Government of the District of Columbia

Office on Aging

REQUEST FOR APPLICATIONS

FISCAL YEAR 2010

SENIOR WELLNESS CENTER PROGRAM OPERATIONS GRANT

The D.C. Office on Aging Invites the Submission of Applications for Funding under DC Law 1-24, as amended

RFA Release Date: August 10, 2009

Application Submission Deadline: September 1, 2009, 5:00 p.m., EDT

LATE APPLICATIONS WILL NOT BE ACCEPTED

DISTRICT OF COLUMBIA
OFFICE ON AGING

Announces

A

PREAPPLICATION WORKSHOP

FOR

FISCAL YEAR 2010
SENIOR WELLNESS CENTER
PROGRAM OPERATIONS GRANT

August 13, 2009
10:00 a. m.
441 4th Street, NW
Suite 950 South
Washington, DC 20001

For questions, please contact:
Tiffanie Yates, Public Health Nutritionist or
Eric Manuel, Program, and Grants Manager
202-724-8821

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GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE ON AGING

Clarence Brown, Ph.D.
Executive Director

August 10, 2009

Dear Applicant:

Thank you for your interest in applying for a grant under the Office on Aging's Wellness Center Competitive Grant program. This letter highlights a few items in the application package that will be important to you in applying for a grant. You are encouraged, however, to review the entire application package carefully before preparing and submitting your application. Please note the following provisions:

1. Eligible applicants include nonprofit and for-profit organizations, although for-profit organizations may not include profit in their grant application.

2. In an effort to facilitate an effective application evaluation process, all applicants must adhere to the program narrative limitation of 25 pages. Applications that exceed this number will not be reviewed and will be returned to the applicant. To further expedite the reading process, applicants should also follow the format for Section III – Proposal Format - that is provided in the application package.

3. Currently funded Office on Aging Senior Wellness Center grantees should note that prior performance will be assessed and considered in final funding determinations.

4. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.

5. All applicants **must provide a cash match of 15%.** In-kind contributions are welcomed, but will not be considered as a part of the cash match.

6. The Office on Aging Senior Wellness Centers are located at:

   Ward 4 – Hattie Holmes Senior Wellness Center
   324 Kennedy Street N.W.
   Washington D.C. 20011

   Ward 5 – Model Cities Senior Wellness Center
   1901 Evarts Street, NE
   Washington, D.C. 20018

Ward 7 – Washington Seniors Wellness Center
3001 Alabama Avenue, SE
Washington, DC 20020

Ward 8 – Congress Heights Senior Wellness Center
3500 Martin Luther King Jr. Avenue
Washington, D.C. 20032

7. The facilities are owned by the District of Columbia. The successful applicant will be responsible for all routine maintenance including but not limited to fixture replacements.

8. All applicants must supply a Certification from the District of Columbia Office of Tax and Revenue that their agency is compliant with District of Columbia tax requirements.

9. The successful applicant will write a proposal that addresses evidence based, comprehensive, integrative approaches to senior health and wellness that result in measurable outcomes showing improvements in participants' health and lifestyle behaviors. Evidence-based programs used must be approved by DCOA. For example, programs combining calisthenics, isometric and stretching exercises combined with dance enable seniors to develop muscle strength and endurance as well as flexibility and cardio-pulmonary fitness (www.projectenhance.org). Weight training is essential to optimal physical health for seniors as it strengthens muscles and bones and increases the strength of ligaments and tendons so that less stress is placed on joints. Creative presentations on disease prevention, health maintenance, and medication management stimulate recipients to change their lifestyle behaviors and diet habits. Combining sound/balanced nutrition in the lives of seniors with exercise and weight training is essential to the maintenance of physical strength, mental acuity, proper organ function, and sensory perceptions, such as vision, smell, touch, and taste.

10. The Enhance Fitness Program is the evidence-based model that DCOA is requiring to be included at each wellness center as a standardized core fitness component in the wellness center curriculum. The purpose of Enhance Fitness Program is to provide seniors with an effective research-driven physical activity program with the goal to improve their overall functional fitness and well-being. This program focuses on stretching, flexibility, balance, low impact aerobics, and strength training exercises. Applicants are expected to address the Enhance Fitness Program and include it in their proposed core curriculum. Applicants should use other evidence-based programs for other activities of their wellness program.

