

State of Maine
Master Score Sheet

RFA# 202404084

Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Category A: Collaborative Pilot Project

No applications were submitted for Category A: Collaborative Pilot Project

RFA# 202404084

Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Category B: Individual Agency Pilot Project

Bidder Name:		Aroostook Agency on Aging	Central Maine Area Agency on Aging d/b/a Bridges Home Services	Downeast Community Partners	MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Fail	Pass
Section II: Organization Qualifications and Experience	25.00	22.00	23.00	N/A	23.00
Section III: Proposed Services	50.00	35.00	30.00	N/A	40.00
Section IV: Cost Proposal	25.00	24.00	25.00	N/A	25.00
TOTAL	<u>100.00</u>	<u>81.00</u>	<u>78.00</u>	<u>Disqualified</u>	<u>88.00</u>
Bidder Name:		Mount Washington Valley Adult Day Center	Servants of the Cross	Southern Maine Agency on Aging	
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Fail	Pass	Pass	
Section II: Organization Qualifications and Experience	25.00	N/A	6.00	25.00	
Section III: Proposed Services	50.00	N/A	12.00	40.00	
Section IV: Cost Proposal	25.00	N/A	25.00	24.00	
TOTAL	<u>100.00</u>	<u>Disqualified</u>	<u>43.00</u>	<u>89.00</u>	

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

Jun-24-2024

Via Electronic Mail: kathryn.harnish@aroostookaging.org

Aroostook Agency on Aging
Kathryn Harnish, Manager of Special Projects
260 Maine Street, Suite B
Presque Isle, ME 04769

SUBJECT: Notice of Conditional Contract Award under RFA #202404084 Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Dear Kathryn Harnish,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Health and Human Services, Office of Aging and Disability Services. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to:

Category B: Individual Agency Pilot Project

- Aroostook Agency on Aging
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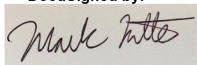
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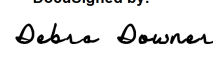
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Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:

C33FE63D652D438...
Mark Lutte
Chief Operating Officer
Office of Aging and Disability Services

DocuSigned by:

5DC6307B8558482...
Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



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Jun-24-2024

Via Electronic Mail: trewa@spectrumgenerations.org

Central Maine Area Agency on Aging d/b/a Bridges Home Services
Tarsha Rewa, Adult Day and Community Support Services Director
38 Gold Street
Waterville, ME 04901

SUBJECT: Notice of Conditional Contract Award under RFA #202404084 Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Dear Tarsha Rewa,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Health and Human Services, Office of Aging and Disability Services. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to:

Category B: Individual Agency Pilot Project

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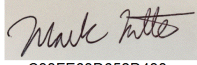
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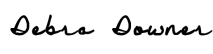
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Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:

C33FE63D652D438...

Mark Lutte
Chief Operating Officer
Office of Aging and Disability Services

DocuSigned by:

5DC6307B8558482...

Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



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Jun-24-2024

Via Electronic Mail: Rebecca.Palmer@DCPCAP.org

Downeast Community Partners
Rebecca Palmer, Executive Director
248 Buckport Road
Ellsworth, ME 04605

SUBJECT: Notice of Conditional Contract Award under RFA #202404084 Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Dear Rebecca Palmer,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Health and Human Services, Office of Aging and Disability Services. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to:

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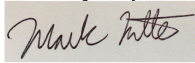
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Sincerely,

DocuSigned by:

C33FE63D652D438...

Mark Lutte
Chief Operating Officer
Office of Aging and Disability Services

DocuSigned by:

5DC6307B8558482...

Debra Downer
Deputy Director for Competitive Procurement
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Jun-24-2024

Via Electronic Mail: vanessa.broga@mainegeneral.org

MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center
Vanessa Broga, Administrator, LSW
154 Dresden Avenue
Gardiner, ME 04345

SUBJECT: Notice of Conditional Contract Award under RFA #202404084 Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Dear Vanessa Broga,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Health and Human Services, Office of Aging and Disability Services. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to:

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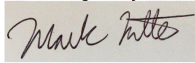
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Mark Lutte
Chief Operating Officer
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Jun-24-2024

Via Electronic Mail: lcoble@mwwadulthoodcenter.org

Mount Washington Valley Adult Day Center
Lynn Coyle, Director/Administrator
987 East Main Street
Center Conway, NH 03813

SUBJECT: Notice of Conditional Contract Award under RFA #202404084 Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Dear Lynn Coyle,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Health and Human Services, Office of Aging and Disability Services. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to:

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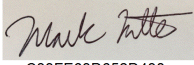
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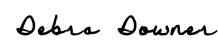
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Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:

C33FE63D652D438...

Mark Lutte
Chief Operating Officer
Office of Aging and Disability Services

DocuSigned by:

5DC6307B8558482...

Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

Janet T. Mills
Governor

Sara Gagné-Holmes
Acting Commissioner



Maine Department of Health and Human Services
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TTY: Dial 711 (Maine Relay)

Jun-24-2024

Via Electronic Mail: renew@skyhy.org

Servants of the Cross
Kathi Yergin
32 Sky-Hy Drive
Topsham, ME 04086

SUBJECT: Notice of Conditional Contract Award under RFA #202404084 Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Dear Kathi Yergin,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Health and Human Services, Office of Aging and Disability Services. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to:

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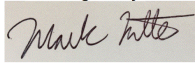
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Mark Lutte
Chief Operating Officer
Office of Aging and Disability Services

DocuSigned by:

5DC6307B8558482...

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Jun-24-2024

Via Electronic Mail: mwalton@smaaa.org

Southern Maine Agency on Aging
Megan Walton, CEO
30 Barra Road
Biddeford, ME 04005

SUBJECT: Notice of Conditional Contract Award under RFA #202404084 Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

Dear Megan Walton,

This letter is in regard to the subject Request for Application (RFA), issued by the State of Maine Department of Health and Human Services, Office of Aging and Disability Services. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to:

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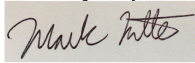
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Mark Lutte
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Office of Aging and Disability Services

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Debra Downer
Deputy Director for Competitive Procurement
Division of Contract Management

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Aroostook Agency on Aging

DATE: May 17, and June 5, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFA Coordinator: Brittany Hall

Names of Evaluators: Doreen McDaniel, Jesse White, Thom Snyder, Nicole Rooney, and Stacy Martin

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Part I. Eligibility	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	22.00
Part III. Proposed Pilot Project and Related Requirements	50.00	35.00
Part IV. Propose Budget and Narrative	25.00	24.00
<u>Total Points</u>	<u>100.00</u>	<u>81.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Aroostook Agency on Aging

DATE: May 17, and June 5, 2024

**OVERVIEW OF PART I
Preliminary Information**

Part I. Eligibility

Evaluation Team Comments:

The Evaluation Team did not consider whether or not any Applicant was incorporated or registered with the Maine Secretary of State and capable of doing business in the State.

Part I. Eligibility Requirements
<ul style="list-style-type: none">• Provided evidence of a valid Adult Day Services license issued by the Division of Licensing and Certification (DLC), Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs located at 33 Davis Street, Presque Isle, license ADS38643. The Evaluation Team verified via DLC’s license verification website, the location has moved to 260 Main Street, Ste A1, Presque Isle, license ADS39765• Provided evidence of a current Provider Agreement, the Evaluation Team verified via the MaineCare Health PAS Online Portal Provider Directory• Provided a signed Attestation Statement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Aroostook Agency on Aging

DATE: May 17, and June 5, 2024

**EVALUATION OF PART II
Experience and Capacity**

	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	22.00

Evaluation Team Comments:

Part II. Experience and Capacity
<ul style="list-style-type: none"> • Operating since 2016. • Currently serving 11 consumers with dementia; with a planned expansion underway. • 6-person team supporting Adult Day Services (ADS). • Physical capacity has grown from 20 to 30. • Ability to coordinate between memory center and ADS. • It is unclear how the ADS program will fit with the Memory Services/Memory Center. • Long standing partnership with transportation service (ARTS). • Plans to extend hours to 8 a.m. until 4:30 p.m. Monday through Thursday, more than doubling their current offering. • Utilizes a combination of volunteers and paid staff for services. • Staffed by 1-FT Memory Service Manager, 1-FT Memory Ctr. Coordinator, 1-FT ADS Coordinator, 2-PT Day Service Aids (5-person team) which is inconsistent with the 6-person team supporting ADS above. • Ability to successfully implement large scale projects independently and collaboratively with multiple partners. • Provided examples of collaboration or other relevant grants including: <ul style="list-style-type: none"> ○ a three-year Administration for Community Living grant for dementia care services with partnership with northern light and memory clinic. ○ a one-year Congressionally Directed Spending project to develop access points. ○ a Strategic Initiatives team. • A one-year R- CHIP to support community health improvement including 20 health partners to understand unmet health related needs. • Listed litigation, the team has no concerns at this time.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Aroostook Agency on Aging

DATE: May 17, and June 5, 2024

**EVALUATION OF PART III
Proposed Pilot Project and Related Requirements**

	<u>Points Available</u>	<u>Points Awarded</u>
Part III. Propose Pilot and Related Requirements	50.00	35.00

Evaluation Team Comments:

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • Proposing to enable Aroostook to engage in partnership with ARTS to: <ul style="list-style-type: none"> ○ Improve coordination of fix routes to increase access to ADS ○ Build volunteer transportation network. ○ Implement car sharing program. ○ Create bank of on demand travel miles (with ARTs). ○ Create training and support programs to assist members accessing transportation. ○ 1 FTE for 9 months for travel coordinator, .5 FTE provide support resources and operationalization of driver management software and .2 FTE support marketing and accountability for deliverables. • Proposed 5 activities (a “multi-pronged initiative”), each of which could be a project within itself and is complicated to implement. It is unclear how they plan to implement this pilot in a 9-month timeline based on the lack of detail and partnerships involved. • Components which this pilot will include are: <ul style="list-style-type: none"> ○ expanding access to assist citizens in accessing Adult Day Services; and ○ increasing utilization of quality Adult Day Services • Indicated these components currently impact: <ul style="list-style-type: none"> ○ findings/experience with Aroostook County’s Rural Community Health Improvement Partnership (ACHIP) and the Cutler Institute. ○ Older adults in Aroostook County are nearly twice as likely not to drive and 35% report difficulty accessing transportation services. ○ Transportation barriers, impact on caregivers. ○ how current members are accessing ADS to inform project proposal based on 2023 participation. ○ References impact on agency's fiscal operations and its mission to serve the community. • Plans to address transportation availability, high financial costs, and opportunity to utilize the program.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Aroostook Agency on Aging

DATE: May 17, and June 5, 2024

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Indicates ADS programmatic experience/data collection, community needs assessment, and Cutler Institute research findings pertaining to Maine.
 - Provided a generic response to whether the data is meaningful and valid.
 - Did not address the use of root cause analysis.
 - Response to how data will support the evaluation component of the pilot project lacked detail.
- Provided a detailed plan broken down into three 3-month phases.
- The phases seem to be an ambitious timeline for the scope of the project.
- Demonstrated the ability to increase capacity at new facility.
- The pilot will provide increased county-wide utilization of services.
- Plans to share design and implementation at conclusion of pilot.
- Lacks specificity of the connectivity to a broader and sustainable network in Maine.
- Provided details on the plan to use existing facility, staff, experience, partnerships, and community relationships.
- Plan includes “vehicle provisioning” however, it is unclear how this is defined.
- Community partners include:
 - ARTS (transportation provider) expertise.
 - Potential engagement with Age-Friendly Communities which are community-level resources.
- Described challenges with geography, volunteer recruitment, and timing in launching a transportation volunteer program in the winter.
- Did not provide support for planned mitigation strategies.
- Do not anticipate the need for technical assistance.
- Described volunteer sustainability for the project beyond this period but the overall plan lacked specificity.
- Acknowledges evaluation activity requirements and ability to comply.
- Project team will be responsible for evaluation activities.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Aroostook Agency on Aging

DATE: May 17, and June 5, 2024

**EVALUATION OF PART IV
Proposed Budget and Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Part IV. Proposed Budget and Narrative	25.00	24.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none">• Requested award size \$149,156.00• Costs were included for mileage, which is already a reimbursable expense. |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 17, and June 5, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFA Coordinator: Brittany Hall

Names of Evaluators: Doreen McDaniel, Jesse White, Thom Snyder, Nicole Rooney, and Stacy Martin

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Part I. Eligibility	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	23.00
Part III. Proposed Pilot Project and Related Requirements	50.00	30.00
Part IV. Propose Budget and Narrative	25.00	25.00
<u>Total Points</u>	<u>100.00</u>	<u>78.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 17, and June 5, 2024

**OVERVIEW OF PART I
Preliminary Information**

Part I. Eligibility

Evaluation Team Comments:

The Evaluation Team did not consider whether or not any Applicant was incorporated or registered with the Maine Secretary of State and capable of doing business in the State.

