



The North Central Area Agency on Aging

**“Expanded Access to COVID-19 Vaccines
via the Aging Network”**

**Request for
Proposal (RFP)**

RFP due date: February 1, 2022

**North Central Area Agency on Aging, Inc.
151 New Park Avenue, Box 75
Hartford, CT 06106**

**www.ncaaact.org
860-724-6443**

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Overview

On March 29, President Biden announced that the administration was taking further action to expand access to COVID-19 vaccines. One action included in this expansion is that through a partnership between the Centers for Disease Control and Prevention (CDC) and the Administration for Community Living (ACL), ACL would provide nearly \$100 million to help increase vaccinations among older adults and people with disabilities. (**Expanded Access to COVID -19 Vaccines via the Aging Network**, Section 301 of the Public Health Service Act and Division M, Consolidated Appropriations Act, 2021, Public Law 116-260.)

Context

The disproportionate number of cases and deaths among Black, Indigenous and People of Color (BIPOC) in the current Coronavirus pandemic exemplifies one of many health inequities that exist in our society. Such injustices reflect systemic ecological, economic, and social biases in our health and service provision infrastructure. Consequently, NCAAA is redoubling our efforts to reach out more effectively to targeted population groups identified in the Older Americans Act, i.e., low-income groups, minorities, low-income minorities, rural residents, individuals with limited English proficiency, residents with severe disabilities, Individuals at risk of institutionalization, and individuals with Alzheimer's and related disorders.

Summary

The North Central Area Agency on Aging, Inc. (NCAAA) is therefore soliciting proposals for programs that serve older persons (age 60 and older), individuals with disabilities, and their caregivers in the North Central Connecticut Region. (See [MAP](#).) Successful applicants shall target vaccine-related services to address inequity in COVID-19 vaccination access for the targeted populations listed above.

The following activities are eligible for funding under this announcement:

- Disseminating credible information about COVID-19 vaccines and help direct those with questions to additional sources of information,
- Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site,
- Helping with scheduling a COVID-19 vaccination appointment for those who need help,
- Arranging or providing accessible transportation to COVID-19 vaccination sites,
- Providing technical assistance to local health departments and other entities on vaccine accessibility,
- Providing personal support if needed (e.g., peer support), and
- Reminding the person of their second vaccination appointment if needed.

Timeframe

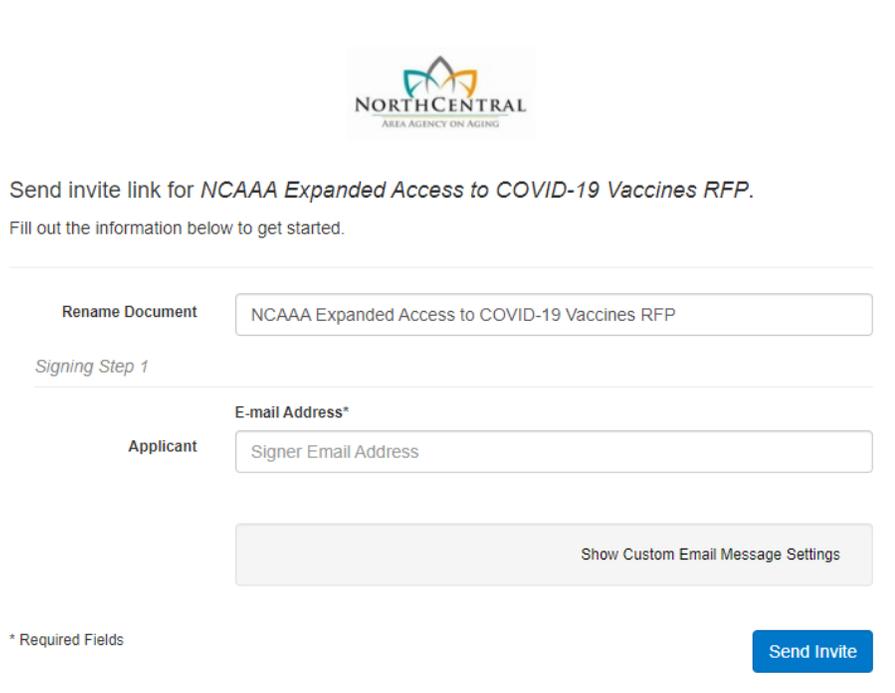
- Funding available 3/1/22 – 9/30/22
- RFP Due Date: 2/1/22