11. The successful applicant will show evidence of one or more partnerships with hospitals or other organizations specializing in health care. The health care partner should provide services that include screening for diseases such as diabetes, hypertension, cardiovascular, HIV/AIDS, and prostate and breast cancer as well as providing prevention information, health education, and medication management to the participants of the wellness center.

12. All applicants must show evidence of staffing that includes a full-time wellness center director, a nutritionist, and a fitness coordinator, supported by other health, wellness and outreach staff and consultants.

13. Letters of support are not necessary and will not provide any competitive weight to the application.

14. All applicants must supply a current Certificate of Incorporation issued by the District of Columbia Department of Consumer and Regulatory Affairs showing that the organization is in good standing with the DC government.

15. All applicants must supply Minutes from the Board of Director's meeting, signed by the President or Secretary of the Board, in which the Board authorizes the applicant to submit an application for funding to the Office on Aging or certification from the Board, signed by either the President or Secretary, giving the Executive Director authority to apply for grants.

16. All applicants must submit a copy of the agency's most recent audited financial statement.

17. The successful applicant is expected to participate in community meetings for purposes of outreach, crime reduction, emergency preparedness, and collaboration.

18. The New Communities Initiative is a comprehensive partnership to strengthen families living in distressed neighborhoods in Washington, DC by fighting concentrations of violent crime and poverty. A New Community is a healthy mixed-income community with integrated public facilities and services that offer families better housing, employment and educational opportunities. The successful application will be expected to participate in the development of any New Communities that are established within each Ward.

19. The Aging & Disability Resource Center (ADRC) is a federally-supported entity whose purpose is to coordinate services and assistance for older adults and younger persons with disabilities and it complements other long-term care system change activities designed to enhance access to community living. It is a collaborative effort mobilizing both public and private sector resources to deliver effective long-term care support for providers and customers in a single coordinated service delivery system. The DC ADRC serves as a "one stop shop" helping customers and their families simplify access to needed information, services, and assistance. The successful applicant will be expected to cooperate with and participate in the ADRC processes and activities, provide customers with wellness services and referrals to other appropriate information and service providers within the ADRC framework.

20. The Office on Aging strongly supports and encourages the utilization of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program. The successful applicant is encouraged to utilize the resources of the Department of Small and Local Business Development, including the *Business Center* found on DSLBD's website (http://dslbd.dc.gov) as a resource for identifying CBEs and to publish contracting and procurement opportunities.

Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by September 1, 2009. The application must be delivered by hand/courier service **no later than 5:00 p.m., EDT,** on or before the deadline date. Detailed mailing instructions are provided in Section VI - Instructions for Transmitting Application. Applications submitted late will not be accepted. The Office on Aging is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package, please contact Eric Manuel, Program and Grants Manager, Aurora Delespin-Jones, Program Analyst or Tiffanie Yates, Public Health Nutritionist, at (202) 724-8821.

Sincerely,

Clarence Brown, Ph.D.
Executive Director

Applicant Profile

D.C. Office on Aging
FY 2010 Senior Wellness Center Program Operations Grant

Applicant Name: _____

TYPE OF ORGANIZATION

Non-Profit _____ **For-Profit** _____ **Government** _____ **Other** _____

Contact Person: _____

Office Address: _____

_____

Phone/Fax: _____

E-Mail: _____

Website URL: _____

D.U.N.S. Number: _____

Tax Identification: _____

Program Area: _____

Program Description: _____

_____

_____

Total Program Cost: $_____

DCOA Grant Funds $_____

Applicant Funds $_____

_____

Printed Name and Title of Authorized Official **Date**

_____

Signature of Authorized Official **Date**

District of Columbia
Office on Aging

Request for Applications (RFA)
Fiscal Year 2010 Senior Wellness Center Program Operations Grant

SECTION I GENERAL INFORMATION

The Office on Aging is the single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the welfare of the aged (defined as those persons 60 years of age and older) in the District of Columbia.

Mission

The mission of the Office on Aging is to provide advocacy, health, education, employment, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity, and choice.