Part I. Eligibility Requirements

- Provided evidence of a valid Adult Day Services license issued by the Division of Licensing and Certification (DLC), Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs in multiple locations, Waterville (ADS727), Belfast (ADS1131), Skowhegan (ADS1752), Hallowell (ADS1172). The Evaluation Team verified via DLC’s license verification website the Skowhegan location (ADS1752)
- Did not provide evidence of a current Provider Agreement. However, the Evaluation Team was able to verify a valid Provider Agreement via the MaineCare Health PAS Online Portal Provider Directory
- Provided a signed Attestation Statement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 17, and June 5, 2024

**EVALUATION OF PART II
Experience and Capacity**

	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	23.00

Evaluation Team Comments:

Part II. Experience and Capacity
<ul style="list-style-type: none"> Established in 1996 as Senior Connections part of CMAA (Spec Gen). 40 employees are dedicated to Adult Day Services (ADS). ADS serves older adults, adults with IDD and adults with Alzheimer’s or dementia. Multiple locations serving four (4) locations within six counties including the communities of Harpswell and Brunswick. Provided information about the organization’s longevity and acumen, and staff qualifications and experience. Provided examples of relevant experience and expertise. Indicated “none” to litigation.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 17, and June 5, 2024

**EVALUATION OF PART III
Proposed Pilot Project and Related Requirements**

	<u>Points Available</u>	<u>Points Awarded</u>
Part III. Propose Pilot and Related Requirements	50.00	30.00

Evaluation Team Comments:

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Provided a detailed description of the pilot to expand hours and days of operation at 2 locations (Augusta and Waterville); will provide outreach and education to increase utilization; and enhance person-centered plans.
- *“Developing plans with each new participant in conjunction with their care team and Bridges personnel”* is already a requirement of Section 61 services and should not be included as a pilot.
- Components which this pilot will include are:
 - enhancing Person-Centered Planning
 - expanded access to assist citizens in accessing Adult Day Services
 - increasing utilization of quality Adult Day Services
- Indicated these components currently impact:
 - client/caregiver needs.
 - investment in the organization’s ability to invest in quality services and expand access and utilization.
- Barriers to be addressed include caregiver respite and transportation expansion.
- Data from ADS participants served provided but did not provide specifics on how data would be used or addressed.
 - Provided a generic response to if the data is meaningful and valid.
 - Did not address the use of root cause analysis.
- Implementation outline provided and broken out into three (3) phases.
- Will include post project analysis and reporting.
- Pilot will include expanded hours of operation and days of service, and marketing and education.
- Indicates current Adult Day services are "under-utilized" in the organization (one third capacity) and in long-term care.
- May expand a successful pilot to their other 2 locations.
- Will share information with other providers.
- The pilot is in line with expanding access and promoting utilization.
- Outlined use of staff resources and facilities.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 17, and June 5, 2024

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- No partnerships are planned.
- Potential issues with workforce shortages and volunteer recruitment.
- Did not provide support for planned mitigation strategies.
- Does not anticipate any need for technical assistance.
- Sustainability on reimbursements is based on expanded hours of operation.
- Provided examples for qualitative and quantitative measures.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 17, and June 5, 2024

**EVALUATION OF PART IV
Proposed Budget and Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Part IV. Proposed Budget and Narrative	25.00	25.00

Evaluation Team Comments:

- | |
|---|
| <ul style="list-style-type: none">• Requested award size \$150,000.00• Overall budget seems reasonable |
|---|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Downeast Community Partners

DATE: May 17, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFA Coordinator: Brittany Hall

Names of Evaluators: Doreen McDaniel, Jesse White, Thom Snyder, Nicole Rooney, and Stacy Martin

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Part I. Eligibility		X
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	N/A
Part III. Proposed Pilot Project and Related Requirements	50.00	N/A
Part IV. Propose Budget and Narrative	25.00	N/A
<u>Total Points</u>	<u>100.00</u>	<u>N/A</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Downeast Community Partners

DATE: May 17, 2024

**OVERVIEW OF PART I
Preliminary Information**

Part I. Eligibility

Evaluation Team Comments:

The Evaluation Team did not consider whether or not any Applicant was incorporated or registered with the Maine Secretary of State and capable of doing business in the State.

Part I. Eligibility Requirements
<ul style="list-style-type: none">• Did not provide evidence of a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. The Evaluation Team was not able to find a valid license via the DLC’s license verification website• Did not provide evidence of a current Provider Agreement. However, the Evaluation Team was able to verify a valid Provider Agreement via the MaineCare Health PAS Online Portal Provider Directory• Provided a signed Attestation Statement <p>Since the Applicant does not have a current Adult Day Services License issued by DLC, the application is disqualified.</p>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: MaineGeneral Long Term Care and Rehabilitation, Alzheimer’s Care Center

DATE: May 17, and June 5-6, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFA Coordinator: Brittany Hall

Names of Evaluators: Doreen McDaniel, Jesse White, Thom Snyder, Nicole Rooney, and Stacy Martin

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Part I. Eligibility	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	23.00
Part III. Proposed Pilot Project and Related Requirements	50.00	40.00
Part IV. Propose Budget and Narrative	25.00	25.00
<u>Total Points</u>	<u>100.00</u>	<u>88.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: MaineGeneral Long Term Care and Rehabilitation, Alzheimer’s Care Center

DATE: May 17, and June 5-6, 2024

**OVERVIEW OF PART I
Preliminary Information**

Part I. Eligibility

Evaluation Team Comments:

The Evaluation Team did not consider whether or not any Applicant was incorporated or registered with the Maine Secretary of State and capable of doing business in the State.

Part I. Eligibility Requirements
<ul style="list-style-type: none">• Provided evidence of a valid Adult Day Services license issued by the Division of Licensing and Certification (DLC), Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs located in Gardiner (ADS23). The Evaluation Team verified via DLC’s license verification website the Gardiner location (ADS23)• Did not provide evidence of a current Provider Agreement. However, the Evaluation Team was able to verify a valid Provider Agreement via the MaineCare Health PAS Online Portal Provider Directory• Provided a signed Attestation Statement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: MaineGeneral Long Term Care and Rehabilitation, Alzheimer’s Care Center

DATE: May 17, and June 5-6, 2024

**EVALUATION OF PART II
Experience and Capacity**

	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	23.00

Evaluation Team Comments:

Part II. Experience and Capacity
<ul style="list-style-type: none"> • Adult Day Services (ADS) program is part of Alzheimer’s Care Center that has been operating since 1988. • ADS program model was nationally recognized in 1999. • Currently serve 20 members/day. • Detailed staff experience and qualifications; 7 staff including one grants manager to ensure compliance. • Cited several relevant examples of experience/capacity. • Obtained staff buy-in for project prior to submitting proposal. • Documented experience with implementing and managing grants. • Provided litigation; case dismissed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: MaineGeneral Long Term Care and Rehabilitation, Alzheimer’s Care Center

DATE: May 17, and June 5-6, 2024

**EVALUATION OF PART III
Proposed Pilot Project and Related Requirements**

	<u>Points Available</u>	<u>Points Awarded</u>
Part III. Propose Pilot and Related Requirements	50.00	40.00

Evaluation Team Comments:

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • Proposing three (3) strategies: <ul style="list-style-type: none"> ○ Assist with basic needs (transportation) to address socioeconomic barriers. ○ Patient navigation services. ○ Marketing materials for other departments to increase referrals. • Pilot to develop processes to enhance coordination across Maine General systems includes implement navigation services to recruit new members, educate and application support. • Component which this pilot will include is: <ul style="list-style-type: none"> ○ increasing utilization of quality Adult Day Services • Indicated this component currently impacts: <ul style="list-style-type: none"> ○ fiscal and mission impact succinctly. ○ Addresses both existing families and new families who can benefit from services. • Barriers to be addressed include transportation, system navigation, and awareness. • Provided a generic response the whether the data is meaningful and valid. • Did not address the use of root cause analysis. • Response to how data will support the evaluation component of the pilot project lacked detail. • Plans to share lessons learned with other vendors. • Barriers to accessing care – it seems project is referencing Social Determinants of Health (SDOH). • Will work with partners to develop resources and tools, then share "broadly" with others. • Will increase utilization of adult day services to align with DHHS’ efforts. • Understand OADS’ goal of this initiative and articulated it well. • Plans to utilize existing staff resources and facility.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: MaineGeneral Long Term Care and Rehabilitation, Alzheimer’s Care Center

DATE: May 17, and June 5-6, 2024

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Provided detailed information about plans to engage with external and internal partners.
- The short timeframe for the pilot project and client/caregiver barriers beyond scope may present as barriers.
- Provided a thoughtful discussion of some of the challenges and identified a way to manage most of them.
- Does not anticipate the need for technical assistance.
- Increased revenues will, in turn, support program enhancement and expansion.
- Provided an example of each performance measure.
- Intends to establish a baseline.
- Has designated a Program Director to be responsible for evaluation activities.
- Plans to train staff in collecting data and will ensure data is accurate, current, and available.
- Will be the responsibility of the Program Director and Clinical Care Coordinator.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: MaineGeneral Long Term Care and Rehabilitation, Alzheimer’s Care Center

DATE: May 17, and June 5-6, 2024

**EVALUATION OF PART IV
Proposed Budget and Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Part IV. Proposed Budget and Narrative	25.00	25.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none">• Requested award size \$73,640.00• Overall budget seems reasonable |
|--|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Mount Washington Valley Adult Day Center

DATE: May 17, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFA Coordinator: Brittany Hall

Names of Evaluators: Doreen McDaniel, Jesse White, Thom Snyder, Nicole Rooney, and Stacy Martin

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Part I. Eligibility		X
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	N/A
Part III. Proposed Pilot Project and Related Requirements	50.00	N/A
Part IV. Propose Budget and Narrative	25.00	N/A
<u>Total Points</u>	<u>100.00</u>	<u>N/A</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Mount Washington Valley Adult Day Center

DATE: May 17, 2024

**OVERVIEW OF PART I
Preliminary Information**

Part I. Eligibility

Evaluation Team Comments:

The Evaluation Team did not consider whether or not any Applicant was incorporated or registered with the Maine Secretary of State and capable of doing business in the State.

Part I. Eligibility Requirements

- Did not provide evidence of a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. The Evaluation Team was not able to find a valid license via the DLC’s license verification website
- Did not provide evidence of a current Provider Agreement. The Evaluation Team was not able to find a valid Provider Agreement via the MaineCare Health PAS Online Portal Provider Directory
- Provided a signed Attestation Statement

Since the Applicant does not have a current Adult Day Services License issued by DLC and does not have a MaineCare Provider Agreement, the application is disqualified.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Servants of the Cross

DATE: May 17, and June 6, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFA Coordinator: Brittany Hall

Names of Evaluators: Doreen McDaniel, Jesse White, Thom Snyder, Nicole Rooney, and Stacy Martin

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Part I. Eligibility	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	6.00
Part III. Proposed Pilot Project and Related Requirements	50.00	12.00
Part IV. Propose Budget and Narrative	25.00	25.00
<u>Total Points</u>	<u>100.00</u>	<u>43.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Servants of the Cross

DATE: May 17, and June 6, 2024

**OVERVIEW OF PART I
Preliminary Information**

Part I. Eligibility

Evaluation Team Comments:

The Evaluation Team did not consider whether or not any Applicant was incorporated or registered with the Maine Secretary of State and capable of doing business in the State.

