AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Grant Proposal; Region 10; Senior Resource Office

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Region 10

Term Begins: July 2019 **Term Ends:** 6/30/2019 **Grant Contract #:**

Summary:

This grant supports information, assistance and referral to at risk adults, seniors, caregivers and providers. This grant request support one 30 hour/week position and 10 hours of another position for Senior Resource Specialists.

Fiscal Impact: $76460

Submitted by: Elizabeth Holena **Submitter's Email Address:** elizabeth.holena@state.co.us

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, kw.

Reviewed by: GUNCOUNTY1\kweak Discharge Date: 4/10/2019

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 4/11/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 4/11/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 4/11/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 4/16/2019

Revised April 2015

Agency Information

Submitting Agency:	Gunnison County Department of Health and Human Services
Federal Employer ID Number	84-6000770
Date Established	January 1, 2002
Type of Organization	Public
Proposal Status:	**Validated**
Proposal Contact Person:	Elizabeth Holena
Contact Address:	220 North Spruce Street, Gunnison CO 81230
Contact Phone Number:	9706413244
Contact Email Address:	elizabeth.holena@state.co.us

General Information

Proposal Name:

Senior Resource Office(Information and Assistance)

Proposal Description:

The purpose of the Gunnison County Senior Resource Office(SRO) is to provide community outreach and education, preventive health, adult protection and advocacy services to seniors, at risk adults and their families so they can be more independent, healthy and connected to their community. The Gunnison County Senior Resources Office is dedicated to offering services to individuals of Gunnison County, age 60 and older, without regards to race, color, national origin, sex or income. Gunnison County provides seniors, and their families, a comprehensive efficient way to gain knowledge of resources in our community to help them maintain health and independence.

The Senior Resources Office, a division of Gunnison County Health and Human Services, provides information and referral assistance to older adults, family/friends, professionals, and community members. The office also maintains current materials, available in both print and electronic versions, of services and benefits available to seniors in Gunnison County and surrounding areas, including Hinsdale County, Salida and the Western Slope.

The SRO leads coordinated collaborative efforts in the community to create new services to fill "gaps" in areas where demand is greater than the service supply, such as caregiver resources, out of town transportation, dental care and access to care for lower income, uninsured and under insured individuals. The SRO also helps identify overlaps or duplication in services in order to avoid resource waste and optimize consumer utilization of available services.

The SRO continues to provide information and assistance through the Aging and Disability Resources for Colorado(ADRC), and includes outreach/information, assistance activities and Medicare Counseling through the State Health Insurance Program(SHIP). Outreach/information and assistance activities include on site sessions at the Senior Center, Senior Housing complex, local thrift stores, Open access hours, the Food Pantry and Community Options along with facilitating education community presentations on a variety of aging and care giving related topics.

Contacts

Name (Title) & Roles	Address	On Distrib List?
Diana Baker (Senior Resource Specialist) Roles: Peer Place Data Entry	220 North Spruce Street Gunnison, CO 81230 Ph: 9706413244 Email: dbaker@gunnisoncounty.org	Yes
Elizabeth Holena (Manager) Roles: Proposal Contact	220 North Spruce Street Gunnison, CO 81230 Ph: 9706413244 Email: elizabeth.holena@state.co.us	Yes
Elizabeth Holena (Program Manager) Roles: Program Manager	220 North Spruce Street Gunnison, CO 81230 Ph: 9706413244 Email: elizabeth.holena@state.co.us	Yes

Elizabeth Holena () Roles: Contract Contact	220 North Spruce Street Gunnison, CO 81230 Ph: 9706413244 Email: elizabeth.holena@state.co.us	Yes
Joni Reynolds (Director) Roles: Agency Director/CEO/Executive Director	220 North Spruce Street Gunnison, CO 81230 Ph: 9706413244 Email: joni.reynolds@state.co.us	Yes
Jody Wise (Finance) Roles: Reimbursement Requests	200 East Virginia Gunnison, CO 81230 Ph: 9706417679 Email: jwise@gunnisoncounty.org	Yes

Services

Summary:

Service	Requested State/Fed Funds	Local Cash Match	Local In-Kind Match	Total Revenues	Total Expenses	Other Program Revenues
Information and Assistance - Compensated	$76,460.00	$31,250.00	$4,000.00	$111,710.00	$111,710.00	-

Service	Units	Unduplicated Clients	Requested Funds/Units	Requested Funds/Clients
Information and Assistance - Compensated	4,113.0	2,002	$18.59	$38.19

Service Budgets:

Information and Assistance - Compensated

REVENUE

Budget Item	Description	Amount
Requested Funds	[Not required]	$76,460.00
Local Cash Match	LOCAL GOVERNMENTAL ENTITY - Manager Salary [$28250.00] LOCAL GOVERNMENTAL ENTITY - computer [$3000.00]	$31,250.00
Local In-Kind Match	RENT [$4000.00]	$4,000.00
Other Revenues		-

EXPENSES

Budget Item	Description	Amount
Personnel	[See below]	$103,164.87
Travel	It is necessary for both Senior Resource Specialists to travel to Montrose for offered trainings as Gunnison County has limited training opportunities. [$600.00]	$600.00
Equipment	computer [$3000.00]; phone [$520.13]	$3,520.13
Contractual Services		-
Staff Training		-
Supplies	Advertising, Printing [$225.00]	$225.00
Other	Fuel [$200.00]; rent [$4000.00]	$4,200.00
Indirect		-

Personnel Details:

Information and Assistance - Compensated

Direct Services

Title	Employee Type	Hourly Rate	Total Hours	Annual Salary	% of Time	Total Cost
Senior Resource Specialist	Salaried	-	-	$57,376.80	100.00%	$57,376.80
Senior Resource Specialist	Salaried	-	-	$64,955.80	27.00%	$17,538.07
Senior Resource Manager/Supervisor	Salaried	-	-	$113,000.00	25.00%	$28,250.00
						$103,164.87

Service-level Targeting Efforts [Total unduplicated persons by service area(s)]:

Information and Assistance - Compensated

Service Area	Total 60 + Persons	Low Income	Minority	Low Inc Minority	Frail	Rural
Gunnison	2002	719	10	10	0	
TOTAL:	2002	719	10	10	0	

Non-Compensated Services

Service	Estimated Units
Information and Assistance	5116
Outreach	45

Narrative Questions

QUESTION 1:

Does your organization meet the Training and Supervisory Requirements of the voucher program (listed below)?

Provider shall document that all homemakers have received a minimum of eight (8) hours of training or have passed a skills validation test conducted by the provider prior to delivery of services in the provision of homemaker services.

Staff rendering personal care services to older adults shall receive at least twenty (20) hours of training related to performing personal care tasks or pass a skills validation test before providing the service.

Supervisory visits in the presence of at least one care provider shall be conducted at least every three (3) months for individuals receiving personal care and at least every six (6) months for those receiving homemaker services

N/A

QUESTION 2:

Do you currently offer a sliding scale or discount for low-income, private pay clients?

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N/A
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QUESTION 3:

If your organization is Medicaid Certified, have you elected to provide in-home respite care?

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N/A
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QUESTION 4:

Any additional information that would help Region 10 make its funding recommendations.

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Continuous Improvement: Gunnison County is involved in a performance improvement initiative
called "Managing for Results(MFR)".  One of the Senior Resource Office strategic goal is
that 90% of surveyed individuals connected with resources through the SRO office are able
to remain in their home longer.  Results of this metric have been consistently above 90%.
Additional information the survey gathers is whether the individual and/or household is
experiencing food shortage as well as if they feel they have social connections. This
additional data allows us connect with consumers, gain feed back and continually learn the
needs of our customers.
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QUESTION 5: If not, who will oversee the preparation and submission of your monthly statistical and financial reports?

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Jody Wise: Finance
Diana Baker: Senior Resource Specialist
Elizabeth Holena: Manager
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QUESTION 6: Do you have an accountant on staff?

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All budgets and financial reports are maintained by Gunnison County's Finance Department
Personnel which has 3 certified accountants.
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QUESTION 7:

How many additional clients can your organization currently take on?

