



**GREATER SPRINGFIELD
SENIOR SERVICES, INC.**
DIGNITY - PASSION - PURPOSE

Federal Fiscal Year 2025

October 1, 2024 – September 30, 2025

Application Due Date: Friday, May 10, 2024 by 5:00 PM

Late, hand-written, faxed, or incomplete applications will not be accepted.

Electronic submissions must be emailed by the due date to the Community Services Director, Anna Randall, at anna.randall@gsssi.org

Hardcopy submissions **must arrive** by the due date and should be dropped off or mailed to:

Greater Springfield Senior Services, Inc.
66 Industry Avenue, Suite 9
Springfield, MA 01104
Attention: Anna Randall

Please complete this form and include it with the completed application.

Legal Name of Organization Applying:

Application Contact Person:

Phone: _____ Email: _____

Check off that the following documents have been completed and included with the final application:

- RFP Checklist
- Project Application (signed – **wet signatures required**)
- Project Narrative
- Budget Form
- Budget Narrative
- *Copy of Voluntary Contribution Policy & Supporting Documents
- *Copy of Consumer Satisfaction Policy & Supporting Documents

* Or a written commitment to develop said policy and necessary documents & submit them to GSSSI no later than September 30, 2024.

Federal Title III-B Request for Proposal Information and Requirements

Title III awards will be made available through Greater Springfield Senior Services, Inc. (GSSSI) for the federal fiscal year (FFY) 2025, from October 1, 2024, through September 30, 2025. Title III-B funding will be awarded in amounts up to \$10,000, except for legal services, for which the Commonwealth mandates specific percentages. Aside from legal services, the total award amount available is limited to \$100,000.

This is a competitive process where requests are expected to exceed available funds.

All proposals will be evaluated based on how well they address the specific priorities outlined in this RFP. Funding should be considered “seed” money rather than an ongoing source of revenue.

GSSSI reserves the right to amend award amounts based on satisfactory project performance and federal funding availability during the grant period.

FFY 2025 RFP Timeline

- The FFY 2025 RFP application will be released on **Monday, April 15, 2024**.
- A virtual technical assistance session will be held on **Monday, April 22, 2024, at 2:00 p.m.** All applicants will be sent a link and are encouraged, but not required, to attend. All questions asked at the session or previously submitted to the Community Services Director, Anna Randall, in writing will be answered in a FAQ document distributed to all applicants after the session. All current grantees will be emailed a link to the technical assistance session on **April 15th**. New applicants should email the Community Services Director, Anna Randall, at anna.randall@gsssi.org for a link.
- All proposals are due by **5:00 PM on Friday, May 10, 2024**. GSSSI will accept either an electronic or typed hard copy. No handwritten, incomplete, faxed, or late proposals will be accepted.
- The Program & Services Committee of the GSSSI Board of Directors and relevant GSSSI staff will review all proposals during **May and June 2024**. The group will make funding recommendations to the full Board of Directors at their **July 17, 2024**, meeting.
- Applicants will receive letters announcing funding decisions via certified mail by **August 1, 2024**. Appeal rights will be included.
- The new grant cycle will start on **October 1, 2024**.

Service Area

GSSSI's AAA planning service area includes the cities/towns of:

Agawam, Brimfield, East Longmeadow, Hampden, Holland, Longmeadow, Monson, Palmer, Springfield, Wales, West Springfield, and Wales.

Activities proposed by applicants must cover one or more of the above communities.

Older Americans Act Priority Populations

As defined by the Older Americans Act (OAA) in Section 102, parts 29 and 30, as amended through December 31, 1992, services provided with OAA funds must be given priority to older adults (aged 60 or older) with the greatest economic and/or social need, including low-income individuals (defined as those living at or below the poverty level), low-income minorities, those with limited English proficiency, LGBTQIA + older adults, veterans, and older adults at severe risk of social isolation.

Greater Springfield Senior Services Local Funding Priorities

GSSSI seeks to fund projects that address the locally identified priorities listed below. However, all proposals will be considered and reviewed.