Part I. Eligibility Requirements
<ul style="list-style-type: none">• Provided evidence of a valid Adult Day Services license issued by the Division of Licensing and Certification (DLC), Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs located in Topsham (ADS994). The Evaluation Team verified via DLC’s license verification website the Topsham location (ADS994)• Did not provide evidence of a current Provider Agreement. However, the Evaluation Team was able to verify a valid Provider Agreement via the MaineCare Health PAS Online Portal Provider Directory• Provided a signed Attestation Statement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Servants of the Cross

DATE: May 17, and June 6, 2024

**EVALUATION OF PART II
Experience and Capacity**

	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	6.00

Evaluation Team Comments:

Part II. Experience and Capacity
<ul style="list-style-type: none"> • Have been providing services since 1997. • Response is not specific to experience with providing Adult Day Services (ADS). • Plan to increase service awareness to community and surrounding areas. • Did not address how they plan to implement the pilot program. • Did not describe how their expertise, capacity, and previous experience would benefit the pilot project. • Did not respond to Litigation.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Servants of the Cross

DATE: May 17, and June 6, 2024

**EVALUATION OF PART III
Proposed Pilot Project and Related Requirements**

	<u>Points Available</u>	<u>Points Awarded</u>
Part III. Propose Pilot and Related Requirements	50.00	12.00

Evaluation Team Comments:

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Indicates the goal is to increase awareness of the program but provided no details on the project.
- Component which this pilot will include is:
 - increasing utilization of quality Adult Day Services
- Response to how the selected component currently impacts the organization and why the component was selected as the focus of the proposed pilot project lacked detail.
- Did not describe or provide any barriers.
- Provided no data to support the barrier it seeks to address.
- The content to how the pilot project would be implemented is considered minimally responsive.
- Capacity of 45 clients, 18 currently, with the goal of expanding to full capacity and open 5 days a week.
- Did not address replication, just cited that their advertisement will grow other agencies as well.
- Did not address contributing to the Department’s efforts to support a broad and sustainable network of high-quality Adult Day Services.
- Did not specify who the media/marketing partners are.
- Cited local TV and radio will be used to increase awareness.
- Cited “minor challenges” to implementing the proposed pilot project but did not provide any details.
- Does not anticipate the need for technical assistance.
- Plans to keep record of advertising impact.
- Did not detail a plan for sustaining the project beyond March 31, 2025.
- Response to performance measures refers to documentation of contracts.
- Did not provide specific examples of qualitative and quantitative measures.
- Records will be kept and available when reports are due.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Servants of the Cross

DATE: May 17, and June 6, 2024

**EVALUATION OF PART IV
Proposed Budget and Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Part IV. Proposed Budget and Narrative	25.00	25.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none">• Requested award size \$40,000.00• Overall budget seems reasonable |
|--|

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Southern Maine Agency on Aging

DATE: May 17, and June 6, 2024

SUMMARY PAGE

Department Name: Health and Human Services

Name of RFA Coordinator: Brittany Hall

Names of Evaluators: Doreen McDaniel, Jesse White, Thom Snyder, Nicole Rooney, and Stacy Martin

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Part I. Eligibility	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	25.00
Part III. Proposed Pilot Project and Related Requirements	50.00	40.00
Part IV. Propose Budget and Narrative	25.00	24.00
<u>Total Points</u>	<u>100.00</u>	<u>89.00</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Southern Maine Agency on Aging

DATE: May 17, and June 6, 2024

**OVERVIEW OF PART I
Preliminary Information**

Part I. Eligibility

Evaluation Team Comments:

The Evaluation Team did not consider whether or not any Applicant was incorporated or registered with the Maine Secretary of State and capable of doing business in the State.

Part I. Eligibility Requirements
<ul style="list-style-type: none">• Provided evidence of a valid Adult Day Services license issued by the Division of Licensing and Certification (DLC), Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs located in Biddeford (ADS38604). The Evaluation Team verified via DLC’s license verification website the Biddeford location (ADS38604)• Did not provide evidence of a current Provider Agreement. However, the Evaluation Team was able to verify a valid Provider Agreement via the MaineCare Health PAS Online Portal Provider Directory• Provided a signed Attestation Statement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Southern Maine Agency on Aging

DATE: May 17, and June 6, 2024

**EVALUATION OF PART II
Experience and Capacity**

	<u>Points Available</u>	<u>Points Awarded</u>
Part II. Experience and Capacity	25.00	25.00

Evaluation Team Comments:

Part II. Experience and Capacity
<ul style="list-style-type: none"> Is an area agency on aging with 50+ years of experience. Their Adult Day Services (ADS) program currently serves 72 clients (nearly 17,000 hours/year), with plans to serve 15 more clients at a new location. Has existing infrastructure, includes a team of over 60 staff members, 400 volunteers, and 13 board members. Provided examples of programs demonstrating the capacity, expertise and previous experience to benefit the proposed pilot project. Indicated "none" to litigation.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Southern Maine Agency on Aging

DATE: May 17, and June 6, 2024

**EVALUATION OF PART III
Proposed Pilot Project and Related Requirements**

	<u>Points Available</u>	<u>Points Awarded</u>
Part III. Propose Pilot and Related Requirements	50.00	40.00

Evaluation Team Comments:

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Provided a detailed response describing the proposed pilot project with several goals indicated with details on each.
- The plan is to address key challenges and barriers, increasing program effectiveness.
- Components which this pilot will include are:
 - enhancing Person-Centered Planning
 - expanded access to assist citizens in accessing Adult Day Services
 - increasing utilization of quality Adult Day Services
- Provided a detailed response to support the 3 selected components.
- Several barriers include:
 - Access issues due to transportation and financial concerns.
 - Individualized needs of clients and caregivers.
 - Lack of program awareness.
- Cites several sources of internal data, including data from surveys and stakeholder interviews. Cites findings from the 2022 report from University of Southern Maine on Adult Day Services in Maine: Benefits, Challenges, and Opportunities.
- Incorrectly labeled reasons for underutilization as root causes.
- Did not describe in detail the implementation of the pilot project, only that a detailed action plan will be completed upon award.
- States a comprehensive assessment of ADS was completed in response to "...how the proposed pilot project will be implemented" but did not mention this assessment under question 3 or its sub bullets. The team appreciates the completion of the assessment and would have like to see additional details.
- Utilization will be increased through a person-centered planning approach, transportation access, and outreach/marketing.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Southern Maine Agency on Aging

DATE: May 17, and June 6, 2024

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Indicates replication by others will be possible and intend to share with other providers.
- Project will demonstrate effective strategies to overcome barriers to utilization which is in line with DHHS’ goals for adult day services.
- A detailed response to the resources available, in terms of staff, money, space, time, partnerships, etc., to the proposed pilot project.
- Proposes to utilize current staff resources and facility.
- Intends to partner broadly.
- An extensive list of partners is provided.
- Stakeholder engagement, staffing, and regulatory requirements are listed as potential challenges.
- Indicates a proactive approach to mitigating challenges.
- Lists several areas where technical assistance may be requested.
- Provided a plan including the use of existing funding sources for reimbursement.
- Notes dependency on federal/state funding but sustainability plan is based on Medicare/MaineCare.
- Metrics provided do not consistently align with stated goals and pilot project description.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT: Southern Maine Agency on Aging

DATE: May 17, and June 6, 2024

**EVALUATION OF PART IV
Proposed Budget and Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Part IV. Proposed Budget and Narrative	25.00	24.00

Evaluation Team Comments:

- | |
|--|
| <ul style="list-style-type: none">• Requested award size \$150,000.00• Consultant costs included are a duplication of the Department's Adult Day Services initiative. |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: May 14, 2024, May 15, 2024, May 16, 2024, May 17, 2024, May 30, 2024,

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS/ DCM

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • Aroostook Agency on Aging
2. Requested Award Size
<ul style="list-style-type: none"> • P- Requesting amount is not over maximum amount per application

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • I- Bidder provided supportive documentation as of IRS Letter.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P- Bidder provided supportive documentation as a separate attachment
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: May 14, 2024, May 15, 2024, May 16, 2024, May 17, 2024, May 30, 2024,

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS/ DCM

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Supporting documentation is current Mainecare provider agreement under Adult Day Services or Day Health Services listed above.
Attestation Statement
<ul style="list-style-type: none"> P – Yes, Signed Attestation Statement

Part II. Experience and Capacity
<ul style="list-style-type: none"> Operating since 2016 Supporting 11 enrolled consumers w/ dementia & care partners 6 person team Expansion? Ongoing training throughout the year
<ul style="list-style-type: none"> Staffed by: 1-FT Memory Service Manager, 1-FT Memory Ctr. Coordinator, 1-FTADS Coordinator, 2-PT Day Service Aids=5 person team P- new facilities has increased the physical capacity from 20 to 30 ADS consumers at a time. Expanding hours this summer 8-430 Mon-Thur. P-Aroostook Regional Transportation System (ARTS) will facilitate and provide reliable transportation to the Agency for ADS consumers.
<ul style="list-style-type: none"> P- Ability to successfully implement large scale projects independently and collaboratively with multiple stakeholders.
Litigation
<ul style="list-style-type: none"> Q- 1 lawsuit - a fall in the parking lot during the winter of 2017 do not feel it is relevant to the RFP

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> Assistance with transportation for individuals with dementia to Presque Isle Adult Day Services.
Check all that apply:
<input checked="" type="checkbox"/> Enhancing Person-Centered Planning
<input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> P- Offers transportation assistance to the ADS program for potential/ current ADS consumers and their family/caretakers in rural areas.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: May 14, 2024, May 15, 2024, May 16, 2024, May 17, 2024, May 30, 2024,

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS/ DCM

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • P -Several consumers/ potential ADS consumers do not have consistent transportation to the ADS program.
<ul style="list-style-type: none"> • P-Provided data used and how meaningful, the use of root cause analysis and supportive of the proposed pilot project.
<ul style="list-style-type: none"> • P – Broken down into three stages and a detail of each stage was provided.
<ul style="list-style-type: none"> • P-Opened new facility May 2024 and licensed for 30 onsite consumers an increase of 10 consumers.
<ul style="list-style-type: none"> • P-Yes it can be replicated.
<ul style="list-style-type: none"> • P- The bidder is the only ADS service providing services under Section 61 in the county.
<ul style="list-style-type: none"> • P- Intended to increase access to the Adult Day Services and complies with Department and/or HCBS rules
<ul style="list-style-type: none"> • Bidder met the requirement
<ul style="list-style-type: none"> • Bidder met requirement
<ul style="list-style-type: none"> • Bidder met requirement
<ul style="list-style-type: none"> • No technical assistance is anticipated
<ul style="list-style-type: none"> • Bidder met requirement
Performance Measures and Reporting
<ul style="list-style-type: none"> • Bidder met requirement
<ul style="list-style-type: none"> • Bidder met requirement
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> • P- Bidder and external vendors will be ready to meet in 30 days with the Dept.
<ul style="list-style-type: none"> • P-Significant data management and analysis expertise

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> • Bidder meets requirement
<ul style="list-style-type: none"> • Bidder meets requirement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> Aroostook Agency on Aging
2. Requested Award Size
<ul style="list-style-type: none"> \$149,156

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Applicant indicates “yes”; documentation provided is a letter from the IRS regarding status under 509... and 170...
<ol style="list-style-type: none"> Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> License #ADS38643 for Adult Day Services Program issued by DHHS
<ol style="list-style-type: none"> Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Enrolled as a MaineCare Provider, NPI 1851527774; MaineCare Benefits Manual section not specified
Attestation Statement
<ul style="list-style-type: none"> Signed by AAA Executive Director

Part II. Experience and Capacity
<ul style="list-style-type: none"> 8 years of experience; use of paid and volunteer staff Currently serve 11 clients with dementia; a planned expansion is underway
<ul style="list-style-type: none"> Q. How does the ADS program fit with the Memory Services/Memory Center? The enrollment information provided in this section seems contrary to the information in Part II #1.
<ul style="list-style-type: none"> P. Partnership with transportation service Applicant provided relevant examples.
Litigation
<ul style="list-style-type: none"> One personal injury claim settled.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> 9-month pilot Enhancement of ADS participation through transportation partnerships – existing transportation provider (ARTS), volunteer network, car-sharing program, an on-demand service, and training/support
Check all that apply:
<input checked="" type="checkbox"/> Enhancing Person-Centered Planning
<input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> Applicant cited findings/experience with Aroostook County’s Rural Community Health Improvement Partnership (ACHIP) and the Cutler Institute. Transportation barriers, impact on caregivers
<ul style="list-style-type: none"> transportation
<ul style="list-style-type: none"> Applicant cited ADS programmatic experience/data collection, community needs assessment, and Cutler Institute research findings pertaining to Maine.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Provided detailed plan broken out into 3 3-month phases
- Applicant has the ability to increase capacity at new facility.
- The pilot will provide increased County-wide utilization of services.
- Applicant will share design and implementation at conclusion of pilot.
- The pilot expands capacity of ADS for Aroostook County.
- Met
- Applicant’s facility, staff, experience, partnerships, community relationships
- ARTS (transportation provider) expertise
- Age-Friendly Communities – community-level resources
- Applicant described challenges with geography, volunteer recruitment, and timing.
- None anticipated
- Services will be sustained through volunteer transportation network.