Introduction

The Office on Aging provides grants to nonprofit community-based organizations to provide a full range of services to the aging population in the District of Columbia. This Request for Applications seeks applications to operate one or more District of Columbia Government-owned Senior Wellness Centers, which promote healthy lifestyles, sound nutrition, exercise, and general wellness among the aging population in the District of Columbia. Specifically, this application seeks organizations to operate Senior Wellness Centers in the following service areas of the city.

- Ward 4 - Hattie Holmes Senior Wellness Center
  324 Kennedy Street, NW
  Washington, DC 20011
- Ward 5 - Model Cities Senior Wellness Center
  1901 Evarts Street, NE
  Washington, DC 20018
- Ward 7 - Washington Seniors Wellness Center
  3001 Alabama Avenue, SE
  Washington, DC 20020
- Ward 8 - Congress Heights Senior Wellness Center
  3500 Martin Luther King, Jr. Avenue, SE
  Washington, DC 20032

Please Note: *The District of Columbia government owns all Wellness Center buildings.*
In addition, the operator of the Wellness Center has the following community responsibilities:

- Develop and implement a needs assessment to identify the needs in the target community.
- Work in cooperation with the Office on Aging-funded lead agency to provide an evidence-based, comprehensive, integrative approach to senior health and wellness that result in measurable outcomes showing improvements in participants' health and lifestyle behaviors.
- Develop and implement a structured community outreach program.
- Establish a Members Advisory Council to serve as an advisor to help develop a coordinated service delivery system.
- Develop an Emergency Preparedness Plan for the wellness center. The plan must include a mechanism for identifying those high-risked seniors with limited mobility and have a shelter-in-place and evacuation component.

Criteria for Funding

All applications for funding under the Senior Wellness Center Program Operations Grant Competition will be evaluated as new submissions according to the selection criteria published herein.

Eligible Organizations/Entities

Any public or private, community-based non-profit agency, organization, or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible, but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible public or private non-profit agencies. All successful applicants shall provide certification that the applicant is a corporation in good standing in the District of Columbia, has complied with the filing requirements of the District of Columbia tax laws, and that the applicant has paid taxes due to the District of Columbia Office of Tax and Revenue and/or the Internal Revenue Service, or is in compliance with payment agreements with the Office of Tax and Revenue and/or the Internal Revenue Service.

The successful applicant must be current in payments of all unemployment taxes which will be verified by DCOA through the DC Department of Employment Services.

Target Population

The target population for the Fiscal Year 2010 Senior Wellness Center Program Operations Grant are individuals aged 60 and over, residing in the District of Columbia.

New Communities

The New Communities Initiative is a comprehensive partnership to strengthen families living in distressed neighborhoods in Washington, DC by fighting concentrations of violent crime and poverty. A New Community is a healthy mixed-income community with integrated public facilities and services that offer families better housing, employment and educational opportunities. The successful applicant will be expected to participate in the development of any New Communities that are established within the applicant's service area.

Aging & Disability Resource Center

The Aging & Disability Resource Center (ADRC) is a federally-supported entity whose purpose is to coordinate services and assistance for older adults and younger persons with disabilities and it complements other long-term care system change activities designed to enhance access to community living. It is a collaborative effort mobilizing both public and private sector resources to deliver effective long-term care support for providers and customers in a single coordinated service delivery system. The DC ADRC serves as a "one stop shop" helping customers and their families simplify access to needed information, services, and assistance. The successful applicant will be expected to cooperate with and participate in the ADRC processes and activities, provide customers with wellness services and referrals to other appropriate information and service providers within the ADRC framework.

Client Services Tracking and Reporting System

The District of Columbia Office on Aging (DCOA) administers grants funded through the Older Americans Act (OAA), other federal funds, and District government appropriated funds to provide supportive services to and for the benefit of elderly residents and caregivers of the elderly within the District of Columbia. DCOA provides services directly and in partnership with the Senior Service Network, a network of provider agencies supported by DCOA to carry out projects and services prescribed and monitored by DCOA.

