



California Department of Aging

Local Aging & Disability Action Planning Grant Program

Master Plan for Aging: Request for Applications – Round 2

California Department of Aging (CDA)
Division of Policy, Research, and Equity (DPRE)
Released: Tuesday, August 29, 2023

Applications Due: Monday, October 2, 2023 at 5:00 p.m. (PT)

[Grant Program Webpage](#)

Questions? MPALocalSupport@aging.ca.gov

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Part One: Funding Opportunity Description

A. Introduction

The vision of the [California Department of Aging](#) (CDA) is “an age and ability friendly California where we choose where and how we live throughout our lives.” With a mission to “transform aging for individuals, families, and communities by leading innovative programs, planning, policies, and partnerships that increase choices, equity, and well-being for all Californians as we age,” CDA administers programs that serve older adults, people with disabilities, and professional and family caregivers throughout the State. The department leads Master Plan for Aging (MPA) initiatives on behalf of the California Health and Human Services Agency (CalHHS) and across government.

CDA is pleased to release Round 2 of the *Local Aging & Disability Action Planning (LADAP) Grant Program – Request for Applications (RFA)*. This planning and capacity-building grant program seeks to support communities in planning for and addressing the needs of California’s older adults, people with disabilities, and professional and family caregivers of today and tomorrow.

CDA seeks applications from California entities including local government and/or non-governmental organizations, community-based non-profit organizations, and/or tribal organizations, to assess, plan, and develop local plans that address the needs of older adults, people with disabilities, and caregivers. The local age- and disability-friendly plans developed through this opportunity are aimed at improving a community’s livability for people of all ages centered on equity, cultural competency, community engagement, and disability inclusion principles and practices.

Grant Program Goals: Grant recipients will develop local age- and disability-friendly plans that will:

- Improve community livability for people of all ages and abilities centered on equity, cultural competency, community engagement, and disability inclusion principles and practices.
- Combat racism, ageism, ableism, and biases in aging and disability systems of care.
- Address health and other inequities that can become cumulative with age.
- Elevate the strengths and voices of community members who are aging and/or living with a disability.
- Communicate a clear vision and strategic priorities for building and sustaining an age- and disability-friendly community.
- Strengthen the collective capacity of the community to address the current, emerging, and future aging and disability-related needs through cross-sector collaboration, defined as the intentional collaboration between two or more sectors to accomplish community goals and achieve community-level outcomes.
- Transform the infrastructure and coordination of services and supports serving older adults, people with disabilities, and professional and family caregivers across sectors.
- Guide government and non-government programs, services, policy, and funding.

- Build, enhance, and facilitate shared leadership, partnerships, and collaborations with diverse agencies, groups, and stakeholders to identify and act on shared values, mutual goals, and opportunities.

The goals of the LADAP Grant Program align with [California’s Master Plan for Aging](#) (MPA), [CDA’s Strategic Plan](#), Governor Newsom’s Executive Order (EO) on equity ([EO N-16-22](#)), and the [guiding principles and strategic priorities](#) of CalHHS.

The LADAP Grant Program is a planning and capacity-building grant program focused on supporting communities and populations that have been historically under-resourced and under-served, including, but not limited to:

- Rural and frontier communities
- Tribal communities
- American Indian or Alaska Native; Black; Asian; Native Hawaiian; and Pacific Islander persons/communities/populations
- People with disabilities (e.g., mobility/physical, cognition, hearing, vision, limitations in self-care and independent living, and participation restrictions)
- People living with Alzheimer’s disease and other dementias.
- Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) persons/communities/populations
- Veterans
- Professional and family caregivers
- Persons/communities/populations of lower incomes
- Persons/communities/populations of immigrant and/or refugee status

The [Budget Act of 2022](#) allocated \$4.5 million one-time General Fund dollars over three years (fiscal years 2022-25) to CDA to support this grant program and enable communities across California to plan and develop their own local age- and disability-friendly plans. Grant program awardees are determined through a competitive RFA process administered by CDA.

Under Round 1 of the LADAP grant program RFA, CDA awarded nearly \$3 million to 15 communities to plan and develop local age- and disability-friendly action plans. A listing of the awarded organizations under Round 1 is available on the [LADAP grant program webpage](#).

With the remaining LADAP funding available, CDA is releasing the LADAP Grant Program RFA – Round 2. Under Round 2 of the LADAP grant program, CDA anticipates awarding grants to an additional 5-15 communities with funding. Applicants may request between \$75,000 (minimum) and \$200,000 (maximum) for the full project period of the grant program.

- Round 2 LADAP Grant Program Project Period (anticipated): 01/05/2023 – 3/31/2025 (15-month project period)

B. Background

All Californians should have the opportunity to age with dignity in the setting of choice, regardless of age, disability, race, ethnicity, immigration status, religion/faith, income, geography, sexual orientation, gender identity, language, or family status.

CDA's programs, planning, and partnerships aim to:

- Expand culturally relevant and accessible services to older adults, people with disabilities, caregivers, and families.
- Address health and other inequities that can become cumulative with age.
- Combat racism, ageism, ableism, and biases in aging and disability systems of care.

Resources: [CDA Equity in Aging Resource Center](#) and [MPA Equity Work Group: Equity Tool](#)

By 2030, 10.8 million Californians will be age 60 or over, representing one quarter of the state's population. This growth rate is larger than any other age group. Older adults have many essential roles in California's communities: workers, business owners, volunteers, community leaders, mentors, lifelong learners, neighbors, friends, family members, and more. Each of these roles can provide a vital sense of purpose at any age. However, over two million Californians aged 60 and over are economically insecure, struggling to afford the rising costs of housing, health, and care. Almost 30% of older Californians are considered poor or near poor, and significant economic disparities exist and older Californians are the fastest growing age group experiencing homelessness.

To meet the needs of the growing population of older adults and people with disabilities, as well as ensure that California harnesses their contributions and value, Governor Newsom issued an Executive Order (EO) in June 2019 calling for the creation of an MPA for the state ([EO N-14-19](#)). The EO affirmed the priority of the health and well-being of older Californians and the need for policies that promote healthy aging and called for a "blueprint" for state government, local government, the private sector, and philanthropy to prepare the state for the coming demographic changes and to continue California's leadership in aging, disability, and equity.

California released its [MPA](#) in January 2021, outlining five bold goals and twenty-three strategies to build a *California for All Ages & Abilities* by 2030. California utilizes a [Data Dashboard for Aging](#), a [MPA Implementation Tracker](#), and shares [progress updates](#) to track and measure advancements made toward the MPA's five goals listed below:

1. [Goal 1: Housing for All Stages and Ages](#)
2. [Goal 2: Health Reimagined](#)
3. [Goal 3: Inclusion & Equity, Not Isolation](#)
4. [Goal 4: Caregiving that Works](#)
5. [Goal 5: Affording Aging](#)

Additionally, in June 2021, California became the 8th state to join the AARP Network of Age-Friendly States and Communities. As Californians, we can create communities where people of all ages and

abilities are engaged, valued, and afforded equitable opportunities to thrive as we age, how and where we choose.