Performance Measures and Reporting

- Applicant provided plans for both qualitative and quantitative evaluation.
- Applicant acknowledges responsibility to comply.

Evaluation of the Proposed Pilot Project

- Applicant acknowledges requirement and ability to comply.
- The project team will be responsible for evaluation activities.
- Applicant described experience and expertise.

Part IV. Proposed Budget and Narrative

- Applicant requests \$149,156 – 9-month project
- Provided in-kind for support staff fringe
- Provided detailed justification

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: 05/16/2024, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs.
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• met
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• met
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: 05/16/2024, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • met
Attestation Statement
<ul style="list-style-type: none"> • met

Part II. Experience and Capacity
<ul style="list-style-type: none"> • Operating since 2016 • Currently serving 11 consumers with dementia • 6 person team
<ul style="list-style-type: none"> • Physical capacity has grown from 20 to 30 • Ability to coordinate between memory center and ADS
<ul style="list-style-type: none"> • Provided examples of collaboration or other relevant grants: <ul style="list-style-type: none"> ○ 3 year ACL grant for dementia care services with partnership with northern light and memory clinic ○ 1 year spending project to develop access points ○ 1 years R- CHIP to support community health improvement including 20 health partners to understand unmet health related needs
Litigation
<ul style="list-style-type: none"> • 1- settlement personal injury

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • Proposal is to enable Aroostook to engage in partnership with ARTS to: <ul style="list-style-type: none"> ○ Improve coordination of fix routes to increase access to ADS ○ Build volunteer transportation network ○ Implement car sharing program ○ Create bank of on demand travel miles (with ARTs) ○ Create training and support programs to assist members accessing transportation • 1 FTE for 9 mos for travel coordinator, .5 FTE provide support resources and operationalization of driver management software and .2 FTE support marketing and accountabilities deliverables
Check all that apply:
<input type="checkbox"/> Enhancing Person-Centered Planning <input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: 05/16/2024, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> • Older adults in County are nearly twice as likely not to drive and 35% report difficulty accessing transportation services • Transportation impacts caregiver employment • Provided information re: how current members are accessing ADS to inform project proposal
<ul style="list-style-type: none"> • transportation
<ul style="list-style-type: none"> • Programmatic data from current users • ACHIPS needs assessment. • Culter Institute report.
<ul style="list-style-type: none"> • Provided monthly breakdown
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • playbooks
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • met
<ul style="list-style-type: none"> • 1600 sq ADS with available spots • 6 person ADS staff • Relationship with ARTS
<ul style="list-style-type: none"> • ARTS • Anticipate potential partnership with Maine Cabinet Connector Program
<ul style="list-style-type: none"> • Geographic distribution • Availability of volunteers
<ul style="list-style-type: none"> • none
<ul style="list-style-type: none"> • Via volunteers
Performance Measures and Reporting
<ul style="list-style-type: none"> • Surveys and interviews from member and volunteers (did not provide example of draft PM) • (did not provide example of draft PM) • Numbers rides, volunteers, cost of rides, number served
<ul style="list-style-type: none"> •
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: 05/16/2024, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Part IV. Proposed Budget and Narrative
•
•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: 05/14/2024, 05/20/2024, 05/28/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • P - included
2. Requested Award Size
<ul style="list-style-type: none"> • P – request is within guidelines (\$149,15)

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P – IRS determination letter dated 1984.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P – license included – valid through 12/2025
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: 05/14/2024, 05/20/2024, 05/28/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• P – provider agreement effective 02/2024
Attestation Statement
<ul style="list-style-type: none">• P – signed on 05/13/2024

Part II. Experience and Capacity
<ul style="list-style-type: none">• P – provided ADS since 2016. Currently serving 11 participants.
<ul style="list-style-type: none">• P – staffing pattern seems reasonable, increasing volunteer component, new site will expand capacity, partnership with transportation provider. Currently operating at less than capacity; new site affords more expansion – does agency have the ability to expand that much?
<ul style="list-style-type: none">• P – provided list of 3 grant-funded projects the agency has/is supporting. Agency has a strategic initiatives team to manage projects. I am curious about the success of these projects.
Litigations
<ul style="list-style-type: none">• P – provided documentation of 1 case that has been resolved.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none">• Q - Applicant has proposed 5 activities (a “multi-pronged initiative”), each of which could be a project within itself and is complicated to implement. I’m concerned that the scope of this pilot is too broad for a 9-month timeline.• I’m not sure why activity #1 isn’t part of the applicant’s existing service delivery network.• Applicant doesn’t explain activity #1, #3, or #4 to the extent I can understand what the result would look like.• “concerns many volunteers may have” about using personal vehicle – how did they arrive at this statement?• If the bank of on-demand travel miles works well, why develop the volunteer model? How many volunteers would justify purchasing software? A cost-benefit analysis may determine which is a more sustainable and efficient solution.• Applicant doesn’t mention any staff time dedicated to activity #1.• I don’t agree that a volunteer program is the “only viable solution” – or, at least, the applicant didn’t justify that statement.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: 05/14/2024, 05/20/2024, 05/28/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • Regarding Travel Assistance Coordinator – is dementia-friendliness of public transportation realistic with the scope and timeframe of this project?
<p>Check all that apply:</p> <p><input type="checkbox"/> Enhancing Person-Centered Planning</p> <p><input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services</p> <p><input type="checkbox"/> Increasing utilization of quality Adult Day Services</p> <p>P - Provider checked all 3 boxes – they did not explain how it addresses person-centered planning.</p>
<ul style="list-style-type: none"> • A • Applicant provides solid justification for the need for the proposed project. • Applicant implies issue is transportation but seems to be more specifically transportation for persons with dementia. • Applicant cites “financial loss’ as constraint for families but is not currently using mileage reimbursement for Section 61. • Q • Issue is not only unanticipated absence due to transportation but lack of days scheduled due to transportation. It would be helpful if applicant had quantified these to strengthen the proposal. • Existing families’ attendance is “inconsistent” due to transportation – did not explain what that means. • Applicant included examples of the impact of transportation on enrollees. • If service in outlying communities is not sufficient, why invest in public transportation as an option?
<ul style="list-style-type: none"> • P – clear statement. Not sure what applicant means by “high financial and opportunity costs”
<ul style="list-style-type: none"> • N • Applicant described the data sources but did not provide any of the actual data it used to justify the program or to link to its evaluation. • Response is vague and general. • Response does not demonstrate use of root cause analysis. • Response does not provide data points the provider will use to support the evaluation component. • Q# 3-a laid out opportunity cite data in this section (# of unanticipated absences, “inconsistent” attendance, etc.) that applicant should have included in this section.

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<ul style="list-style-type: none"> • Applicant mentions SDOH and root cause analysis but doesn't specifically identify specific data points it used to develop its proposal. • "Feedback collected from...will be central in identifying key metrics..." indicated applicant has not identified key metrics.
<ul style="list-style-type: none"> • Q • No dates for hiring admin support or project support – are those existing staff? • M1-3 is very intensive – developing several playbooks. Is that P&P? Is developing that many playbooks realistic in that time frame? • M1-3 – not sure what "Development and execution of "fixed-route" playbook to integrate ADS consumers with unmet transportation needs into existing ARTS services" means. • No mention of training on VTM software. • M4-6 is launch and evaluation of volunteer site #1 – I don't think that's a realistic timeframe. Nor is launching 2nd site that soon after launching #1. • M7-9 – how much data/info will applicant gather from M4-6 that will be useful to identify areas of improvement and develop improvement plans? • Is car sharing a separate activity, or is it a resource for the volunteer driver activity? Likewise with bank of on-demand travel miles. Not sure how those 3 things fit together. Applicant did not explain the related contingencies of these activities (does it need to plan the car sharing before it can recruit volunteers?).
<ul style="list-style-type: none"> • N – applicant stated how project will increase utilization in its area but did not apply it statewide.
<ul style="list-style-type: none"> • P • How does applicant know its proposal is an "economically sustainable model?" Perhaps one of the strategies is to determine the models' sustainability?
<ul style="list-style-type: none"> • N • Response is vague and general. If it cites publications that document transportation is a key issue, then the applicant's project has the potential to expand access across the state.
<ul style="list-style-type: none"> • P – meets criteria
<ul style="list-style-type: none"> • Q • The wording raises the question of whether ADS staff is currently coordinating transportation with families and, if not, why not? • Curious why applicant isn't already working with ARTS to support transportation management needs? Could ARTS help with software? • Documents possible partnerships.

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • This is first mention of acquiring vehicles – not in timeline. Also, why purchase vehicles until you know project is successful and sustainable?
<ul style="list-style-type: none"> • N – applicant lists 2 viable partners but doesn't explain their contribution to the project.
<ul style="list-style-type: none"> • N • Applicant identifies challenges but mitigation isn't thought through well. • Applicant does not address issues of driver training, licensure, insurance, etc. of using a shared car model. • I think the applicant has underestimated the challenge of volunteer recruitment and retention. • Scaling back the project may address the challenge of launching phases in October and January. • OADS is contracting with a marketing firm to implement statewide ADS campaign – does applicant have a plan to address this? • “making volunteer drivers comfortable with winter driving” does not address the inherent safety issues of winters in ME. Does the applicant's data show that absenteeism in winters is the primary issue?
<ul style="list-style-type: none"> • P – meets criteria. Does not anticipate TA.
<ul style="list-style-type: none"> • N • Applicant uses “anticipate” 2x in this section. It should know whether it can absorb volunteer recruitment. It should have had discussions with ARTS to determine their ability to sustain the project. • Not clear why ARTS existing scheduling software couldn't be used for volunteer program. • No mention of car sharing expenses. • What happens to the staff involved in the project?
Performance Measures and Reporting
<ul style="list-style-type: none"> • Q • Includes 1 qualitative and 1 quantitative measure. • Item #3 is outputs not outcomes. • Includes non-ADS consumers in its data – why? • The main issue applicant raised was absences at ADS – it would be smart to measure the impact the volunteer transportation program has on attendance.
<ul style="list-style-type: none"> • P – meets criteria
<ul style="list-style-type: none"> • P – meets criteria

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- P – meets criteria

Part IV. Proposed Budget and Narrative

-
- Q – budget narrative doesn't tie directly to program narrative – it was hard to match budget items to project implementation.
- Fringe (30%) = \$10,000 – where is that coming from if fringe for Project Support is in-kind? $\$30012 \times 30\% = \9004 .
- Why is applicant including evaluation if OADS has evaluation component contracted?
- Application lists 2 staff (p. 9) but only 1 noted in budget.
- Total supplies
 - \$5k seems excessive for 2 areas of the AAA.
 - background and driving record checks – this is first mention of this. How many individuals and cost of checks? ME Background check is \$56 per person. ME State Police is \$20. DMV is \$7 or \$12. Max = \$88 per person. That equates to 27 volunteers – is that reasonable?
 - Software – where did they get estimates? Is it 1-time purchase or subscription? Cost of management and updates? 2 separate software systems for pilot programs is hard to justify.
- Subcontractors
 - Application didn't explain what the mileage bank is and why it costs \$8k
 - Program admin costs for ARTS? No description of what they will be doing to generate this cost. In sustainability section, applicant indicates will be absorbed into existing costs.
- Other
 - Includes mileage reimbursement for volunteer drivers but narrative didn't discuss this – car sharing so they don't use their cars.
 - Is the \$1k in recognition a total amount for all volunteers?
 - Car insurance for car sharing is \$300/year/car?
 - 10% contingency seems high.
- Indirect
 - Need verification of 18%

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DATE: 5/14/2024, 5/20/2024, 6/3/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Supporting Documentation Provided.
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• Supporting Documentation Provided.
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

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Applicants must provide supportive documentation as a separate attachment.

- Supporting Documentation Provided.

Attestation Statement

- This provider has provided evidence of all documentation showing they are eligible for grant funding.