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Gunnison County could accommodate and additional 20 Information and Assistance clients each
month.
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QUESTION 8:

How would the organization handle a substantial increase of clients over and above projected capacity estimates?

Gunnison County Senior Resource Office manager is co chair of the "Basic Needs Subcommittee", a collaboration of professionals from non profit, governmental, and faith organizations focused on assuring basic needs are met for vulnerable individuals and families. The collaborative focuses on food, shelter, medical and physical insecurities of low income seniors and immigrants, which allows Gunnison Senior Resource Office to provide more effective and efficient referrals to community resources. The collaborative meets every other month and has connected many seniors with valuable community resources that may have otherwise been unknown. For example, many seniors experience food insecurities when medical or other situations prevent them from accessing regular food sources. Through the basic needs subcommittee we were able to identify a faith organization that provide "freezers of food" to seniors(This collaborative effort has allowed the SRO to connect and refer clients to appropriate resources swiftly). Gunnison County also this year located two volunteers for SHIP, one has become trained and one is awaiting training, which will allow the office to provide more Medicare counseling.

QUESTION 9:

Please provide a brief summary of service trends in the 2018 calendar year.

Gunnison County continues to see an increased need for basic needs such as housing, food, and assistance navigating Medicaid/medicare. A gap that continues to be prevalent in Gunnison County is the need for homemaking services, dental and vision needs, affordable housing, transportation to Montrose, substance abuse counseling, food assistance and intensive case management. Meeting this gap takes knowledge not only of the community's resources but also from neighboring county's and statewide resources. Gunnison County is seeing consistent trends in clients and units with monthly fluctuations. It should be noted that there were months were staff were out for periods of time that may have decreased our numbers.

QUESTION 10:

Are the services for which you are requesting funding supported by other sources of funding? If yes, please list the other sources, including their associated funding amounts, for the services included in this proposal.

no

QUESTION 11:

Please describe your agency's experience running the program include information related to the following:

- *Describe your agency's experience in providing services and programs to the elderly or caregivers.*
- *How many years has the organization provided the services for which you are requesting funding? Of these, how many years has the organization provided services in Colorado?*
- *Describe how you measure the impact of your program, both during and after program activities. For each targeted outcome, include the specific evaluation methods used and the expected result. Be as specific as possible.*
- *If you are seeking funding for an ongoing program, please describe what lessons you have learned in the past two to five years based upon your results. Are you planning, or have you made any program or evaluation changes based on what you learned? If yes, please describe.*

Gunnison County's Senior Resource Office and its personnel have experience working in geriatric social work and case management for a combined 20 years. The office has grown within the community and has a track record of coordination, creation and expansion of projects for seniors in the county. Gunnison County has been serving the community since 2002 and is a trusted source for aging related information, resource assistance and help in navigating the complex systems of public and private insurances, social security, housing, and other resources.

Gunnison County Senior Resource office measures the impact of its program through the following: quarterly phone surveys, quarterly front desk surveys, The Senior Resource Advisory Committee, confidential I&A survey provided to every consumer, a senior related performance on the Biennial Citizens Survey, and Managing for Results. Quarterly, 20 consumers are selected and information gathered includes if services received allowed them to live independently longer, if they have social connections, and if they are food secure. Also quarterly surveys are provided at the front desk that gathers customer service satisfaction information. In addition, The Senior Resource Advisory Committee also gathers feedback on its office process. Lastly, The Biannual Citizen Survey rates how consumers view access to services; currently the Board of County Commissioners have elevated a senior related performance which is that 75% of respondents to the Biennial Citizens Survey reported that access to services provided to seniors in Gunnison County are good or excellent.

Gunnison County has responded to the fluctuating number of units and clients by collaborating with different committees, maximizing community involvement and strengthening the network of supporters to enhance our ability to collaborate with other agencies and municipalities.

QUESTION 12:

Does your organization provide services in the frontier and rural communities?