C. Purpose

The purpose of the RFA is to support California communities strengthen their capacity and efforts to assess, plan, and develop a local age- and disability-friendly plan (defined as Local Plan for the remainder of the RFA document) through the following activities and strategies:

- Building public and private, cross-sector and multi-organizational partnerships, collaborations, and commitments.
- Facilitating community engagement opportunities for community members of all ages and abilities (individuals, groups, organizations, providers, and networks).
- Building intergenerational and cross-sector community and organizational awareness, support, and capacity to serve and support aging and disability community members, residents, and their families.
- Informing, educating, and engaging with local leaders and decision-makers (e.g., county and city elected officials).
- Embedding equity, cultural competency, and disability inclusion principles and practices into the planning and development of a Local Plan that addresses the [social drivers of health](#) (i.e., conditions in which people are born, grow, live, work and age that shape a wide range of health and health outcomes), which may include, but not limited to, the following:
 - Accessible Housing and Homelessness
 - Transportation
 - Public Health
 - Health Care Quality and Access
 - Direct Care Workforce
 - Friends and Family Caregiving Support
 - Social Engagement, Inclusion, and Community Safety (e.g., digital inclusion, intergenerational engagement, and social supports)
 - Behavioral Health
 - Services Navigation (including Home & Community-Based Services)
 - Financial Security/Poverty Reduction (including Food Security)
 - Legal and Criminal Justice Support
- Establishing a commitment to a cycle of continuous improvement involving a sequence of planning, implementing, evaluating, and improving the community's local age- and disability-friendly plan.

D: Eligibility Criteria

CDA will award funding, on a competitive basis, to California-based agencies and organizations that represent and serve a defined geographic community (defined as Applicant(s) for the remainder of the RFA document). Eligible Applicants include:

- Local government agencies
- Non-government organizations

- Tribal organizations
- Community-based non-profits and established coalitions that are classified as 501(c)(3) tax exempt under the Internal Revenue Services (IRS) Code.

Under the RFA, community is defined as a geographical location, such as a city, a group of cities, a county, a group of counties, or Tribal land(s). Applicants may submit proposals as a single organization or on behalf of a consortium of organizations. Community, for the purposes of this RFA, is not defined as a specific population group.

The LADAP grant program is not intended to revise or update an existing local age-friendly plan. This is a planning and capacity-building grant program intended to support communities that do not already have a local age- and disability-friendly plan.

Additional Applicant Eligibility Guidelines:

Yes, is eligible to apply for a LADAP grant:

1. An Applicant that represents a community that is in the initial planning stages of creating a local age-friendly plan (i.e., building partnerships with the community and cross-sector organizations, engaging local leaders, and reviewing existing models), but does not have a local age-friendly plan.
2. An Applicant that represents a community that has conducted recent community assessments but does not have a local age-friendly plan. These Applicants must clearly describe the data collection activities that took place and findings in their application. If awarded, Applicants in this stage may be required to conduct additional assessment activities to align with the grant’s requirements.
3. An Applicant that represents a community that is already a member of [AARP Network of Age Friendly States and Communities](#), but does not have a local age-friendly plan.
4. An Applicant that represents a city or community that resides within a County that has an existing local age-friendly plan.

No, is not eligible to apply for a LADAP grant:

1. An Applicant that represents a community that has already developed a local age-friendly plan.
2. An Applicant that represents a community that is already a member of [AARP Network of Age Friendly States and Communities](#) and has developed a local age-friendly plan.
3. An Applicant that represents a community that was already awarded LADAP grant program funding in Round 1. A listing of Round 1 LADAP awardees and the communities they serve are available on the [LADAP grant program webpage](#). Organizations are encouraged to partner with their community’s awarded LADAP grantee to plan and develop a local plan.

The Applicant must:

- A. Operate within the community they are authorized to serve.
- B. Exhibit the organizational readiness, commitment, and experience to complete the activities identified in the Applicant’s project narrative, work plan, and scope of work (SOW) that adhere to the RFA’s requirements.
- C. Display diverse partnerships with aging and disability service providers and professionals to plan and develop a community-informed Local Plan.
- D. Demonstrate a commitment to diversity, equity, inclusion, and accessibility principles and practices.
- E. Have the capacity to adhere to the contractual, fiscal, and program reporting requirements of the RFA and CDA.

If an Applicant cannot demonstrate all the above, Applicants are encouraged to partner with organizations in developing a collaborative proposal that meets the RFA requirements.

Non-governmental Applicants and Businesses must be in good standing and qualified to conduct business in California as verified by the Secretary of State’s website: [http:// www.sos.ca.gov/](http://www.sos.ca.gov/). A copy of the Applicant’s certification verifying a “good standing” must be included in the RFA proposal.

E: Funding Guidelines and Scope of Work/Objectives

To support the community-wide activities and strategies describes above, grant funds allocated through this opportunity are intended to support a community’s cost in planning and developing a Local Plan.

Funding may be used to hire a consultant and engage aging, disability, diversity, equity, and inclusion (DEI), and community engagement subject matter experts (SMEs) to support the planning and developing a Local Plan. See Attachment A for CDA’s guidance on procuring goods and services using LADAP grant funds. Grant funding must be expended during the grant’s project period.

Throughout Objectives 1-6 listed below, grantees are expected to apply an equity lens to plan and implement this work to ensure processes and outcomes are community-driven and promote the health and well-being of all community members. Successful applicants will clearly demonstrate the integration of diversity, equity, inclusion, and accessibility principles and practices in their proposal.

Equity Resources: [Long Beach Equity Toolkit](#); [CDA Equity in Aging Resource Center](#); [MPA Equity Work Group: Equity Tool](#); [Center for Health Care Strategies](#) and [Community Commons – Priority Populations Resource Library and Equity Resource Library](#)

Allowable uses of the funds include supporting communication, coordination, and integration activities across community sectors, aging and disability services and programs, and other local efforts and initiatives to:

- 1. **Objective #1: Awareness Stage: *Build Community Awareness***
 - a. Convene community information and education opportunities to share the benefits of planning and developing a cross-sector action plan to meet current, emerging, and future aging and disability-related needs.

2. **Objective #2: Planning Stage (Play One of the Local MPA Playbook):** *Establish an Advisory Committee and Gain Community Leader Support*
 - a. Engage regularly with local leaders and local elected officials (e.g., Board of Supervisors, City Council, City Mayor, Tribal governing body, or similar decision-making entity) to garner support and align the Local Plan work to other community priorities, goals, and initiatives.
 - b. Form a local Advisory Committee that represents the community's diversity, key community champions, local leaders and decision-makers, and cross-sector leadership to guide and provide input on the grant program's activities (listed below). The Advisory Committee must include aging and disability professionals, service providers, and organizations. The Advisory Committee should meet regularly to plan and develop the Local Plan, monitor progress, and evaluate the Local Plan.
 - c. Apply for and enroll in the [AARP Network of Age Friendly States and Communities](#).