Part II. Experience and Capacity

- Operating since 2016, the Aroostook Agency on Aging’s Adult Day Services program currently provides support to eleven enrolled consumers living with dementia and their care partners, with plans for significant expansion as a result of the recent opening of a new, larger physical space. The members of their 6-person team bring extensive experience in delivering person-centered care and, along with their growing volunteer group, receive ongoing training throughout the year to strengthen their skills.
- The Adult Day Services program is staffed by the Manager of the Memory Services; a full-time Memory Center Coordinator; a full-time ADS Coordinator; and two part-time Day Services Aids, and a growing cadre of community volunteers. The recent move to new facilities, integrated with the Agency’s other functions, has increased their service capacity in three key ways:
 - Their physical capacity has grown from 20 ADS participants at one time to 30;
 - This summer, They will be expanding hours from 8a until 4:30p Monday through Thursday, more than doubling their current offering; and
 - The ability to tightly network between the Memory Center and ADS allows them to more fully address the needs of the consumers and their care partners. In addition, the Agency has established a robust, long-standing partnership with the Aroostook Regional Transportation System (ARTS), which provides public transit to communities throughout The
- County. This collaborative relationship is critical to their ability to implement the proposed pilot project,
 - as the ARTS team will use their assets and experience to facilitate transit to the Agency for their ADS
 - consumers who do not have regular, reliable transportation.
- The Aroostook Agency on Aging has demonstrated its ability to successfully implement large-scale projects, both independently and in collaboration with partners. Recent examples of the grant-funded projects include:

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- A three-year Administration for Community Living grant to develop their innovative Memory Center, which provides dementia care services to County residents and their care partners through a partnership with Northern Light Mood & Memory Clinic in Bangor;
- A one-year Congressionally Directed Spending project to establish twenty “Access Points” throughout The County, providing physical and virtual gathering places for the Agency and its consumers in communities across Aroostook; and
- A one-year planning grant funded by Maine DHHS to support the development of a Rural Community Health Improvement Partnership (R-CHIP) in Aroostook County; this program (locally, ACHIP) has involved more than 20 partners across public health, healthcare, and social services organization and included a large-scale lived experience research project to understand the unmet health-related needs of their neighbors in the region.
- The Strategic Initiatives team provides project management support both internally and to the Aroostook County Health Improvement Partnership (ACHIP), bringing significant expertise to bear on managing complex projects with multiple stakeholder

Litigation

- Litigation not applicable to service.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

Proposed Adult Day Services Pilot Project

- Funding provided through this grant will enable the Agency, in partnership with the Aroostook Regional Transportation System, to implement a multi-pronged initiative that will provide travel assistance to consumers in their Presque Isle-based Adult Day Services (ADS) program, allowing individuals with dementia throughout The County to participate more regularly and their care partners to enjoy more schedule flexibility. In a collaborative effort with their partner, the Aroostook Regional Transportation System (ARTS), the Agency will:
 - Develop a more streamlined travel coordination process for consumers who could be served by existing fixed-route public transit between Presque Isle and many other communities throughout The County. Although these services are not available as frequently as would be ideal, it would give residents of most of Aroostook’s communities with populations greater than 1000 access to the Agency’s Day Services on a weekly, bi-weekly, or monthly basis.

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Build a robust, sustainable volunteer transportation network to facilitate transportation to the ADS facility in Presque Isle. In a region with low population density and more than 2400 miles of public road mileage, this is the only viable solution to providing the level of access that that the consumers and their care partners desire.
- Implement a community car-sharing program that will enable volunteer drivers to “borrow” a vehicle through a shared economy model, eliminating the concerns many volunteers may have about putting miles on a personal vehicle.
- Provide access to a bank of on-demand travel miles (supported by ARTS vehicles and staff) to reduce barriers to ADS participation as they work together build the volunteer driver program across The County. The intent of this funding is to facilitate attendance during the period of the grant for individuals who are unserved or underserved by the fixed-route transportation solutions currently in operation. This is a key enabler of the outreach strategy, given that they may have consumers ready to participate in the ADS program before they can fully support their needs with volunteer transportation.
- Establish training and support programs to assist individuals with dementia in their use of public and volunteer transportation. They expect that travel navigation and escort services may be particularly important for consumers who ride the larger passenger vehicles that serve the existing public routes throughout The County. To enable the development and implementation of the above solutions, the proposal includes funding for:
 - A 9-month, 1 FTE position for a Travel Assistance Coordinator, who will:
 - o Liaise with Memory Center staff members to develop a training program to familiarize transportation providers with dementia and dementia-related concerns such as confusion, aphasia, and behavioral change and to identify and implement best practices for increasing the dementia-friendliness of public transportation.
 - o Create a volunteer travel navigator program to support “onboarding” and escort services designed to increase the consumers’ comfort with the transportation options included in the scope of the grant.
 - o Create and staff a framework for volunteer transportation in The County, leveraging 9 existing assets and the Agency’s partnership with Lifelong Communities in Aroostook County to increase opportunities to increase the availability of transportation assistance across a larger geographic area.

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o Support the implementation of a community shared car service, which would enable volunteers to use a shared car – rather than a personal vehicle – to transport consumers to ADS.

- Allocation of 0.5 FTE administrative support resources for 9 months to facilitate operationalization of the program, including supporting the implementation of volunteer driver management software.
- Allocation of 0.2 FTE project support resources for 9 months to provide oversight of the project, support marketing for outreach, and accountability to DHHS for reporting and overall deliverables.

Check all that apply:

- Enhancing Person-Centered Planning
- Expanded access to assist citizens in accessing Adult Day Services
- Increasing utilization of quality Adult Day Services

- Findings from ACHIP’s lived experience research highlight transportation as a critical barrier to accessing healthcare and other services located only in Presque Isle, The County’s primary service center. In particular, older individuals are nearly twice as likely as the overall population in The County to no longer drive, and 35% of older adult respondents in ACHIP’s research report difficulty finding alternative transportation when they cannot drive themselves. Further, healthcare organizations involved in the ACHIP initiative report that a lack of reliable transportation is the most frequently-cited reason for missed appointments in their facilities, something that holds true for the ADS program, as well. Given the reimbursement model for Adult Day Services, unanticipated absences lead to significant financial loss and could potentially jeopardize the program’s long-term viability.
- A variety of data sources indicate the impact of caregiving work on family members. The ACHIP lived experience research found that 23% of respondents with such duties reported adverse impacts to their job situation. In addition, recent unpublished research conducted by the Catherine Cutler Institute at the University of Southern Maine (hereafter, the Cutler Institute) on behalf of the State Plan on Aging found that caregiving responsibilities caused:
 - 40% of caregivers in Aroostook County to sometimes or often feel lonely;
 - 61% to feel physical strain;
 - 79% to feel emotionally stressed; and
 - 46% to experience financial strain due to caregiving.

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While many of the consumers with dementia have care partners that can drive, a key benefit of Adult Day Services is allowing the caregiver time to pursue employment, respite, or other needs. As research from the Cutler Institute found in 2022, when the care partner drives their family member to an adult day program, “the time used for transportation reduces the value of adult day 10 services to the caregiver by cutting into the time available for respite, errands, their job, or other obligations.” For residents of even the closest of Presque Isle’s outlying communities, travel to and from the Agency twice a day to drop off and pick up a loved one can be a significant challenge. In 2023, eleven individuals with dementia were enrolled in the Adult Day program. Of these:

- Six participants reported past-year use of public transportation services provided by ARTS. For outlying communities, service is infrequent – weekly, twice-monthly, or monthly. Consumers and their family members indicated a desire to attend more frequently, noting that if transportation were not a barrier, they would participate 3-4 days per week.
- Five families provided their own transportation for their family members, citing the lack of viable public transit options in their area. In all situations, the consumer’s attendance was inconsistent due to travel expenses, opportunity costs for the family, and care partner burnout. The following examples illustrate the challenges associated with private transportation options:
 - o One family travels 90 miles roundtrip from Houlton to Presque Isle to bring their loved one to ADS. Family members remain in Presque Isle during the hours between dropoff and pick-up because they cannot afford the cost to return home.
 - o One participant was initially able to drive herself to the ADS facility, but as her health status declined and she stopped driving, she withdrew from the program due to a lack of transportation. The above data reflect the experiences of the eleven consumers and their care partners who were served by ADS in 2023. But an estimated 1900 older adults in Aroostook County, or 10.7% of the population aged 65+, are living with Alzheimer’s disease. The current program enrollment, coupled with these data, suggests that there are significant numbers of individuals who would benefit from Adult Day Services but are effectively unserved – and unheard from – due to the travel required to the Agency’s facilities in Presque Isle. As the Agency’s Memory Center begins supporting consumers throughout The County, however, They anticipate that both awareness of and demand for ADS programs will grow. Providing a

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS	
	<p>solution that enables regular travel to and participation in these services will become even more important to their ability to meet the needs of consumers living with dementia and their care partners through their person-centered care planning.</p>
	<ul style="list-style-type: none">• The transportation project proposed in this grant addresses the inability of potential consumers to attend ADS programming due to the travel distance to Presque Isle, associated transportation availability, and high financial and opportunity costs
	<ul style="list-style-type: none">• Detailed programmatic data for the Adult Day Services program, which is currently being collected and provides the Agency with baseline data, allowing for improvements to be tracked as implementation begins. While small in numbers, the rich data provided by Adult Day participants and their caregivers is valid, full of meaning, and foundational in developing a person-centered program that is sensitive to the unique landscape of Aroostook County.• ACHIP’s Community Needs Assessment, which utilized quantitative demographic and qualitative lived experience research to outline the unique experience of and interconnections between social drivers of health with Aroostook County. While not focusing exclusively on older adults, the data and report provides a rationale for the barriers the Agency experiences in providing Adult Day Services.• The other major data sources come from the Cutler Institute, which is active in aging research and policy development in the State of Maine. Notably, the Institute’s 2023 research in support of the 2025-2028 Aroostook Area Plan on Aging (unpublished) and the 2022 report, Adult Day Services in Maine: Benefits, Challenges, and Opportunities, provide valid data as a result of their extensive collaboration with local and statewide organizations, including the Aroostook Agency on Aging itself. Their mixed-methods approach incorporates community voice with quantitative surveying, leading to rich and meaningful sources of information. Taken together, these data sources go beyond a simple explanation of social determinants of health (SDOH) by highlighting the interconnected nature of SDOH for older adults and identifying many of the root causes of these challenges. Both reports are formative documents that shape how issues such as transportation, service access, and caregiving are experienced by those within Aroostook County.
	<ul style="list-style-type: none">• They have a year long implementation plan outlining every step they plan to take.

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- The opening of the new Adult Day Services facility at the Agency’s Main Street headquarters in May of 2024 allows the program greater opportunity to serve Aroostook County residents with need for day services – They are licensed to have 30 consumers on-site for service at any given time, an increase of 10 individuals since moving from their previous location. Their goal is to make this increased capacity available to people living with dementia countywide, which requires a transportation strategy to enable ADS participation outside of the immediate Presque Isle region.
- program offers an economically-sustainable model for bringing together consumers from across a wide rural geographic catchment area in a centralized service point. As such, it is a solution that could be replicated in similar rural contexts throughout Maine. The Agency will publish its “playbooks” documenting the design and implementation process for their pilot at the conclusion of the grant as a means of sharing knowledge and expertise developed through its work.
- The Agency’s Adult Day Services program is one of just two serving Aroostook County and the only facility that provides services under Section 61. As a result, being able to serve residents countywide is critical to the Department’s overall efforts to support a statewide ADS network.
- The current program fully complies with all Department and HCBS rules. This project is intended to increase access to the program with no deviation from Department and/or HCBS rules.
- Resources available to the project include:
 - A new 1600 square-foot Adult Day Services program facility, collocated with the Memory Center, with capacity for 30 consumers onsite at a given time
 - Members of the 6-person ADS staff, who will work with consumers and their family members to coordinate transportation, both at intake and ongoing
 - Members of the ARTS management and support team, who will work with the Agency to support the transportation management needs of ADS consumers
 - Experienced project management and support staff, who will oversee the project, support marketing for outreach, and be accountable to DHHS for reporting and overall deliverables
 - Strong Agency relationships with the Maine Lifelong Communities program and the AgeFriendly Communities of Caribou, Danforth, Houlton, Limestone, Presque Isle, and Fort Kent

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<ul style="list-style-type: none"> • Vehicle provisioning through ARTS, including the ability to leverage available funding streams to acquire volunteer car-share vehicles
<ul style="list-style-type: none"> • primary community partner for this project is the Aroostook Regional Transportation System (ARTS)
<ul style="list-style-type: none"> • Cited geographic challenges, along with timing challenges like launching a transportation volunteer program in the winter.
<ul style="list-style-type: none"> • None, Not Applicable.
<ul style="list-style-type: none"> • volunteer recruitment will be facilitated by the Agency’s existing Volunteer Services team; part of the transition from grant-funded work to ongoing program management will involve integrating established volunteer driver recruitment and onboarding activities into existing workflows. This leverages the Agency’s core competence in volunteer management. Through the Community Connector program funded by the Maine Cabinet on Aging, They are also well-positioned to build strong partnerships with Age-Friendly Communities in Aroostook County; elsewhere in Maine, these organizations have been instrumental to the development and support of volunteer driver programs, and they believe that this can extend to Aroostook County
Performance Measures and Reporting
<ul style="list-style-type: none"> • propose to measure the impact of the pilot project in the following ways: • 1. Surveys and key informant interviews with ADS consumers and their care partners; • 2. Surveys and key informant interviews with volunteer drivers • 3. Analysis of operational data, to include: <ul style="list-style-type: none"> a. Number of volunteer drivers recruited b. Number of volunteer drivers active c. Number of ADS consumers served (unique) d. Number of non-ADS consumers served (unique) e. Number of rides provided to ADS consumers by mode (fixed-route bus, volunteer driver, or via on-demand bank) f. Number of volunteer transportation rides provided to other individuals (not ADS) g. Average cost per ride across all modes, including overhead expenses plan to publicly share: <ul style="list-style-type: none"> 1. The various playbooks developed in the course of the grant 2. A report documenting best practices and lessons learned during the grant period

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Aroostook Agency on Aging

DATE: 5/14/2024, 5/20/2024, 6/3/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- The Project Support team will be responsible for ensuring compliance with Department requirements and providing regular progress reports to the Department.