Gunnison County provides services to not only the City of Gunnison but Crested Butte, Marble, Pitkin, Lake City and Somerset. All of these locations are isolated mountainous towns which creates barriers for many low income seniors who need services.

QUESTION 13:

Do you have any bilingual staff members? If so, what languages do they speak?

Gunnison County has one Spanish speaking front administrator and also hosts the community's Multi Cultural Resource Center. Through these resources, we are able to connect with interpreters and translators who speak Spanish and Cora.

QUESTION 14:

Each program/service must include a specific plan for reaching and serving older adults in greatest social and economic need. Describe the ways in which you will reach out to and serve:

- *Low-income older adults*
- *Low-income minority older adults*
- *Monolingual non-English speaking older adults*
- *Older adults living in rural areas.*

Goal 1- Expand utilization of local services in the community to reach and serve Low-income older adults, low in come minority older adults, monolingual and non-English speaking older adults, older adults living in rural areas.

Objective A- Increase awareness and expand outreach efforts and availability of direct Options Counseling and Information and Assistance Services.

MEASUREMENT 1- Establish a schedule to provide services on-site at local sites, 3, one of which is open access, per month.

MEASUREMENT 2-Maintain monthly contact logs and data reporting forms, which denote basic demographic information of customer and information requested.

MEASUREMENT 3-Facilitate monthly resource meeting "Transitions", bringing together local health care communities and other organizations such as The Center for Mental Health, Hospice and Palliative Care, Single Point, Eligibility, Gunnison Valley Hospital, Community Options.

MEASUREMENT 4-Co Chair the Basic Needs Subcommittee every other month

MEASUREMENT 5-Interpret Senior Office Resource media into Spanish

Objective B-Ensure publicity of Information and Assistance service through local media

MEASUREMENT-Maintain records of advertising methods and meetings attended with

various community groups(I.E. local newspapers, Gunnison County Senior Resource web page, Church Bulletins, Community newsletters, SRO publications.

Objective C-Increase availability of educational and consumer protection programs by facilitating presentations at various community meetings and senior group gatherings

MEASUREMENT-Maintain records of presentations give to and meetings attended with various community groups.

Goal 2- Meet funding reporting requirements

Objective A-Collect and submit timely monthly options counseling, information and referral data and donation reports.

MEASUREMENT-Maintain records of monthly consumer reports to Region 10 AAA.

Objective B-Monitor budget and finance reports on a monthly basis.

MEASUREMENT-Maintain records of monthly reimbursement request to Region 10 AAA

Terms and Conditions

It is understood and agreed by the proposer that:

1) funds granted as a result of this request are to be expended for the purposes as allowed under the Older Americans Act and as set forth herein, and in accordance with all applicable laws, regulations, policies, and procedures of Region 10, the State of Colorado, and the Administration on Aging of the U.S. Department of Health and Human Services;

2) funds granted as a result of this request are contingent upon the services provided being allowable expenses;

3) payment for services rendered cannot occur until the parties have fully executed a contract and Region 10 has confirmed that the services are eligible for funding;

4) funds awarded as a result of this request may be terminated at any time for violations of any terms or requirements of the required contract or any applicable laws, regulations, policies or procedures or in the event that it is determined that the services are not eligible for funding under the Older Americans Act;

5) The Required Reading Section of this proposal application will be read prior to finalizing and submitting a proposal.

It is further acknowledged and agreed to that this RFP is a solicitation and not an offer to contract. Region 10 reserves the right to reject any and all proposals. Region 10 further reserves the right to issue clarifications and other directives concerning this RFP; to require clarification or further information with respect to any proposal; and to determine the final terms of any contract.

It is further agreed that by submitting a response, the proposer represent that its agency and its principals are not suspended or debarred per federal requirements.

Submittal Details

This submission must be **received** by 4:00 PM Mountain Time on Monday April 15, 2019.

Method of Submittal:	`Not submitted yet`
Date Submitted:	

Signature

In signing this proposal, we acknowledge and consent to the above terms and conditions

Electronically signed by

Attachments

The following files have been uploaded to the RFP database and are included by reference as part of this proposal.

Requested Attachment	Uploaded Document