2018 Request for Proposals (RFP)
Kūpuna Aging in Place (KAP)
Program for Elderly Services

Online Application Deadline: Friday, September 14, 2018, 4:00 p.m. HST

THEORY OF CHANGE

The Kūpuna Aging in Place Program for Elderly Services (KAP) supports organizations that provide a range of supportive services including community based support services, adult day care & adult day health, and caregiver support services for low- to moderate-income kūpuna (seniors) age 65 and older and their caregivers **so that** kūpuna in Hawaii are able to age in place, for as long as it is in their best interest.

BACKGROUND

There are an estimated 243,541 kūpuna 65 years and older in Hawaii making up 17% of the total population in the state according to the U.S. Census. By 2030, the population of kūpuna in Hawaii, 65 years and older, will represent 23% of the population as compared to only 8% in 1980.[1] In addition, Hawaii has the highest life expectancy in the nation at over 82 years of age.

Many kūpuna in Hawaii rely on informal or family caregivers (hereafter "caregivers" refers to "informal or family caregivers"). Data indicates that this trend continues to grow and for many caregivers this is a source of stress which can negatively impact workforce productivity and quality of life. There are approximately 154,000 family members in Hawaii providing care for their loved ones throughout the year. The value of this unpaid care totals about $2.1 billion. In an AARP survey of Hawaii voters age 45 and older, about half said they were providing for or had provided care to an adult loved one. Sixty-three percent reported feelings of emotional stress and 51% struggled to balance their family and job responsibilities.[2]

The Hawai'i Community Foundation (HCF) has provided grants for elderly services for nearly 30 years through the Persons in Need (PIN) program, now known as KAP. Recognizing the rapid growth in the number of kūpuna and the dependence on caregivers, in 2011, HCF adopted a new focus for its aging grants to *"strengthen the safety net of family and informal care giving services for the elderly, with an emphasis on families and elderly of modest means."*

See the Kūpuna Aging in Place Program for Elderly Services White Paper 2018 for more information: https://www.hawaiicommunityfoundation.org/grants/kupuna-aging-in-place.

PURPOSE

Through this RFP, HCF is seeking proposals from qualified nonprofit organizations to provide:
1. **Community-based support services** for low- to moderate-income kūpuna age 65 or older provided in kūpuna's homes or at a facility.
2. **Tuition assistance** for low- to moderate-income kūpuna age 65 or older to attend licensed adult day care or adult day health programs.
3. **Caregiver support services** through education, support groups, and respite.

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[1] "Population and Economic Projections for the State of Hawaii to 2040." *Department of Business, Economic Development and Tourism,* Mar. 2012, http://www.oahumpo.org/wp-content/uploads/2013/02/2040-long-range-forecast.pdf. Accessed 8 May 2018.
[2] "AARP hosts 'Caring for Family, Caring for Yourself' caregiver conference." *Hawaii News Now*, 19 Mar. 2018, http://www.hawaiinewsnow.com/story/37759447/aarp-caregiver-conference-caring-for-family-caring-for-yourself. Accessed 8 May 2018.

KAP Program grantees will be required to:
- Utilize and monitor individual care plans that have specific client-centered goals for kūpuna. HCF has identified 4 key indicators which can contribute to kūpuna's ability to age in place: Prevention of falls, Nutrition, Socialization, and Functional mobility. Based on the organization, all or some of these indicators should be incorporated into kūpuna's care plans and should be continually assessed to evaluate the effectiveness of the services to meet kūpuna's needs.
- Report on the total number of kūpuna served and the residence of kūpuna one year after their entrance into the program and toward the end of each calendar year thereafter.
- Gather and report feedback from kūpuna and caregivers to evaluate the satisfaction of clients and effectiveness of programs to support aging in place.
- Use the HCF provided Evaluation Reporting Matrix (see Appendix A) to report data annually and the Caregiver Support Services Annual Survey (see Appendix B) for programs that receive funding for Caregiver Support Services.

