***COMMONWEALTH OF MASSACHUSETTS***

***EXECUTIVE OFFICE OF ELDER AFFAIRS***

***ONE ASHBURTON PLACE, 3rd FLOOR***

***BOSTON, MA 02108***

**REQUEST FOR APPLICATIONS**

**Supportive and Social Day Program Expansion**

**ISSUE DATE: January 3, 2024**

**RFA DOCUMENT #: BD-24-1040-1040C-1040L-96684**

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# SECTION 1: BACKGROUND, SCOPE, AND PURPOSE OF RFA

Family caregiving is an emotionally profound responsibility. While it can be incredibly rewarding, it can also have adverse effects on caregivers' physical, mental, and emotional well-being. Supportive and Social Day Programs provide non-medical support services in group settings, thereby helping participants, families, and other caregivers. These programs help to ease caregiver burden by providing respite and connecting caregivers to vital resources and support networks.

Supportive and Social Day Programs may serve older adults and individuals currently living with Alzheimer’s Disease and Related Dementias (ADRD) in the Commonwealth. There are an estimated 130,000 Massachusetts residents diagnosed with Alzheimer’s Disease, which is the most common form of dementia, with projections indicating a rise to 150,000 by 2025[[1]](#footnote-2). Additionally, there are an estimated 130,000 or more Massachusetts residents currently living with Alzheimer’s Disease without a formal diagnosis[[2]](#footnote-3). It is estimated that Alzheimer’s Disease accounts for 60 to 80 percent of ADRD cases[[3]](#footnote-4). People living with ADRD often exhibit a variety of behaviors and have diverse needs, necessitating substantial time and attention from family caregivers.

In many Commonwealth communities, there's a current absence of Supportive and Social Day Programs, culturally tailored versions, or programs with accessible design. Additionally, some programs closed or decreased capacity during the COVID-19 pandemic and have not been able to return to pre-pandemic operations. The Executive Office of Elder Affairs (EOEA) aims to broaden Supportive and Social Day Program capacity, enhance culturally tailored options, and bolster dementia-friendly infrastructure through this Request for Applications (RFA). EOEA plans to allocate approximately $4.5 million from federal funds under Section 9817 of the American Rescue Plan Act (ARPA) of 2021.

EOEA seeks to award funds to meet the grant objectives:

* Expand Supportive and Social Day Program capacity throughout Massachusetts for individuals age 60 and older and/or living with ADRD of any age;
* Address unmet needs of communities such as the lack of existing Supportive and Social Day Programs, culturally tailored programs, and programs delivered within age- and dementia-friendly physical spaces; and
* Provide one-time funding to Supportive and Social Day Programs capable of sustaining themselves beyond the grant period, concluding March 31, 2025.

To meet the grant objectives, Applicants must select one of the following categories:

* **Category 1: Planning:** Funds may be used for the research and development of a comprehensive business strategy to establish or enhance Supportive and Social Day Program(s). This business strategy must be rooted in the needs of the community the program serves. This category is solely for planning purposes and excludes implementation activities**.**
* **Category 2: Expansion:** Funds may be used for expanding or improving existing Supportive and Social Day Program(s). This category is for programs aiming to implement changes to an existing Supportive and Social Day Program, including research and development if linked to expanding existing program(s).
* **Category 3: New Program Launch:** Funds may be used to carry out activities involved in implementing one or more new Supportive and Social Day Program(s), including research and development if connected to initiating a new program(s) launch.

Any of the following are eligible to apply if they are located in Massachusetts and they serve Massachusetts residents 60 years of age and older and/or individuals living with ADRD of any age:

* Aging Service Access Points (ASAPs)
* Area Agencies on Aging (AAAs)
* Councils on Aging (COAs)
* Community-based non-profit organizations

Organizations can submit applications in partnership, provided that the organization submitting the application meets all eligibility criteria. Organizations without prior experience providing home and community-based services (HCBS) Supportive and Social Day Programs services are welcome to submit applications. However, if an Applicant lacks previous experience, they must establish a partnership with an experienced provider. All initiatives must be sustainable beyond the grant period, concluding in March 2025. Applicants who have already received ARPA funding from another initiative are eligible to apply for this grant if there is no duplication.

Organizations applying for Category 1: Planning may request between $10,000 and $50,000, while those applying for Category 2: Expansion or Category 3: New Program Launch may request between $100,000 and $300,000.

Applications submitted by the deadline established in **Section 6.1** herein will be reviewed and EOEA will choose Awardees and award amounts after such review, as described in **Section 10.1**.

Eligible Organizations receiving grant awards will be required to certify that they will not use any grant payment received for uses other than those described in their submitted grant applications.

EOEA staff, in coordination with a third-party vendor retained by EOEA, will monitor and evaluate the work of all Awardees.

# SECTION 2: DEFINITIONS

The following terms have the following meanings when mentioned throughout this RFA and its attachments unless the context clearly indicates otherwise:

**Aging Services Access Point (ASAP):** The 24 regional ASAPs throughout the Commonwealth coordinate programs and services such as in-home assessments, care plan development, home care services, protective services, home-delivered congregate meals, caregiver support, and provide free information and referral services. ASAPs are private, non-profit agencies that contract with the Executive Office of Elder Affairs (EOEA) to deliver services to residents.

**Alzheimer’s Disease and Related Dementias (ADRD):** The term ADRD refers to all forms of dementia, which is the loss of cognitive functioning - thinking, remembering, and reasoning - to such an extent that it interferes with a person's daily life and activities[[4]](#footnote-5). Although Alzheimer’s Disease is the most common form of dementia, other forms also affect millions of Americans and commonly co-occur with typical Alzheimer’s Disease[[5]](#footnote-6).

**Applicant**: An Eligible Organization that submits an Application in response to this RFA.

**Application:** The Application Form that is submitted through the MassGRANTS portal in response to this RFA.

**Area Agency on Aging (AAA):** The 19 AAAs are federally designated agencies address the needs and concerns of aging adults and their caregivers by offering a variety of services funded through the Older Americans Act, such as information and resources, as well as options counseling. AAAs make it possible for people to choose which services help them age in the community of their choice. Most ASAPs are also AAAs and are funded by the Executive Office of Elder Affairs (EOEA) and the U.S. Administration for Community Living.

