STATE OF TENNESSEE
DEPARTMENT OF HEALTH

REQUEST FOR APPLICATION

FOR

TENNESSEE DEMETIA FRIENDLY COMMUNITY
FUNDING OPPORTUNITY

RFA # 34301-30520
Dementia is an umbrella term for symptoms associated with cognitive decline that interfere with daily activities such as bathing, dressing, eating, and toileting. There are many different types of dementia such as Alzheimer’s disease, Parkinson’s disease, Huntington’s disease, Lewy Body, Frontotemporal, Vascular, etc.; however, Alzheimer’s disease is the most common type of dementia, making up 60 to 80 percent of cases. As of 2019, Tennessee had the 4th highest Alzheimer’s death rate in America. In 2019, an estimated 5.8 million Americans of all ages are living with Alzheimer’s disease, and of those, 120,000 live in Tennessee. By 2025, it is projected there will be a 16.7 percent increase in individuals living with Alzheimer’s disease in the state of Tennessee.

In 2019, The Office of Health Planning partnered with the Office of Patient Care Advocacy and Office of Minority Health and Disparities Elimination to perform a healthy aging/brain health “deep dive” across the state to inform the 2019 State Health Plan. The purpose of “deep-dives” is to explore specific places and spaces in the state where health is being addressed. The goal was to build significant and meaningful relationships across the state with the people working on the ground to improve the health of their communities. State and local agencies, public health officials, individuals diagnosed with Alzheimer’s disease and other dementias (ADOD) and their caregivers, aging experts, health care service providers, community advocates, and faith-based organizations came together in focus groups to identify barriers and opportunities to support the health and well-being of adults as they age.

One of the common themes was a community-based approach to increase awareness and education related to ADOD. Many states have developed and implemented dementia friendly communities utilizing a multi-prong approach for addressing the burden and impact that ADOD have on the communities. The term “community” can mean a location like a neighborhood or city, but may also include groups of people with shared interests and features, such as professional groups, faith-based organizations, or businesses. A dementia friendly community focuses on educating the public, businesses, healthcare professionals, first responders, and government entities on effective strategies and interventions for supporting those individuals living with ADOD and their caregivers.

**Overview of Funding Opportunity:**

The Tennessee Department of Health is developing a Dementia Friendly Toolkit to guide and assist communities with the adoption of dementia friendly practices in all parts of a community. Sections included in Phase One of the Dementia Friendly Toolkit include:
• **Section One:** Building Capacity

• **Section Two:** Risk Reduction Messaging

• **Section Three:** Provider Education-Early Detection, Diagnosis, & Referral
  – Education & Care Consultation

• **Section Four:** First Responder Education & Referral

• **Section Five:** Working with Hospital Systems & Healthcare Providers
  – Emergency Department Interventions

• **Section Six:** Building Volunteer Capacity

Phase Two of the toolkit will be released in July 2020 and will include the following sections:

• **Section Seven:** Supporting Faith Leaders & Congregations

• **Section Eight:** Engaging Businesses

• **Section Nine:** Navigating Caregiver Supports

• **Section Ten:** Creating a Dementia Friendly Social Environment

• **Section Eleven:** Creating a Dementia Friendly Physical Environment

The toolkit will be made publically available so that any community may adopt dementia friendly community practices. The sections included in the TN Dementia Friendly Toolkit are the areas of focus for this funding opportunity. Communities may choose to use all interventions included in the toolkit, modify and/or expand upon the toolkit, or choose to implement an intervention that is better suited for their respective community.

**Request for Application:**

The Tennessee Department of Health (TDH) plans to award four entities $25,000.00 per awarded project over a twenty-four (24) month period. Funding is being awarded to communities to implement suggested interventions in the Tennessee Dementia Friendly Toolkit along with any additional interventions or community efforts that increase community capacity to respond to the impacts of ADOD. Funding is intended to expand current ADOD efforts in a community or allow for communities to begin implementing ADOD efforts. **Eligible applicants include, but are not limited to, hospital systems, colleges or universities, non-profit**
organizations, for-profit organizations, or local government entities. TDH will provide initial training for communities that are awarded and technical support throughout the course of the project via quarterly webinars. Site visits will also be performed over the course of the contract period.

I. APPLICATIONS: To respond to this Request for Application, please complete per instructions below:

Application Format:

- Application narratives must use at least 1.15 spacing and Times New Roman 12-point font with 1-inch margins on each page. Narratives are limited to 10 pages. The following documents are not included in the 10-page limit:
  - Budget Excel Sheet (sheet one and sheet two) included on the TDH Funding Opportunities website under this competitive listing;
    - Note: Applicants are required to provide an in-kind match of 5%. Indirect costs may not exceed 10%;
  - Application Information Page included on the TDH Funding Opportunities website under this competitive listing;
  - Letters of support and/or commitment (not to exceed fifteen one-page letters); and
  - Application checklist included on the TDH Funding Opportunities website under this competitive listing.

- Applications must be submitted through the State of Tennessee Funding Opportunities website as a single pdf.

