and procedures.
6. Demonstrated knowledge of the computer including using the Internet and sending/receive emails.
7. Knowledge of current issues and concerns facing caregivers of the Eligible Service Population.
8. Familiarity with local resources.
9. 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 web sites
  - d. Caring to Help Others - Resources include a free 491 page training manual, "Caring to Help Others - Preparing Volunteers to Assist Caregivers of Older Adults," which can be downloaded in sections:  
<http://www.caringtohelpothers.com>
  - e. Eldercare Locator: <http://www.eldercare.gov>
  - f. 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 Care Access database in a timely manner as specified by the VCAAA. The VCAAA shall provide training on the Q Care Access 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.

*At a minimum, the FCRC shall have the following materials available for dissemination 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.



**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 – Supportive Services Program: Case Management-Social Model**

*Interested applicants must submit a Notice of Intent letter to the VCAAA by  
Thursday, March 31, 2016*

#### **Program Purpose**

Case Management provides for an individual to conduct a comprehensive assessment of a frail older adult's needs and arrange for in-home services. Its purpose is to enable functionally impaired older persons obtain services which promote and maintain the optimum level of functioning in the least restrictive setting possible. Social model case management consists of the following components: comprehensive assessment of client's psychosocial and health needs; individualized care planning; service authorization/arrangement through coordination of existing resources, authorization for payment of services or purchases; and, case monitoring that includes a periodic reassessment and revision of each client's care plan.

#### **Need for Case Management 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.

**Eligible Service Population** – The successful applicant's program must serve the Eligible Service Population, which are Ventura County residents aged 60 years and older who have an indicated need for case management.

See Targeting Priorities section for further details.

#### **Overview of Case Management Services**

The Case Management program provides assistance to frail seniors (age 60+) who may no longer be able to manage daily living tasks by helping them maintain their optimum level of functioning in the least restrictive setting possible. Seniors may have emotional, mental, social, physical, and nutritional needs that would not be met without assistance. Care plans are developed by qualified staff to address the senior's specific needs, including financial assistance, homecare, nutrition, transportation, socialization, and mental health.

*Units of Service Requirements for Case Management*

SERVICE CATEGORY	CASE MANAGEMENT
<b>Description</b>	Assistance either in the form of access coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment, as required.
<b>NAPIS<sup>11</sup> Category</b>	NAPIS 6 – Case Management
<b>Funding Source</b>	Title III B (Older Americans Act)
<b>Priority Service? (Yes/No)</b>	Yes <sup>12</sup>
<b>Registered Service? (Yes/No)</b>	Yes <sup>13</sup>
<b>One Unit Equals:</b>	One (1) Hour
<b>Minimum Number of Units to be Provided:</b>	1,600
<b>Minimum Number of Unduplicated Clients to be Served:</b>	180

**Minimum Units of Service**

Minimum number of unduplicated clients and service units may be negotiated.

**Additional Requirements of Applicant**

1. Applicant must have a proven track record (minimum of three years) of providing services for adults aged 60 and over in Ventura County.
2. Case management services must be provided by a person with the credentials of a LCSW, MSW, BSW or must be an accredited social work program.
3. Service requirements are contingent upon funding and are subject to change.
4. Clients are individuals aged 60 years and older who reside in Ventura County who have an indicated need for case management.
5. Grantee agrees to keep all records and files containing confidential client information in a locked file cabinet with only authorized staff having access.
6. Grantee agrees to record in data and service units in the Q Care Access database in the format and timeline specified by the VCAAA. This includes an update each fiscal year (starting July 1, 2016 and ending June 30, 2017) of California ADLs and IADLS for any client receiving grant-funded case management services.
7. Grantee agrees that the maximum monthly expenditure of grant funds shall not exceed one-twelfth (1/12) of the total grant amount.
8. At the close of each month, Grantee agrees to provide to the VCAAA a monthly program report and a monthly expenditure reimbursement report.
9. Contractor shall coordinate services with other case management providers such as the VCAAA to avoid duplication of services.

<sup>11</sup> NAPIS = National Aging Program Information System

<sup>12</sup> YES = The California Code of Regulations, Article 3, Section 7312, requires that the AAA allocate an “adequate proportion” of federal funds to provide services considered a ‘priority’ by the California Department of Aging and federal Administration on Aging. The minimum allocation is determined by the AAA through the planning process.

<sup>13</sup> YES = Grantee agrees to complete a Registered Service Client Information Form for each client served using grant funded services. Grantee shall submit completed forms to VCAAA Grants Manager with monthly program report.

