

Frequently Asked Questions (FAQ) - Aging-In-Place Grant Opportunity

1. What is the purpose of the Aging-In-Place Grant Opportunity? The purpose of the grant is to support older Marylanders in living in their own homes and communities safely, independently, and comfortably, regardless of age, income, or ability level. It is a competitive funding opportunity from the Maryland Department of Aging (MDOA) under the Aging-In-Place Program. This aligns with the Longevity Ready Maryland multisector plan on aging objectives and the Department's strategy to increase resources and capacity for local Area Agencies on Aging (AAAs), Senior Villages, and nonprofit organizations serving older Marylanders and their caregivers. The goal is to provide high-quality services and supports, develop social connection and community engagement, and foster social capital.

2. Who is eligible to apply for this grant? Eligible applicants are **non-profit organizations and AAAs** in good standing with the State Department of Assessments and Taxation (SDAT). A 501(c)(4) is eligible if it is considered a nonprofit. For-profit organizations are not eligible to apply for the grant directly. Municipalities and local governments are also mentioned as eligible.

3. What is the age range of the individuals served by projects funded through this grant? Projects should serve **older adults and Maryland seniors**. The age cut-off for seniors to be served by this grant is **50 plus**.

4. What is the total funding amount available for this grant opportunity? The total funding available is **\$220,000** to be shared among multiple grantees. This includes \$100,000 in state funding and \$120,000 in federal funding. At least **20%** of the funding appropriated shall be used to support Senior Villages. The confidence level that MDOA will receive the federal portion is very high.

5. What is the typical or reasonable amount to request? Applicants are encouraged to "reach for the stars," as long as the request does not exceed the total pool amount. While one entity was awarded close to \$50,000 in the past, the average grant award in previous years has been between **\$5,000 and \$10,000**. Based on the minimum guaranteed \$100,000 pool (excluding federal funds), a non-Village entity could effectively ask for a maximum of \$80,000 (after 20% minimum for Villages is set aside). However, the total available pool is \$220,000.

6. Is there additional funding available for projects in Baltimore City? Yes, **additional funding may become available** to support projects in Baltimore City. This potential funding is through a partnership with another nonprofit organization and is **not from MDOA itself**. Projects seeking this additional funding should not exceed **\$50,000** for this portion and would be eligible for a match rate of 3 to 1.

7. Is a cost sharing or match requirement necessary? Yes, cost sharing is required. MDOA will fund **no more than 50%** of a project's total cost. Applicants must cover at least 50% of the project's total cost with non-state resources. This is a **one-to-one, dollar-to-dollar match**. For every one dollar received in state funding, the applicant must contribute at least one dollar in non-state resources toward the total project cost.

8. How can the required match be demonstrated? Applicants can demonstrate matching capacity through the utilization of **in-kind services**. Examples include using community centers or libraries as meeting spaces if the organization has no physical location. **Volunteer hours** contributed by community members can be counted as in-kind services. The state looks at volunteer hours at a rate of **\$33.49 per hour**. The match **can be 100% volunteer hours**; it does not need to include a financial contribution. Match funds do not have to be in the same category as the requested funding.

9. What types of services are eligible for funding? Services eligible for funding may include:

- In-home personal care services
- Integration and education of services to maintain living in the community
- Psychological, economic, or functional assistance
- Increasing awareness of and equitable access to resources
- Supportive services and care coordination
- Social isolation reduction and engagement programs
- Affordable transportation
- Assistance with home modifications or repairs to improve safety, mobility, and accessibility
- The opportunity to join, participate in, or live in a Senior Village.

10. Can funding be used for operational or capital costs? Funding can be used for program costs, such as purchasing materials for a project, including materials for home modifications or repairs. Funding can also be used for salaries and potentially travel expenses if justified as part of the project. However, the funding is **not intended to pay for administrative costs like rent or utilities for a brick-and-mortar location**. Administrative fees typically cannot be paid for directly but could be shown as a match.

11. What are the preferences for project selection? Preference will be given to projects that:

- Incorporate volunteers in planning and delivery of programs or services.
- Serve individuals belonging to historically underserved communities.
- Propose multi-sector or inter/multigenerational collaboration. Letters of support from partner organizations, including other Area Agencies, are encouraged and show cross-sector collaboration.
- Establish new Villages or expand existing Villages into marginalized communities.
- Focus on AAA and Village partnerships.

- Directly benefit a jurisdiction and/or grantee within the Governor’s Office for Children’s ENOUGH initiative, focusing on family stabilization and preservation, specifically grandparents caring for children in poverty within those jurisdictions.
- Projects serving Baltimore City are of particular interest.