Evaluation of the Proposed Pilot Project

- The Project Support team will be responsible for managing the evaluation activities associated with the project. The team will be prepared to meet with Department and vendor representatives in the first 30 calendar days to establish evaluation metrics for the pilot.
- The Project Support team routinely collects, analyzes, and reports data associated with several of the Agency’s programs and will do so in the context of this grant, as well. The team has significant data management and analysis expertise that will enable effective project evaluation in partnership with the Department and its evaluation vendor.

Part IV. Proposed Budget and Narrative

- Included.
- Included.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 16, 2024, May 17, 2024, June 1, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> Central Maine Area Agency on Aging dba Bridgers Home Services
2. Requested Award Size
<ul style="list-style-type: none"> P - Bidder requesting full maximum award amount

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> P – Bidder met requirement
<ol style="list-style-type: none"> Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> P – Licensing for all locations was provided. N – Supportive documentation was not provided as a separate attachment per instruction above.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 16, 2024, May 17, 2024, June 1, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

Applicants must provide supportive documentation as a separate attachment.

- Bidder met requirement.

Attestation Statement

- P – Bidder signed the Attestation Statement

Part II. Experience and Capacity

- P-established in 1996 as Senior Connections
- P-Provides Community Support Services within the Adult Day Services
- P- 4 centers- licensed to assist up to 130 consumers within the 4 centers a day
- Bidder met requirement.
- Q- 50 years? Previously stated established in 1996
- Q- operational 3 decades?
- P-provided evidence of ability to successfully manage projects.

Litigation

- None

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

Proposed Adult Day Services Pilot Project

- P-Extend hours to include 8 hrs Saturday and until 6 pm on Thursday in Augusta and Waterville.
- P-Offer transportation during extended hours in Augusta and Waterville.
- P- Community access to consumers during the weekend hours in Augusta and Waterville.
- P-will provide meals/ snacks to consumers during weekend hours in Augusta and Waterville.

Check all that apply:

- Enhancing Person-Centered Planning
- Expanded access to assist citizens in accessing Adult Day Services
- Increasing utilization of quality Adult Day Services

- P- All three components were selected.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 16, 2024, May 17, 2024, June 1, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • P- To better support consumers in need of services as expressed by caregivers/ family members. • P- Expand ADS to potentially participants and those receiving ADS services in Augusta/Waterville areas
<ul style="list-style-type: none"> • Caregiver Respite • Weekend transportation
<ul style="list-style-type: none"> • Bidder met requirement
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • P- Should increase utilization of ADS.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder complies with Department and HCBS rules and regulations.
<ul style="list-style-type: none"> • Bidder met the requirement by describing in detail resources available to the proposed pilot project.
<ul style="list-style-type: none"> • Bidder does not plan to partner with other organization to successfully implement the proposed pilot project.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • P- Bidder anticipates the project to be sustainable beyond 3/31/25. Sustainability will be measured as part of the pilot project.
Performance Measures and Reporting
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder will comply with requests to provide periodic reports by the Department.
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> • P- Bidder will participate in all evaluation activities. • P-Bidder will develop metrics to support evaluation efforts
<ul style="list-style-type: none"> • P-Bidder can accurately collect financial and operation data and will report data as required by the Department
Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Q- \$7,739.00 for lunch of 70 consumers. \$ 110.557 for lunch expense per explanation.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 16, 2024, May 17, 2024, June 1, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

- | |
|---|
| <ul style="list-style-type: none">• P- Bidder met requirement by providing detailed budget justification. |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> Central Maine Area Agency on Aging d/b/a Bridges Home Services
2. Requested Award Size
<ul style="list-style-type: none"> \$150,000

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Nonprofit Corporation, State of Maine
<ol style="list-style-type: none"> Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Licenses #ADS1172, #ADS1752, #ADS1131, and #ADS727 issued by DHHS for Adult Day Services Program
<ol style="list-style-type: none"> Does the Applicant have a current Provider Agreement under 10-149 Ch. 5

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • CT #ADS-24-5910 to provide Adult Day Services per 10-149, Section 61
Attestation Statement
<ul style="list-style-type: none"> • Signed by CMAAA/Bridges Home Services President/CEO

Part II. Experience and Capacity
<ul style="list-style-type: none"> • Applicant is a dba of Spectrum Generations, Central Maine Area Agency on Aging • Adult Day Services provided at 4 locations within CMAAA's service area since the early 2000's – licensed to serve a combined 130 consumers • Applicant provided information about their organizational longevity and acumen, and staff qualifications and experience. • Applicant provided examples of relevant experience and expertise.
Litigation
<ul style="list-style-type: none"> • Applicant indicates no litigation.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • The pilot is to expand hours and days of operation at 2 locations; provide outreach and education to increase utilization; and enhance person-centered plans.
Check all that apply:
<input checked="" type="checkbox"/> Enhancing Person-Centered Planning
<input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> • The pilot will address client/caregiver needs • Investment in the organization's ability to invest in quality services and expand access and utilization
<ul style="list-style-type: none"> • Caregiver respite needs • Transportation
<ul style="list-style-type: none"> • Data from ADS participants served by the Applicant

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> Detailed outline provided, broken out into 3 phases. Post project analysis/reporting
<ul style="list-style-type: none"> Expanded hours of operation and days of service Marketing and education
<ul style="list-style-type: none"> May expand a successful pilot to their other 2 locations Will share information with other providers
<ul style="list-style-type: none"> The pilot is in line with expanding access and promoting utilization Applicant acknowledges
<ul style="list-style-type: none"> Applicant outlined use of their staff resources and facilities No partnerships are planned
<ul style="list-style-type: none"> Potential issues with workforce shortages and volunteer recruitment None anticipated
<ul style="list-style-type: none"> Applicant expects sustainability based on the ability to get reimbursed from MaineCare and other funding avenues
Performance Measures and Reporting
<ul style="list-style-type: none"> Examples are provided for qualitative and quantitative measures. Applicant acknowledges requirement to comply.
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> Applicant acknowledges and states intention to meet this requirement. Applicant acknowledges and states intention to meet this requirement.

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> Applicant requests \$150,000 – 9-month project and post pilot analysis/reporting.
<ul style="list-style-type: none"> Provided detailed justification

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• met
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• met
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Met- sec 61 contract
Attestation Statement
<ul style="list-style-type: none"> • met

Part II. Experience and Capacity
<ul style="list-style-type: none"> • Established in 1996 as Senior Connections part of CMAA (Spec Gen) • 40 employees are dedicated to ADS • ADS serves older adults, adults with IDD and adults with alz or dementia • Multiple service locations
<ul style="list-style-type: none"> • Business acumen • Staff oversight • Compliance and regulation
<ul style="list-style-type: none"> •
Litigation
<ul style="list-style-type: none"> • none

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • Expanding service hours for 2 ADS' to meet caregiver demand • Partner with spec gen community engagement team to complete marketing campaign • Enhance PCP by developing plans with care teams and bridges personnel
Check all that apply:
<input checked="" type="checkbox"/> Enhancing Person-Centered Planning
<input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> • Will better support expressed needs of family
<ul style="list-style-type: none"> • Caregiver respite- expands hours/days • Transportation- not available on weekends- will offer volunteer drivers
<ul style="list-style-type: none"> • Responses does not provide specifics on how this will be addressed
<ul style="list-style-type: none"> • Provided monthly breakdown

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none">Expanded hours
<ul style="list-style-type: none">Responses does not provide specifics on how this will be addressed
<ul style="list-style-type: none">
<ul style="list-style-type: none">
<ul style="list-style-type: none">
<ul style="list-style-type: none">No partnerships
<ul style="list-style-type: none">Work shortages
<ul style="list-style-type: none">
<ul style="list-style-type: none">none
Performance Measures and Reporting
<ul style="list-style-type: none">Survey participants utilizing transportation option and who participate in PCP process to collect data on service quality
<ul style="list-style-type: none">Utilize data from client repository (eRSP)
<ul style="list-style-type: none">
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none">
<ul style="list-style-type: none">

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none">
<ul style="list-style-type: none">

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: 05/14/2024, 05/21/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

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Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • P - included
2. Requested Award Size
<ul style="list-style-type: none"> • P – met guidelines (request = \$150,000)

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • N – included articles of incorporation (pp. 23ff of application). Did not follow instructions to provide as separate attachment.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • N – licenses (pp. 32ff) included in application. Did not follow instructions to provide as separate attachment.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: 05/14/2024, 05/21/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

Applicants must provide supportive documentation as a separate attachment.

- N - Included service contract (pp. 38ff) for FY 2024 in application. Did not follow instructions to provide as separate attachment.

Attestation Statement

- P – signed 05/13/2024

Part II. Experience and Capacity

- P
- Applicant provides lots of information but not many specifics about its ADS.
- Lists capacity but not # people served – that addresses experience better.
- Been doing ADS since 2003 – assume based on text.
- Settings Rule was federal requirement – what “distinction from OADS”?

- N
- How does applicant quantify “...are leading providers in the state.”?
- No significant performance or financial concerns – I’ve had issues receiving reports on time this SFY. Also, DAFS notes are of concern.
- Applicant does not document its capacity to expand hours at 4 sites, recruit volunteers, and establish a transportation program based on its timeline in Part III Q2.

- P
- Applicant provided 4 examples of recent projects.

