

## **Proposal Review Committee Report**

April 17, 2023 Preliminary Draft

### **Table of Contents**

#### **Introduction**

#### **Section I – Title III C – Elder Nutrition Program**

Introduction

Options to Consider

#### **Section II - Title IIID – Health Promotion and Disease Prevention**

Introduction

Options to consider

#### **Section III - Title III E- Family Caregiver Respite Care**

Introduction

Options to consider

#### **Appendices**

Appendix 1: Summary of Proposal Review Committee public hearing

Appendix 2: Rating Sheets for Title III E: - Family Caregiver Respite Care- Coast Caregiver Resource Center

Appendix 3: Summary of PRC recommendations

### **Introduction**

The Central Coast Commission for Senior Citizens, Area Agency on Aging, issued three (3) Requests for Proposals (RFP) on April 1, 2022. The RFPs solicited proposals for the provision of Title III C: Elder Nutrition Program, Title IIID Health Promotion services, and Title III E Family Caregiver Respite Care services for the period July 1, 2023 through June 30, 2024.

The resulting contract(s) will be a one- year contract with three option years for services that are subject to renewal annually at the discretion of the AAA Board of Directors, and subject to satisfactory performance of all contract requirements and annual appropriations. Applications (proposals) were received in response to the RFP's.

All Applications for Funding received were forwarded to the Proposal Review Committee for review. In conformance with its Area Plan, the Area Agency on Aging provides contract awards through the Title III/VII (federal funds) to agencies for the provision of services in the two-county (San Luis Obispo and Santa Barbara) area. The Area Agency on Aging accomplishes this through multi-year RFP's.

A Proposal Review Committee has been designated by the Area Agency on Aging to be responsible for the review and evaluation of all applications and the development of recommendations to be presented to the Area Agency on Aging Board of Directors. The Agency policy states that the Proposal Review Committee consists of members from the Area Agency on Aging Advisory Council and the Board of Directors. This year the AAA Advisory Council volunteer was Dorothy Schlitz. The Proposal Review Committee members from the Board of Directors was Sharon Whitney, Nancy Crawford and Jean McKinnon.

Following the public hearing on the preliminary recommendations, the Proposal Review Committee members present met and determined that based on the comments no changes to the preliminary recommendations were needed.

The criteria used by the Proposal Review Committee were outlined in detail in each Request for Proposal.

The awarding of contracts is contingent upon the receipt of sufficient monies and a Notification of Contract Award from the California Department of Aging to the Central Coast Commission for Senior Citizens, and upon the regulations of the Older Americans Act. The budget information for 2023/24 was received after the Proposal Review Committee developed their recommendations. A quick review indicates that there are sufficient monies to fund the recommendations.

The Older Americans Act makes funds available for the provision of home and community-based services. These services provided through Title III are to be targeted to older persons in greatest social and economic need. For the purpose of these RFPs and subaward, a senior is defined as a person aged 60 years of age or older. Greatest social need means the need caused by noneconomic factors that restrict an individual's ability to perform normal daily tasks or that threaten his or her capacity to live independently. These factors include physical and mental disability, language barriers, and cultural or social isolation caused by, among other things, racial and ethnic status, sexual orientation, gender identity, or gender expression. Any senior whose income is estimated to be equal to or less than the current SSI/SSP benefit level shall be counted as having the greatest economic need.

## **Section I Title III C- Elder Nutrition Program**

### Title IIIC : Congregate Nutrition

\$687,775. for the provision of a minimum 91,703 meals to a minimum 350 senior citizens at the congregate nutrition sites in Santa Maria, Lompoc, Santa Barbara, Goleta, and Carpinteria. The service provider must provide nutrition education.

\$ 1,504. for the provision of 56 sessions of nutrition education presentations (provided quarterly) to 600 senior citizens at the congregate nutrition sites in Santa Barbara County.

### Title IIIC Home Delivered Nutrition

\$ 466,650. for the provision of a minimum 89,000 meals to a minimum 350 senior citizens in Santa Barbara County. The service provider must provide nutrition education.

### **Options**

No Applications for Funding were received.