## **TITLE V – Senior Community Service Employment Program (SCSEP)**

*Interested applicants must submit a Notice of Intent letter to the VCAAA by Thursday, March 31, 2016*

### **Program Purpose**

The purpose of the Senior Community Service Employment Program (SCSEP) shall be to provide and promote useful part-time opportunities in subsidized community service employment for older workers and assist in the transition of enrollees to private or other unsubsidized job placements. The program provides a variety of supportive services such as personal and job-related counseling, job training and job referral for eligible participants looking to enter or re-enter the workforce. SCSEP serves low-income persons who are 55 years of age and older and who have poor employment prospects by placing them in part-time community service assignments and by assisting them to transition to unsubsidized employment. [Older Americans Act (OAA), 20 CFR Part 641].

### **About Title V SCSEP Services**

SCSEP is an acronym for Senior Community Service Employment Program. The SCSEP grew out of the older workers component of Operation Mainstream, a pilot project established in 1965 under Title II of the Economic Opportunity Act. Operation Mainstream provided job opportunities for chronically unemployed, poor adults. In 1973, the older worker component of Operation Mainstream was converted from a pilot project to an ongoing program (SCSEP) under the Older Americans Comprehensive Service Amendments. The 1978 Comprehensive Older Americans Act Amendments redesignated the SCSEP as Title V of the Older Americans Act. Title V Senior Community Service Employment Program (SCSEP) serves low-income persons who are 55 years of age and older and who have poor employment prospects by placing them in part-time community service assignments and by assisting them to transition to unsubsidized employment.

The focus of the SCSEP is to foster and promote useful part-time job training opportunities in community service activities for persons with low incomes who are fifty-five years old or older, who have poor employment prospects and have the greatest economic need. Community service means social, health, welfare, and educational services (particularly literacy tutoring), legal and other counseling services and assistance, including tax counseling and assistance and financial counseling, and library, recreational, and other similar services; conservation, maintenance, or restoration of natural resources; community betterment or beautification; antipollution and environmental quality efforts; weatherization activities; economic development; and such other services essential and necessary to the community as the Secretary of Labor, by regulation, may prescribe.

The two main goals of the SCSEP program are:

- To foster individual economic self-sufficiency
- To promote useful part-time community service activities that increase the service capacity of community agencies

### **Eligible Service Population**

The eligible service population consists of individuals who are 55 years of age and older, living in Ventura County and who have poor employment prospects. However priority must

be given to those individuals who are:

- 75 or older OR have a severe disability
- Frail
- Not receiving benefits under Title II of the Social Security Act
- Living in a rural area or an area with persistent unemployment
- Limited English Proficient speakers or have low literacy skills
- Veterans
- Determined as having low employment prospects
- Determined as having failed to find employment after utilizing services provided by the One-Stop Delivery System
- Homeless or at risk of becoming homeless

The selected applicants must ensure provisions of programs and services to all classes that are protected by State and Federal Law.

### **Overview of SCSEP Program Requirements**

This program is administered through the United States Department of Labor (US DOL). At minimum, the selected Grantee shall perform the following:

1. **Number of Allocated SCSEP Positions:** 13 Positions
2. **Number of Modified SCSEP Positions:** Nine (9) Positions – Modified based on minimum wage (Federal Minimum Wage \$7.25; California Minimum Wage \$10)
3. **Minimum Number of Clients to Be Served:** 14 persons (Service Level at 155.4%)
4. Undertake all activities related to the recruitment and hiring of low-income eligible enrollees for the SCSEP Program, as detailed in the Older Americans Act and in the federal regulations (20 CFR Part 641, dated May 17, 1995) and California Department of Aging's (CDA) SCSEP Program Manual.
5. Select community host agencies that will provide training opportunities, supervision and, if feasible, permanent employment for enrollees.
6. Coordinate with employment and training agencies to maximize training dollars.
7. Conduct job development in the local community that will assist enrollees in obtaining unsubsidized jobs.
8. Enter all required Quarterly Progress Reports (QPR) in SPARQ, a data management system for SCSEP, as required on the 15<sup>th</sup> of the month following each quarter.
9. Submit all required financial reports such as the Revised Monthly Expenditure Report and Request for Funds (CDA 29) and Financial Closeout Report (CDA 90) and the Federal Grant Closeout Statement (CDA 30)
10. Establish a working relationship with the One-Stop Career Center in Ventura County.
11. Cooperate with the VCAAA in its annual program monitoring.
12. The number of minority elders served shall be, at a minimum, in the same proportion as represented in Ventura County's older population.
13. Implement statutory provisions of the Title V SCSEP in accordance with all applicable laws and regulations [OAA, Public Law 89-73, 20 CFR Part 641 – April 9, 2004, and 29 CFR Part 89; WIA, Public Law 105-220), Regulations section 121(b)(1)(B)(vi), 29 U.S.C. 2841 (b)(1)(B)(vi) and 29 CFR Part 662 Subpart B §§ 662.200 through 662.280 and Parts 660-671; The Jobs for Veterans Act (Public Law 107-288) (2002) (38 U.S.C. 4215); the Title V SCSEP Manual as issued by