Litigation

- P – no incidents noted.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

Proposed Adult Day Services Pilot Project

- P
- Addresses key issue of availability and hours (extended hours).
- Developing plans of care is already a requirement and the applicant should do this for all participants. Should not be part of a pilot project.
- Question of whether scope is too broad for project period -

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

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DATE: 05/14/2024, 05/21/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<p>Check all that apply:</p> <p><input type="checkbox"/> Enhancing Person-Centered Planning</p> <p><input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services</p> <p><input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services</p> <p>Applicant checked all 3. However, Section 1 narrative does not add a new PCP component beyond what is already required.</p>
<ul style="list-style-type: none"> • N • PCP is already required. • It appears what applicant is stating is that with increased census, it can invest additional revenues into enhanced programming, transportation, expanded services. • Applicant doesn't describe the current fiscal impacts on the organization.
<ul style="list-style-type: none"> • P • Identifies 2 barriers (expanded respite and transportation) • Applicant does not describe existing barriers to providing weekend transportation – it owns vans that could provide transportation.
<ul style="list-style-type: none"> • N • Applicant has identified qualitative data but no quantitative data. • No root causes analysis. Applicant incorrectly identifies barriers as root causes. • Capacity = 130 but no note of actual attendance and reasons for low attendance. Does mention 1/3 capacity in Section III-b. • How much of a factor is the lack of longer hours? Applicant doesn't explicitly answer this question. • How are existing participants getting to program? How much of an issue is transportation currently?
<ul style="list-style-type: none"> • N • MM 3-7 indicates implementing operational workflows – no mention of developing these workflows. It seems that some of these (programming, meal plans, etc.) should occur before onboarding participants. How many of these workflows are new – wouldn't applicant just adapt existing workflows? • How does applicant define "new participants?" Its stated goal is to expand hours for existing caregivers.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

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CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: 05/14/2024, 05/21/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS	
	<ul style="list-style-type: none"> • Has applicant determined a reasonable mix of paid staff vs. volunteer drivers? Is setting up transportation for 2 sites for every Saturday realistic considering the timeframe of the pilot? • Didn't see any details about expanding the hours at the 2 sites on Thursdays. • OADS has contracted with a marketing vendor for statewide awareness of ADS. How will applicant coordinate its marketing campaign efforts? • If using volunteer drivers, applicant doesn't mention requirements (proof of insurance, record checks, etc.) nor of volunteer recognition/retention. <p>Large emphasis on marketing – “Spec Gen conducted a marketing campaign 2 years ago that did not yield significant results.” What is different this time?</p>
	<ul style="list-style-type: none"> • N • Applicant emphasizes marketing campaign that OADS is addressing through statewide campaign. • Does not make the case for how this pilot will impact its 1/3 current utilization and therefore impact ADS statewide. • “It is our belief” is not acceptable – applicant should be able to document this b/c it is a foundation of its application.
	<ul style="list-style-type: none"> • Acceptable • If existing providers had ability to expand hours, why haven't they? Applicant didn't provide a convincing argument for replication. • Which project will applicant replicate at its other sites – evening hours or weekend hours?
	<ul style="list-style-type: none"> • N • This section indicates they are focusing on new clients rather than expanding services for existing caregivers. By this point in the narrative, I'm not sure of the identity of its intended audience. • Does not mention how this project will contribute to a broad and sustainable network – only Bridges.
	<ul style="list-style-type: none"> • P – meets criteria.
	<ul style="list-style-type: none"> • P – meets criteria.
	<ul style="list-style-type: none"> • Acceptable • No plans to partner – I think this misses opportunities.
	<ul style="list-style-type: none"> • P • Identifies workforce/volunteer challenge.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: 05/14/2024, 05/21/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • Access to applicant’s existing volunteer and staff network – not sure why applicant needs “an aggressive recruitment effort?”
<ul style="list-style-type: none"> • P – meets criteria • Does not identify TA needs. • Requests data to assist in marketing efforts – this is confusing. Does applicant not have data or is it asking for additional data?
<ul style="list-style-type: none"> • A • Bases sustainability on reimbursements of additional hours. • What if reimbursements are not sufficient to cover costs?
Performance Measures and Reporting
<ul style="list-style-type: none"> • P • Includes quantitative and qualitative measures. • Plans to survey new participants during extended hours but no mention of existing caregivers. Should include those as well.
<ul style="list-style-type: none"> • P – meets criteria. • Has been late with Section 61 reports in SFY 24.
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> • Acceptable • Applicant states it can do it but does not describe how.
<ul style="list-style-type: none"> • Acceptable • The question is about coordinating evaluation activities, not just reporting.

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> • P – meets requirements.
<p>N</p> <ul style="list-style-type: none"> • Many of these expenses seem to be supplanting existing costs which is not allowable. • Direct Program Personnel <ul style="list-style-type: none"> ○ These are existing staff – supplanting existing resources. ○ Are any of the DSPs new staff? ○ See Part III Q5 – listed in resources available to support the project. ○ DSP: 1907 hrs/ 9 mos = 212 hrs/mo. (4 Sat x 8 hrs x 2 sites) = (4 Thurs x 2 hours x 2 sites) = 80 hrs/mo. Explain how applicant calculated hours.

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DATE: 05/14/2024, 05/21/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

- ADS Director: 104 hrs/9 mos = 11.5 hrs/mo. 20% of FTE salary.
- Fringe
 - Fringe calculated on total salaries – how many DSPs will be involved in this pilot?
- Occupancy
 - Will expanded hours increase these costs? Is this supplanting existing resources?
- Education
 - Narrative did not explain what training will be needed.
 - If training is for existing staff, why did applicant include this in budget?
- Travel
 - \$5k/ 9 mos / 2 sites = \$278 per month per site. How much is travel going to cost for Saturday activities?
 - Need justification for this expense. Applicant owns 2 vans – what is this expense?
- Supplies
 - Need justification for how applicant calculated this expense.
- Consultants
 - Applicant doesn't identify how many hours it will use consultant.
- Other
 - Background checks for who?
 - How many additional staff does applicant anticipate requiring payroll processing for?
- Indirect
 - Rate of 18.1% matches supporting documentation.
- Start-up
 - Entire amount is for marketing. This seems to be using this pilot project to fund overall agency marketing efforts.
 - Applicant did not explain how its efforts will not duplicate OADS' campaign.
 - Marketing is targeted toward new users – stated goal was to expand hours for existing caregivers.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Central Maine Area Agency on Aging d/b/a Bridges Home Services

DATE: 5/14/2024, 5/15/2024, 5/28/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Supporting Documentation Provided.
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• Supporting Documentation Provided.
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day

**STATE OF MAINE
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DATE: 5/14/2024, 5/15/2024, 5/28/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• Supporting Documentation Provided.
Attestation Statement
<ul style="list-style-type: none">• Provider has submitted necessary documentation and is eliglbe for funding.

Part II. Experience and Capacity
<ul style="list-style-type: none">• Today Bridges Home Services employs a management team of eight (8) and a direct care worker staff of approximately 200 employees, of which 40 are dedicated to the adult day and community support service line. BHS provides person-centered solutions for families caring for older and disabled adults requiring assistance with daily activities. Their mission is to promote and advance the well-being and independence of older and disabled adults, with the support of their care partners, to live in the community of their choice. BHS believes that a person's ability to earn an income, connect in the community, and achieve life goals does not have to be compromised by age, medical condition, or disability if well-suited personal supports are accessible. BHS programs are uniquely designed to serve older adults, cognitively impaired adults, those with intellectual developmental disabilities (IDD), adults with Alzheimer's or Dementia, and their care partners and families. BHS programs include Adult Day Services (ADS)/caregiver respite; Personal Support Services (PSS) which is nonmedical help with daily tasks and personal care at home; Community Case Management - offering Targeted Case Management for persons with Intellectual and Developmental Disabilities (I/DD) and associated representative payee services; and Community Support Services, to include community, home, & work support options. BHS Adult Day and Community Support Services (ADCSS) is the only agency in Maine to provide Community Support Services within its Adult Day Programs, where older adults with cognitive impairments and adults with I/DD are supported together in one location.• Services are provided through dual programming and administered by certified, and deeply caring DSP (Direct Support Professional) and CRMA (Certified Residential Medication Aide) trained staff. Incredible friendships and life-long bonds are cultivated among Adult Day Community Support Services (ADCSS) participants. BHS ADCSS programs are provided at four community centers. These locations include Muskie ADCSS (licensed for 40 consumers) at their

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<p>Muskie Community Center in Waterville, Somerset ADCSS (licensed at 30 consumers) at Their Somerset Community Center in Skowhegan, Cohen ADCSS (licensed at 30 consumers) at their Cohen Community 6 Center in Hallowell, and Waldo ADCSS (licensed at 30 consumers) at their Waldo Community Center in Belfast. Facilities where Bridges ADCSS take place have Americans with Disabilities Act (ADA) compliant kitchens on site, ADA-compliant bathrooms, full showers, clothes washing machines and dryers. Centers also maintain safetycompliant furniture including lockable storage cabinets for medications, medical supplies, and cleaning supplies. Alarm systems are compliant at all four locations to notify staff of door entry and egress.</p>
<ul style="list-style-type: none">• BHS ADCSS is a licensed, certified program in Maine. Each of BHS' four Adult Day Service locations is surveyed by the State biennially and relicensed. All locations are "health" models, to accommodate participants who may be required to have medication dispensed during program hours. Adult Day staff are Direct Support Professionals (DSP), who are State certified, and are CRMA (Certified Residential Medication Aide) trained.• The ADCSS Director is supported by Alison Clarke, Compliance Manager and Privacy Official. Alison is a certified Health Insurance Portability and Accountability Act (HIPAA) Privacy Security Expert, certified associate in project management and recently holds a Compliance Certificate from UMaine Law. Alison provides oversight of the quality and compliance for all Spectrum Generation's services, identifying and monitoring regulatory and contractual requirements, program registration/licensing, writing and reviewing agency policies, project management, assisting with investigations related to compliance concerns, compliance testing and spot checks, work with program directors and managers to identify, assess, and mitigate compliance risks, monitor timely renewals of licensing, registrations, and contracts, provide guidance on new and updated subcontracts, HIPAA compliance and assists with compliance components of external audits and reviews.
<ul style="list-style-type: none">• At the outset of the COVID 19 pandemic (March 2020), BHS stopped Adult Day Services (ADS). However, after 60 days (about 2 months) they realized that so many frontline workers in the community needed a safe place to have a loved one placed while they worked at critical jobs. By June of 2020, after taking great care to implement Maine CDC (Centers for Disease Control) guidelines, they reopened all four locations regardless of census. This was a proud moment for BHS ADS as they implemented innovative strategies to overcome

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<p>and mitigate significant risk to safely to serve the community during the pandemic.</p> <ul style="list-style-type: none">• On December 29th, 2022, the Maine Department of Health and Human Services Office of Aging and Disability Services (OADS) awarded Bridges an Innovation Grant totaling \$100,484 supporting the initiative to create Internet Safety training modules for adults with Autism and other intellectual & developmental disabilities. The Autism Society of Maine has partnered with Bridges to assist with content.• On June 8th, 2023, the John T. Gorman Foundation awarded Bridges Home Services (Bridges) \$25,000. This funding enhanced the capacity of existing case management programming, supporting services to meet the immediate basic needs of older adults experiencing poverty and/or at risk of eviction, homelessness, or unwanted institutionalization.• On September 8th, 2017, Bridges received \$98,000 from the Next Generation Foundation. This grant focused on handicap accessibility for those they serve through the purchase of two (2) 9-passenger handicap accessible vans and handicap accessible doors (touchpad entry) at the Adult Day & Community Support Service locations.
Litigation
<ul style="list-style-type: none">• None - N/A

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none">• Expanding community access to Adult Day Services through increased weekday and new weekend hours at two of Bridges ADCSS locations.<ul style="list-style-type: none">o Bridges will open the Hallowell (Cohen Community Center) and Waterville (Muskie Community Center) locations on Saturdays for eight (8) hours, ando Bridges will extend business hours each Thursday at the Cohen and Muskie locations by two (2)hours (until 6 p.m.) through the grant period.• Increasing utilization of Adult Day Services through education of expanded program availability and services.<ul style="list-style-type: none">o Bridges will partner with Spectrum Generation’s Community Engagement team to implement a robust marketing campaign to educate potential ADCSS consumers on availability and programming, and

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- o Bridges will utilize a network of volunteers and paid staff to offer transportation during weekend hours, where public transportation is unavailable.
- Enhance Person-Centered Planning by developing plans with each new participant in conjunction with their care team and Bridges personnel.
 - o Bridges will offer community access to participants during weekend hours,
 - o Bridges will develop strategies for participant's caregivers to gain respite time through expanded hours, and
 - o Bridges will provide nutritious meals/snacks to participants during expanded hours through the existing kitchens to ensure food security and support client health and wellbeing.

Check all that apply:

- Enhancing Person-Centered Planning
- Expanded access to assist citizens in accessing Adult Day Services
- Increasing utilization of quality Adult Day Services

- Primarily, the aim is to support clients in need of services to the best of their ability. the project touches all three of the suggested components. Each client will receive person-centered planning within the programming, their staff is trained and knowledgeable in the subject. They will expand program offerings to better support what has been expressed as a need by families receiving services to increase their access. The ADCSS program will experience increased utilization and program growth through expanding access to services.

- There are two identified barriers that will be addressed by the pilot project:
 - Caregiver Respite – Full-time caregivers, particularly those who remain in the workforce, find it challenging to have respite time outside of their daily work schedule. Providing additional access to ADCSS through increased open hours (after hours and weekends) could offer valuable respite to caregivers during non-work time. It will give them an opportunity to go food and clothes shopping, socialize, perform house chores or just rest.
 - Transportation – Although participants can use public transportation during weekdays to attend ADCSS services, public transportation is unavailable on the weekend. This has been one of the reasons BHS has not expanded its services to weekends to date. Providing reliable transportation may increase utilization of ADCSS services for the participant.