3. **Objective #3: Planning Stage (Play Two and Three of the Local MPA Playbook):** *Community Assessment and Cross-Sector Engagement*
 - a. Review existing local age-friendly models within California, the United States, and the world. Resource: [CA MPA Local Playbook](#)
 - b. Review existing, relevant, and community-specific data. Sample data resources include the [CA Data Dashboard for Aging](#), [CDA COVID-19 Response Data Dashboard](#), [Area Agency on Aging Plans](#), Community Health Assessments, County Transportation and Housing Plans, [Healthy Places Index](#), [Elder Economic Security Index](#), [Community Health Inclusion Index](#), and the [AARP Livability Index](#).
 - c. Plan, coordinate, and conduct accessible and culturally responsive and linguistically appropriate community assessment activities to understand the community's needs and identify community assets and gaps and establish a baseline. The community assessment activities may include community surveys, interviews, focus groups, and listening sessions. Sample assessments to tailor to the community and the goals of this grant program include the [AARP Community Survey](#) and The SCAN Foundation [The SCAN Foundation Sample Interview Guides](#). Community assessments may be in-person and/or virtual, depending on the community's needs. Funding may be used to provide community members incentives for their participation in the community assessment/data collection process (e.g., gift cards to a neighborhood store, restaurant, market, transportation supports, such as a gas gift card or bus pass).
 - i. Develop a community outreach plan to reach diverse community groups. The number of and participation in community assessments activities in the outreach plan must include a representative sample of the community and population groups being served. As a guide and recommendation, Applicants should plan and budget to coordinate and conduct community listening sessions/focus groups with approximately 50-75 people total (ideally with 5-10 people in each session).
 - ii. Community assessments should reflect the diversity of the community and input and feedback from key populations groups and organizations, including, but not limited to age 60+; LGBTQ+ older adults; people with disabilities; racial and

ethnic-specific groups; people with lower incomes; veterans; people with varying health status (including chronic and behavioral health conditions); professional and family caregivers; and service professionals, organizations, and providers in aging, disability, and Alzheimer's and other dementias.

- d. Analyze, summarize, report, and make publicly available (e.g., share on a webpage) the findings from reviewing the existing data sources and conducting community assessment activities to the Advisory Committee, the community, local leaders, elected officials, and cross-sector strategic partners.

4. Objective #4: Planning Stage (Play Four of the Local MPA Playbook): *Select your Goals and Priority Initiatives, and Develop a Local Plan*

- a. Facilitate planning and priority-setting meetings and convenings to develop a cross-sector, community-driven, and action-oriented Local Plan that improves a community's livability for people of all ages and is centered on equity, cultural competency, community engagement, and disability inclusion strategies. The Local Plan is designed to be an active and living document.
 - i. The identification of goals and priority initiatives, and should account for the community's assets, needs, and gaps.
 - ii. The identification of goals and priority initiatives should include the Advisory Council, the community, local leaders, elected officials, and cross-sector strategic partners.
 - iii. Communities may use the [five goals and 23 strategies of CA's MPA](#) to help narrow their Local Plan's priority initiatives and areas of opportunity.

5. Objective #5: Development Stage (Play five of the Local MPA Playbook): *Build your Local Plan*

- a. Draft a Local Plan with a clear scope of work with goals, objectives, strategies, resources/inputs, and evaluation measures to support the priority initiatives identified with community partners. (See Expected Project Outcomes for plan details below).
- b. Finalize the Local Plan.
- c. Obtain final support and approval of the Local Plan by the Advisory Committee.
- d. Obtain final support and approval of the Local Plan by an elected official or governing body.

6. Objective #6: Early Implementation: *Approve, Publicly Release, and Promote the Local Plan*

- a. Approve and publicly release the Local Plan online (e.g., share on a webpage).
- b. Increase and raise public awareness and promotion of the Local Plan (e.g., convene and host accessible and culturally and linguistically appropriate aging and disability-friendly community forums, workshops, and events; and develop press releases and talking points).
- c. Participate in local aging and disability-friendly grant program webinars, learning collaboratives, and peer-to-peer networks [e.g., [AARP Network of Age-Friendly States and Communities](#), those offered by CDA and/or its designee, and other state and local partners).

- d. (Optional) Consider applying for membership to additional age- and disability-friendly networks (e.g., [World Health Organization Age-Friendly World](#) and [Dementia-Friendly America](#)).

Expected Project Outcomes: The primary end deliverable for each *Local Aging & Disability Action Planning Grant Program* grantee is one (1), community-specific and community-informed Local Plan with the following components:

1. A cover page.
2. An executive summary or letter from the community's leader(s)/elected official(s).
3. The table of contents.
4. A community profile that describes the demographic and social characteristics of the community.
5. An introduction to the Local Plan highlighting the key community priority initiatives with a clear alignment to equity and cultural competency principles and practices, and disability inclusion strategies, and a commitment to implementation, sustainability, and improvements.
6. The Local Plan, inclusive of:
 - a. Vision, mission, and values statements.
 - b. Priority initiatives, each with identified goals (at least 1 short-term goal and 2 long-term-goals) (i.e., what you hope to achieve, the outcomes, changes, and results you desire to occur as a result of the Local Plan).
 - c. Activities to support achieving each goal's objective. Objectives should be formatted as [S.M.A.R.T. objectives](#) (specific, measurable, achievable, realistic, and time-bound).
 - d. Identification of the group(s) or individual(s) responsible for each activity.
 - e. Description of the inputs for completing the task (i.e., resources that are put into the plan or factors that facilitate its success).
 - f. Identification of the progress indicators for each goal's objective to assess and monitor progress.
7. Appendices and supporting documentation, inclusive of:
 - a. An explanation of how the Local Plan was developed, including a summary of the assessment activities and findings and other data used.
 - b. Information about who was involved in the planning and development of the plan, including community-engagement activities.
 - c. Information about who will manage the implementation of the Local Plan and monitor progress.
 - d. Information about an established process for continual improvement which involves a cycle of planning, implementing, evaluating, and improving the Local Plan.
 - e. Other information that is important to the Local Plan.

F: Tentative RFA Time Schedule

Listed in Table 1 below are the key events and corresponding date and time deadlines by which the event must be taken or completed. Proposals not received by the date and time listed below will be deemed non-responsive and will not be considered for award. CDA reserves the right to cancel or modify the RFA, including dates and/or times as necessary. If CDA finds it necessary to change any of

these dates and/or times, it will be accomplished via an addendum and posted online at www.aging.ca.gov and the [LADAP Grant Program webpage](#). Applicants are responsible for periodically checking applicable websites for updates.