In FY-2008, the DCOA implemented a new Client Services Tracking and Reporting System (CSTARS). The system provides DCOA with a system-wide electronic client management database and an integrated system of reporting to ensure unduplicated client counts, timely financial accounting, and accurate service data for utilization review. The successful applicant is expected to ensure accurate data input and management using the CSTARS system.

Enhance Fitness Program

Enhance Fitness and Enhance Wellness are two tested and proven components under Project Enhance Program (www.projectenhance.org). The Enhance Fitness Program is the evidence-based model that DCOA is requiring to be included at each wellness center as a standardized core fitness component in the wellness center curriculum. The purpose of Enhance Fitness Program is to provide seniors with an effective research-driven physical activity program with the goal to improve their overall functional fitness and well-being. This program focuses on stretching, flexibility, balance, low impact aerobics, and strength training exercises. Applicants should use other evidence-based programs for other activities of their wellness program.

The Enhance Fitness program component should be conducted as group exercise class for seniors and facilitated by a certified fitness instructor who has training in working with seniors. The instructor collects performance measure data on each senior to provide feedback on their progress and motivation to stay physically fit, as well as to help evaluate the program's effectiveness on an ongoing basis.

Applicants are expected to address the Enhance Fitness program and include it in their proposed core curriculum.

Source of Grant Funding

Funds are made available through federal grant funds and District appropriated funds to the Office on Aging.

Award Period

The grant awards will be for Twelve months (12) months, October 1, 2009 through September 30, 2010, with possible continuation years based on the Office on Aging's determination of satisfactory progress during the initial year of the grant.

Grant Award and Amounts

In Fiscal Year 2010, there is a total of $1,354,780.00 contingently available for the Senior Wellness Centers. The following funding limitations apply:

- Disease Prevention and Medication Management – Each Ward -$26,020.00
- Wellness – Ward 4 - $300,000.00 Ward 7- 337,000.00
  Ward 5 - $306,850.00 Ward 8- 306,850.00

Matching Funds

All applicants will be required to show a minimum 15% matching cash contribution when applying for funds under this RFA. **Participant voluntary contributions cannot exceed 25% of a grantee's match.** No registration, membership, or annual fee may be required of participants. All contributions must be used to offset the cost of the program.

Multiple Submissions

Applicants desiring consideration to operate programs in more than one wellness center must submit a separate application for each wellness center as described in the Introduction section on Page 6 of this RFA. Each application must be self-contained and include all required information (including a separate budget) as outlined in the RFA.

Pre-Award Site Visit

Highly ranked applicants who are recommended for funding by the review panel may be selected for a pre-award site visit. The decision to visit an applicant for a pre-award site visit rests solely and finally with the Executive Director of the D.C. Office on Aging.

Performance Measures

The Government of the District of Columbia has adopted performance based budgeting for all programs and services. The Office on Aging has developed performance goals and outcome measures for the programs shown below. The successful applicant must provide these services and **must** use the performance goals and outcome measures identified by the D.C. Office on Aging. Performance measures for affected services are shown below. Instructions for completing performance measures are in Attachment D.

- **Community-Based Support**
  - Wellness (including health and nutrition information sessions)
  - Health Promotion
  - Disease Prevention
  - Medication Management

Contact Persons:

For further information, please contact one of the following: Eric Manuel, Tiffanie Yates, (202)-724-8821.

SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Funds made available under this grant may be used only to support the District of Columbia FY 2010 Senior Wellness Center Program Operations Grants for the target population of seniors who reside in the District of Columbia.

Audits

The District of Columbia Office on Aging (DCOA) **requires all grantees (except agencies and universities of the District of Columbia) to have an annual independent financial audit.** The audit must be conducted in accordance with generally accepted auditing principles, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, The Office on Financial and Compliance Management Guide, and Office of Management and Budget (OMB) Circular No. A-133.