Submission

NCAAA is requesting that all responses to this RFP be submitted by 4:00 p.m. EST on **February 1, 2022**. Please submit responses electronically to: Crystal.Bailey@ncaaact.org **If we have any questions regarding your proposal, we will be in touch with you following the RFP due date.**

Getting started with your COVID NCAAA RFP

1. To get started on your RFP, go to the Grants page on the NCAAA website (www.ncaaact.org/funding) and click on the “[NCAAA Expanded Access to COVID-19 Vaccines RFP](#)” link located in “**Health and Wellness**” portion of the document. The link will redirect you to the SignNow portal we are using for our application process.
2. You will be presented with an option to “Rename Document”, **append your organization name to the current document name** and enter your email address.




 NORTH CENTRAL
 AREA AGENCY ON AGING

Send invite link for *NCAAA Expanded Access to COVID-19 Vaccines RFP*.

Fill out the information below to get started.

Rename Document

Signing Step 1

Applicant E-mail Address*

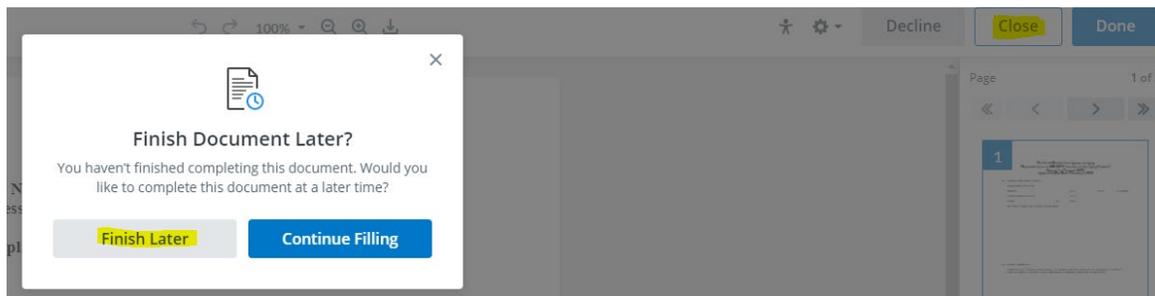
* Required Fields

3. Click on “Send Invite”
4. Open the email from SignNow and click on “View Document”
5. Save this email – this is the link you need to return to the RFP in case can’t complete it all at once and you need to continue working on it later.

General Information

Please keep the following in mind as you proceed through the NCAAAA Expanded Access to COVID-19 Vaccines RFP:

1. You do not have to complete your application all at once. You can stop at any time by clicking on “Close” at the top of the application page and “Finish Later”



2. To return to work on your application, go to the original email you got from SignNow noreply@signnow.com on behalf of crystal.bailey@ncaaact.org and click on “View Document” This will bring you back to your application.
3. To upload files to the application, click on the upload button in the designated locations and a pop-up message will appear that has a button to upload a file, select file, click open, then done after the file has been uploaded successfully.
4. Once your document is completed, click on “Done” to submit it for review, you will be emailed a link and instructions on how to download your filled document, including all the attachments.
5. If you have problems using the software, please contact Crystal Bailey at (860) 724-6443 ext. 246 or via email at Crystal.Bailey@ncaaact.org for assistance.
6. ¹ **D. Description of plan (4 and 7)** - These sections can be presented in table format if desired.

Application Example

A. Information about agency

Smithville Health District (SHD)
123 Main Street, Suite 102
Smithville, CT 06499

Agency contact person: Janice Smith, CEO, 860-555-1212, JSmith@SHD.org

The purpose of the Smithville Health District is to protect the health and well-being of the citizens of Smithville by: (a) enforcement of state, federal and local laws that safeguard our water, sewer and septic systems, landfills, food establishments, day care center, businesses and neighborhoods, (b) encouraging health behavior through health education efforts that stress prevention and individual responsibility, and (c) watching over the health condition of the community gathering information that can be used for rapid response to emergencies and for planning programs.