Table 1: Tentative RFA Time Schedule – Round 2

Event	Date and Time Deadlines
RFA Release	<ul style="list-style-type: none"> • August 29, 2023
Submit Written Questions	<ul style="list-style-type: none"> • By September 6, 2023 at 5:00 PM (PT)
CDA Responds to Questions and Posts Responses to the LADAP grant program webpage	<ul style="list-style-type: none"> • September 15, 2023
Applications Due to CDA. Email application package to: MPALocalSupport@aging.ca.gov	<ul style="list-style-type: none"> • October 2, 2023 at 5:00 PM (PT)
Notice of Awards	<ul style="list-style-type: none"> • By November 6, 2023
Anticipated Start Date of Grant Agreements (Round 2)	<ul style="list-style-type: none"> • January 5, 2024
End Date of Grant Agreements	<ul style="list-style-type: none"> • March 31, 2025

The start date may vary due to the time required to finalize the agreements, obtain signatures, and process the agreements between awardees and CDA. Therefore, the grant term may change if CDA cannot execute the grant in a timely manner due to unforeseen delays. The resulting contract will be of no force or effect until signed by both parties. The Grantee is hereby advised not to commence performance until the contract is fully executed. Should services or performance commence before all approvals are obtained, and the contract is not fully executed, said services or performance may be considered volunteered.

CDA reserves the right to extend the term of the resulting agreement via an amendment as necessary to complete or continue the services. Agreement extensions are subject to satisfactory performance and funding availability.

H. Applicant Questions and Reporting RFA Errors

Prospective Applicants shall review the RFA in its entirety and submit any written questions to CDA at MPALocalSupport@aging.ca.gov by the question submission deadline listed in Table 1. If an Applicant identifies an error in the RFA, please email CDA at MPALocalSupport@aging.ca.gov as soon as the error(s) is identified.

Emails must clearly identify the person and agency submitting the question. At its discretion, CDA may contact a potential applicant to clarify the meaning of any question received. CDA reserves the right to not respond to questions received that are not related to the RFA.

Any verbal communication with a CDA employee concerning the RFA is not binding on the State and shall in no way alter a specification, term, or condition of the RFA.

CDA will not respond individually to questions. CDA will collect and review all questions submitted by the designated due date and time and post responses to the questions online as one (1) or more addendums to the RFA as appropriate. Questions received by potential applicant, and their subsequent responses, may be grouped into themes. CDA will not host informational conference calls or webinars on this RFA.

Part Two: Required Application Components

A: Application Checklist

Listed in Table 2 are the required application components. Applicants are required to submit an Application Checklist using the provided template – See Attachment B.

Table 2: List of Required Application Documents

	Required Document	Document Type When Submitted	Page Limit
1	Application Checklist – See Template (Attachment B)	PDF	-
2	Applicant Information Form – See Template (Attachment C) and Part Two, Section B . <ul style="list-style-type: none"> If a submitting application on behalf of a consortium of organizations, a signed letter from all of the organizations within the consortium is also required. 	PDF	-
3	Project Overview and Narrative (five sections, No Template) – See Part Two, Section C . <ol style="list-style-type: none"> Amount of Funding Requested Community Description Applicant Readiness, Experience, and Commitment Project Description Capacity and Sustainability 	PDF	12 pages max.
4	Work Plan – See Template (Attachment D) and Part Two, Section D . <ul style="list-style-type: none"> In the Work Plan, include activities to support SOW Objectives (#1-6) under Part One, Section E: Funding Guidelines and Scope of Work/Objectives. 	PDF	8 pages max.

	<ul style="list-style-type: none"> In the Work Plan, complete the required fields for Grant Reporting and Monitoring Progress activities listed (See Part Four, Section D). 		
5	Budget Detail Workbook – See Template (Attachment E) and Part Two, Section E .	PDF	-
6	Budget Narrative – See Templates (Attachment F) and see Part Two, Section F .	PDF	-
7	<p>Other Required Documents and Information - See Part Two, Section G.</p> <ul style="list-style-type: none"> Letter of Support Government Agency Taxpayer ID Form from the lead organization applying (for governmental agencies applying) – See Attachment G; or Payee Data Record/STD 204 (for non-governmental agencies applying) – See Attachment H. Certificate of Good-Standing, as verified on the Secretary of State’s website from the lead organization applying (for non-governmental agencies and businesses applying). 	PDF	-

B: Applicant’s Information

The Applicants are required to submit an Applicant’s Information Form using the provided template – See Attachment C. All Applicants must provide basic information on both the organization itself and the main points of contact, including:

1. Application Type
 - a. Single organization; or
 - b. Consortium of organizations
2. Eligibility Type
 - a. Represents a community that is in the initial planning stages of creating a local age-friendly plan (i.e., building partnerships with the community and cross-sector organizations, engaging local leaders, and reviewing existing models) but does not have a local age-friendly plan; or
 - b. Represents a community that has conducted recent community assessments but does not have a local age-friendly plan.
3. Geographic Community Served [e.g., city, a group of cities, a county, a group of counties, or Tribal land(s)].

4. AARP Network of Age Friendly States and Communities Membership Status
 - a. Yes, my community is a current AARP network member.
 - b. No, my community is not currently an AARP network member.
5. Lead Applicant Organization Name, Address, & URL/Website.
6. Organization Type (e.g., local government and non-government organizations, community-based, non-profit, and tribal organizations, and established coalitions).
7. Organization's mission and purpose.
8. Lead project contact (designated project contact for all matters pertaining to the project): Name, title, email, and phone number.
9. Lead finance contact (designated finance contact for all matters pertaining to processing contracts and invoices): Name, title, email, and phone number.

For applications submitted by a consortium of organizations, the application must include the above information for the Lead Organization that will oversee and receive the grant funding. A signed letter from all of the organizations within the consortium is also required to confirming their participation in the grant program.

C: Project Overview and Narrative

Applicants are required to submit a Project Overview and Narrative using the Section headers (#1-5) below. **The submitted Project Overview and Narrative should not exceed 12 pages.**

1. Amount of Funding Requested and Current Project Stage

- a. Applicants may request between \$75,000 (minimum) and \$200,000 (maximum) for the full project period of the grant program.

2. Community Description

- a. Describe the community's location [a city, a group of cities, a county, a group of counties, or Tribal land(s)] that will be served with the project's activities.
- b. Describe the community type (e.g., urban, suburban, rural, frontier, and tribe) and governance structure.
- c. Describe the community's size (e.g., population and geographic size).
- d. Describe the community and the community's population, including the community's social and demographic data. Identify the priority population group(s) that will be served by the project proposed under this grant program:
 - i. American Indian or Alaska Native; Black; Asian; Native Hawaiian; and Pacific Islander persons/communities/populations
 - ii. People with disabilities (e.g., mobility/physical, cognition, hearing, vision, limitations in self-care and independent living, and participation restrictions)
 - iii. People living with Alzheimer's disease and other dementias
 - iv. Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) persons/communities/populations
 - v. Veterans
 - vi. Professional and family caregivers

- vii. Persons/communities/populations of lower incomes
- viii. Persons/communities/populations of immigrant and/or refugee status
- e. Describe the community's need and interest for this grant funding. Include the alignment and opportunities with other community-level initiatives in the description.