District of Columbia law requires that any firm or person conducting audits in the District be licensed by the District of Columbia Department of Consumer and Regulatory Affairs. The grantee is required to schedule and budget for the use of independent auditors. Grant terms and conditions require that **the auditor be a Certified Public Accountant, licensed to practice in the District of Columbia.**

Certified Business Enterprise (CBE) Requirement

The Office on Aging strongly supports and encourages the utilization of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program. In accordance with the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 et seq. (the "Act"), and in consideration of receiving the grant funds, the grantee commits to use its best efforts to utilize Certified Business Enterprises certified pursuant to the Act ("CBEs") in order to achieve, at a minimum, the goal of CBE participation in an amount equal to 35% of the contract funds under the grant award. Grantee is encouraged to utilize the resources of the Department of Small and Local Business Development, including the *Business Center* found on DSLBD's website (http://dslbd.dc.gov) as a resource for identifying CBEs and to publish contracting and procurement opportunities. Grantees shall report the percentage of their use of CBE contractors at the end of the grant year.

Staffing

The applicant must propose qualified staff and provide documentation that the staff possesses adequate training and competence to perform the duties as assigned. The applicant must obtain advanced approval in writing from DCOA on any staff hired in key positions or any changes in staffing patterns or job descriptions affecting such positions in accordance with established Policy Memorandum 02-P07, Approval for Key Personnel.

Key staff for a Wellness Centers shall include, but are not limited to:

- Project Director
- Nutritionist
- Certified Fitness Specialist

Records

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for a period of three years after the grant ends. Records must be available at the organization's headquarters and available for inspection by DCOA or other District or Federal entities at any time. The applicant must maintain records reflecting initial intakes, exercise release documents, periodic assessments and ongoing progress of each client. The applicant shall maintain confidentiality of client records and to the extent possible the client must validate all services delivered.

Monitoring

DCOA shall monitor and evaluate the performance of the applicant according to the program scope, DCOA Service Standards, related Federal and local regulations and policy requirements.

The DCOA staff will review all written policies and procedures, staff licenses and certifications, information bulletins, monthly invoices, client service rosters, and other source documents applicable to the program. Grant monitors will review monthly reports, conduct site visits, and maintain contact with the applicant to assess performance in meeting the requirements of the grant. In addition, DCOA staff will review client information service and financial data submitted through the CSTARS web-based system.

The DCOA has implemented the CSTARS for recording, tracking, monitoring and managing client and financial data. Successful applicants will use this system to input trackable service unit data, enter case notes, and monitor staff assignments and progress in a timely manner. Financially, the system generates monthly invoices for most services.

SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. The purpose and content of each section is described. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each proposal must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area and the amount of grant funds requested.

- **Table of Contents** should list major sections of the proposal with quick reference page indexing.

- **Proposal Abstract** concisely describes the proposed project. It should be written for the general public. The abstract should be brief and include the program goals, objectives that incorporate evidence-based program models, overall approach (including target population and significant partnerships), anticipated outcomes/products, and time frames. The abstract should not exceed 1 page. The proposal abstract is not counted in the 25 page limitation.

- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 25 pages. Generally, the program narrative should address the following criteria. Specific technical scoring criteria are found in Section V.

  - Needs Assessment that shows social and demographic characteristics of seniors and other needs for specific services
  - Background and Understanding
  - Project Work plan which should include:
    - Program goals;
    - Objectives that incorporate specific evidence-based program modules;
    - Measurable outcomes reflecting improvements in participants' health and lifestyle behaviors;
    - Other activities that relate to wellness center responsibilities, including customer service responsibilities, New Communities and ADRC Plans;
    - Schedule for quarterly community meetings and discussion topics;
    - Structured Community Outreach Program;
    - Service evaluation specifying the methodology used such as the Performance Outcome Measurement Project (POMP) developed by the Administration on Aging (AOA) at www.gpra.net.

- Organizational Capability and Relevant Experience
    - Successful programmatic experiences i.e., external evaluations, summaries of customer surveys, or other objective forms of measurement;
    - Emergency Preparedness Plan (Include in Appendices); and
    - Ability to timely and accurately meet program reporting requirements such as, completion of AOA-required intake data, nutrition screenings, invoices, and CSTARS required data and reports.

- **Program Budget** summary sheet and budget narrative should address the criteria listed under Budget and Fiscal Management. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A sample budget narrative is included in Attachment C. All budget narratives must follow this format. Budget forms and narrative are not counted in page limit.