- Legal assistance (*reserved for pre-approved agencies*)
- Transportation projects
- Support groups or social projects targeting specific OAA priority populations
- Projects that address technology inequity amongst older adults
- In-home services such as friendly visitor projects, companion services, etc.
- Health education or recreation projects

General Requirements

- Applicants must be able to do business with the Secretary of the Commonwealth of Massachusetts.
- All applicants must establish that they can provide matching funds totaling at least 15% of the total Title III award request. The 15% matching funds may consist of in-kind or non-federal contributions (not paid for with federal funds).
- All applicants must comply with Title IV of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the Department of Health and Human Services regulations.
- All applicants must effectively maintain and adhere to an Affirmative Action policy that fulfills the applicable requirements of the Americans with Disabilities Act.
- All grantees must be able to submit a copy of their Certificate of Insurance, listing Greater Springfield Senior Services, Inc. as an additional insured and a Certificate Holder, concerning the funded project/project, making sure to show the limits of the insurance by **September 30, 2024**. Funding will not be released if the Certificate of Insurance is not received by the deadline in the manner required.
- All grantee organizations must complete Criminal Offender Record Information (CORI) checks and Office of Inspector General (OIG) checks (*if applicable*) on all staff and volunteers who will be working on the funded project and who will have direct or indirect contact with older adults or access to consumer files. Please note that OIG checks need to be completed in the List of Excluded Individuals and Entities (LEIE) database on an annual basis using the following link: [LEIE Downloadable Databases | Office of Inspector General | U.S. Department of Health and Human Services \(hhs.gov\)](#)

- All grantees must submit monthly monitoring & data reports to GSSSI by the 15th of the following month. Incomplete reports will not be accepted, and grantees who are chronically late with their monthly reports risk losing current and future funding.
- Grantees must credit the grant funding source in all online or printed materials, including but not limited to newsletters, flyers, annual reports, and websites, in the following manner:

“This program has been made possible in part by funding from the Older Americans Act as granted by Greater Springfield Senior Services, Inc.”

- Per Massachusetts State law and the Massachusetts Executive Office of Elder Affairs (EOEA) directives, all Title III subgrantees are required to retain project and client records for a period of seven (7) years.

Proposal Evaluation Process

The Program & Services Committee of the GSSSI Board of Directors and other key staff will comprise the Proposal Grant Committee and review all submitted applications. A structured scoring sheet will guide the evaluation process, and applicants may be asked to interview before the Committee as needed. Review criteria are listed below, although not in any particular order.

- **Capability for Implementation:** Evaluation of the applicant's capacity to execute the proposed project effectively and attain specified goals and objectives within the designated grant period.
- **Alignment with Priority Populations:** Assessment of the project's ability to serve the identified priority populations and address the strategic priorities outlined by OAA and GSSSI.
- **Sustainability:** Consideration of the applicant's potential to sustain the project beyond the grant period without reliance on Title III funds.
- **Past Funding History:** Examination of the duration of Title III funding previously received by the applicant.
- **Demonstrated Need and Uniqueness:** This determines whether the project fulfills an evident need within the community and avoids duplication of existing services.
- **Innovative Initiatives:** Recognition of proposals introducing new projects or seed projects to address identified gaps or emerging needs. Preference is given to proposals introducing new initiatives or expanding existing services rather than merely replacing existing funding sources.
- **Cost-Effectiveness:** Evaluation of the efficiency and fiscal prudence of the proposed project in achieving desired outcomes.
- **Competitive Pool:** Considering the overall number of proposals received in the current evaluation cycle.
- **Proposal Quality:** Assessment of the overall clarity, coherence, and persuasiveness of the proposal in communicating its objectives, methods, and anticipated impacts.

GSSSI FFY 2025 Title III B Application

Legal Name of Organization:

Address:

Organization Phone:

Organization Website:

Organization Federal Tax ID # (EIN):

Project Contact Person:

Contact Person Phone:

Contact Person Email:

Proposed Project Title:

Define your target audience:

What is the estimated number of unduplicated adults (aged 60 or older) to be served in the grant period?

What is the estimated number of **Service Units* to be provided in the grant period?

** Please select from the list of current allowable federal service units provided on the next page.*

By signing this application, you attest that the information submitted is correct and the applicant organization is willing to fulfill all the grant requirements listed.

Name & Title of Person Authorized to Submit Proposal:

Date:

Signature:

** wet signatures are required*

Service Name	Unit Type
Computer Training: Projects that provide technology education or access to technology services or devices.	Hour
Friendly Visiting: Volunteers regularly visit the homes of socially isolated older adults to provide socialization and other services.	Hour
Health Education: Provides individual or group education on health-related topics based on the needs of that particular group.	Hour
Information & Assistance: Projects that provide relevant information to a mass group, such as call centers, blogs, brochures, and newsletter creation and distribution.	Contact
Legal Assistance: Legal advice, counseling, and representation by an attorney or other person acting under the supervision of an attorney	Hour
Outreach Services: Intervention with individuals to assist them with unmet needs. This includes the initial and follow-up contacts required to connect the individual with support. This service must be provided one-to-one directly with the consumer, and outcomes should be measured and recorded. Priority is given to projects that can also regularly offer this service to home-bound adults.	Contact
Recreation: Projects that promote participants' health and social well-being by providing activities for social interaction in a group setting.	Hour
Support Groups: Projects that aim to fund support groups for OAA and GSSSI priority groups, including caregivers for loved ones with dementia.	Hour
Transportation: Projects that assist with transportation to medical appointments, grocery shopping, social activities, etc.	Number of One-Way Trips