Applications must contain the following content:

1. Application Information Page included on the TDH Funding Opportunities website under this competitive listing (not included in 10-page limit).

2. Application Narrative (10-page maximum) must include the following sections:
   a. Organization and Leadership Team: This section should include a short description of the applying agency and how this agency will take a leadership role in dementia friendly initiatives in its community. This section should clearly identify a project “champion” and provide a detailed description of the individuals on the project leadership team. This section should describe the organization’s capabilities and capacity for carrying out the project deliverables. This section should also include the contact person for the organization including email address and phone number.
   b. Statement of Need: This section should describe the current burden of ADOD in the established community. Identify how the implementation of a Dementia Friendly Community framework will address the established need.
c. Current ADOD Community Activity: This section should describe the current ADOD related activities being led by your organization or community partners occurring in the community in which the project will be implemented. If there are no current activities occurring in the community (or in a certain subset of the community), outline why the community is interested in engaging in efforts related to ADOD and how your organization has been involved in the exploration phase of this community.

d. Engaged Partners: List all organizations and individual community members that have expressed interest in participating in the Dementia Friendly Community Initiative. This section should also describe how these organizations will be engaged throughout the project and how they will contribute. The organization must include, at minimum, the following organizations: Area Agencies on Aging and Disability (AAAD), local and/or regional hospital system or systems, the local/regional Alzheimer's Association chapter, local Alzheimer's Tennessee chapter, and local and/or regional health departments. Additional suggested partnerships include local colleges or universities, volunteer organization, advocacy agencies, chambers of commerce, elected officials, faith organizations, etc.

e. Program Description: This section should include the geographic area where the project will be implemented. This section should also describe plans for project implementation, methods for project implementation, utilization of the toolkit, and plans for community engagement. Include major goals of program implementation and how the organization will accomplish the desired outcomes. This section should include a detailed timeline outlining benchmarks, deliverables, and dates. Expected outcomes may include behavior changes, tangible work products, process oriented outcomes, increased community capacity, and improved community response and processes. At a minimum, applicants must describe the following:

• How the applicant will increase awareness of Alzheimer’s as a chronic disease and communicate risk reduction messaging;
• How the applicant will work with the local and/or regional hospital system they include as a partner to reduce avoidable emergency department visits and provide the hospital with appropriate education and care consultation resources;
• How the AAAD will be engaged in the program;
• How the Alzheimer’s Association and/or Alzheimer’s Tennessee will be engaged throughout the implementation of the project;
• How first responders will be included in program implementation; and
• How medical providers will be engaged throughout program implementation.

f. Measurements of Success: Describe how the organization will measure success (including specific measures). All grantees are required to submit quarterly reports to the State detailing their progression towards achieving metrics established in their contract and proposal. An appropriate measurement should be outlined for the goals that are included in the program description.

g. Sustainability: This section is to describe the plan for sustaining project goals once the project is completed. The proposal should describe how those efforts, as well as how financial sustainability, will be accomplished.

h. Budget Narrative: TDH intends to fund up to $25,000.00 per grantee to support 24 months of TN Dementia Friendly Community implementation. The awardee must establish a fiscal agent to receive and expend these funds. Quarterly financial and data reports will also be required. The fiscal agent will be responsible for quarterly financial reporting and tracking financial requirements. Applicants should explain the organization’s approach to managing and expending the funds spent during the 24-month period. Include examples of support or in-kind services that may be utilized to maximize the impact of funds during the project period. Applicants are expected to offer a 5% in-kind match. Indirect costs may not exceed 10%. Unacceptable uses of funds include:

• Food costs that exceed $5,000.00;
• Costs of case management or medical care of those living with Alzheimer’s disease or another dementia; and
• Activities that are unsustainable once the project period concludes.

3. The Application checklist included on the TDH Funding Opportunities website must be completed by the applicant and submitted as an attachment in the application (not included in the 10-page limit).

4. Excel Grant Budget (Attachment 2). Complete the Budget Excel Sheet (sheet one and sheet two). A description of how dollars will be used must be provided for each line item completed, as applicable to the Grant Budget form (not included in 10-page limit).

a. Note: Please use the Department of Finance and Administration – Policy 03 Schedule A (pg. 11-16) for your use in determining in which expense category an item should be listed in your grant budget. This policy can be found on the internet at the address listed below:

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf

5. Letters of support and/or commitment from engaged partners. (not included in the 10-page limit)
a. Note: Please limit letters of support and/or commitment to one page each, not exceeding a total of 15 pages.

6. General assurances page included on the TDH Funding Opportunities website (not included in the 10-page limit).

7. Applicants that include counties with an Alzheimer’s prevalence of 10.55% or above will be awarded 5 additional points during evaluation. To view a list of prevalence rates for each county, click on the following link: [https://www.tn.gov/content/dam/tn/health/program-areas/alzheimer/2019%20Healthy%20Aging%20Brain%20Brief%20%20Strategies%20for%20Action.pdf](https://www.tn.gov/content/dam/tn/health/program-areas/alzheimer/2019%20Healthy%20Aging%20Brain%20Brief%20%20Strategies%20for%20Action.pdf).

