



## REQUEST FOR GRANT APPLICATIONS THAT PROVIDE INNOVATIONS AND INCENTIVES FOR EMPLOYEES OF PCA AGENCIES

### **Application Submission Instructions**

Applications will be accepted through 3/31/2022.

Submit applications electronically in Microsoft Word, Excel, and/or PDF formats to [judi@nwrdc.org](mailto:judi@nwrdc.org).

### **Inquiries**

Direct all inquiries about application content and process to Danica Robson, Development Supervisor, or Judi Weiss, Grant and Contract Manager.

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218-745-9129 or 218-686-4377

Judi Weiss

[judi@nwrdc.org](mailto:judi@nwrdc.org)

218-745-9119 or 218-616-2333

### **Project Completion Date**

Awarded funds must be expended and project activities completed by 12/31/2022.

### **Mission Statement**

The Dancing Sky Area Agency on Aging works with rural communities to help older adults stay in control of their choices.

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## **BACKGROUND**

The Dancing Sky Area Agency on Aging (DSAAA) is 1 of 7 Area Agencies on Aging in Minnesota. We serve a community which is made up of a unique and resilient group of older adults, caregivers, persons with disabilities and home- and community-based providers in 21 counties throughout Northwest and West Central Minnesota.

We believe that all older adults and caregivers are vital to the quality of place in each of our rural communities. While vital, our aging population must adapt to an ever-changing world while facing challenging economic barriers. Because of this, we recognize how important it is for older adults to have access to services regardless of where they live and for each of us to be empowered to live and age healthier, no matter our age.

Delivering services in our region, which makes up 28% of Minnesota's land mass and has a low population density, can be challenging. Innovation in our communities and collaboration with key partners is essential to the future of our aging community.

In our region, we envision vibrant communities invested in their elders. We envision older adults and caregivers planning for the future. We envision that together; our communities and older adults thrive.

Counties served in our planning and service area are Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Traverse and Wilkin.

## **REQUEST FOR GRANT APPLICATIONS**

The funds available through this Request for Grant Applications are to address the service needs of older adults and caregivers resulting from the COVID-19 pandemic and the challenges being faced by agencies and organizations in the delivery of these services.

Home and Community Based Service providers report that staffing shortages and difficulty in retaining staff have become worse during the Covid-19 pandemic. Funding provided from Blue Cross Blue Shield will create an opportunity to provide some support to this service network in the northwest and west central part of Minnesota. DSAAA will provide grant funds to PCA providers interested in creating a work culture that rewards employees who go beyond or provide exemplary customer service to the older adults they serve. We will provide funding to projects that:

- Demonstrate that employees participated in the design of the project
- Provide incentives that directly benefit employees of the organization
- Demonstrate a baseline of current employee retention for measurement purposes
- Determine effectiveness in attracting new employees

This RFP encourages providers to consider incentives that might include a sign on bonus, incentive for referring new workers, 6 months and/or other longevity bonus, monthly credit towards cell phone bills, self-care/wellness incentives and paid time off.

**AVAILABLE FUNDS**

DSAAA has \$23,000 of Innovations and Incentives funds to award to eligible agencies. No matching funds are required for these grant awards. These grant awards are not renewable.

**ELIGIBLE APPLICANTS**

PCA agencies serving older adults.

**FUNDING PERIOD**

Innovations and Incentives are available for use upon execution of a signed agreement and must be expended by 12/31/2022.

**SERVICE AREA**

PCA agencies serving older adults who live in Becker, Otter Tail, Pennington, and Polk counties are encouraged to apply.

**INNOVATIONS AND INCENTIVES FUNDING SCHEDULE**

Request for Grant Applications Released:	February 9, 2022
Applications Due:	March 31, 2022
DSAAA Executive Committee Awards Funds:	April 11, 2022
Award Notifications:	April 15, 2022
Awards Available/Service Delivery Begins:	April 15, 2022
<b>Innovations and Incentives Funds expended, and projects must be completed by 12/31/2022</b>	

**PAYMENT AND REPORTING REQUIREMENTS**

Upon execution of a contract between the NWRDC/DSAAA and an awarded applicant, a check will be issued for 75% of the contract award.

Awarded applicants must submit financial reports/requests for payment that include a description of funds expended. Additionally, programmatic reports that include information

about individuals served by the project, including client characteristics, and units of service provided are required.

DSAAA reserves the right to request additional reports as deemed necessary.

Final payment will be issued upon receipt of final financial and programmatic reports.

## **APPLICATION**

A complete Innovations and Incentives Grant Application will include the following sections in the order indicated (a description of each section follows the list):

- Section 1 – Budget
- Section 2 – Narrative
- Section 3 – Persons to be Served Form
- Section 4 – Organizational Information and Fiscal Capacity Form

### Description of Application Sections

Section 1 – Budget: The Grant Application Budget Instructions and Forms are provided in an Excel spreadsheet format complete with formulas. Follow the instructions carefully to maintain the integrity of the spreadsheets.

The budget form is subject to change following award notifications.

Section 2 – Narrative: Submit a Narrative that provides clear and concise responses to each item included in the Narrative Checklist that follows. The Narrative should specifically address the service(s) proposed in the grant request. Label the Narrative as Section 2. The Narrative should not exceed 1,000 words. DSAAA reserves the right to request additional information from applicants for clarification purposes.

### **Application Narrative Checklist**

	Introduction	A one-paragraph summary of the proposed project, including asking amount.
	Organizational Description	A succinct description of your agency/organization/unit of government including its mission, date of incorporation, service area, services currently being provided, sources of financial support and other pertinent resources.

	Project Description	<p>A concrete description of the project you are proposing. Include:</p> <ul style="list-style-type: none"> <li>• Incentives offered to employees;</li> <li>• How the need for the incentives was determined, including challenges with recruiting, and retaining staff;</li> <li>• Employee involvement in the development of the proposal;</li> </ul>
	Work Plan/Project Implementation	<p>A description of the activities or a series of benchmarks for the implementation of the project with an approximate timeline. Also describe who will implement the project and conduct the activities, i.e., staff, volunteers, partnerships with other organizations.</p>
	Project Impact	<p>What will change/improve for employees because of the incentives provided?</p> <p>Do the incentives impact agency ability to attract new employees?</p>

Section 3 – Persons to Be Served Form: Complete the Persons to be Served Form and include it in the application.

The Unduplicated Count section is designed to project an unduplicated count of all eligible persons to be served during the project period.

The applicant must estimate the number of unduplicated persons projected to be served during the project period. In addition, indicate approximately how many of those persons will be BCBS clients.

List each county in which the project will operate. Project the number of persons to be served by county of residence.

All spaces must be filled. If it is estimated that no persons within a certain category will be served, then place a "0" in that space.

Section 4 – Agency Information and Fiscal Capacity Form: Complete the Agency Information and Fiscal Capacity Form and include it in the application; attach documents as requested.

### **APPLICATION EVALUATION AND SELECTION PROCESS**

Innovations and Incentives Funds will be awarded on a competitive basis. Applications will be considered weekly.

Applications will be evaluated based on adherence to the Request for Grant Applications; identified need for the incentives; viability of the proposed project and the impact it will have on program participants; ability of the applicant organization to manage the Innovations and Incentives Funds; and justification of the overall budget and amount requested when compared to proposed project, number of people to be served and units of service to be provided.

The DSAAA Executive Committee will, at its sole discretion, make funding awards that are in the overall best interest of DSAAA, the twenty-one-county service area and the persons proposed to be served. DSAAA reserves the right to reject any and all applications.

DSAAA's grant and contract manager will notify applicants via e-mail of the action taken by the Executive Committee.

Unsuccessful applicants have the right to appeal the funding decision in accordance with DSAAA's appeal procedure. DSAAA shall consider an appeal on procedural grounds only and shall not consider issues of merit.