

NATIONAL CENTER ON ELDER ABUSE

Elder Justice Community Collaborations

REQUEST FOR PROPOSALS

PROJECT OVERVIEW

Experience has shown that the problem of elder abuse is best addressed as a multi-disciplinary effort, with a strong foundation at the local level, which is key in building an effective elder justice network.¹ Because individual agencies alone cannot fully address the problem, communities nationwide have increasingly focused their efforts on elder abuse detection, intervention, and prevention strategies through formal or informal collaborations or partnerships. Such partnerships have evolved into elder justice community collaborations and elder abuse prevention coalitions, networks, and alliances. These collaborations have heightened public awareness through community outreach and education, and some have been able to affect strident laws for reporting and prosecuting elder abuse. Other benefits of collaborating include improved communication and cooperation among coalition member agencies, increased responsiveness to elder abuse cases, and improved access to a wider range of services.

To further enhance community efforts, the Administration on Aging, U.S. Department of Health and Human Services awarded grant funding through the National Center on Elder Abuse (NCEA) to the National Committee for the Prevention of Elder Abuse (NCPEA) to conduct activities that promote multi-disciplinary initiatives and provide technical assistance in the development of multi-disciplinary efforts and coordinated elder justice systems.

The Elder Justice Community Collaborations project is administered by NCPEA for the NCEA and is supported in part by Administration on Aging Grant No. 90AM3145. Grantees undertaking projects under federal government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration on Aging policy. For more information on NCEA, please visit www.ncea.aoa.gov. For more information on NCPEA, please visit www.preventelderabuse.org.

PROJECT OBJECTIVE

This Request for Proposals supports the development of multi-disciplinary coalitions at the local level by providing on-site training and technical assistance to Area Agencies on Aging, Title VI Grantees, and/or community organizations interested in developing new (*not currently existing*) elder justice coalitions. If a state unit on aging is a single PSA (does not have designated area agencies on aging), it may be considered for a mini-grant under this RFP.

PROJECT DESCRIPTION

The NCEA will award, through a competitive application process, 10 elder justice community collaboration mini-grants, each in the amount of \$10,000, dependent on satisfactory completion of the project criteria. Grants will provide seed money to assist organizations in developing **new, local** multi-disciplinary elder justice networks to develop strategies to address detection, intervention and prevention of elder abuse, neglect, and exploitation. NCPEA will administer the application process and grants for the NCEA.

¹ Kasunic, M. L., Seibert, M., Turner, C., et al. (2004). Elder Abuse Prevention: Local Network Development Project 2004. Washington, DC: National Center on Elder Abuse (Unpublished Final Report).

An initial payment of \$8,000 will be disbursed to each mini-grant awardee at the time of the award. The remaining \$2,000 will be disbursed upon satisfactory completion of the project criteria and reporting requirements described below.

For the NCEA, NCPEA shall:

- Provide a 1-day, on-site training/strategic planning session for each awardee on how to develop and sustain effective networks. In this interactive training session, participants will be guided by the trainers to identify: the coalition's vision, mission and values; results-oriented project ideas; inclusive membership; leadership and infrastructure; measurable outcomes; and strategies for sustaining and monitoring the performance of the coalition.
- Provide technical assistance to awardees consisting of:
 - A one-on-one, post-training mentoring teleconference, held within 45 days after the training, between the grantee and the trainers.
 - Three monthly group teleconferences among multiple training sites and the trainers in order to discuss and share progress made, challenges, solutions, and promising practices.
 - Technical assistance phone calls and e-mails as needed/requested.

Mini-grant awardee shall:

- Schedule a training/strategic planning session in a timely manner and recruit at least 20 participants (25 to 50 are recommended). NOTE: In order to complete the required grant activities by May 31, 2011, the training should be scheduled no later than February 28, 2011.
- Participate in the training/strategic planning session and four (4) follow-up teleconferences.
- Take care of local logistics. (Mini-grant awardee will not be responsible for trainers' travel expenses.)
- Develop a Strategic Plan for the coalition with guidance from the trainers.
- Conduct coalition meetings at least bi-monthly (monthly is recommended).
- Submit interim expenditure reports on the following schedule, in order to expedite release of the final \$2,000 in grant funds: Interim reports will be due every other month beginning approximately 60 days after the award is made, on December 31, 2010, February 28, 2011, and April 30, 2011. Reporting format will be included with the grant agreement.
 - **Please note:** The total \$10,000 in grant funds must be spent by June 15, 2011. The interim expenditure reports due per the schedule provided should reflect how the grant funds have been or will be spent. **NOTE:** The total \$10,000 in grant funds must be disbursed by NCPEA by June 30. This requires that you spend and report all expenditures by June 15. This grant expires on June 30 and does not allow for any carry over into the next Fiscal Year.
- Submit a final narrative report and a final expenditure report by June 15, 2011, including items such as project outcomes, challenges faced and how they were addressed, how grant funds were used, and how the project will be sustained beyond the grant period. Specific report guidelines and expenditure reporting form will be provided to grantees.