- the California Department of Aging, and any other subsequent memos, bulletins, or similar instructions issued during the term of this Agreement by the Department of Labor (DOL).
14. Develop methods of recruitment and selection that will assure the maximum number of eligible individuals the opportunity to participate in the program.
  15. List all SCSEP community service assignments with the local OSCC.
  16. Provide an orientation to participants that include information on project goals and objectives; community service training assignments; training opportunities; available supportive services; the availability of a free physical examination; participant's rights and responsibilities; and permitted and prohibited political activities.
  17. Conduct individual assessments of the participants' work history; skills and interests; talents; physical capabilities; aptitudes; occupational preferences; need for supportive services; potential for performing proposed community service assignment duties; and potential for transition to unsubsidized employment. Assessments must be conducted no less frequently than two times during a 12-month period.
  18. Provide an Individual Employment Plan (IEP) for each participant based on an assessment that considers the individual's preferences for occupation categories, work history, skills, interests, talents, physical capabilities, need for supportive services, aptitudes, potential for performing proposed community service assignments, and potential for unsubsidized employment placement. IEPs shall be developed in partnership with each participant and will reflect the needs as well as the expressed interests and desires of the participant. IEPs shall be reviewed at least once yearly to evaluate the progress that the participant is making toward his/her stated objectives, to re-determine his/her potential for unsubsidized employment, and to review the appropriateness of his/her community service assignment. IEPs shall be updated as necessary to reflect information gathered during the participants' assessment. IEPs shall contain goals, action steps to achieve goals, and timelines to complete goals. [641.140]
  19. Provide or arrange for training for participants specific to their community service assignment or in support of their training needs identified in their IEP. The training may include the use of lectures, labs, seminars, classroom instruction, individual instruction, on-the-job experience, or other such opportunities.
  20. Submit all requests for an OJE to the Area Agency on Aging for approval prior to exercising the OJE with any participants.
  21. Grantee is required to employ the participant; and assign participants to work at and/or receive training from a Host Agency, but not to employ or continue to employ any participant to perform the same or substantially the same work as that of a person on layoff. Employment of a participant cannot result in the displacement or partial displacement of currently employed workers. Partial displacement includes, among other things, a reduction in hours of non-overtime work, wages, and/or fringe benefits. Nor may the employment of a participant impair existing contracts or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed.
  22. Obtain and record the personal information necessary for a proper determination of eligibility for all participants and maintain documentation supporting their eligibility. The income of each participant shall be recertified once every 12 months.



- Documentation records shall be maintained in a confidential manner.
23. Cooperate with community, employment, and training agencies, including agencies under the WIA and provided through OSCC, to provide services to low-income older workers.
  24. Follow-up with participants placed into unsubsidized employment to determine whether they are still employed and to make certain that participants receive any follow-up services they may need to ensure retention. [OAA Section 513(c)(2)(B)].
  25. Have a signed Memorandum of Understanding (MOU) with the Local Workforce Investment Board(s) and the OSCC(s) detailing how services will be provided. [WIA Sections 662.200-300] The MOU must contain the following components: (1) a description of the functions/services to be performed for One-Stop clients; (2) an explanation of how the costs of these functions/services and One-Stop operations will be funded; (3) a description of the methods to be used for referring clients among the partners, and (4) the duration of the MOU and procedures for amending it. [20 CFR Part 652 et. al]
  26. Grantee is required to provide an Employee Handbook to each participant that includes information on the Title V program, including, but not limited to: eligibility, assessment, fringe benefits, safety and health requirements, restrictions, participant grievance procedures, Host Agency responsibilities, and policies and procedures on wages and time sheets
  27. Maintain an up-to-date Title V SCSEP Manual, Charter Oak Group (COG) Data Collection Handbook, Mathematica (MPR) User's Guide, and related departmental requirements so that all responsible persons have ready access to standards, policies, and procedures. [641.879(e)-(i)]
  28. Monitor on a monthly basis the COG and MPR websites to be informed of DCS updates and to view the "ask the Experts" frequently asked questions. [641.879(e)-(i)]
  29. Use the program data collection and reporting system as required by the Area Agency on Aging and the California Department of Aging.
  30. Submit all requests for a Transfer/Change utility transaction in SPARQ to the Area Agency on Aging and the California Department of Aging for prior approval. [641.879(e)-(i)]
  31. The Contractor shall or if subcontracted the subcontractor shall meet the annual negotiated performance measures established by the U. S. Department of Labor, which include the following core indicators [2006 OAA Amendments]:
    - a. Unsubsidized Placements
    - b. Service Level
    - c. Retention of Employment (6 months)
    - d. Community Service Hours
    - e. Most in Need Earnings
    - f. Additional Indicators include: Retention of Employment (1 year) and Customer Satisfaction (Employer, Host Agency, and Participant).