Options available:

1. Release another RFP;
2. Allocate no funds;
3. Provide services in each County as a direct service; or
4. Transfer the funding for the provision of nutrition services.

## **Section III Title III D- Health Promotion & Disease Prevention**

**RFP information** \$ 40,000 for the provision of an evidence-based health promotion program, including programs related to the prevention and mitigation of the effects of chronic disease (including, but not limited to, osteoporosis, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition.

### **Options**

No Applications for Funding were received. One organization submitted a letter of intent. However, they were not able to complete the application in time.

Options available:

1. Release another RFP;
2. Allocate no funds;
3. Provide services in each County as a direct service; or
4. Transfer the funding for the provision of nutrition services.

## **Section IV: Title III E- Family Caregiver Respite Care**

### **RFP information**

\$145,565 for the provision of respite care for family caregivers. Respite care is the provision of care receiver services by an appropriately skilled provider or volunteer in order to prevent wandering and health or safety incidents in the instance when an eligible caregiver is not present.

### **Applicant: Santa Barbara Cottage Hospital- Coast Caregiver Resource Center (CCRC)**

Santa Barbara Cottage Hospital- Coast Caregiver Resource Center (CCRC) is the point of entry to local supportive services available to nonpaid family members, ages 18 and older, caring for adults with adult-onset brain impairments and other adults with disabling conditions. Services include case management, respite care, support groups, mental health counseling. CCRC is one of 11 regional nonprofit Caregiver Resource Centers that serve the estimated 5.5 million unpaid family and friend caregivers across the State of California.

CCRC has provided FCSP respite since January 2009. Through January of this fiscal year, CCRC has vouchered 2,482 of the respite hours available (62%) – including OTO units – and allotted the remaining 38% for use through June 30, 2023 (e.g., 1,497 hours).

CCRC is proposing a budget of \$145,565 for the provision of 3,229 hours of respite care services for 90 family caregivers. CCRC will continue to provide various forms of caregiver respite support (in-home supervision, homemaker assistance, in-home personal care, and out-of-home day care) through contracted service providers in both Santa Barbara and San Luis Obispo Counties.

**Recommendation-** The committee recommends the Board approve the award of \$145,565 for the provision of 3,229 hours of respite care services for 90 family caregivers.

## **Appendices**

### **Appendix 1: Summary of the Proposal Review Committee public hearing**

Public Hearing to be held on 4/17 at 10 AM via Zoom

## Appendix 2: Rating Sheet for Title III E- Family Caregiver Respite Care- Coast Caregiver Resource Center-

A summary of the Rating Sheets by the reviewers is set below:

	A	B	C	
I. Cover Sheet	5	5	5	5
II Project Summary	10	10	10	9
III A Agency Bkgrnd & Program Information	15	15	15	13
III B Current Services	20	20	20	17
III C Proposed Services	30	30	30	25
III D Program Description	30	30	30	25
III E Client Population	15	15	15	15
III F Staffing Capability and Pattern	20	20	19	8
III G Utilization of Volunteers	9	10	9	9
III H Coordination w Aging Network	10	9	10	8
III I Outreach and Publicity	15	15	15	13
III J Transportation and Access	10	8	10	6
III K On-Going Funding	5	5	5	4
III L Suggested Donation	5	5	5	4
III M Long Range Planning	5	5	5	4
III N Program Management Characteristics	23	22	24	21
IV Implementation Plan	15	15	15	13
V Assurances	15	15	15	12
VI Budget Summary, Narrative & CAP	25	25	20	20
VII Forms/Appendices	10	10	10	8
Subtotals	292/295	291/295	287//295	249/295
<b>Composite Average</b>	<b>280/295</b>			

## Appendix 3: Summary of PRC recommendations

Central Coast Commission for Senior  
Citizens  
Area Agency on Aging

Proposed funding preliminary recommendations,  
June 1 2023

Category	Applicant Agency	Funding request	Service level request	Cost per unit	PRC funding recommendation	PRC service recommendation
Title Title III E Respite Care						
	Santa Barbara Cottage Hospital- Coast Caregiver Resource Center	\$145,565	3,229 hours	\$45.08		