3. Applicant Readiness, Experience, and Commitment

- a. Describe the Applicant's readiness and experience to complete the grant program requirements and objectives and their proposed project and work plan. Include the following and additional information, as relevant:
 - i. Working with and in the proposed community.
 - ii. Working on aging and disability-related topics, programs, and services.
 - iii. Coordinating with other service delivery partners and organizations.
 - iv. Gathering community input and feedback.
 - v. Engaging local leaders, elected officials, and decision-makers.
 - vi. Embedding equity and cultural competency principles and practices and disability inclusion strategies to the Applicant's work, including staff training and development.
- b. Describe any past, current, or planned work that aligns with the goals of this grant program that will be leveraged. Include community and local leader/elected official awareness and engagement, partnerships, community data collection, or matching funds in the descriptions.
- c. Describe the Applicant's ability and applicable experience to adhere to the contractual, fiscal, and program reporting requirements of CDA as outlined in the RFA.

4. Project Description

- a. Describe the proposed projects activities that align with the [Part One, Section E. Funding Guidelines and Scope of Work/Objectives](#) of the RFA. Additionally, include the following and other relevant information:
 - i. Describe how the Applicant will implement the objectives of this RFA.
 - ii. Describe how the Applicant will embed equity and cultural competency principles and practices and disability inclusion strategies into the project's community-engagement and outreach strategies, approach, design, implementation, and any other elements.
 - iii. Describe a community outreach plan to achieve an appropriate reach and saturation of community member input and feedback.
 - iv. Describe how older adults, people with disabilities, caregivers, and other priority population groups will be involved in this proposed project.
 - v. Describe how community agencies, departments, and sectors will collaborate and coordinate on the proposed project (i.e., partnerships), including service professionals, organizations, and providers in aging, disability, and Alzheimer's and other dementias.
 - vi. Describe how the Applicant's proposed project activities will impact both the community and priority population groups.

5. Capacity and Sustainability

- a. Describe how the Applicant will implement the objectives of this RFA.
- b. Describe the Applicant's staff and partners who will implement and support the project's activities, including a description of roles and responsibilities, and other sources of financial support, if applicable.
 - i. See [Part Two, Section G: Other Required Documents and Information](#) for details on the required Letter(s) of Support.
- c. Describe any challenges or risks (internal and external) that may be encountered during the project period. Describe how the Applicant will manage and address these risks and challenges.
- d. Describe the approach the Applicant will take to implement, evaluate, and sustain the developed Local Plan beyond the life of this funding.

D: Work Plan: Template – Attachment D

Applicants are required to submit a Work Plan that outlines how the grant program's Scope of Work (SOW) will be accomplished through the Applicants proposed project using the provided template - See Attachment D. **The submitted Work Plan should not exceed 8 pages.**

The Work Plan should be for the entire project period. The Work Plan should include the grant program's objectives and the proposed project's activities/tasks, responsible parties, timeline, and deliverables/outputs. Activities of the proposed subcontractor(s)/consultant(s) should be clearly identified in the Work Plan. Additional rows may be added to the Work Plan template.

E: Budget Detail Workbook: Template – Attachment E

Applicants are required to submit a Budget Detail that covers the full project period using the Excel template provided – See Attachment E. The total amount requested can be between \$75,000 (minimum) and \$200,000 (maximum) for the full project period of this grant program.

All applications will include a Budget Detail and must be completed in the designated tab labeled "Lead Organization Budget."

Complete all sections of the Budget Detail according to the instructions in the template and this RFA (including allowable and unallowable expenses), estimating costs and personnel/positions according to the Applicant's proposed project needs. Applicants can add additional lines or categories if needed. Round all dollar amounts and percentage figures to whole numbers.

For a consortium application, the Lead Organization must complete a Budget Detail in the designated tab labeled "Lead Organization Budget." In addition, each partnering organization that is proposed to receive funds from the Lead Organization under this grant program is also required to submit a Budget Detail in the designated tabs labeled "Partner 1", "Partner 2," and "Partner 3" within this same Budget Detail workbook.

An individual Budget Detail workbook is also required for any subcontractor(s) or consultant(s) that will receive \$25,000 or more in LADAP grant funding. Enter the budget details for each subcontractor or consultant in the designated tabs labeled “Sub 1”, “Sub 2,” and “Sub 3” within the same Budget Detail workbook. Use the budget templates provided and follow the corresponding instructions. If a subcontractor/consultant is “to be determined (TBD)” at the time of submitting the application, it is the responsibility of the applying organization to complete a Budget Narrative for the subcontractor/consultant that reflects estimated costs based on your organization’s knowledge, experience, and market research in the space.

Allowable Expenses to include in the Budget Detail

- A. **Personnel:** Includes all personnel costs to operate the grant program.
 - a. List personnel by job category or classification.
 - b. Indicate total annual salary for each position.
 - c. Indicate percentage of time the position will be utilized on this project (e.g., 20 hours of work within a 40-hour week is 50 percent). All percentages should be in whole numbers.
 - d. Provide the fringe percentage and calculate the corresponding amounts for each position.

- B. **Operating Expenses:** Includes all costs except personnel costs. Only list operating expenses that apply to this grant program.
 - a. Calculate office supplies expenses.
 - b. Calculate minor equipment expenses (unit cost under \$5,000), including computer software and programs.

- C. **Community Engagement and Meeting Expenses**
 - a. Calculate community engagement and meeting expenses, including meeting room facility rentals, meals and refreshments served at meetings, and participant incentives for contributing to community assessment/data collection activities (e.g., gift cards to a neighborhood store, restaurant, or market).
 - i. Note: Participant incentives may not exceed a total of \$50 for each participant. Successful applicants are required to develop and maintain a tracking log/system to monitor the purchase and community distribution of incentives.

- D. **Travel** (if applicable): Includes all travel-related costs associated to personnel activities supporting the grant program. These costs cannot exceed those outlined by the California Department of Human Resources (CalHR): <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>
 - a. Calculate the travel-related costs for this grant program.

- E. **Training** (if applicable): Includes costs and fees for trainings that directly relate to achieving the goals of this grant program.
 - a. Calculate the training-related costs on this grant program.
 - i. Note: Grantees are required to obtain prior approval from CDA before registering and attending trainings. Training funds may not be applied to

standard staff meetings or training sessions held for the staff of the grantee in order to conduct routine business matters.