ELIGIBILITY & REQUIREMENTS
1. Non-profit organizations with tax-exempt 501(c)(3) status. If your organization is not a tax-exempt 501(c)(3), you may be able to apply through a fiscal sponsor with 501(c)(3) status. All fiscal sponsorships must receive approval by HCF prior to starting the proposal. Please contact HCF staff, Elise von Dohlen at evondohlen@hcf-hawaii.org.
2. Eligible organizations must be providing services in the State of Hawaii.
3. Organizations must be in good standing with HCF. Organizations currently funded by HCF with overdue final reports are not eligible to apply.
4. Grants may not be used for the following:
   - Re-granting (i.e., redistribution of these funds to other organizations or individuals)
   - Endowments
   - Major capital improvements including capital campaigns, construction or renovations
   - Activities that promote religious beliefs
5. Adult day care & Adult day health programs must have a license issued by the Hawaii State Department of Health. These programs will be required to maintain an active license throughout the grant period and must provide a copy of the license to HCF upon renewal each year.

GRANT AWARD & OTHER SUPPORT
Applicants may apply for KAP grants, up to $240,000 for three-years ($80,000 per year) for activities within the 2019, 2020, and 2021 calendar years (Jan. 1, 2019 to Dec. 31, 2021). Larger grants may be considered for applicants that can demonstrate reaching a greater number of kūpuna through multiple sites.

In addition to the grant award, selected grantees will receive the following:
- Training and networking opportunities through regular grantee gatherings and other events.
   - Training topics at grantee gatherings and events may include among others: building organizational and program capacity, improving volunteer management, and achieving financial sustainability.
   - Programs will have the ability to network with other organizations across the state to share best practices, successes, challenges, trends, and more.
   - Programs will receive knowledge and latest updates related to kūpuna services and funding.

AWARD CATEGORIES
Applicants may apply for grants under Category 1 or 2.

Category 1. Community-based support services for low- to moderate-income kūpuna age 65 or older provided in kūpuna's homes or at a facility.
Eligible community-based support services for Category 1 applications include, for example, chore services, transportation assistance, meal preparation, meal delivery services, and overnight respite support for caregivers. Preference will be given to organizations that demonstrate broad reach with limited funds. The use of volunteer-based models of service delivery in order to increase the availability and quality of services is encouraged.

Category 2. Tuition assistance for low- to moderate-income kūpuna age 65 or older to attend licensed adult day care or adult day health programs.
Only applications from licensed adult day programs will be considered for Category 2. Applicants must submit a current copy of their license along with their proposal. Preference will be given to Category 2 applicants that can demonstrate broad reach with limited funds and describe how they will help clients access their services.

Caregiver Support Services Funding
Applicants may apply for additional funds (up to $10,000 per year) to provide caregiver support services. Through the provision of community-based support services and adult day care & adult day health for kūpuna, caregivers receive respite. Caregiver support services including training or education, counseling, support groups, and other supplemental support services can positively impact the wellbeing of caregivers and improve the ability of caregivers to support kūpuna. All caregivers are eligible to benefit from these services. Grantees will be required to complete a Caregiver Support Services Annual Survey for caregivers served by this program.

EVALUATION CRITERIA
The strongest proposals are those that demonstrate the following criteria:
1. Understands the needs of the community where it works and provides services that are attuned to the needs of both kūpuna and their caregivers within its community.
2. Clearly explains how the services contribute to the goal of kūpuna aging in place.
3. Demonstrates it has the experience to provide services and the capacity (staff, volunteers, board, etc.) to fulfill its service commitments and reporting requirements.
4. Clearly articulates a well-defined procedure for client outreach, intake, and determining financial eligibility. Demonstrates it has a high quality individual care plan and regularly revisits the care plans to ensure kūpuna's goals are met.
5. Partners and collaborates with other organizations to ensure kūpuna receive a continuum of services.
6. Utilizes individual care plans and other tools to set goals and track success in achieving goals for kūpuna and caregivers.
7. Program budget is reasonable and appropriate detailing other sources of funding.