II. Schedule of Events

The following is the anticipated schedule for awarding grants for the Tennessee Dementia Community Program. The State reserves the right to adjust the schedule as it deems necessary.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME (Central Time)</th>
<th>DATE (all dates are state business days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RFA Issued</td>
<td></td>
<td>November 1, 2019</td>
</tr>
<tr>
<td>2. Pre-response Teleconference</td>
<td>2:00 p.m.</td>
<td>November 6, 2019</td>
</tr>
<tr>
<td>3. Written “Questions &amp; Comments” Deadline</td>
<td>2:00 p.m.</td>
<td>November 13, 2019</td>
</tr>
<tr>
<td>4. State Response to Written “Questions &amp; Comments”</td>
<td></td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>5. Deadline for Applications</td>
<td>2:00 p.m.</td>
<td>December 4, 2019</td>
</tr>
<tr>
<td>6. Evaluation Notice Released</td>
<td></td>
<td>December 20, 2019</td>
</tr>
<tr>
<td>7. Effective Start Date of Contract</td>
<td></td>
<td>March 1, 2020</td>
</tr>
</tbody>
</table>

Pre-response Teleconference:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:
Meeting Name: RFA Dementia Friendly Community  
Meeting number (access code): 311 719 809  
Meeting password: QyJfmX8B  
Meeting Link: 
https://tngov.webex.com/tngov/j.php?MTID=m00b19a3ad07c634efd974e2587b355e9  
Join by phone: +1-415-655-0003 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above to Melissa Painter, Competitive Procurement Coordinator, listed below in Section III.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section III, in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be faxed, emailed, mailed, or hand-carried to the Competitive Procurement Coordinator. The State’s responses will be emailed and posted as an Amendment to the following website: https://www.tn.gov/health/funding-opportunities.html.

**Deadlines stated above are critical.** If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

III. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section II, Schedule of Events in the form and detail specified in this RFA.

Web Link: https://www.tn.gov/health/funding-opportunities.html

Please contact the Competitive Procurement Coordinator at the address shown below with any issues or concerns with online submission. **The APPLICATION and all attachments must use Times New Roman 12-point font.**

Melissa Painter  
Competitive Procurement Coordinator  
Service Procurement Program  
Division of Administrative Services
IV. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of TDH will be established to judge the merit of eligible applications. The Competitive Procurement Coordinator and staff from the Office of Patient Care Advocacy will screen applications for completeness using the checklist prior to the applications being scored by evaluators.

Please note: Application narratives that exceed 10 pages in length will not be considered for evaluation. Applicants MUST include all components of the application shown on the checklist provided on the funding opportunity website.

A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

<table>
<thead>
<tr>
<th>Application Content</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Information Page</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Organization and Leadership Team</td>
<td>10</td>
</tr>
<tr>
<td>Statement of Need</td>
<td>10</td>
</tr>
<tr>
<td>Current ADOD Activities</td>
<td>10</td>
</tr>
<tr>
<td>Program Description</td>
<td>25</td>
</tr>
<tr>
<td>Sustainability</td>
<td>5</td>
</tr>
<tr>
<td>Measurements of Success</td>
<td>10</td>
</tr>
<tr>
<td>Sustainability</td>
<td>10</td>
</tr>
<tr>
<td>Budget Narrative</td>
<td>5</td>
</tr>
<tr>
<td>Letter(s) of Support/Engaged Partners</td>
<td>15</td>
</tr>
<tr>
<td>Budget Excel Sheet (sheet one and sheet two)</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>General Assurances</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Application Checklist</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
<tr>
<td>Bonus points (applicants that include counties with an Alzheimer’s prevalence of 10.5% or higher)</td>
<td>5</td>
</tr>
</tbody>
</table>
The committee will evaluate and recommend for selection to the TDH Commissioner, the applications(s) which is(are) most responsive to the State's needs.

B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

V. **Sample Grant Contract:**

Following the State’s evaluation, one of the Sample Grant Contracts included on the TDH Funding Opportunities page for this RFA will be prepared. There are three different Sample Grant Contracts, and only one would apply for your agency or organization. They are as follows:

**GG – Governmental Grant Contract** (Cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

**GR – Grant Contract** (Cost reimbursement grant contract with an individual, business, non-profit, or governmental entity of another state or country)

**IG – Interagency Grant Agreement** (Cost reimbursement grant agreement between two Tennessee state agencies, University of Tennessee, or Board of Regents colleges and universities)

If a grant is awarded to a governmental entity established pursuant to Tennessee law (such as a human resource agency, a developmental district, the University of Tennessee, or a Board of Regents school), the standard terms and conditions of the grant will be revised accordingly; however, significant performance requirements will not be revised.

It is imperative that each applicant review the entire Sample Contract with its legal counsel prior to submitting an application for a Dementia Friendly Community grant award and notify the State in advance if it cannot accept any terms or conditions. The RFA asks applicants to list any terms or conditions their respective organization cannot accept. **Taking any exceptions to State contract language may result in the application being deemed non-responsive and rejected. Any later requests for contract changes will not be entertained.**