32. U.S. Department of Labor Senior Community Service Employment Program  
 California Department of Aging PY 2015 Performance Goals\* (FY 2015-16):

Core Indicators	Performance Goals for FY16-17*
Service Level	155.4%
Community Service	79.7%
Most in Need	2.53
Common Measure Entered Employment	38.6%
Common Measure Retention Goal	73.7%
Common Measure Average Earnings	\$8,667

\*These goals are estimated only until the “official” Performance Goals will be received in June 2016.

**Definitions Specific to the Title V Program**

Charter Oak Group (COG) – The organization under contract to DOL to create the SCSEP WDCS handbook that provides direction on entering data into the WDCS and providing on its website DOL policy guidance, frequently asked questions, and revisions to the handbook. [641.879(e)-(i)]

Classroom Training Hours – The number of hours spent in classroom training by SCSEP participants. [2006 OAA Amendments]

Community Service Training Hours – The number of hours of community service provided by SCSEP participants.

Community-Service Training – Placing participants at host agencies that have occupations which are similar to “in demand” private sector jobs. Assignments may be supplemented by general or specialized skills training and a participant must have an Individual Employment Plan (IEP) that details skills to be attained and timelines for achieving the goal. There is no hour limit for a participant’s community-service training in a 12-month period. [2006 OAA Amendments]

Customer Satisfaction – Satisfaction of the participants, employers, and host agencies with their experience with SCSEP.

Earnings Increase – The percentage of change in earnings pre-program to post-program, and between the first quarter after exit and the third quarter after exit.

Eligible Service Population – Unemployed low-income California residents who are 55 years of age or older and who have poor employment prospects. Preference must be given to Veterans and qualified spouses at least 60 years old; other individuals at least 60 years old; Veterans and qualified spouses aged 55 to 59; and other individuals aged 55-59. [OAA, 20 CFR Part 641 and 29 CFR Part 89) and Jobs for Veterans Act (Public Law 107-288)].

Host Agency – A public agency or private non-profit 501(c)(3) organization that provides a training work site and supervision for a participant position.

Limited English Proficiency (LEP) – An individual is limited in his/her ability to read and write the English language. [2006 OAA Amendments]



Low Income – Family income not more than 125% of the federal poverty guidelines.

Mathematica (MPR) – The organization under contract to DOL to create the SCSEP SPARQ and the WDCS and who is responsible for providing on its website the SPARQ user's guide and DOL policy guidance related to system upgrades. [641.879(e)-(i)]

Non-DCS User – A contractor that uses a database system other than the DOL WDCS to transmit its data into SPARQ. [641.879(h)]

One-Stop Career Centers (OSCC) – Agencies that are funded by the Workforce Investment Act (WIA) to provide universal access to employment referrals, training, and other job-seeker/employer services.

On-The-Job-Experience (OJE) Training – Developing a training assignment that provides the participant an opportunity to develop and practice specific skills and/or experience, which are not attainable through the regular community service assignment.

Participant – An individual who is eligible for the Title V SCSEP, is enrolled, and is receiving services.

Participant Position – An authorized training slot whose unit cost includes administration; participant wage and fringe benefits; and other participant costs. The number of participant slots and the amount of funding available for a given Fiscal Year is based on an equitable distribution ratio determined by the U.S. Census and allocated by the U.S. Department of Labor (DOL).

Participant Program Tenure – Participants can be enrolled in the program for up to four years. A request to extend this time may be submitted to CDA for participants that are hard to serve. [2006 OAA Amendments]

Performance Measures – Core indicators and additional indicators of performance that measure the success and effectiveness of the SCSEP. [2006 OAA Amendments]

Placement – Placing of participants into unsubsidized public or private employment for 30 days within a 90-day period.