ONLINE SUBMISSION
Applications must be submitted online at: https://nexus.hawaiicommunityfoundation.org/nonprofit
(Or, click on "NONPROFIT GATEWAY" at the top of the HCF homepage.)
If you are a new user, click "New User Registration;" the registration process may take up to 2 days so please register early!

APPLICATION INSTRUCTIONS

- Only complete applications will be accepted. Applications missing information or required attachments may be administratively denied.
- The online application has fillable boxes with character limits. The character counts in MS Word <u>may not match</u> the character counts in the application. If you cut and paste your work into the application, please be sure that your text fits the space provided. We will not accept documents that are larger than the maximum character counts.
- We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides; however, the online application system is <u>unable to accept diacritical marks</u>. Please <u>do not</u> include these in your narrative, it may cause errors in the way the online system processes your proposal.

Narrative Section

The following character counts are approximate to the specified page lengths based on single-spacing in Arial 12-point font with 1-inch margins.

<u>1. Executive Summary</u> *(max 3,500 characters = approximately 3/4 page)*

- Provide specific contextual information and data about the needs of kūpuna in the neighborhood/community/island where you work (e.g., within your service area the number of kūpuna 65+, the projected growth of this demographic, and percentage who are low- to moderate-income).
- What are the major elements of your program?
- Where will services be provided? Provide information about different sites (if applicable).
- Describe how the services meet the needs of kūpuna and caregivers in the local community and contribute towards the goal of kūpuna aging in place?

<u>2. Organization Description</u> *(max 2,500 characters = approximately 1/2 page)*

- Describe your organization's mission, history, geographic reach, and experience providing services to kūpuna.
- Describe current leadership and volunteer and/or paid staff size within the organization.
- Past Performance: If your organization received past funding from PIN, please provide some examples of how the funding made a difference and positively impacted the kūpuna and caregivers served.
- If applying under Category 2, provide the total number of participants the organization is licensed to serve and the current number of enrolled participants (by site if more than one site will be served).

<u>3. Program Components</u> *(max 5,000 characters = approximately 1 page)*

- Describe how the program utilizes volunteers (if applicable).
- Describe the outreach plan to attract and serve eligible clients.
- Describe the formal intake process for kūpuna who are applying for KAP funded services.
- Describe the process for determining the "low- to moderate-income" status for clients (i.e., clearly explain what documentation is used to determine financial need).
- Describe the process for determining whether clients are eligible for other forms of tuition assistance or subsidized services.
- Explain how the program uses or will use an *individual care plan* for kūpuna. Attach your care plan template and explain how often the care plan is revisited.
- Explain which key indicators (Prevention of falls, Nutrition, Socialization, and Functional mobility) the program will address and how the indicators are incorporated into the *individual care plan* for kūpuna.
- If applying under Category 2, describe your strategy for how tuition assistance is shared amongst eligible kūpuna.

4. Networked with Other Organizations *(max 2,500 characters = approximately 1/2 page)*
- Describe how your program partners and collaborates with other organizations to ensure kūpuna receive a continuum of services to meet their personal goals.

5. Measuring Impact *(max 3,500 characters = approximately 3/4 page)*
- Describe the impact your organization is seeking to achieve.
- Provide projected number of kūpuna to be served by program year.
- Describe how the kūpuna-centered goals will be tracked, measured, and recorded (see Appendix A).
- Describe how kūpuna and caregiver feedback will be gathered and evaluated.
- Describe how you evaluate your services and how this information impacts program change and development.

6. **Caregiver Support Services Program Components** (if applicable) *(max 3,500 characters = approximately 3/4 page)*
- Describe the process for determining caregivers' need for support.
- What are the major elements of the caregiver support program?
- Provide projected number of caregivers that will receive support by program year.
- Describe how caregiver feedback will be gathered and evaluated.

Program Budget
A program budget form is provided and must be uploaded as part of your application (see Appendix C).