- F. **Sub-contractor and Consultant(s) services:** Includes all aging, disability, diversity, equity, and inclusion (DEI), and community engagement subject matter experts (SMEs) that will work to support this grant program. See Attachment A for CDA’s guidance on procuring goods and services using LADAP grant funds.
- a. Calculate the cost for all sub-contractors and consultants. Use the budget narrative to describe each subcontractor and consultant’s type and role.

G. **Other Direct Costs**

- H. **Indirect Costs:** CDA will allow an indirect cost rate of up to 10% of modified total direct costs (MTDC). MTDC equals the sum of personnel services, operating expenses, travel, and up to the first \$25,000 of contracting expenses. MTDC does not include expenses for equipment. This is a state funded grant, CDA will not accept a Negotiated Indirect Cost Rate Agreement (NICRA), the cap for Indirect Costs is 10%.

Unallowable Expenses

- Formal program evaluation, as this is a planning and capacity building grant program.
- Purchase or renovation of buildings, facilities, or land.
- Direct services.
- Clinical or medical care.
- Major equipment. Major equipment is defined as property with a unit cost over \$5,000 with a life expectancy of one or more years.
- Stipends to Advisory Council members.
- Out-of-state travel.
- Lobbying activities.

F: Budget Narrative: Template – Attachment F

Applicants must provide a Budget Narrative that explains each line-item, including the cost breakdown and justification as how it will support the proposed project – See Attachment F. The Budget Narrative should align with the SOW, Project Overview and Narrative, and Work Plan. CDA reserves the right to seek clarification regarding a budget item or deny requests for any item listed in the budget that is deemed unnecessary for the implementation of the project.

For a consortium application, a Budget Narrative is required for each partnering organizations that is proposed to receive funds from the Lead Organization under this grant program, and those that have budget details in the designated tabs labeled “Partner 1”, “Partner 2,” and “Partner 3” within the Applicant’s Budget Detail workbook.

See Attachment A for CDA’s guidance on procuring goods and services using LADAP grant funds. If the proposed project includes working with a subcontractor or consultant, describe the following for each subcontractor or consultant in the budget narrative:

- a. Name of subcontractor or consultant. Indicate “to be determined (TBD)” if not known at the time of submitting the application.
- b. Nature of the services to be performed and how the services align with the LADAP grant program objectives (e.g., scope of work).
- c. Method of selection - State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.
- d. Method of accountability – state who will monitor the subcontractor or consultant.
- e. Total funding amount

In addition to a Budget Detail workbook, for any subcontractor(s)/consultant(s) receiving \$25,000 or more under the LADAP grant program, CDA also requires an individual Budget Narrative to support the subcontractor(s) or consultant(s) work. Use the budget templates provided and follow the corresponding instructions. If a subcontractor/consultant is “to be determined (TBD)” at the time of submitting the application, it is the responsibility of the applying organization to complete a Budget Detail workbook for the subcontractor/consultant that reflects estimated costs based on your organization’s knowledge, experience, and market research in the space.

G: Other Required Documents and Information

Letter of Support

Applicants are required to submit at least one (1) Letter of Support (LOS). The required LOS must be from one of the following:

1. Area Agency on Aging (AAA)*
2. A key project implementation partner
3. Local elected official (e.g., Board of Supervisors, City Council, City Mayor, Tribal governing body, or similar decision-making entity)

** If the Applicant is a AAA, the required LOS needs to be from a key project implementation partner or local elected official (e.g., Board of Supervisors, City Council, City Mayor, Tribal governing body, or similar decision-making entity).*

Applicants may submit up to two (2) additional LOS from partnering organizations, cross-sector agencies, or local leaders/elected officials. Each LOS cannot exceed two (2) pages and must be on letterhead and include the signature, name, and title of a contact person. The LOS does not count toward the [Part Two, Section C: Project Overview and Narrative](#) maximum page count of 12.

Tax and Fiscal Documents

1. Government Agency Taxpayer ID Form (for governmental agencies applying) – See Attachment G; **or**
2. Payee Data Record (STD 204) (for non-governmental agencies applying) – See Attachment H

If a successful Applicant is a government agency (only), a signed Resolution by the governing body authorizing and approving funding under this grant program will be required. The Resolution will be required as prior to executing a contract with a successful Applicant that is a governmental agency.

Certificate of Good-Standing

Non-governmental Applicants and Businesses must be in good standing and qualified to conduct business in California as verified by the Secretary of State's website: <http://www.sos.ca.gov/>. A copy of the Applicant's certification verifying a "good standing" must be included in the RFA proposal.

Part Three: Instructions

A: General Application Instructions

Applicants must complete the applicable narrative questions and attachments as outlined in Table 2 below. Follow all requirements below carefully, including designated page limits. Attachments are not included in the page limits for the sections.

B: Format Requirements

Application documents should:

- Be in 12-point Arial or Calibri font.
- Have 1-inch margins.
- Be single-spaced.
- Include page numbers.
- Include Section headers for the [Part Two, Section C: Project Overview and Narrative](#)
 1. Amount of Funding Requested
 2. Community Description (20 points)
 3. Applicant Readiness, Experience, and Commitment (50 points)
 4. Project Description (60 points)
 5. Capacity and Sustainability (30 points)
- Include the required Budget Detail and Narrative (20 points)
- Work Plan (20 points)

C: Submission of Application

Electronic applications are due via email to CDA **no later than 5:00 PM (PT) on Monday, October 2, 2023** to MPALocalSupport@aging.ca.gov. Applications received after this deadline will not be accepted or reviewed. Applicants should use the following email subject line when submitting their application: **"Proposal: RFA – Local Aging and Disability Action Planning Grant Program."**

Applications should submit all applicant documents as one (1) PDF [or two (2) maximum if the file size is too large]. Applicant should use clear naming conventions for PDF email attachment(s) included in their application. Applicants are encouraged to apply early. Applicants are encouraged to check the PDF document(s) before submission to ensure it is complete.

Each application received by the due date and time will be reviewed for “minimum qualifications” (see [Part Four, Section A: Review Process](#)) for completeness and compliance with the instructions provided in the RFA. Incomplete, late, or non-compliant applications will not be reviewed or considered for funding. Applicants are responsible for ensuring all application documents are submitted properly and are complete. CDA will not contact applicants in the event of a submission error (e.g., the incorrect or incomplete documents are submitted).

There is no guarantee that submission of an application will result in funding, or that funding will be allocated at the level requested. Expenses associated with preparing and applying are solely the responsibility of the applicant organization and will not be reimbursed by CDA.

Part Four: Application Review & Award Administration

CDA will review applications that were received on time by the submission deadline.