**Awardee**: Any Applicant that applies in response to this RFA, is selected for a grant award under this RFA, enters into a Contract with EOEA, and receives funding under the terms of this RFA.

**Budget**: The total funding needed for an Applicant/Awardee to implement the program. Each application must detail the cost of each program and associated activities.

**Contract:** An agreement between parties (i.e., EOEA and a COA) creating mutual obligations that are legally enforceable.

**Council on Aging (COA):** Municipal agencies that meet the social and support needs of Older Adults, families, and caregivers in the community, with a range of services that includes information and referral, benefits counseling, physical activity, nutrition services, transportation, educational programming and opportunities for socialization and recreation.

**Direct Program Cost:** Costs that are directly incurred due to the proposed program.

**Eligible Expenses:** Expenses proposed by the Applicant to be expended in furtherance of one or more of the objectives listed in **Section 1**, and which are not determined unreasonable or impermissible by EOEA. Eligible Expenses may include, without limitation, those identified in **Section 5**.

**Eligible Organization:** Aging Services Access Points (ASAPs), Area Agencies on Aging (AAAs), Councils on Aging (COAs), and community-based non-profit organizations are eligible to apply for grant funding if located in Massachusetts and serve Massachusetts residents 60 years of age and older and/or individuals of any age living with Alzheimer’s Disease and Related Dementias (ADRD).

**Executive Office of Elder Affairs (EOEA):** The Commonwealth of Massachusetts agency created under M.G.L. c. 19A and charged with promoting independence, empowerment, and well-being of older people, individuals with disabilities, and their families.

**Gateway City:** A municipality with a population greater than 35,000 and less than 250,000 with a median household income below the Commonwealth's average and a rate of educational attainment of a bachelor's or graduate degree that is below the Commonwealth's average.

**Home and Community Based Services:** Home and Community Based Services (HCBS) provide opportunities for MassHealth beneficiaries to receive services in their own home or community rather than institutions or other isolated settings.

**Indirect Cost:** Costs that are not directly related to the design and administration of the proposed program. Indirect costs may include the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

**Metrics:** Specific, measurable, and relevant measurements used to evaluate the success of a program.

**Older Adult:** An adult age 60 or older. For the purposes of this grant, the Older Adult must reside in Massachusetts.

**Qualifying Program**: Set of activities completed by the Applicant and any partner and/or Subcontractor to either Plan, Expand, or Complete a New Program Launch of a

Supportive and Social Day Program(s) in Massachusetts for residents who are 60 years of age and older or who have been diagnosed with ADRD.

**Respite:** Planned or emergency support to provide family/primary caregivers with a short break from the exceptional demands of caring for individuals with complex needs across the lifespan (MLRC Lifespan Respite Project, 2019).

**Rural Community:** A geographic area with low population density and small settlements that is located outside of towns and cities. For a more detailed definition please visit: [Rural Definition Detail](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mass.gov%2Fdoc%2Frural-definition-detail-0%2Fdownload&data=05%7C01%7Crwyant%40pcgus.com%7C9e910b42f6ac490435be08db0bad7b70%7Cd9b110c34c254379b97ae248938cc17b%7C0%7C0%7C638116611969017415%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=coT4bk5Ben0%2BfwY0KzBVWW%2BJd01yMxPgt3PVcSn3hiY%3D&reserved=0).

**Supportive and Social Day Program**: A program that provides non-medical support services in a group setting that helps the participant, families, and other caregivers. The services focus on the participant’s strengths and weaknesses, enabling them to retain their daily skills and maintain a connection with their community. Services include social supports, therapeutic and leisure activities, nutrition, transportation, medication management, as well as minimal, limited help with activities of daily living, instrumental activities of daily living, and other health related needs. Programs must meet the conditions of PI-09-13 (included in **Attachment D**).

**Subcontractor:** A business or person that carries out a specified scope of work for an organization as part of a larger project.

**State Fiscal Year:** The twelve-month period commencing July 1 and ending June 30 and

designated by the calendar year in which the fiscal year ends (e.g., State Fiscal Year 2024 ends June 30, 2024).

# SECTION 3: APPLICANT ELIGIBILITY

An eligible Applicant must be a Massachusetts organization that serves Massachusetts residents who are 60 years of age and older and/or individuals living with ADRD of any age and one of the following:

* Aging Services Access Point (ASAP)[[6]](#footnote-7);
* Area Agency on Aging (AAA); or
* Council on Aging (COA);
* Community-based non-profit organization with experience serving older people and/or people living with ADRD of any age

Applicants with no experience providing Supportive or Social Day Program services may apply but must do so in collaboration with an HCBS provider or community organization with experience providing Supportive or Social Day Program services.

Applicants that operated a Supportive or Social Day Program that is not currently in operation may apply to Category 1: Planning or Category 3: New Program Launch.

Coalitions of regional community organizations and/or HCBS providers are encouraged to apply.

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# SECTION 4: QUALIFYING PROGRAMS

**4.1**  **Minimum Qualifications**

Applicants must meet eligibility standards established in **Section 3** and submit a complete Application. Grant Applications must include a clear plan on how the Applicant will plan, expand, or launch a new Supportive and Social Day Program in Massachusetts for residents who are 60 years of age and older or who have been diagnosed with ADRD. The Supportive and Social Day Program must meet the guidelines included in **Attachment D**.