- **Performance Outcome Measures** – Use the appropriate performance outcome measure for the service proposed in this application. Use the forms exactly as they are printed in this RFA. Performance Measure Outcome Forms are included in Attachment D. The Performance Measure Outcome forms are not included in the 25-page limitation. At the end of the grant period, this Form shall be completed in the CSTARS system.

- **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments A and B.

- **Appendices** - This section shall be used to provide technical material, supporting documentation and endorsements. Appendices are not counted in the page total. The following **required** items must be included in the Appendices:

    - Audited financial statement for the year ending September 30, 2008;

    - Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;

    - Current Certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;

    - Name, address, telephone numbers (both home, work, if available), positions held, ethnicity, and gender, of the applicant's current Board of Directors as of the date of the grant application;

- Minutes of Board of Directors' meeting, signed by the President or Secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the Office on Aging or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;

- Copy of negotiated indirect cost rate agreement, if one exists. If none exists, basis upon which indirect cost is calculated as verified by official letter from the applicant's auditor.

- Inventory of Office on Aging-funded equipment and vehicles, with serial numbers or VIN numbers, as appropriate and dates of purchase (for current Office on Aging grantees, only);

- Emergency Preparedness Plan for the agency, which includes plans for evacuation and sheltering in place at the Wellness Center. This emergency plan must also include a mechanism for identifying high-risk seniors with limited mobility that may need emergency assistance;

- Proposed organizational chart for the project;

- Letters of support from collaborating community organizations (**Current grantees should not submit letters from other participants in the Office on Aging Senior Service Network.**) Please note that letters of support from other individuals should be a separate submission and will not be submitted to the panel for evaluation;]

-
- Staff resumes; and

- Planned job descriptions.

The total number of pages for the proposal narrative may not exceed 25 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double spaced—including bullet items.* **Margins must be no less than 1 inch and a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered. The review panel will not review applications that do not conform to all of these requirements.**

SECTION IV PROGRAM SCOPE

Service Objective

The objective of Wellness: Health Promotion is to promote physical, social and emotional well-being through a comprehensive program and activities such as physical exercise, nutrition counseling, health education, medication management, disease prevention, and smoking cessation which are designed to promote good health habits and a healthy lifestyle.

Customer Service Responsibilities

Applicants responding to this request for application shall be responsible for delivering Wellness: Health Promotion programs and services to the targeted population.

The services and programs funded by the Office on Aging are comprehensive in nature and scope. Therefore, each applicant agency/organization must have the demonstrated ability, at a minimum, to provide the program services.

The DC Office on Aging has developed Service Standards for the program. Successful applicants will review these standards and ensure that applications address these critical standards.

The applicant shall provide program activities that reflect the following:

1. *Wellness: Health Promotion*

   Wellness: Health Promotion service is a comprehensive program of core classes in physical exercise, nutrition, and health dialogues for District of Columbia residents 60 years of age or older. Wellness centers, staffed by professional and trained personnel in health and wellness modalities, e.g., exercise physiology, kinesiology, and nutrition, provide services that are designed to enhance and integrate physical, social, and emotional well-being; promote sound health habits; help seniors to be well-informed health consumers; and, help to prevent unnecessary and costly medical encounters. Wellness: Health Promotion services shall be provided on a scheduled basis.

2. *Disease Prevention, Health Promotion, and Medication Management*

   Examples of disease prevention, health promotion, and medication management services are listed below. Services provided in this area shall be developed with consideration of the following:

A. health risk assessments;

B. routine health screenings, which may include hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, bone density, and nutrition screening;

C. nutritional counseling and educational services for individuals and their primary caregivers;

D. health promotion programs, including but not limited to programs relating to prevention and reduction of effects of chronic disabling conditions (including osteoporosis and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, and stress management;

E. programs in physical fitness, group exercise, and music therapy, art therapy, and dance-movement therapy, including programs for multigenerational participation;

F. home injury control services, including provision of educational programs on injury prevention including fall and fracture prevention in the home environment;

G. educational programs on the availability, benefits, and appropriate use of preventive health services;

H. information concerning diagnosis, prevention, treatment, and rehabilitation concerning age-related diseases and chronic disabling conditions, including osteoporosis, cardiovascular diseases, diabetes, and Alzheimer's disease and related disorders with neurological and organic brain dysfunction;

I. Gerontological counseling; and

J. Counseling regarding social services and follow up health services based on any of the services described above in A through I.