Retention – Participants who have remained employed in a public or private unsubsidized position for six months and/or one year after the start date of the unsubsidized employment. [2006 OAA Amendments]

Satisfaction Survey – An instrument that gathers the satisfaction of participants, employers, and their host agencies with their experiences and the services provided. [20 CFR 641.700 and 710(6)(7)(8)].

SCSEP Performance and Results Quarterly Progress Report System (SPARQ) – The DOL system used to process and analyze SCSEP data and the system used to view, print, and save SCSEP quarterly progress reports, data quality reports, and management reports. [641.879(h)]

Service Level – Comparing the total number of participants served to the projects authorized number of positions.

Service to Most-in-Need – Service to participants who are over the age of 60 and have one or more of the following: an income at or below the poverty level; physical or mental disabilities, language barriers, LEP, cultural, social, or geographical isolation; poor employment history or prospects; or other social barriers.

State Plan – The 4-year plan submitted to DOL describing SCSEP strategic focuses with an update not less than every 2 years. [2006 OAA Amendments]

Support Services – Any service provided to assist a participant in obtaining and retaining unsubsidized employment, i.e., uniforms, protective eyewear, interview clothing, housing, etc. [641.535(a)(7)]

Title V Senior Community Service Employment Program (SCSEP) – A program that serves low-income persons who are 55 years of age and older and who have poor employment prospects by placing them in part-time community service assignments and by assisting them to transition to unsubsidized employment. [Older Americans Act (OAA), 20 CFR Part 641]

Transfer/Change Utility – The WDCS procedure used to transfer a participant into SPARQ from a CDA SCSEP to a national SCSEP contractor or vice versa. [641.879(e)-(i)]

Unemployed – An individual who is without a job and who wants and is available for work, including an individual who may have occasional employment that does not result in a constant source of income. [2006 OAA amendments]

Web Data Collection System (WDCS) – The DOL web-based data collection system used to input all SCSEP program and participant information into SPARQ. [641.879(e)-(i)]

### **Allowable Expenses**

On-the-Job Experience (OJE) expenditures applied to wages and fringe benefits, other program costs, or administration shall be identifiable in the Grantee's records. On-the-Job Experience expenditures applied to wages and fringe benefits, other program costs, or administration shall be identifiable in the Contractor's records. The Contractor is not required to budget On-the-Job Experience training costs separate from other costs; costs shall be tracked during the contract period in the Contractor's records.

- Administrative costs should be reported as project administration in the Title V budget. [641.867]
- The Grantee shall spend not less than 79 percent of the total federal allocation for Participant Wages and Fringe Benefits. [641.873]
- State general funds shall be spent for participant wages only. [PM 04-20, Budget Control Language]
- The Grantee may charge expenditures associated with participant assessment, training, job development, counseling functions, etc. to the Program Other category in the Title V Budget. [641.864(b)(c)]

### **Additional SCSEP Documents Required for Review**

The following links outline the program requirements and regulations governing SCSEP. Copy and paste the link to your web browser to access the document. Applicants must review and understand these documents before submitting an application.

Title V of the Older Americans Act  
[http://www.aoa.gov/AOA\\_programs/OAA/oa\\_full.asp](http://www.aoa.gov/AOA_programs/OAA/oa_full.asp)

SCSEP Final Rule  
<http://www.gpo.gov/fdsys/pkg/FR-2010-09-01/pdf/2010-21139.pdf>

**Public Law 109-365 Workforce Investment Act (WIA)**  
<http://www.doleta.gov/usworkforce/wia/wialaw.txt>

**Code of Federal Regulations Title 20**  
<http://edocket.access.gpo.gov/2010/pdf/2010-1139.pdf>

**The Jobs for Veterans Act (Public Law 107-288)**  
<http://www.gpo.gov/fdsys/pkg/PLAW-107publ288/content-detail.html>

**Title V SCSEP New Coordinators Handbook**  
<http://www.aging.ca.gov/ProgramsProviders/SCSEP/#SCSEP>

**California SCSEP Plan**  
[http://www.aging.ca.gov/ProgramsProviders/SCSEP/California\\_SCSEP\\_State\\_Plan\\_PY\\_2012-2015/Default.aspx](http://www.aging.ca.gov/ProgramsProviders/SCSEP/California_SCSEP_State_Plan_PY_2012-2015/Default.aspx)

**Office of Management and Budget Circular 133:**  
<http://www.whitehouse.gov/sites/default/files/omb/circulars/a133/a133.pdf>

**Senior Community Service Employment Program Resources and Training Manuals**  
<http://charteroakgroup.com/resources/scsep.shtml>