A: Review Process

Applications will be reviewed for eligibility, completeness, and alignment with the RFA requirements using the rubric below. **A total of 215 points is possible for each application (this point value includes the additional possible scoring incentives up to 15 points).**

Phase 1: Applications will be reviewed by CDA to ensure that they met the “minimum qualifications” listed below. Successful applications that make it through this initial review for eligibility, completeness, and alignment with RFA requirements will advance to Phase 2. In Phase 2 applications will be reviewed and scored by a panel of experts.

Required Applicant Information

Minimum Qualifications	RFA Reference	Yes	No
Applicant has submitted an Application Checklist.	Part Two, Section A Template – Attachment B		
Applicant’s proposed project supports a community, defined as a geographical location, such as city, a group of cities, a county, a group of counties, or Tribal land(s).	Part Two, Section A Template – Attachment C		
Applicant has submitted all requested organization profile information. If applying on behalf of a consortium of organizations, a signed letter from all of the organizations is also submitted.	Part Two, Section B Components #1-9 Template – Attachment C		

Applicant has submitted all requested information in project overview and narrative.	Part Two, Section C Components #1-5 No Template		
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Required Work Plan

Minimum Qualifications	RFA Reference	Yes	No
Applicant has submitted a work plan for the full project period.	Part Two, Section D Template – Attachment D		

Required Budget Detail and Narrative

Minimum Qualifications	RFA Reference	Yes	No
Applicant has submitted a budget detail worksheet for the full project period.	Part Two, Section E Template – Attachment E		
Applicant has submitted a budget narrative for the full project period.	Part Two, Section F Template – Attachment F		

Additional Required Documents and Information

Minimum Qualifications	RFA Reference	Yes	No
Letter of Support Applicant has submitted the required Letter of Support.	Part Two, Section G No Template		
Tax and Fiscal Documents <ul style="list-style-type: none"> • Government Agency Taxpayer ID Form (for governmental agencies applying); <u>or</u> • Payee Data Record (STD 204) (for non-governmental agencies applying) 	Part Two, Section G Attachment G Attachment H		
Certificate of Good Standing	Part Two, Section G		

<ul style="list-style-type: none"> • Certificate of Good-Standing, as verified on the Secretary of State’s website (for non-governmental agencies and businesses applying) 	No Template		
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Phase 2: Applications that meet all “minimum qualifications” listed above will move on to Phase 2 for further review and scoring. The review panel will review and score all applications using the following rubric.

Category	Scoring Criteria	Maximum Points, per question
<p>Community Description</p> <p>(Up to 20 pts)</p>	<p>How well does the Applicant describe the:</p> <ol style="list-style-type: none"> 1. Community and the community’s population, including priority population groups that will be served through this grant program? 2. Community’s need and interest for this grant funding, including other community-level initiatives? 	<p>For each question:</p> <p>1 point = Answer provides little to no detail.</p> <p>5 points = Answer provides some basic level detail but is not supported by extensive information or examples.</p> <p>10 points = Answer is an excellent response that provides in-depth detail and fully responds to the question with examples.</p>
<p>Applicant Readiness, Experience, and Commitment</p> <p>(Up to 30 pts.)</p>	<ol style="list-style-type: none"> 3. Does the Applicant have the readiness, experience, and commitment to successfully complete the grant requirements? <p>How well does the Applicant describe its:</p> <ol style="list-style-type: none"> 4. Ability and readiness to deliver on the proposed project, including past and current work on aging 	<p>For each question:</p> <p>1 point = Answer provides little to no detail.</p> <p>3 points = Answer provides some basic level detail but is not supported by extensive information or examples.</p> <p>5 points = Answer is an excellent response that provides in-depth detail and fully responds to the question with examples.</p>

	<p>and disability-related topics?</p> <ol style="list-style-type: none"> 5. Community partnerships with other service delivery partners and organizations, including cross-sector partnerships? 6. Experience in organizing engagement opportunities and gathering community input and feedback from diverse populations groups, including older adults, people with disabilities, and caregivers, and other priority populations? 7. Experience engaging local leaders, elected officials, and decision-makers? 8. Experience embedding equity and cultural competency principles and practices and disability inclusion strategies? 	
<p>Applicant Readiness, Experience, and Commitment</p> <p>(Up to 15 pts.)</p>	<p>How well does the Applicant describe:</p> <ol style="list-style-type: none"> 9. Any past, current, or planned work happening in their community that aligns with the goals of this grant program? 10. How this work (described above) will be leveraged to support the goals of this grant program? 	<p>For each question:</p> <p>1 point = Answer provides little to no detail.</p> <p>3 points = Answer provides some basic level detail but is not supported by extensive information or examples.</p> <p>5 points = Answer is an excellent response that provides in-depth detail and fully responds to the question with examples.</p>

	<p>11. Its organizational commitment to diversity, equity, inclusion, and accessibility, including staff development and training in these areas?</p>	
<p>Applicant Readiness, Experience, and Commitment</p> <p>(Up to 5 pts.)</p>	<p>12. How well does the Applicant describe its ability to adhere to the contractual, fiscal, and program reporting requirements of CDA as outlined in the RFA?</p>	<p>1 point = Answer provides little to no detail.</p> <p>3 points = Answer provides some basic level detail but is not supported by extensive information or examples.</p> <p>5 points = Answer is an excellent response that provides in-depth detail and fully responds to the question with examples.</p>
<p>Project Description</p> <p>(Up to 60 pts.)</p>	<p>13. Does the Applicant propose a project that successfully responds to the grant program’s goals, objectives, and expected outcomes?</p> <p>How well does the Applicant’s proposed project:</p> <p>14. Embed equity and cultural competency principles and practices and disability inclusion strategies, including demonstrating specific community outreach strategies to engage diverse community members in assessments and other planning activities?</p> <p>15. Demonstrate an adequate community outreach plan to achieve an appropriate reach and saturation of</p>	<p>For each question:</p> <p>1 point = Answer provides little to no detail.</p> <p>5 points = Answer provides some basic level detail but is not supported by extensive information or examples.</p> <p>10 points = Answer is an excellent response that provides in-depth detail and fully responds to the question with examples.</p>

	<p>community member input and feedback?</p> <p>16. Demonstrate how older adults, people with disabilities, and caregivers will be involved in the efforts to become a more age- and disability-friendly community?</p> <p>17. Demonstrate how community agencies, departments, and sectors will collaborate and coordinate on efforts to become a more aging and disability-friendly community?</p> <p>18. Support and positively impact the community and any identified priority population group(s)?</p>	
<p>Budget (Up to 20 pts.)</p>	<p>How well does the Applicant’s budget detail workbook and budget narrative(s):</p> <p>19. Adhere to RFA’s guidelines (i.e., allowable, and unallowable) and amounts and percentage limitations?</p> <p>20. Align with proposed project (i.e., completeness, feasibility, and appropriateness)?</p>	<p>1 point = Answer provides little to no detail.</p> <p>5 points = Answer provides some basic level detail but is not supported by extensive information or examples.</p> <p>10 points = Answer is an excellent response that provides in-depth detail and fully responds to the question with examples.</p>
<p>Work Plan (Up to 20 pts.)</p>	<p>How well does the Applicant’s workplan:</p> <p>21. Align with the Applicant’s proposed</p>	<p>1 point = Answer provides little to no detail.</p>