3. Medication Management

Medication management services shall include screening and education to prevent incorrect medication and adverse drug reactions.

Staffing

Key staff for a Wellness Center shall include, but are not limited to:

1. Project Director
2. Nutritionist
3. Certified Fitness Specialist, certified by organizations such as:

    - AFTA - American Fitness Training of Athletics;
    - ACE - American Council on Exercise;
    - ISSA - International Sports Science Association ; and
    - NETA – National Exercise Trainers Association.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Panel

A qualified review panel will review all applications. The review panel will read and score each applicant's proposal, and make recommendations for funding based on the review process. The Executive Director of the Office on Aging shall make final funding determination.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

I. Quality of the Project Design (Total 20 Points)

The evaluation panel will consider the quality of the design of the proposed project.
In determining the quality of the design of the proposed project, the panel will consider the following factors:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (4 points)

2. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (4 points)

3. The extent to which the proposed project is based upon a specific research design, and the quality and appropriateness of that design. (4 points)

4. The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project objectives and measurable outcomes. (4 points)

5. The extent to which the design for implementing and evaluating the proposed project will result in information to guide replication at other senior wellness centers in the District of Columbia. (4 points)

II. Plan of Operation (20 points)

The review panel will consider the quality of the management plan for the proposed project.
In determining the quality of the management plan for the proposed project, the panel will consider one or more of the following factors:

1. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (6 points)

2. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (4 points)

3. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (3 points)

4. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (4 points)

5. How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of recipients or beneficiaries of services, partners in the health and wellness field, the community at large, the business community, and a variety of disciplinary and professional fields, as appropriate. (3 points)

III. Organizational Capability and Relevant Experience (Total 15 Points)

1. The applicant demonstrated the knowledge and experience relevant to the service applied for and in serving the target population. (4 points)

2. The applicant demonstrated its collaboration with and outreach to the ADRC, other service providers, community-based organizations, and the community at large in serving the target population. (4 points)

3. The applicant demonstrated its successful programmatic performance in prior District government, federal government, or other organizational grants by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. (3 points)

4. The applicant demonstrated the capacity to timely and accurately meets program-reporting requirements such as completion of AOA-required intake data, invoices, and CSTARS required data and reports. (4 points)

IV. Innovation in Project Design (10 points)

In determining whether the application shows innovation in health and wellness programs to serve the elderly, the review panel will consider the following factors:

1. The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (3 points)

2. The extent to which the proposed project presents an evidence-based, comprehensive approach for senior health and wellness that will result in measurable outcomes reflecting improvements in participant health and lifestyle behaviors. (3 points)

3. The application demonstrates sound research including but not limited to the use of the Enhance Fitness program in its curriculum design to improve the physical functioning of senior participants. (4 points)

V. Quality of Key Personnel (10 points)

In determining the quality of the project's key personnel, the review panel will consider the following factors:

1. The qualifications, including relevant training and experience, of the Center Director. (5 points)

2. The qualifications, including relevant training and experience, of key project personnel, including, but not limited to nutritionists, art/recreation therapists, and exercise therapists/kinesiologists. (3 points)

3. The qualifications, including relevant training and experience, of project consultants or subcontractors. (2 points)

VI. Budget (10 points)

The review panel will consider the extent to which the budget is adequate to support the proposed project. Specifically, the panel will consider:

1. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (5 points)

2. The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (5 points)

VII. Adequacy of Resources (15 points)

The evaluation panel will consider the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the panel will consider one or more of the following factors:

1. The adequacy of support, including the agency match of not less than 15% cash, facility, equipment, supplies, and other resources, from the applicant organization. (5 points)

2. The adequacy of each partner in the proposed partnership, i.e., a hospital or other health care organization that can provide appropriate screenings, the Commissioners on Aging, and the Chair of the Mini-Commission on Aging. (5 points)

3. The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project. (5 points)

Total Maximum Score for Selection Criteria **100 points**

The above order is suggested since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application. Following the order will help to facilitate the review process.