**4.2** **Eligible Activities**

Applicants’ proposed program must be designed for **one** of the following categories. Program activities must meet the guidelines included in **Attachment D**. Examples of eligible activities for each category are included in the table below.

|  |  |
| --- | --- |
| **Category** | **Eligible Activities** |
| **Category 1: Planning** | * Conducting market research, including engaging with the community on needs
* Projecting funding and finances
* Formulating an operational plan
* Developing a marketing and outreach strategy
* Developing a comprehensive business plan to create a new Supportive and Social Day Program or expand an existing program
* Research on evidence-based programs and practices
* Creating staff and/or volunteer training materials
* Formulating a plan for delivering the program in an age- and dementia-friendly physical space (see [Age and Dementia Friendly Design Considerations for Physical Infrastructure](http://mass.gov/doc/af-df-design-considerations-for-physical-infrastructure-0/download) for examples)
* Determining monitoring and evaluating practices
 |
| **Category 2: Expansion** | * Increasing program availability by expanding days and/or hours of operation
* Adding or enhancing transportation options to allow individuals to travel to and/or from the program and/or to facilitate program activities in the community, if not covered through other funding or benefit options. Transportation expenses (e.g., vehicle purchases, Uber/Lyft vouchers, public transportation passes, payments to transportation vendors) up to 50% of the total grant Budget
* Adding or enhancing program activities to meet consumer needs and interests
* Adapting existing program operations to be more culturally inclusive (e.g., hiring bilingual staff, integrating culturally tailored programming)
* Expenses related to enhancing the program (e.g., community inclusion activity fees) up to 20% of the total grant Budget
* Covering program participation fees for low-income participants not covered by MassHealth or an EOEA-funded program
* Making updates to the physical space to make the program more accessible, including for older adults and people living with ADRD. Please refer to the [Age and Dementia Friendly Design Considerations for Physical Infrastructure](http://mass.gov/doc/af-df-design-considerations-for-physical-infrastructure-0/download) for examples
* Hiring, onboarding, and training new program staff, or increasing staff time to accommodate expanded program operations
* Marketing and conducting outreach activities
 |
| **Category 3: New Program Launch** | * Hiring, onboarding, and training new program staff. Funding may be used to complete background checks (e.g., CORI, LEIE, PHI, etc.) on new program staff
* Making updates to the physical space to make the program accessible, including for older adults and people living with ADRD. Please refer to the [Age and Dementia Friendly Design Considerations for Physical Infrastructure](http://mass.gov/doc/af-df-design-considerations-for-physical-infrastructure-0/download) for examples
* Marketing and conducting outreach activities to promote the new program
* Down payments to secure physical space.
* Programming expenses (e.g., community inclusion activity fees) up to 20% of the total grant Budget
* Transportation to allow individuals to travel to and/or from the program and/or to facilitate program activities in the community if not covered through other funding or benefit options. Transportation expenses (e.g., vehicle purchases, Uber/Lyft vouchers, public transportation passes, payments to transportation vendors) up to 50% of the total grant Budget
* Other implementation-related operational expenses
 |

**4.3** **Prioritized Application Criteria**

The three grant categories will be considered equally in the grant review and awarding process.

Applications that include one or more of the following criteria will receive preference in final awarding of grant funds; note that applications that include multiple criteria will receive higher preference:

* 1. Applications that meet a demonstrated unmet need in the community, such as providing diverse, cultural and linguistically tailored programming to meet the unmet needs of historically underrepresented populations living in the geographic area it proposes to serve; expanding program days or hours to meet the needs of caregivers and older adults; hiring staff to meet a program’s waitlist; or creating a new Supportive and Social Day Program to address the lack of programs in close proximity to meet the community’s needs.
	2. Applications from organizations that serve Rural Communities or Gateway Cities in Massachusetts. Municipalities that fall into these classifications can be identified as follows: [Rural Definition Detail](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mass.gov%2Fdoc%2Frural-definition-detail-0%2Fdownload&data=05%7C01%7Crwyant%40pcgus.com%7C9e910b42f6ac490435be08db0bad7b70%7Cd9b110c34c254379b97ae248938cc17b%7C0%7C0%7C638116611969017415%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=coT4bk5Ben0%2BfwY0KzBVWW%2BJd01yMxPgt3PVcSn3hiY%3D&reserved=0) and [Mass General Law](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmalegislature.gov%2Flaws%2Fgenerallaws%2Fparti%2Ftitleii%2Fchapter23a%2Fsection3a&data=05%7C01%7Cljaime%40pcgus.com%7C9e910b42f6ac490435be08db0bad7b70%7Cd9b110c34c254379b97ae248938cc17b%7C0%7C0%7C638116611975002369%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=taHHt%2FfUvCxj7jb%2B9CWM1gu%2BxG1quo4tbGhYsRbtJV4%3D&reserved=0).
	3. Applications that limit indirect costs to at or below 10% of the overall project Budget.
	4. (Category 2: Expansion and Category 3: New Program Launch only): Programs that include two or more improvements to the program’s physical infrastructure that meet the needs of older adults and/or individuals with ADRD. Please refer to the [Age and Dementia Friendly Design Considerations for Physical Infrastructure](http://mass.gov/doc/af-df-design-considerations-for-physical-infrastructure-0/download) for examples.
	5. Applications that provide a clear and detailed plan, including explaining all necessary budget items for executing their intended project. Plans should clearly demonstrate Applicants have the operational capacity to execute their project.

**4.4** **Ineligible Activities**

Grant funds may not be used for any of the ineligible activities identified below. Applications proposing to use grant funds on such impermissible expenses may be rejected in whole or in part and under no circumstances will grant funds be approved for such impermissible expenses.

Expenses that occurred before the Contract start date or after the Contract end date will not be reimbursed. Awardees must expend funds by no later than March 31, 2025, unless otherwise directed by EOEA. EOEA may extend the date by which funds may be expended, in its discretion, by providing notice to the Awardees and without requiring an amendment to the Contract.

Grant funds can be used to supplement, but not supplant, existing Medicaid HCBS or any other state-funded initiatives. These grant funds also must not overlap with any Center for Medicare and Medicaid Services (CMS) waiver extension proposals or activities funded through a different MA HCBS Grant project (such as the *Respite Innovations or Hybrid Programming for Councils on Aging* grants).

Applicants utilizing discounts, vouchers, or stipends/scholarships to assist program participants with fees can only offer these to individuals not already covered by state-funded or MassHealth programs. Moreover, Applicants with budget allocations for these items are obligated to first coordinate with their local Family Caregiver Support Program (FCSP) within the ASAP network. Grant funds are restricted to individuals connected with FCSP whose fees remain uncovered. The Applicant's proposal must detail the process for coordinating with the local FCSP.

Indirect costs related to program expenses (e.g., coordination costs, administrative salaries, etc.) are allowable in project Budgets. There is no cap on indirect costs, however applications that limit their indirect costs to at or below 10% of the overall Budget will be more competitive during the review process (see **Section 4.3**). Applications must include a detailed breakdown of indirect costs.

Subrecipients should maintain records of all costs incurred in the performance of the program for which they received a Federal award. If a subrecipient serves as a pass-through entity, the subrecipient is responsible for collecting and maintaining such records.

# SECTION 5: EXPENSES

**5.1**  **Eligible Expenses**

Applicants must assert that grant funds will only be used for Eligible Expenses. An Applicant must propose to use grant funds only for activities and purposes as defined in **Section 4**. Eligible Expenses must expand Supportive and Social Day Programs capacity throughout Massachusetts, address the unmet needs of communities lacking access to these programs in their area or require more culturally tailored options, and provide one-time funding to programs capable of sustaining themselves beyond the grant period, concluding in March 2025. Additionally, the Application must be for one of the three categories detailed in **Section 1**.

As defined in Section 2, Direct Program Costs are costs that are directly incurred due to the proposed programs. As a grant program funded with ARPA dollars, this program is subject to the cost principles of 2 CFR 200. Applicants should consider:

1. *Reasonableness:* Direct Program Costs must be necessary and reasonable for the performance of the program. A cost is considered reasonable if it does not exceed that which would be incurred by a prudent person under similar circumstances. For goods and services, costs are considered reasonable if they are comparable to market prices for similar goods and services.
2. *Salaries:* Administrative and clerical salaries are typically considered Indirect Costs. In order to claim administrative or clerical salaries as Direct Program Costs, the individual must be integral to the program or activity; the salary must be included in the Budget; the Subcontractor must have prior written approval; and the costs are not also recovered in Indirect Costs.
3. *Allocable:* Program costs must also be allocable to the program which means an Awardee or Subcontractor incurred the costs in the performance of the award.

Subcontractors should maintain records of all costs incurred in the performance of the program for which they received a grant award. If a Subcontractor serves as a pass-through entity, the Subcontractor is responsible for collecting and maintaining such records.

**5.2**  **Ineligible Expenses**

Examples of additional ineligible expenses include, but are not limited to, the following:

* Costs incurred outside of the grant period (i.e., contract start date through March 31, 2025)
* Loan repayment
* Temporary wage increases
* Capital expenses not directly related to the program objectives outlined in the grant
* Transportation-related expenses that account for over 50% of the total grant Budget
* Programming supplies (e.g., community inclusion activity fees) that account for over 20% of the total grant Budget
* Equipment or devices given to individuals for permanent use

# SECTION 6: GRANT PROGRAM DESCRIPTION

**6.1** **Application Requirements**

To apply for a grant award, Applicants must complete and submit the Applicant Form through MassGRANTS, an online Grant Portal established by EOEA and their designee (the “Grant Portal”). Applicants can access the Grant Portal at: <https://maanfgrants.force.com/s/loginpage>.

All information requested on the application must be supplied. If any question or request is not applicable to an application, the Applicant must indicate that it is not applicable.

All Applicants will be invited to a **virtual Bidders Conference** to review the grant requirements and ask questions on Thursday, January 18, 2024, 10 – 11 AM. Attendance at the conference is not a prerequisite for this grant. To receive a link to the Bidders Conference, please email MAHCBSGRANTS@pcgus.com with the full name, email address, and organization of the person(s) attending the Bidders Conference.

Questions must be submitted to MAHCBSGRANTS@pcgus.com by 5 PM on Thursday, January 25, 2024. In accordance with procurement rules, answers to all questions will be posted on COMMBUYS as an update to **Attachment B**, (Supportive and Social Day Grant FAQ) before 5 PM on Monday, February 5, 2024.

All Applications must be submitted through [https://maanfgrants.force.com/s/loginpage](https://maanfgrants.force.com/s/loginpage%20before%205%20p.m) before 5 PM on Friday, February 16, 2024. EOEA expects to award all the allocated funds during the first round of Applications.

Each application must include, at a minimum, the following information provided in the form, format, and manner requested through the Application Form on the Grant Portal:

* Name and contact information for a primary and secondary contact at the organization applying for the grant as well as any organizations that will partner on the proposed project
* The organization’s MMARS Vendor Code
* Project overview, including project goals, activities, and details about the Applicant and partnering organizations’ experience providing Supportive and Social Day Programs or similar services
* Project Budget
* Project Implementation Plan
* Attached letters of executive approval/support from all partnering organizations

**COMMBUYS will not be used for application submissions for this RFA. Any applications received through** **COMMBUYS or other delivery modes may be disregarded or rejected.** However, all materials, including this RFA, an Application Form Preview (provided here as **Attachment A** for informational purposes only), and a Frequently Asked Questions document (**Attachment B**), along with any updates thereto, will be posted on COMMBUYS. In the event there are discrepancies between the materials or instructions on the Grant Portal and the COMMBUYS page for this RFA, the COMMBUYS materials will take precedence.

**6.2 Evaluation of Supportive and Social Day Program Funding**

EOEA will require Awardees to report on a set of Metrics for the purposes of evaluating impact of the grant funds and progress made towards reaching the defined goals. The first priority for Metrics and reporting is collecting accurate data. Awardees will not be penalized or required to return funding if the data reflects that the program did not produce the expected results. EOEA will work with Awardees to provide support if there are concerns with feasibility in reporting on the required Metrics.

Awardees are permitted to use grant funds to support the collection and analysis of program data.

1. **Overview of requirements**

**Awardees will be required to provide baseline, interim, and final reports across an established set of Metrics** to be provided by EOEA**.** Additional metrics may be included at a later date. A sample list of reporting requirements is included below but is **not required to be submitted as part of the application**. Awardees may respond with “0” if the Metric does not apply or has not yet been met.

* *Baseline report:* Submission of the baseline report will be required 30 days after contract execution. The baseline report will include reporting across an established set of Metrics (see below) from January 1, 2023 – December 31, 2023.EOEA will also require at least two custom Metrics from each Awardee. Please see the description and examples below.
* *Interim report:* An interim report will be required on November 1, 2024, and cover all activities from the contract start date through September 30, 2024.
* *Final report:* A final report will be required on May 31, 2025, which is 60 days following the end of the grant period, and will cover all grant activities from October 1, 2024 through March 31, 2025.
1. **Metrics**

A sample of project Metrics include:

* Number of individuals served by the program during the reporting period
* Unduplicated (unique) individuals\*
* Duplicated individuals\* (program days attended)
* Number of Supportive and Social Day Program staff and volunteers in the reporting period
* Total dollars spent in the reporting period
* Cumulative total dollars spent since the grant award
* Demographics of individuals served
* Percent of individuals who have an individualized care plan developed with Program team
* Narrative questions, such as:
	+ Provide a brief overview of implementation progress and any corresponding milestones completed during the reporting period.
	+ Provide a brief overview, including examples, of successes your program achieved during this reporting period related to the grant's objectives.
	+ Provide a brief overview of lessons learned during this reporting period. What challenges or barriers have you encountered in implementing this program during this reporting period?

*\*Duplicated people are the total number of services received (that is, the total attendance for the Supportive and Social Day Program during the reporting period). Unduplicated means that a person only counts once no matter how many times they attended the program during the given period. For example, if Person A attended the program 16 times during the reporting period, that person would be 16 duplicated people (because the program was attended 16 times) and one unduplicated person (because Person A is one person).*

**3. Custom Metrics**

EOEA will require Awardees to propose, track, and report on at least two custom Metrics for the purpose of establishing a baseline to monitor and evaluate the impact of the grant funds and progress towards reaching the defined goals. A description of each custom Metric, its significance, its unit of measure (e.g., number, percentage, etc.), and how it will be tracked and measured must be included in the baseline report. One of the custom metrics for Category 2: Expansion and Category 3: New Program Launch must reflect participant or caregiver satisfaction with the program based on survey responses.

Examples of potential program-specific Metrics descriptions include, but are not limited to:

* (Category 1: Planning) Number of experienced industry professionals who reviewed the proposed plan to provide feedback
* (Category 2: Expansion) Percentage or number of program participants for whom English is their second language
* (Category 2: Expansion) Percent of program participants who left the program (i.e., participant turnover)
* (Category 2: Expansion or Category 3: New Program Lauch) Percentage of program participant or caregiver satisfaction survey responses that are “excellent” or “good”
* (Category 3: New Program Launch Category) Percentage of program staff positions that have been filled

Awardees will also be required to participate in no more than three facilitated focus groups convened by EOEA and/or its designee. The purpose of these focus groups is to provide technical assistance to Awardees in their execution of the grant goals and to collect qualitative information on what worked well and ways to further support Awardees. Focus groups will also serve as a learning collaborative for Awardees to benefit from each other’s experience.

Per the Commonwealth Terms and Conditions, Awardees are required to retain program documents and records for six years from the date of submission of the final report.

# SECTION 7: GRANT PROGRAM INFORMATION

**7.1** **Grant Program Process and Authority**

This RFA is issued under the provisions of regulations at 815 CMR 2.00. Various terms found in the state procurement regulations at 801 CMR 21.00 are also incorporated by reference in this RFA. Words used but not specifically defined in this RFA shall have the meanings defined in 815 CMR 2.00 or 801 CMR 21.00. Unless otherwise specified in this RFA, all communications, applications, and documentation must be in English, using English customary weights and measures (feet, pounds, quarts, etc.) and U.S. dollars. All applications must be submitted in accordance with the terms specified in **Section 9**.

Payments under this RFA, including payments under any Contract extensions, are subject to legislative appropriation and authorization, availability of state and federal funds, and EOEA’s determination of satisfactory performance and advancement of the public interest and the objectives of EOEA.

EOEA reserves the right to amend this RFA at any time prior to Contract execution. Any such amendment will be posted on COMMBUYS. Potential Applicants are advised to check this site regularly, as this will be the sole guaranteed method used for notification of changes.

EOEA makes no guarantee that a Contract, or any obligation to provide funding, will result from this RFA.

This RFA is distributed electronically using the Commonwealth of Massachusetts’ eProcurement system known as COMMBUYS at [www.commbuys.com](http://www.commbuys.com/) (see **Section 12.1** for more information about COMMBUYS). However, as described in **Section 6.1**, COMMBUYS **is not** the method to be used for submission or acceptance of applications. Applicants must use the Grant Portal to submit applications.

**7.2** **Duration of Contract**

Contracts resulting from this RFA shall be in effect upon execution and shall end on March 31, 2025, provided however, that EOEA may extend an Awardee’s Contract for up to four years in its discretion, in increments to be determined by EOEA.

**7.3** **Anticipated Grant Awards**

This grant is designed to provide funding in the form of time-limited grants. Grant funds will be awarded through a competitive application process according to this RFA. Applications will be evaluated in accordance with **Section 10**. Awards under this RFA shall be for a fixed amount, which amount shall be determined and announced to the Awardee in accordance with **Section 10** and shall be paid out in a single payment to each Awardee upon execution of the Contract.

If additional funds become available during the Contract period, EOEA reserves the right to increase the maximum obligation to some or all of the Contracts executed as a result of this RFA or to execute Contracts with organizations not funded in the initial selection process, subject to available funding, satisfactory Contract performance, and service or commodity need.

# SECTION 8: CONTRACT REQUIREMENTS

Under any Contract resulting from this RFA, the Awardee will be responsible for the implementation of its proposed Qualifying Program, submission of required reporting, conducting required evaluation activities, and any other requirements outlined in the Awardee’s application, this RFA, the grant award notification letter, and the Contract negotiated between EOEA and the Awardee. Awardees are also required to meet the requirements described in this section. See also **Attachment C, Additional Contract Terms**, for certain model contract terms.

**8.1** **Participation in Contract Activities**

Awardees are responsible for:

1) As EOEA deems appropriate, participating in periodic virtual conferences, meetings, and focus groups with EOEA staff, other organizations with subject matter expertise in Supportive and Social Day Programs and/or other Awardees to provide updates, share lessons learned, and receive feedback; and

2) Participating in such activities that EOEA deems necessary to monitor Qualifying Program status during the term of the Contract and support EOEA objectives.

**8.2** **Continuing Obligation to Disclose Conflicts of Interest**

In submitting applications and through the term of the Contract, Applicants are obligated to disclose any of their own interests, including interests of any vendor identified in an Applicant’s application as expected to perform specific work in the proposed Qualifying Program or experience specific benefits from the proposed Qualifying Program, that may conflict with the performance of services required under any Contract resulting from this RFA, or that may be otherwise anti-competitive, as determined by EOEA. EOEA may require the Applicant to submit any additional relevant information regarding its financial, legal, contractual or other business interests, including those of any vendors identified in an Applicant’s application as expected to perform specific work in the proposed Qualifying Program or experience specific benefits from the proposed Qualifying Program. If EOEA in its sole judgment determines that an Applicant, including any vendor identified in an Applicant’s application as expected to perform specific work in the proposed Qualifying Program or experience specific benefits from the proposed Qualifying Program, possesses a conflicting interest, EOEA may propose or consider any application for any measures that would eliminate or mitigate such conflicting interest to EOEA’s satisfaction.

# SECTION 9: APPLICATION REQUIREMENTS

**9.1** **Application Submission Requirements**

Applicants must submit an electronic application on the Grant Portal, found here: [https://maanfgrants.force.com/s/loginpage](https://urldefense.com/v3/__https%3A/maanfgrants.force.com/s/loginpage__;!!CUhgQOZqV7M!jn2XqqMUKPfeFZADQ4SrlmkUyLPr9bOaIyDNDfeZlZSnZxIHaAB3cpSKdKArwGabUBx1D2uxYaLvjEjDVxlbLdS6RRQg9dw$). The application must be submitted by the bid opening date (deadline for applications) specified in **Section 11**.

Any technical questions regarding the Grant Portal, including regarding access issues or functionality issues, should be directed to the Grant Portal support team at MassGrantsSupport@mtxb2b.com.

**9.2** **Application Contents**

Applicants must follow the RFA’s submission instructions carefully. Information wrongly placed or placed out of sequence may be ignored or treated as missing.

The Application must be submitted through the Grant Portal. An Application Form Preview, attached to the RFA as **Attachment A,** shows in screenshots the information that Applicants will be required to submit through the portal. Applicants must provide all required information requested in the Applicant Form and must indicate when a question or request is not applicable to its Application.

The Applicant must also upload to the Grant Portal any required additional forms or attachments described in this RFA under **Sections 9.4** and **9.5**.

The Applicant’s Application is effective through the date that the Applicant executes a Contract with EOEA pursuant to this RFA.

**9.3** **Applicant Form Electronic Signature**

Applications submitted via the Grant Portal must be signed electronically by the Applicant or the Applicant’s Agent. By checking the attestation that the submitter is an authorized signatory for the Applicant organization, the application will be deemed to be signed electronically by the Applicant.

**9.4** **Taxpayer Identification Number and Certification (Mass. Substitute W-9 Form)**

Applicants must submit a complete and accurate Request for Taxpayer Identification and Certification Number (Mass. Substitute W-9 Form) as part of a completed Application as described in **Section 9.2**. An original W-9 form is not required; an electronically signed or scan of wet-ink signed form is acceptable. If the Applicant’s name, address, or Tax ID Number have not changed since the Applicant last submitted and executed a Mass. Substitute W-9 Form, a new Mass. Substitute W-9 Form is not required.

**The Mass. Substitute W-9 Form is available at this** [link](https://www.macomptroller.org/wp-content/uploads/form_w-9.pdf) **and also on COMMBUYS.** The information on this form will be used to record the Applicant’s legal address and where payments under a State Contract will be sent. The company’s correct legal name and legal address must appear on this form and must be identical to the legal name and legal address on the Commonwealth Terms and Conditions. Please do not use the U.S Treasury’s version of the W-9 Form.

9.5 Awardee Authorized Signatory Listing

Applicants must complete the Contractor Authorized Signatory Listing available on COMMBUYS or at this [link](https://www.macomptroller.org/wp-content/uploads/form_contractor-authorized-signatory-listing.pdf), in accordance with Comptroller requirements, as part of a complete Application as described in **Section 9.2**.

Further information on how to correctly complete the Authorized Signatory Form is provided below.

In the table entitled “Authorized Signatory Name” and “Title,” type the names and titles of those individuals authorized to execute loan agreements, contracts, and other legally binding documents on behalf of the Applicant. Applicants are advised to keep this list as small as possible, as Awardees will be required to notify EOEA of any changes. If the person signing in the signature block at the bottom of the first page of this form also will serve as an “Authorized Signatory,” that person’s name must be included in the typed table.

In the next paragraph, which begins “I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk, or Legal Counsel for the Awardee…,” if your organization does not have these titles, cross them out and handwrite the appropriate title above the paragraph.

The second page of the form (entitled “Proof of Authentication of Signature”) states that the page is optional. However, EOEA requires the completion of separate second pages for each signatory listed on the first page (e.g., if three names are listed on the first page, three separate second pages, one for each signatory, must be completed).

Please note that in two places where the form states “in the presence of a notary,” this should be interpreted to mean “in the virtual presence of a notary or corporate clerk/secretary.” Either a notary or corporate clerk/secretary may authenticate the form; only one is required.

Organizations whose corporate clerks/secretaries authenticate this form are not required to obtain a Corporate Seal to complete this document.

**9.6** **Acceptable Forms of Signature**

Effective June 15, 2021, for all 1) CTR forms, including the Standard Contract Form, W-9s, Electronic Funds Transfer (EFT) forms, ISAs, and other CTR-issued documents and forms, or 2) documents related to state finance and within the statutory area of authority or control of CTR (i.e. contracts, payrolls, and related supporting documentation), CTR will accept signatures executed by an authorized signatory in any of the following ways: 1. Traditional “wet signature” (ink on paper); 2. Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory’s hand drawn signature; or 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory’s name and title, and must be accompanied by a signature date. Please be advised that typed text of a name not generated by a digital tool such as Adobe Sign or DocuSign, even in computer-generated cursive script, or an electronic symbol, are not acceptable forms of electronic signature.

**This section is not applicable to the Applicant’s application, submitted through the Grant Portal. Instead, the Applicant’s attestation will serve as the electronic signature of the application materials, as described in Section 9.3.**

**9.7** **Applicant Certifications**

By submitting an Application, each Applicant certifies that:

1. All information provided in or as part of the application is accurate;
2. If awarded grant funds, the Applicant will produce receipts or other evidence that funds were used as proposed and approved and will otherwise comply with the terms of this RFA and the Contract; and
3. The Applicant understands that EOEA may recoup the amount of any funding not used as proposed and approved.

# SECTION 10: APPLICATION EVALUATION PROCESS

**10.1** **Application Review**

1. Applications submitted in response to this RFA shall undergo initial review by a third-party vendor retained by EOEA, who will determine compliance with the minimum requirements of this RFA. Failure to meet any such requirements may cause an application to be disqualified from consideration. The third-party vendor will then compile and summarize the key information from the Applicant’s application for EOEA’s internal Evaluation Committee (the “Committee”) and make initial recommendations.
2. The Committee will then review the materials from the third-party vendor and complete final evaluations and recommendations for Awardees and award amounts. In addition to the information provided in an Applicant’s application, the Committee may consider any relevant information about the Applicant known to EOEA. The third-party vendor may provide the Committee with technical assistance, as the Committee deems necessary, during its review.
3. The Committee will then make recommendations to the Secretary of EOEA or her designee.
4. Applications that lack adequate detail with respect to the information required under **Section 6**, as determined by the Committee, may be considered incomplete, and may cause an application to be disqualified from consideration. At its option, the Committee may seek clarification from the Applicant pursuant to **Subsection 10.3**, below.

All applications will be rated according to uniform criteria, such as comprehensiveness, clarity, responsiveness to EOEA’s needs and goals, effectiveness, and timeline, and each application will be rated according to the following scale: “Excellent”, “Good”, “Fair”, “Poor”, or “Not Applicable (N/A)”. Each rating will be accompanied by key points supporting the rating. These ratings will then be used to make recommendations for Awardees and award amounts, through the following categories for funding awards: “Strongly Recommend”, “Recommend”, “Recommend if Funding Remains Available”, or “Do Not Recommend”. Higher ratings will correlate with “Strongly Recommend” or “Recommend” categories, while lower ratings will correlate with “Recommend if Funding Remains Available” or “Do Not Recommend” categories.

The Committee may determine that a defect in an Applicant’s application is immaterial and may, at its discretion, consider the application to meet the requirements of this RFA, with or without clarification from the applicant.

**10.2** **Budget and Work Plan Revisions**

EOEA will notify Applicants of any approved awards. After notification, selected Applicants may be required to develop and submit a revised work plan and Budget, using the approved award amount as a condition of receipt of award. Work plans and Budgets may need to be revised to clarify something in the initial applications or to accommodate the approved award amount (which may be less than the Applicant requested). Revised work plans and Budgets must still satisfy the requirements of this RFA as determined by EOEA. Additionally, Applicants may be required to submit updated cost proposals, quotes, etc. to support revised work plans, if applicable, on request.

**10.3** **Non-compliance and Clarifications**

1) EOEA reserves the right to reject an application at any time during the evaluation process if the Applicant:

a) Fails to demonstrate to EOEA’s satisfaction that it meets all requirements of this RFA or receives a rating of “Poor” in one or more sections of the evaluation;

b) Fails to submit all required information or otherwise satisfy all response requirements in **Sections 6 and 9**;

c) Has any interest that may, in EOEA’s sole determination, conflict with performance of services for the Commonwealth or be anti-competitive; or

d) Rejects or qualifies its agreement to any of the mandatory provisions of this RFA, the Contract or the Commonwealth’s Standard Contract Form or Terms and Conditions.

2) The Committee may determine that non-compliance with an RFA requirement is not material. In such cases, the Committee may seek clarification, allow the Applicant to make minor corrections, consider the non-compliance when evaluating the response, or apply a combination of all three remedies.

# SECTION 11: TIMETABLE

*All dates are estimated* **except** *due dates for written inquiries and for receipt of Applications. All times are Eastern.*

|  |
| --- |
| Supportive and Social Day Program Expansion Grant |
| RFA released | January 3, 2024 |
| Bidders Conference\*  | January 18, 2024, 10-11 AM |
| Deadline for Receipt of Written Questions on the RFA | January 25, 2024, 5 PM |
| Bid Opening Date (Deadline for Applications) | February 16, 2024, 5 PM |
| Executed Contracts due from Awardees to EOEA (anticipated) | April 18, 2024 |
| Contract Start Date (anticipated) | April 25, 2024 |
| Project End Date (anticipated) | March 31, 2025 |

\**Instructions for signing up for the Bidders Conference can be found in* ***Section 6.1.***

# SECTION 12: ADDITIONAL GRANT PROGRAM REQUIREMENTS AND TERMS

**12.1** **COMMBUYS as Official Source of Information**

COMMBUYS is the official source of information for this procurement (known as a Bid in COMMBUYS terminology) and is publicly accessible at no charge at [www.commbuys.com](http://www.commbuys.com/). Information contained in this RFA document and in COMMBUYS, including file attachments, announcements, or modifications, if any, and information contained in the related Frequently Asked Questions document, attached as **Attachment B**, along with any modifications thereto, are all components of the procurement.

Applicants are solely responsible for obtaining all information distributed for this procurement via COMMBUYS.

It is each Applicant’s responsibility to check COMMBUYS for:

* Any amendments, addenda, announcements or modifications to this RFA, and
* Any Q&A records or updated Frequently Asked Questions document (**Attachment B**) related to this RFA.

The Commonwealth accepts no responsibility and will provide no accommodation to Applicants who submit a Response to this RFA based on out-of-date information or received from a source other than COMMBUYS.

COMMBUYS Registration. Applicants may elect to obtain a free COMMBUYS Seller registration which provides value-added features, including automated email notification associated with postings and modifications to COMMBUYS records. However, in order to respond to this RFA, Applicants must submit their application through the EOEA Grant Portal, as described in **Sections 6.1** and **9.1**.

The COMMBUYS system introduces terminology, which Applicants should be familiar with in order to conduct business with the Commonwealth. To view this terminology and to learn more about the COMMBUYS system, visit the [COMMBUYS Resource Center](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/quick-click-resource-center.html).

Questions specific to COMMBUYS should be made to the COMMBUYS Help Desk at commbuys@mass.gov.

Questions specific to the Grant Portal should be made to the MassGrantsSupport@mtxb2b.com.