- Continue efforts for developing and maintaining an effective coalition beyond the grant period.

PROPOSAL GUIDELINES

Applicant Eligibility

Any Area Agency on Aging, Title VI Grantee, or community organization committed to developing a **new, local** elder justice network and receiving training and technical assistance. **Applicant must comply** with all applicable federal statutes concerning non-discrimination, drug abuse, and prohibition against using federal funds to influence or attempt to influence members of Congress.

Application Submission Deadline:

Thursday, September 16, 2010, at 5:00 p.m. EST

Grant Period:

November 1, 2010 – June 30, 2011

Proposal Submission Guidelines:

- **Length:** No longer than 5 pages total
- **Format:** Single-spaced, Times New Roman 12-point font (or equivalent), with 1-inch margins
- **Content:**
 - Up to 3 pages of narrative, answering the questions on Page 5 of this RFP in the format presented. ***Please include the questions as part of the narrative.***
 - One page listing the representatives and/or organizations that will participate in the training (minimum 20 required; 25-50 recommended). ***A list of suggested organizations to invite to participate in the coalition is included with this RFP.***
 - One page presenting a proposed budget showing how the \$10,000 mini-grant will be spent within the required timeframe.
 - **NOTE:** Please keep in mind the timeframe by which the grant funds must be spent when creating your proposed budget. Allowable budget categories include such items as salary and benefits, travel, printing, meeting expenses, supplies, and other costs directly related to project activities, i.e., coalition promotional items, coalition website development, etc. ***A suggested budget format is included with this RFP that relates to the expenditure report that will be submitted by awardees throughout the project period.***

Methods of proposal submission:

- If submitted by **e-mail**, send to: networks@aaaphx.org
- If submitted by **fax**, send to: 602.264.2299

Proposal Review and Selection Process:

The NCPEA Proposal Review Committee will review the proposals and select the mini-grant awardees. *(A copy of the proposal review form is included with this RFP.)* All materials distributed to the reviewers as well as committee discussions are considered confidential. Selected agencies will be notified by October 31, 2010.

For further information about this project, please send your inquiries to:

E-mail: networks@aaaphx.org

**SUGGESTED TYPES OF ORGANIZATIONS/INDIVIDUALS TO INVITE TO PARTICIPATE IN
ELDER JUSTICE COMMUNITY COLLABORATIONS**

Area Agencies on Aging
Title VI Grantees
Adult Protective Services
Aging and Social Service Providers
Mental Health Organizations
Attorney General/County Attorney
Law Enforcement Agencies
Aging Organizations, e.g. AARP
Long-Term Care Ombudsmen
Medical and Health Care Entities
Domestic Violence Advocates
Long-Term Care Facilities
Emergency Responders
Veterans' Services
Faith-Based Organizations
Attorneys/Legal Assistance Providers
Citizen Representatives
Financial/Banking Entities
Victim Services
Academic Institutions
Courts
Sexual Assault Advocates
Elected Officials
Other Government Representatives
Corporation Commission
Senior Business Networking Groups
State Department of Insurance
Long-Term Care Insurance Providers
Public Fiduciary
Registrar of Contractors
Better Business Bureau
Trade Associations
Real Estate Brokers
Media

**ELDER JUSTICE COMMUNITY COLLABORATIONS
ALLOWABLE BUDGET CATEGORIES & SUGGESTED FORMAT**

Organization Name _____

Budget Period **From** **To**
 11/1/2010 - 6/15/2011

BUDGET LINE ITEMS	Proposed Budget	Detail/Budget Narrative
Personnel		
Salaries	_____	
Benefits	_____	
Payroll Taxes	_____	
Travel	_____	
Printing/Copying	_____	
Supplies	_____	
Training/Meeting Expense		
Space Rental	_____	
Food/Beverages	_____	
Other	_____	
Postage/Shipping	_____	
Telephone/Internet	_____	
Other Costs Related to Project Activities (Specify)	_____	
TOTAL EXPENSES	=====	

**ELDER JUSTICE COMMUNITY COLLABORATIONS
PROPOSAL REVIEW FORM**

Applicant Organization: _____

Objective	/ Reviewer's Score /	Total Possible
1) The applicant clearly addressed the need, gaps in service, and problems that exist in the community with regard to elder abuse.	/ _____ /	15
2) The applicant described perceived benefits of developing a new elder justice community collaboration to address the need, gaps, and problems.	/ _____ /	15
3) The applicant clearly described the role it would play in the network. Will applicant be the lead organization? Circle Yes or No	/ _____ /	10
4) The applicant stated specific, quantifiable outcomes that they hope to accomplish within the grant period.	/ _____ /	15
5) The applicant explained in detail how the network will be maintained and sustained.	/ _____ /	15
6) The budget is relevant and reasonable for expending the grant funds within the stated timeframes.	/ _____ /	20
7) An appropriate number and variety of organizations/ representatives were listed by the applicant as prospective participants in the new coalition. How many were listed? _____	/ _____ /	10
Final Score	/ _____ /	100

Reviewer's Initials: _____

Reviewer Comments: