



Massachusetts Councils On Aging

FY25 Service Incentive Grant (SIG)

Field Demonstration Project (FDP) Bidders Conference

April 24, 2024

Goals and Objectives

- ✓ Review project areas, funding amounts, and eligibility criteria
- ✓ Where to access RFP documents
- ✓ Walk through timeline and RFP process
- ✓ Answer questions

FY25 Field Demonstration Project Areas

Capacity Building

- **Age & Dementia Friendly Capacity Building**
(up to \$20,000)
- **Memory Café Capacity Building or Startups**
(up to \$7,500)
- **Development and Implementation of Outreach Programs**
(up to \$10,000)

Innovations

- **Nutrition Innovations and/or Expansion**
(up to \$20,000)
- **Provision of Transportation Services**
(up to \$25,000)
- **Digital Equity**
(up to \$15,000)
- **Other Innovative Programming**
(up to \$10,000)

Improving Access and Inclusion

- **Senior Center Modernization**
(up to \$25,000)
- **Public Health Connections**
(up to \$7,500)
- **Enhanced Public Awareness of your COA**
(up to \$7,500)
- **Creating a Welcoming Space for People with Sensory Disabilities** (related to hearing, vision, or both)
(up to \$10,000)
- **Caregiver Respite Services or Financial Assistance**
(up to \$10,000)

- ✓ FY25 FDP grants cover the period from July 1, 2024, to June 30, 2025
- ✓ Bidders may submit proposals for up to a maximum of three (3) project areas
- ✓ Award of funds is contingent upon final approval by the Governor of the state budget

Eligibility

- ✓ RFP is open to COAs or consortia of COAs
- ✓ COAs may partner with a non-profit 501©3 organization but the application must be submitted by the COA as the lead agency
- ✓ Bidders must be current on MCOA dues for FY24
- ✓ FDP grants are intended for one-time projects only, and not for ongoing operational and programmatic costs

- ✓ All RFP documents are located on MCOA's website at mcoaonline.org/fy25-fdp-grants
- ✓ Intent to Bid forms and FDP proposals must be submitted through the website

**A bidders conference will be held via zoom on
April 24, 2024 at 10:00 am.**

Click [here](#) to register.

Questions submitted in writing and those posed during the bidders conference, along with the answers, will be posted here by April 26, 2024.

Written questions must be submitted by email, **with the subject line FY25 FDP**, to Madeline Noonan at madeline@mcoaonline.com by 4:00 PM on April 24, 2024.

- Download the full RFP announcement and instructions [here](#).
- Download the FY25 FDP application form [here](#).

Submit your Intent to Bid



Submit your FY25 FDP proposal(s)



RFP Timeline

Bidders Conference Call:	Wednesday, April 24, 2024, 10:00 AM
Written Inquiries Due by email:	Wednesday, April 24, 2024, 4:00 PM
Responses Posted on MCOA Website:	Friday, April 26, 2024
Intent to Bid Due Date:	Wednesday, May 8, 2024, 4:00 PM
Proposals Due:	Thursday, May 23, 2024, 4:00 PM
Award Announcements:	Friday, June 21, 2024
Signed Contracts Returned to MCOA:	Friday, June 28, 2024
Grant Start Date:	Monday, July 1, 2024*
Projects Must Be Completed:	Monday, June 30, 2025
Reports Due:	Thursday, July 31, 2025

Project Narrative

- ✓ For FY25, applications must be submitted using the FDP grant application form that can be downloaded from MCOA's website mcoaonline.org/fy25-fdp-grants
- ✓ If applying for more than one FDP grant, bidders must submit a separate application for each project area
- ✓ Proposals submitted by consortia must specify in the application the towns that will be served by the consortia
- ✓ The RFP application is a fillable form; font type/size cannot be changed, and text may only be entered in the required fields
- ✓ All questions must be answered fully and completed proposals must not exceed four pages (including project/program narrative and budget)
- ✓ Your completed application must be saved and submitted as a word document, using the format outlined in the RFP instructions

Accountability Requirements

- ✓ All project costs must be incurred before **June 30, 2025**
- ✓ A final report, containing supporting documentation of work activities conducted through the grant, must be provided to MCOA by **July 31, 2025**
- ✓ The following statement must be included in all funded program/project descriptions, products, and related publicity: **“These field demonstration project grants are funded with a grant from the Massachusetts Association of Council on Aging and Senior Center Directors, Inc., and the Executive Office of Elder Affairs.”**

Award Notifications

- ✓ After review of the proposals by the FDP Review Committee, award notifications will be made by **June 21, 2024**
- ✓ All bidders will be notified via email of the status of their proposal
- ✓ A formal contract will be emailed to the primary contact identified in the application of the successful bidders
- ✓ The contract must be signed and returned promptly to MCOA, prior to incurring any program costs
- ✓ The initial project period will begin on or about **July 1, 2024**, and shall continue through **June 30, 2025**

Important Reminders

- ✓ Mark key dates on your calendars to ensure you don't miss deadlines
- ✓ Read RFP instructions thoroughly
- ✓ Do not forget to submit your Intent to Bid form – **proposals for which an Intent to Bid was not submitted by the deadline will not be considered**
- ✓ Ensure that you have clearly answered all narrative questions on the application form before submitting your proposal(s)
- ✓ Double-check your budget(s) before submitting your proposal(s)
- ✓ Do not exceed the four-page limit (including budget) for proposals
- ✓ When saving your proposal, use the file format specified in the RFP instructions
- ✓ **Proposals submitted after the deadline will not be considered**
- ✓ If reaching out with questions or for technical assistance regarding the RFP process, please use the subject line FY25 FDP
- ✓ **All grants are contingent on final approval by the Governor of the state budget (Final GAA)**

Questions

If you have questions or require technical assistance,
please reach out to:

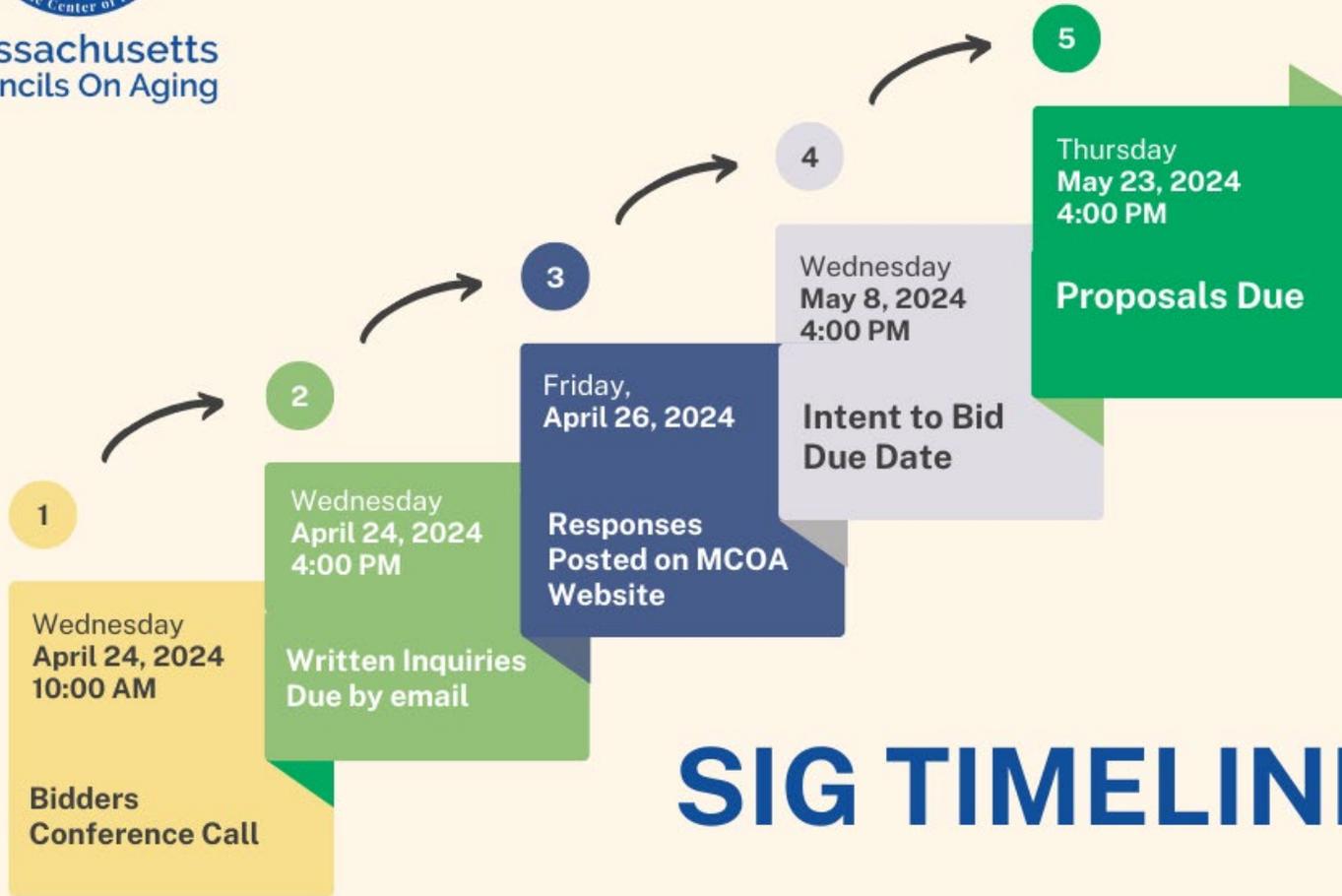
Maddie Noonan at madeline@mcoaonline.org or
413-326-6479

Lisa Yane at lisa@mcoaonline.org or
617-775-0116



Massachusetts
Councils On Aging

SIG RFP Release Date: Wednesday, April 10, 2024



SIG TIMELINE