All other questions must be directed to the RFA contact, in accordance with **Section 12.2**.

**12.2** **Applicant Communications**

Applicants are prohibited from communicating directly with any employee of EOEA concerning this RFA except as specified below, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFA.

**RFA Contact**: MAHCBSGrants@pcgus.com

**Reasonable Accommodation**: Applicants with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFA information in an alternative format, must submit a written statement describing the Applicant’s disability and the requested accommodation to the contact person for the RFA. EOEA reserves the right to reject unreasonable requests.

**12.3** **RFA Inquiries**

Applicants may make written inquiries concerning this RFA until no later than the date and time specified in the timetable in **Section 11** of this RFA. Written inquiries must be sent to the RFA contact at the email address listed in **Section 12.2**. No acknowledgment of receipt will be given. EOEA will review all questions and, at its discretion, prepare written responses to those it determines to be of general interest and relevant to the preparation of an application in response to the RFA. These responses will be posted on the COMMBUYS website. Only written responses will be binding on EOEA.

EOEA reserves the right to accept additional written questions after the date and time specified in the timetable in **Section 11** of this RFA and, at its discretion, prepare written responses to those it determines to be of general interest and relevant to the preparation of an application in response to the RFA. These additional responses will also be posted on the COMMBUYS website. However, EOEA makes no guarantee that it will answer questions received after the deadline.

**12.4** **Electronic Communication and Update of Applicant’s Contact Information**

It is the responsibility of the Applicant to keep current the e-mail address of the Applicant’s contact person and prospective Contract manager, if awarded a Contract, and to monitor that e-mail inbox for communications from EOEA, including requests for clarification. EOEA and the Commonwealth assume no responsibility if an Applicant’s designated e-mail address is not current, or if technical problems, including those with the Applicant’s computer, network or internet service provider (ISP) cause e-mail communications sent to or from the Applicant and EOEA to be lost or rejected by any means, including e-mail or spam filtering.

**12.5** **Amendment or Withdrawal of RFA**

EOEA reserves the right to amend the RFA at any time prior to Contract execution and to terminate this procurement in whole or in part at any time. If EOEA decides to amend or clarify any part of this RFA, any amendment will be posted on COMMBUYS. EOEA recommends that Applicants check the COMMBUYS site regularly for updates, as it is the Applicant’s responsibility to remain aware of clarifications and amendments.

**12.6** **Funding Levels**

Funding levels not specifically identified in an Applicant’s response and accepted by EOEA as part of a Contract will not be compensated under any Contract awarded pursuant to this RFA. The Commonwealth will not be responsible for any costs or expenses incurred by Applicants in responding to this RFA**.**

**12.7** **Electronic Funds Transfer (EFT)**

By responding to this RFA, Applicants agree to participate in the Commonwealth Electronic Funds Transfer (EFT) program for receiving payments, unless the Applicant can provide compelling proof that it would be unduly burdensome. EFT is a benefit to both Awardees and the Commonwealth because it ensures fast, safe, and reliable payment directly to Awardees and saves both parties the cost of processing checks. Awardees can track and verify payments made electronically through the Comptroller’s VendorWeb application. Additional information about EFT and VendorWeb is available on the [VendorWeb](https://massfinance.state.ma.us/VendorWeb/vendor.asp) site. Any successful Applicant must enroll in EFT.

**Awardees may submit their Electronic Funds Transfer Authorization Agreement, provided by EOEA, at any time prior to execution of a grant award under this RFA. It is not required as part of the Application submission.**

**12.8** **Incorporation of RFA**

This RFA and any documents an Applicant submits in response to it may be incorporated into any Contract awarded to that Applicant.

**12.9** **Public Records**

All applications and related documents submitted in response to this RFA become public records and are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and M.G.L. c. 4, § 7 subsection 26. Any statements in submitted applications that are inconsistent with these statutes will be disregarded.

EOEA will not return to Applicants any applications or materials they submit in response to this RFA**.**

Because the Electronic Funds Transfer (EFT) Authorization Agreement contains banking information, this form, and all information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

**12.10** **Restriction on the Use of the Commonwealth Seal**

Applicants and Awardees are not allowed to display the Commonwealth of Massachusetts Seal in their bid package or subsequent marketing materials if they are awarded a Contract because use of the coat of arms and the Great Seal of the Commonwealth for advertising or commercial purposesis prohibited by law.

**12.11** **Application Duration**

The Application shall remain in effect until any Contract with the Applicant is executed.

1. Weuve, J., Hebert, L.E., Scherr, P.A., Evans, D.A., Prevalence of Alzheimer disease in U.S. states. *Epidemiology*2015; 26(1): E4‐6. [↑](#footnote-ref-2)
2. Boustani, M., Peterson, B., Hanson, L., Harris, R., Lohr, K. N., & U.S. Preventive Services Task Force (2003). Screening for dementia in primary care: a summary of the evidence for the U.S. Preventive Services Task Force. *Annals of internal medicine*, *138*(11), 927–937. [↑](#footnote-ref-3)
3. [About Dementia | CDC](https://www.cdc.gov/aging/dementia/index.html#:~:text=Alzheimer's%20disease.,to%2080%20percent%20of%20cases.) [↑](#footnote-ref-4)
4. #  [What Is Dementia? Symptoms, Types, and Diagnosis | NIH](https://www.nia.nih.gov/health/alzheimers-and-dementia/what-dementia-symptoms-types-and-diagnosis#:~:text=Dementia%20is%20the%20loss%20of,and%20their%20personalities%20may%20change.)

 [↑](#footnote-ref-5)
5. [Boosting Research on Alzheimer’s Disease and Related Dementias (ADRD) | NIH](https://www.ninds.nih.gov/news-events/directors-messages/all-directors-messages/boosting-research-alzheimers-disease-and-related-dementias-adadrd) [↑](#footnote-ref-6)
6. ASAPs awarded a Supportive and Social Day Program Expansion grant must receive a waiver from EOEA to provide direct services. Please see [651 CMR 14.00](https://www.mass.gov/regulations/651-CMR-1400-aging-services-access-points) which permits the Secretary of EOEA to grant a waiver and approve an ASAP’s request to provide a service on the basis of public necessity and convenience. [↑](#footnote-ref-7)