B. Project summary

The Home Help Project of the Smithville Health District (SHD) is requesting \$12,575 to **expand the scope** of our current work to include identifying low-income seniors (both minorities and non-minorities) in Smithville who have not been vaccinated (or fully vaccinated) and assisting them to get the needed shots. The Home Help Project currently provides light housekeeping services via sub-contractual services to frail seniors in the city of Smithville (population 102,000). Sixty percent of our current clients are low income and live on their own, typically with assistance from SHD, family, friends and neighbors.

We seek the additional funding to: (a) train our subcontractors about COVID so they can educate, motivate, support and assist non-vaccinated seniors get vaccinated, and (b) pay for ancillary services needed to accomplish this (transportation costs, internal coordination and supervision, educational materials, etc.).

Our plan will incorporate five of the approved strategies: (1) disseminate credible information, (2) identify people who may need help getting COVID-19 vaccination, (3) Help with scheduling a COVID-19 vaccination appointment, (4) Provide personal support, and (5) remind the person of their 2nd (or booster) vaccination appointment.

We will document the success of our work by reporting the number of people with whom we use any of the above strategies as well as their demographics. While our ultimate goal is to get low-income seniors vaccinated, we recognize that providing credible information about COVID-19 as well as vaccination locations and contact information represent a positive step even if vaccination does not occur within the short funding timeframe of this grant.

C. Strategy(ies) to be used

Strategy	Strategy used? (x)	Town(s) included in outreach
Disseminate credible information	X	Smithville, CT
Identify people who may need help getting COVID-19 vaccination	X	“ “
Help with scheduling a COVID-19 vaccination appointment	X	“ “
Arranging or providing accessible transportation to vaccination sites	X	“ “

Provide technical assistance to local health departments			
Provide personal support	X	"	"
Remind the person of their 2 nd vaccination appointment	X	"	"

D. Description of plan

1. Town to be served

The proposed program will provide services to the city of Smithville, an urban community with a population exceeded 120,000 individuals. The most recent Census data (2019) indicates that the city is 68% minority with a median household income of \$36,278. For the last six years, SHD has operated the Home Help Project which provides light housekeeping services via subcontractual services to frail seniors. We plan to train our housekeeping subcontractors to: (a) initiate discussions with the residents they serve regarding COVID-19, (b) identify seniors who are not fully vaccinated, and (c) connect them with staff at the SHD who can facilitate and support them in obtaining the needed vaccinations.

2. Priority Subpopulations

Our program will target frail, low-income seniors, both white and minority, who may be in need of COVID-19 vaccinations. Many of our current clients live alone, do not own cars, and may not have easy access to public transportation.

3. Estimated number of individuals to be served

We estimate that we will serve 35 clients during the service period of this grant. This is based on our expectation of working with 70 clients in this timeframe and that approximately 50% will not be fully vaccinated.

4. Translating strategies into plans of action

See Table A on page 8.

5. Skills and resources of our agency

The SHD has numerous skills and resources that will contribute to the success of the proposed project. First, the SHD has been an active and integral part of the Smithville community for over 40 years and has provided a variety of mandated public health service (water, sewer and septic system inspections, restaurant and food distributor inspections, etc.). With the support of external grant funding we have introduced several innovative programs such as Home Help Program and stress reduction trainings in our public schools.

We have close and congenial work relationships with town officials and town departments that facilitate coordination and sharing of resources when needed. For example, we have access to several town-owned vehicles which can be used (with advanced notice) for transporting clients to vaccination sites.

The SHD has an established office with adequate office space, equipment (phones, computers, printers, internet access) such that the additional infrastructure demands of the proposed project will not create additional strain.

Personnel-wise, we expect to extend the work hours of our current part-time coordinator who is

directing the Home Help Program to take on the responsibilities of this new project. Most of our subcontractors only work part-time and have indicated, informally, that they would like to take on additional hours. Finally, the 'secret sauce' is that most of our subcontractors have formed close relationships with their clients. As noted earlier, many of our clients live alone and look forward to their weekly visits and informal conversations with the housekeeping individuals who come to assist them.