Proposed Project Description

Please describe your organization and the proposed project in an attached narrative, not to exceed three (3) single-space typed pages. **Please make sure to address all of the following in your narrative. Incomplete narratives may jeopardize award funding.**

- What is your organization's mission and experience serving a diverse range of older adults?
- Is this a new or an existing project? If it is an existing project, has it been previously funded using Title III funds, and for how many years?
- What need is the project designed to address, and what population is the project intended to serve?
- How will the project serve the priorities the OAA & GSSSI identified? (*Listed in the RFP introduction*)
- What services will be provided by the project? Please be as specific as possible.
- What is the staffing plan for the project?
- What outreach efforts will you make to promote this project, and how do you plan to ensure that these efforts reach low-income, minority, and other OAA priority groups?
- What methods will you use to measure the outcomes of your project, and how will you measure its success?
- Describe how your project will coordinate with existing community services. How is this project different from others that may be providing similar services?
- What efforts will be made to acquire other funds for this project during the grant period and beyond? Please include specific information on other potential funding sources.

Voluntary Contributions

All project participants must be informed of the opportunity to make voluntary, confidential donations to support long-term sustainability. Participants should know that they cannot be denied services based on their desire or ability to donate and that their privacy concerning their contribution must be protected. Donations received must be explicitly used for the Title III-funded project. Compliance and success in soliciting donations will be considered during the monitoring process and subsequent RFP requests. **Projects receiving Title III funding are expressly prohibited from charging any form of mandatory fee to access the Title III-funded project, including membership fees.**

Please attach your organization's Confidential Donation policy or procedure along with the completed application. Also, please include a copy of any materials, such as donation letters, given or mailed to participants. If your organization does not have a policy, please include a written statement of your agency's commitment to develop one and have it ready for implementation no later than **September 30, 2024**. A copy of this document must be submitted to GSSSI before grant funds can be released.

Participant Satisfaction Survey

All grantees who use Title III funds must create and utilize a formal, written system for collecting participant feedback regarding the services they have received. Please include a copy of your organization's current policy regarding participant satisfaction and a copy of the survey tool used. If your organization does not have a policy in place, please include a written statement of your agency's commitment to developing one to be ready for implementation no later than **September 30, 2024**. A copy of this document and relevant materials must be submitted to GSSSI before grant funds can be released.

Please keep in mind that this survey must be conducted at least once a year, and a copy of the survey tool and a summary of the responses must be submitted to GSSSI no later than July 1st of the grant year (FFY 2025 deadline is **July 1, 2025**). The survey results will be considered during the monitoring process, and they will also be considered when deciding on additional funding during subsequent RFP cycles.

Budget Summary

Amount of Title III-B Funds Requested by GSSSI:

Matching Funds (requirement is a minimum of 15% of the total project costs):

* Matching funds can consist of state or town funding (as long as they are not pass-through federal funds), other non-federal grants, donations, or in-kind sources.

Annualized Budget

Estimate the budget for the grant period (October 1, 2024 – September 30, 2025)

Project Income	Amount
GSSSI Federal Title III Funding Request	
Other Federal Funding	
State Funding	
City/Town Funding	
Other Grants	
Donations	
In-Kind	
TOTAL	
Project Expenses	Amount
Salaries (itemized)	
Taxes & Fringe	
Building Space	
Utilities	
Printing/Supplies (itemized)	
Equipment (itemized)	
Travel	
Other Costs (itemized)	
TOTAL	

Budget Narrative

If you intend to use federal Title III award funds for salaries, please list the position title, how many hours they work weekly, the current salary of that position, what are the related tax and fringe benefit costs, and what percentage of Title III funds will be used to pay for that salary.

Position Title	Weekly Hours	Salary	Taxes and Fringe	Federal Title III Request

Should a position using GSSSI federal Title III monies become vacant during the grant year, the monthly portion of the grant allocated for that salary will be withheld until the position is filled. In the event of a funded staff vacancy, the grantee must email the Community Services Director within ten business days of learning of the vacancy.

Please remember that federal grant funding is unpredictable, and GSSSI cannot guarantee available funding or funding priorities from year to year.

Greater Springfield Senior Services reserves the right to adjust the final approved budget levels as necessary should federal funding levels be reduced or shifted during the grant period.

Optional: Please use the space below (or include an attached typed narrative if more space is required) to add any details regarding the budget that you feel would be important for the Proposal Grant Committee to know.