12. How should the project narrative be structured? The project narrative should be no more than **5 pages** and include the following sections:

1. **Description of Organization:** Brief overview of purpose and current services.
2. **Problem Statement:** Outline unmet needs with clear, data-driven justification.
3. **Project Description:** Discuss the proposed program/service, address the problem statement, and identify how preferences are incorporated. This should demonstrate feasibility within the term and budget and incorporation of allowable services.
4. **Outcomes:** Identify anticipated outcomes, how they will be evaluated (using measurement tools), and ensure goals are **SMART** (Specific, Measurable, Achievable, Relevant, Time-bound).
5. **Organizational Capacity and Project Management:** Overview of how the project will be accomplished and managed daily.
6. **Sustainability:** Describe next steps for sustaining services after the grant period.

13. What required components are *not* counted in the 5-page limit? These supplementary documents must be included:

- **Budget Narrative and Justification**
- **Project Workplan**
- **Letters of Support** from all partner organizations (if partnering with other entities). These should outline experience, relationship, and commitment. Scan letters together as one PDF.
- **Cover Letter:** Includes Point of Contact, Organization Name and Address, SDAT Verification (Business Name and Department ID), SAMS Unique Identifier number, and W-9 form. The SDAT verification is an alpha-numerical code. Entities without SAMS numbers are not disqualified but may be considered for Federal funds if available. Providing the SAMS ID enhances the opportunity to receive federal funding.

14. Are there templates provided for the application? Yes, templates are provided for the **Budget Narrative and Justification** and the **Project Workplan**. These templates are available for download on the MDOA website under grant availability, specifically below the Aging-In-Place summary. There is no specific template for the project narrative itself; applicants should follow the outlined criteria in the RFP to structure their 5-page narrative. A checklist is available on the first tab of the Excel template to help applicants stay organized. A template for a work plan is also outlined.

15. What are the evaluation criteria for proposals? Proposals will be evaluated by a panel to determine projects most advantageous to the state. First, basic eligibility requirements (inclusion criteria) are checked on a pass/fail basis:

- Applicant is an eligible entity.
- Funding request is within the allowable amount.
- Sufficient match is provided.
- The project incorporates one or more allowable services.

Projects meeting basic eligibility are then evaluated based on selection criteria found in the RFP with a total of 100 points available.

16. What is the deadline for application submission? Applications must be submitted by **5:00 pm EST on Monday, June 9th, 2025.**

17. How should applications be submitted? Applications must be submitted **electronically**. The submission portal link is provided in the RFP and on the website. Applicants will fill out information in the online form and upload their documents. The 5-page narrative should be a single upload. The budget and workplan, which are in one Excel sheet, should be uploaded as the Excel file. Letters of support should be scanned together as one single upload.

18. How will funding be disbursed? Funding is **reimbursable on a quarterly basis**. Grantees will submit invoices and receipts with their quarterly reports. A portion of this year's funding is upfront funding, and these expenses need to be incurred by September 30th.

19. What are the reporting requirements? Reporting is done **quarterly**. Reporting will be done through **Smart Sheets**. Very specific questions will be asked within the form, holding organizations to their proposals and work plans. Applicants are encouraged to outline the use of evaluation tools to measure relevant outcomes. Examples of evaluation tools mentioned include:

- DeJong Gierveld Loneliness Scale,
- AD: 8 Washington University Dementia Screening Test,
- Dementia Knowledge Assessment Tool,
- Zarit Burden Interview (ZBI-12),
- Older People's Quality of Life questionnaire (OPQOL-brief), and
- Access Your Needs for Social Determinants of Health.

20. Where can applicants find the RFP and templates, and ask questions? The RFP and templates are available on the **MDOA website** under grant availability. Questions can be submitted **electronically to chelsead.wheeler1@maryland.gov**. A frequently asked questions sheet based on questions received will be posted on the MDOA website. Chelsea Wheeler can also be reached by phone Mon-Friday 9:00 am-3:00 pm at (410) 767-5193. Direct email or calls are encouraged for very targeted or burning questions specific to an organization.

21. Is a public awareness campaign an eligible project? It depends on the specific purpose of the public awareness campaign. Projects that enhance the Village initiative in their community or promote awareness of available services to help older adults age in place may be considered eligible. Increasing awareness of and equitable access to resources is an eligible service.

22. Can for-profit entities serve as subcontractors? Yes, for-profit entities can be subcontractors.

23. Can an organization submit multiple project proposals? Yes, multiple projects from the same agency are allowed. However, applicants must ensure that the match funding is not from other state dollars received from the Department.

24. What is a Senior Village? A Senior Village is defined as a **local, member-driven, nonprofit organization** that fosters social connections through activities and events, coordinates volunteer help at home using a neighbor-helping-neighbor model, and is exempt from taxation under section 501(c)(3) of the Internal Revenue Code. If an organization is in the planning phase of becoming a Village, they should select "Village" on the application if that is their planned status.