6. Personnel

We expect to hire two personnel for this project: one part-time (12.5 hrs. per week) project coordinator for the life span of this project (approximately 30 weeks), and a training consultant (5 hrs.) to assist with the development and presentation of the training of the subcontractors. Our current plan is to extend the work hours of our current coordinator of the Home Help Program since this new project simply extends the scope of our current work. All the other personnel involved with this project are existing personnel currently working with the SHD. Subcontractors will be paid for their training time and additional time spent in conversation with clients regarding COVID.

7. Estimated timetable

Action	Date
Announcement of grant award	2/23/22
Hire grant coordinator	By 3/1/22
Hire training consultant	3/4/22
Subcontractors trained and printed materials distributed	By 3/18/22
Subcontractors begin conversations with clients	3/21/22
Trips to vaccination centers begin	3/28/22
Program ends	9/30/22

8. Description of measures to document accomplishment

We will document the success of our work by reporting the number of people with whom we use any of the above strategies as well as their demographics. While our ultimate goal is to get low-income seniors vaccinated, we recognize that providing credible information about COVID-19 as well as vaccination locations and contact information represent a positive step even if vaccination does not occur within the short funding timeframe of this grant.

E. Budget

Item	Amount	Notes
<u>Salaries</u>		
Project coordinator	\$8250.00	30 weeks x 12.5 hrs./week @ \$22/hr.
Training consultant	500.00	5 hrs @ \$100/hr.
Payment to subcontractors for training	375.00	10 subcontractors x 2.5 hrs. @15/hr.
Payment to subcontractors for conversations w/clients	1050.00	70 clients x 1 hr. @ \$15/hr.
<u>Supplies</u>		
Paper & miscellaneous office	300.00	30 weeks x \$10/wk.

supplies		
<u>Transportation</u>	2100.00	35 clients x 2 trips @\$30/trip
Total	\$12575.00	

F. Other Documents

Table A. Translating Strategies into Action Steps.

Strategy	Key Action steps	Responsible party(ies)
Disseminate credible information	<ol style="list-style-type: none"> 1. Identify key information relevant to seniors from both national and local sources. 2. Put together key talking points for oral presentations and develop written documents to distribute to seniors. 3. Train subcontractors how to present information, active listening skills, and documentation procedures. 	<ol style="list-style-type: none"> 1. Program coordinator 2. Program coordinator 3. Program coordinator and training consultant
Identify people who may need help getting COVID-19 vaccination	<ol style="list-style-type: none"> 1. Subcontractors will have discussions with seniors regarding COVID-19 and identify current vaccination status. 2. Subcontractor explains assistance options available to client through SHD. 3. Subcontractor documents details of conversation and delivers it to program coordinator 4. Program coordinator follows-up with senior clients who express interest and clarifies needs and possible ways to provide assistance. 	<ol style="list-style-type: none"> 1. Subcontractor 2. Subcontractor 3. Subcontractor 4. Program coordinator
Help with scheduling a COVID-19 vaccination appointment	<ol style="list-style-type: none"> 1. Program coordinator works with senior client to determine suitable location and date for vaccination and schedules appointment. 	<ol style="list-style-type: none"> 1. Program coordinator
Arranging or providing accessible transportation to vaccination sites	<ol style="list-style-type: none"> 1. Program coordinator works with senior client to arrange and/or provide accessible transportation to vaccination site. Several options are possible: (1) family member, friend or neighbor provides ride to vaccination site; (2) subcontractor provides ride; (3) program coordinator or other staff member from SHD provides transportation; or (4) private contractor (taxi, Uber) provides ride. 2. Arrange for any transportation costs. 	<ol style="list-style-type: none"> 1. Program coordinator 2. Program coordinator
Provide personal support	<ol style="list-style-type: none"> 1. Program coordinator, SHD staff person, or subcontractor may have discussions with senior client to allay concerns or reservations about vaccination. 	<ol style="list-style-type: none"> 1. Program coordinator 2. SHD staff person 3. Subcontractor(s)
Remind the person of their 2 nd vaccination appointment	<ol style="list-style-type: none"> 1. If needed, follow-up email, text message or telephone call will be provided in advance of 2nd (or booster) appointment to coordinate any transportation arrangements that are needed. 	<ol style="list-style-type: none"> 1. Project coordinator