Additional Suggestions:

- Number each page of the application.
- Do not use any binding.
- Do not include descriptive materials (brochures, reports, etc.) that are not requested. They will not be considered.
- Do not include additional letters of support other than those that are required.

Decision on Awards

The recommendations of the review panel are advisory and are not binding on the Office on Aging. The final decision on funding is vested solely with the Executive Director of the DC Office on Aging based on a review of the recommendations of the review panel, pre-award site visits, and any other information considered relevant.

SECTION VI - INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

An original and five (5) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2010 Office on Aging Senior Wellness Center Program Operations Grant Request for Applications." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

Applications Delivered by Mail

An application sent by mail must be addressed to the District of Columbia Office on Aging, 441 4th Street, NW., Suite 900 South, Washington, DC 20001, in a sealed envelope or package conspicuously marked "Application in Response to Request for Applications for Fiscal Year 2010 Office on Aging Senior Wellness Center Program Operations Grant Application" 441 4th Street, NW, Suite 900 South, Washington, DC 20001. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

(1) A private metered postmark, or
(2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use registered or at least first-class mail.

Applications Delivered by Hand/Courier Service

An application that is hand delivered must be taken to the District of Columbia Office on Aging in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2010 Office on Aging Senior Wellness Center Program Operations Grant Request for Applications," 441 4th Street, NW, Suite 900 South, Washington, DC 20001 between 9:00 a.m. and 5:00 p.m. daily, except Saturdays, Sundays and Federal holidays.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

Applications are due no later than 5:00 p.m., EDT, on September 1, 2009. All applications will be recorded upon receipt. Applications **will not be accepted after 5:00 p.m. EDT**, September 1, 2009. Any additions or deletions to an application will not be accepted after the deadline.

An original and five copies, for a total of six (6) copies **must be** delivered to the following location:

District of Columbia Office on Aging
441 - 4th Street, NW
9th Floor, South
Washington, DC 20001

LATE APPLICATIONS WILL NOT BE ACCEPTED

NOTE: Applicants must allow time to proceed through magnetometers in the 441 4th Street building. Persons delivering applications must show proper identification; a picture I.D. is required to gain access to building elevators. The Office on Aging will not accept responsibility for delays in the delivery of the proposals. Applicants should be aware that a security status level higher than yellow may require additional identification and cause further delays in accessing the building. Office on Aging staff will not go to the lobby to facilitate entrance into the building because of a lack of identification.

Checklist for Applications

- ❑ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ❑ The application does not exceed 25 pages. The abstract, budget narrative, appendices and attachments are not included in the page limit.
- ❑ The Applicant Profile contains all the information requested.
- ❑ The proposal abstract is complete and does not exceed 1-page limit for this section of the application
- ❑ Fiscal Year 2010 Program Objectives are included.
- ❑ The applicant organization/entity has responded to all sections of the Request for Applications.
- ❑ The program budget is complete and complies with the Budget forms listed in Attachment C of the RFA.
- ❑ The program narrative section is complete and is within the 25-page limit for this section of the application.
- ❑ The Certifications and Assurances listed in Attachments A and B are complete, and signed by an authorized representative of the applicant organization.
- ❑ The appropriate appendices, including staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ❑ There are five (5) copies of the proposal plus the original.
- ❑ The application is submitted with two original receipts, found in Attachment E, attached to the outside of the envelopes or packages.

Additional Information for Successful Applicants

The following guidance documents are required for each successful applicant and may be obtained from the Office on Aging or the U.S. Administration on Aging website www.aoa.gov:

- Older Americans Act of 1965, as amended and appropriate regulations;
- D.C. Law 1-24, as amended;
- D.C. Office on Aging State Plan;
- D.C. Office on Aging Audit Guide;

Service Standards

The Office on Aging Service Standard for Wellness: Health Promotion is available for pick-up from the receptionist at the Office on Aging.

SECTION VII LIST OF ATTACHMENTS

Attachment A	**Certifications**
Attachment B	**Assurances**
Attachment C	**Budget Summary and Sample Budget Narrative**
Attachment D	**Performance Measures**
Attachment E	**Application Receipt Form**