	<p>project narrative and the goals of this grant program?</p> <p>22. Clearly and comprehensively communicate the proposed project's activities/tasks, responsible parties, timeline, and deliverables/outputs.</p>	<p>5 points = Answer provides some basic level detail but is not supported by extensive information or examples.</p> <p>10 points = Answer is an excellent response that provides in-depth detail and fully responds to the question with examples.</p>
<p>Capacity and Sustainability</p> <p>(Up to 30 pts.)</p>	<p>How well does the Applicant describe the:</p> <p>23. Organization's staff and partners who will implement and support the project's activities (i.e., knowledge, skills, experience) to demonstrate its capacity and a commitment?</p> <p>24. Anticipated challenges (internal and external) and risks and a migration plan to address them?</p> <p>25. Approaches and actions the Applicant will take to implement, evaluate, and sustain the developed the Local Plan beyond the life of this funding?</p>	<p>For each question:</p> <p>1 point = Answer provides little to no detail.</p> <p>5points = Answer provides some basic level detail but is not supported by extensive information or examples.</p> <p>10 points = Answer is an excellent response that provides in-depth detail and fully responds to the question with examples.</p>
	TOTAL:	Up to 200 points

Scoring Incentives	Maximum Points
Evidence and description that the proposed project submitted by the Applicant has existing support and buy-in from local leaders/elected officials (e.g., Board of Supervisors, City Council, City Mayor, or similar decision-making entity) to ensure sustainability and create system change.	Up to 5 points
Evidence and description that the proposed project submitted by the Applicant will support a rural, frontier, or Tribal community. Projects that demonstrate an inclusion of understanding and addressing the needs of rural communities and populations within these rural California counties will be awarded incentives points in this category.	Up to 5 points
Evidence and description that the proposed project submitted by an Applicant represents a coordinated regional effort (e.g., a city applicant has county-level support; more than one city in a region are applying together; or more than one county are applying together; an organization’s service area includes more than one city in a region).	Up to 5 points
TOTAL:	Up to 15 points

B: Grant Award Administration

All Applicants that pass the “minimum qualifications” and undergo review in Phase 2 will be first notified by Monday, November 6, 2023, via email on the decision of their application. Additionally, information on the successful Applicants will be posted on the [LADAP Grant Program webpage](#) and other CDA communication channels.

C: Grant Term

Round 2 LADAP Grant Program Project Period (anticipated): 01/05/2024 – 3/31/2025 (15-month project period). Grantees cannot start billable work under the grant program until they have a signed and fully executed agreement with CDA.

D: Grant Reporting and Monitoring Progress

Successful applicants (defined as Grantee(s) for this section of the RFA document) will be required to adhere to the following as terms of the grant agreement:

1. Submit Progress Reports and a Final Report

- a. During the project Period, Grantees will complete two (2) progress reports and one (1) final report. Data and information from these reports will be used for evaluation, analysis, and monitoring of project progress and performance toward the identified project goals and objectives.
 - i. 6-Month Progress Report: Due to CDA on July 31, 2024
 - ii. 12-Month Progress Report: Due to CDA on January 31, 2024
 - iii. Final Report: Due to CDA on March 31, 2025
- b. Anticipated components of the progress reports include, but are not limited to, status of project activities and deliverables, staffing, challenges, successes, and outcome data.

- c. Anticipated components of the final report include, but are not limited to, the Local Plan and at least one success story.
- d. Grantees will be provided additional instructions and report templates, after the awards are announced.
- e. These activities must be included in the Applicant's Work Plan.

2. Submit Invoices for Reimbursement and Submit a LADAP Financial Closeout Report

- a. Grantees will upload and submit invoices to CDA for reimbursement through CDA's Local Finance Reporting System (LoFRS).
- b. CDA will accept invoices from Grantees on the following dates:
 - i. April 30, 2024
 - ii. July 31, 2024
 - iii. October 31, 2024
 - iv. January 31, 2025
 - v. April 30, 2025 – Final Invoice, 30 days after the contract period ends.
- c. Submitted invoices must reflect the amount of expenses incurred and include documentation to support the Invoice.
- d. Grantees will submit an electronic Closeout Report to CDA by April 30, 2025.
- e. Grantees will be provided additional instructions and guidelines after the awards are announced.
- f. These activities must be included in the Applicant's Work Plan.

3. Submit Success Stories

- a. Grantees will complete at least one success story or lesson learned during the project period of the grant. Success stories and lessons learned will highlight best practices from the program and activities. The success story is a deliverable of the final report on March 31, 2025.
- b. Grantees will be provided additional instructions and guidelines after the awards are announced.
- c. These activities must be included in the Applicant's Work Plan.

4. Participate in a Local Implementation Survey

- a. Grantees will participate in an annual MPA Local Implementation Survey administered by CDA or its designated representative(s).
- b. Grantees will be provided additional instructions, guidelines, and due dates after the awards are announced.
- c. These activities must be included in the Applicant's Work Plan.

5. Participate in a Grant Program Evaluation

- a. Grantees must be willing to participate in program evaluation efforts to be conducted by CDA or its designated representative(s) at the end of the project period and 12-18 months after the project period ends. The evaluation may include a brief survey, interviews, collecting success stories, and documenting lessons learned.

- b. Grantees will be provided additional information about the evaluation of this grant program after the awards are announced.
- c. These activities must be included in the Applicant's Work Plan.

6. Meet with CDA Staff

- a. CDA reserves the right to request a meeting with the Grantees at any time during the project period of the grant agreement. Additionally, Grantees may request meetings with CDA to discuss both the programmatic and fiscal elements of the grant program and to request technical assistance.
- b. These activities must be included in the Applicant's Work Plan.

7. Seek CDA's Approval of Budget and Work Plan Adjustments

- a. During the contract period, if unanticipated changes occur that impact the scope of work and/or budget, Grantees must submit the changes via email to CDA and the changes must be approved by CDA prior to the changes being implemented. A formal contract amendment may be required based on those changes. CDA reserves the right to request additional information or documentation to approve or deny adjustments.

Attachments:

All of the following RFA attachments are available for download on the [LADAP Grant Program webpage](#).

Attachment A: Guidance on Procuring Goods and Services

Attachment B: Application Checklist

Attachment C: Applicant Information Form

Attachment D: Work Plan Template

Attachment E: Budget Detail Workbook Template

Attachment F: Budget Narrative Template

Attachment G: Government Agency Taxpayer ID Form (for governmental agencies applying)

Attachment H: Payee Data Record (STD 204) (for non-governmental agencies applying)