1. If KAP funds support part of a larger program, please include the budget for the entire program.
2. Specify which expenses are to be funded by KAP and/or other funding/in-kind contributions.
3. For Year 1 identify all sources of funding for the program (e.g., KAP, grants, contracts, private pay, and insurance) and indicate if the source is secured, pending, or in-kind.
4. The program budget should include all expenses and funding for both kūpuna and caregiver services (if applicable).
5. HCF recognizes evaluation requires an investment of financial resources. Organizations are encouraged to budget for evaluation expenses.

NOTE: Up to 10% of KAP funds may be allocated for administrative overhead costs.

ATTACHMENTS
The following attachment must be uploaded to the online application:
1. Program Budget Form (download template from HCF's Nonprofit Gateway)
2. Template of your Individual Care Plan that measures impact on kūpuna and caregivers.
3. List of the organization's Board of Directors, including professional affiliations and length of service.
4. Financial Statements (audited, if available) for the most recently completed fiscal year.
5. Current year's Board approved Operating Budget.
- **FOR CATEGORY 2 PROPOSALS ONLY:** Copy of current license for adult day care or adult day health program.

If you are using a **Fiscal Sponsor** and have received approval from HCF**,** please also attach the following documents:
   a. Fiscal Sponsor's Board of Directors Resolution authorizing project fiscal sponsorship.*
   b. Fiscal Sponsor's Agreement.*
   c. Fiscal Sponsor's Board of Directors list.
   d. Fiscal Sponsor's operating budget for the current and previous fiscal years.
*Please see HCF website for sample Fiscal Sponsor materials at:
http://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials.
Fiscally sponsored projects missing any of these documents will be administratively denied.

Please use the following descriptive file name format when uploading your files:
- Application ID_Your Org Name_Name of File (for example, '145_HCF_Budget.pdf' or '145_HCF_Board of Directors.doc').
- Do not use apostrophes, #, or parenthesis in your file name
- Each file must have a unique file name
- Each file size should be kept below 5000 KB.

GRANT AWARDS & REQUIREMENTS
Grant decisions will be determined by the end of November 2018 for programs to start by January 1, 2019.
Awarded programs will:
- Receive notification of awards before the end of December 2018. First payments will be mailed upon the finalization of grant terms and agreement requirements by early January 2019.
- Be required to submit annual progress and expenditure reports including the Evaluation Reporting Matrix. Second and third year grant payments are contingent on receipt and approval of prior year's progress and expenditure reports. A final report and budget must be submitted one month after the grant term ends to HCF.
- Be required to attend at least 3 grantee gatherings, one held each year throughout the duration of the grant period.
- Receive a site visit by HCF staff at least once during the grant term.

DEADLINE: Submit your application by clicking the "Submit" button at the end of the application by 4:00 p.m. HST, Friday, September 14, 2018.

QUESTIONS ABOUT THIS RFP
See the Frequently Asked Questions 2018 Kūpuna Aging in Place Program for Elderly Services for more information: https://www.hawaiicommunityfoundation.org/grants/kupuna-aging-in-place.

If you have any questions about this RFP or the KAP grant program, please contact Elise von Dohlen, Program Officer, at evondohlen@hcf-hawaii.org or 808-566-5585.

If you have questions about registering your nonprofit online or about the online application process, please contact Kayla Abalos, Program Assistant, at kabalos@hcf-hawaii.org or 808-566-5508.

ABOUT HAWAII COMMUNITY FOUNDATION
With over 100 years of community service, the Hawaii Community Foundation (HCF) is the leading philanthropic institution in the state. HCF is a steward of more than 850 funds, including more than 250 scholarship funds, created by donors who desire to transform lives and improve communities. In 2017, HCF distributed more than $59 million in grants and contracts statewide, including more than $6 million in scholarships. HCF also serves as a resource on community issues and trends in the nonprofit sector.

HCF believes that high performing organizations achieve greater results in the community. HCF seeks to fund organizations that can embody three core characteristics in HCF's **ARC of Change** framework. These characteristics are described below:

1. **A**ccountable – to funders, supporters, staff, and community by being operationally efficient through healthy finances and strong leadership.
2. **R**esults oriented – striving to achieve results that are identifiable, measurable, and demonstrate progress.
3. **C**onnected – engaged in the community and networked with other organizations.