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS	
•	The data used to identify the barriers selected above was derived through feedback from existing and prospective participants of BHS ADCSS. This feedback was obtained through surveys, referral interviews, and participant caregiver meetings. BHS determined this to be meaningful and valid feedback as it relates to access and utilization of their ADCSS services. The barriers described above are considered root causes of why participants are unable to access their services or are not able to utilize the services to the fullest need of the participant or caregiver. Through proposed project measurements, these barriers will support the evaluation component of the project.
•	Bridges have a multi-step plan spanning a year broken up roughly quarterly with various milestones.
•	This project should increase the use of Adult Day services in Maine. Adult Day services are an under-utilized service in the organization (one third capacity) and in long-term care. It is common for people to not understand how beneficial Adult Day services can be for the participant and the caregiver. Through a robust marketing campaign, they hope to educate the communities. It is their belief that Bridges would be the only provider offering extended and weekend hours in the Augusta and Waterville area. Between all four site locations 130 people can be served within the licensure, split as 30 per location (Waldo, Cohen, and Skowhegan locations), with a capacity of 40 clients at the Muskie Community Center that has a larger space accommodation.
•	They will expand if successful and stated they'd be happy to assist other providers in implementation of their own programs.
•	Bridges ADCSS currently provides Adult Day services at their four locations. This proposed project will add to the quality of service as it intends to open access and promote utilization for more individuals who may not already attend Bridges ADCSS or any other adult day program.
•	All Bridges' locations comply with the HCBS settings rule and have been approved by the State.
•	Bridges will make the following available for the proposed pilot project: <ul style="list-style-type: none"> • Staff <ul style="list-style-type: none"> o Project lead o Project team members □ ADCSS supervisors □ Compliance Manager and Privacy Official □ Community Engagement staff (marketing/public education) □ Nutrition staff (meals) □ Financial staff (financial recording, reporting, and analysis) □ Human Resources staff (recruitment) • Time <ul style="list-style-type: none"> o Weekly project meetings o Evaluation meetings

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS	
	Documentation & reporting • Space o ADCSS facility space o Meeting/office space • Other Resources o Two (2) 9 passenger wheelchair accessible vans – transportation o Access to existing direct care staff & volunteers o Access to kitchen space & time for meal preparation a. Robust ADCSS programming through existing community network
•	Bridges does not plan to partner with any other organizations.
•	With the current workforce shortages in Maine, particularly in the direct care workforce, they do anticipate some challenges in recruitment. This also holds true for volunteers as well. However, Bridges currently employs nearly 50 Direct Support Professionals, more than 100 Personal Support Professionals, and has access to hundreds of volunteers through Spectrum Generations volunteer network. They believe that with an aggressive recruitment effort, and a pool of existing employees and volunteers to draw from, the challenge can be mitigated.
•	Bridges does not anticipate any technical assistance from the Department. However, if the Department can provide any data to assist in marketing efforts to potential adult day service participants, it would be beneficial.
•	Bridges anticipates this project to be sustainable beyond the grant period. Sustainability will be measured as part of the pilot project. They will base sustainability success on the quantity of billable service units (Mainecare, LTC (Long Term Care) insurance, private pay, VA, etc.) delivered during the extended service hours, which is a direct result of increased census and utilization of the program. They will also measure service quality through participant surveys, which also contributes to long-term sustainability.
Performance Measures and Reporting	
•	Bridges intends to measure the pilot project both qualitatively and quantitatively as follows:
•	• Qualitative Measure – Bridges will survey all participants who use the extended-hour service, transportation option, and participate in the PCP process to collect data on service quality. This data will be used as a component of the sustainability success criteria.
•	• Quantitative Measure – Bridges will utilize data collected from the client repository scheduling platform (eRSP, www.kaleidasystems.com) to measure the number of billable service units and new participants during the extended-hour service. In addition, financial (revenue/expense) data will be collected to

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EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
determine the pilot project's financial viability. This data will also be used as a component of the sustainability success criteria.
<ul style="list-style-type: none">• Bridges will comply and provide periodic reports as requested by the Department.
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none">• Bridges will participate in all evaluation activities with the evaluation vendor and will develop metrics to support such evaluation efforts.
<ul style="list-style-type: none">• Bridges can accurately collect financial and operational data to support the evaluation of the pilot project and will report it as required by the Department.

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none">• Included
<ul style="list-style-type: none">• Included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: May 16, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • Downeast Community Partners
2. Requested Award Size
<ul style="list-style-type: none"> • I – Bidder requesting well under the maximum amount

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State? <p>Applicants must provide supportive documentation as a separate attachment.</p> <ul style="list-style-type: none"> • N – Supporting documentation was not provided as evidence.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs? <p>Applicants must provide supportive documentation as a separate attachment.</p> <ul style="list-style-type: none"> • Bidder does not meet requirement. Supporting documentation was not provided as evidence of a valid Adult Day Services License.
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

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DATE: May 16, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• Bidder does not meet requirement. Supporting documentation was not provided as evidence of a current Provider Agreement.
Attestation Statement
<ul style="list-style-type: none">• Bidder signed Attestation Statement

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: May 15, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> Downeast Community Partners
2. Requested Award Size
<ul style="list-style-type: none"> \$13,674

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Applicant indicates “Yes”; supportive documentation not provided
<ol style="list-style-type: none"> Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Applicant indicates “Yes”; supportive documentation not provided
<ol style="list-style-type: none"> Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
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RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: May 15, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• Applicant indicates "Yes"; supportive documentation not provided
Attestation Statement
<ul style="list-style-type: none">• Signed by Downeast Community Partners Executive Director

**STATE OF MAINE
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RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: 5/16/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Did not supply supportive documentation
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• Did not supply supportive documentation
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: 5/16/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• Did not supply supportive documentation
Attestation Statement
<ul style="list-style-type: none">• met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: 05/15/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • P - included
2. Requested Award Size
<ul style="list-style-type: none"> •

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • N – applicant did not provide supporting documentation.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • N – applicant did not provide supporting documentation.
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: 05/15/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• N – applicant did not provide supporting documentation.
Attestation Statement
<ul style="list-style-type: none">• P – signed 05/03/2024

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: 5/15/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Supporting Documentation Not Supplied
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• Supporting Documentation Not Supplied
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Downeast Community Partners

DATE: 5/15/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.

- Supporting Documentenation Not Supplied

Attestation Statement

- Eligibility Supporting Documentation not included, so unable to determine positive eligibility.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: May 16, 2024, June 1, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> MaineGeneral Long Term Care and Rehabilitation, dba, Alzheimer's Care Center
2. Requested Award Size
<ul style="list-style-type: none"> P – Requesting amount is less than the maximum per application

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> P – Bidder meets requirement.
<ol style="list-style-type: none"> Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> P- Bidder meets requirement.
<ol style="list-style-type: none"> Does the Applicant have a current Provider Agreement under 10-149 Ch. 5

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: May 16, 2024, June 1, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Bidder meets requirement. • N – Provider agreement was not provided.
Attestation Statement
<ul style="list-style-type: none"> • P- Bidder signed Attestation Statement

Part II. Experience and Capacity
<ul style="list-style-type: none"> • P – 1999 Adult Day Services Program recognized as a National Model Adult Day Center.
<ul style="list-style-type: none"> • P- All current Adult Day Service staff are interested in contributing to the pilot project by collaborating on activities to achieve project goals.
<ul style="list-style-type: none"> • Bidder met requirement.
Litigation
<ul style="list-style-type: none"> • Q – 1 lawsuit, No fault settlement and case dismissed. WU unsure if lawsuit is relevant to this RFA.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • Bidder met requirement.
Check all that apply:
<input type="checkbox"/> Enhancing Person-Centered Planning
<input type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • P- Identified barriers of transportation, family members having to navigate the healthcare system on their own, and lack of Adult Day Service Program awareness in the area.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirements.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirement.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: May 16, 2024, June 1, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • Bidder met requirement
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder detailed anticipated challenges and how to mitigate those challenges.
<ul style="list-style-type: none"> • Bidder does not anticipate a significant need for technical assistance from the Department.
<ul style="list-style-type: none"> • Bidder met requirement.
Performance Measures and Reporting
<ul style="list-style-type: none"> • P- Bidder met requirement.
<ul style="list-style-type: none"> • P- Bidder described how they will comply with and provide periodic reports as requested by the department.
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirement.

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> • Bidder met requirements.
<ul style="list-style-type: none"> • Bidder met requirements.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer’s Care Center

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> MaineGeneral Long Term Care and Rehabilitation, Alzheimer’s Care Center
2. Requested Award Size
<ul style="list-style-type: none"> \$73,640

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Nonprofit Corporation
<ol style="list-style-type: none"> Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> License #ADS23 issued by Maine DHHS as Adult Day Services Program
<ol style="list-style-type: none"> Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> CT ADS-24-5907; amendment document provided does not specify provision of Section 61 services, however reviewer is familiar with this agreement with OADS to provide state-funded adult day services (Section 61).
Attestation Statement
<ul style="list-style-type: none"> Signed by Applicant's CEO

Part II. Experience and Capacity
<ul style="list-style-type: none"> ADS program is part of Alzheimer's Care Center that has been operating since 1988. ADS program model was nationally recognized in 1999. Currently serve 20 members/day
<ul style="list-style-type: none"> Applicant described staff experience and qualifications. Cited several relevant examples of experience/capacity
<ul style="list-style-type: none"> Applicant provided detailed information about their capacity, expertise and experience.
Litigation
<ul style="list-style-type: none"> Client injury case, no fault settlement/case dismissed

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> Increase utilization of adult day program by adopting processes to assist individuals with socioeconomic barriers, using patient navigation services, and increasing marketing/education
Check all that apply:
<input type="checkbox"/> Enhancing Person-Centered Planning
<input type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> The current program is not operating at full capacity The Applicant describes transportation, system navigation, and awareness as the barriers the pilot project is intended to address Applicant used programmatic experience and staff feedback. A detailed plan is provided.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • Applicant will share lessons learned with other providers.
<ul style="list-style-type: none"> • Information, documentation, and tools can be shared with other providers.
<ul style="list-style-type: none"> • Increasing utilization of adult day services aligns with DHHS' efforts.
<ul style="list-style-type: none"> • Applicant acknowledges requirement and intends to meet all rules/regulations.
<ul style="list-style-type: none"> • Applicant will use its own staff resources and facility.
<ul style="list-style-type: none"> • Applicant provided detailed information about plans to engage with external and internal partners.
<ul style="list-style-type: none"> • The short timeframe for the pilot project and client/caregiver barriers beyond scope may present as barriers.
<ul style="list-style-type: none"> • None anticipated, but Applicant will reach out if the need arises.
<ul style="list-style-type: none"> • Applicant provided detailed response • Essentially, the intent is the pilot will have a long-lasting effect
Performance Measures and Reporting
<ul style="list-style-type: none"> • Applicant provided qualitative and quantitative measures.
<ul style="list-style-type: none"> • Applicant's response indicates an understanding of this requirement and lists who is responsible for providing reports.
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> • The Applicant provided a detailed response.
<ul style="list-style-type: none"> • Th Program Director will be responsible for this activity.
<ul style="list-style-type: none"> • This will be the responsibility of the Program Director and Clinical Care Coordinator.

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> • \$73,640 requested – 9-month project
<ul style="list-style-type: none"> • Provided detailed justification

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
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2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Met
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• Met
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Met
Attestation Statement
<ul style="list-style-type: none"> • Met

Part II. Experience and Capacity
<ul style="list-style-type: none"> • Part of Maine General System • Open in 1988 • Provides continuum of care • Capacity is 30 members, M-F 9-3 pm and one sat per month
<ul style="list-style-type: none"> • 7 staff including one grants manager
<ul style="list-style-type: none"> • 65 years combined experience
Litigation
<ul style="list-style-type: none"> • One- fall at center, case dismissed

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • Pilot to develop processes to enhance coordination across Maine General systems includes implement navigation services to recruit new family, educate and application coordination
Check all that apply:
<input type="checkbox"/> Enhancing Person-Centered Planning
<input type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> • Licensed for 20 but only serve 15 and those only attend some days
<ul style="list-style-type: none"> • Access- health care system is complex creating a lot of admin burden for families
<ul style="list-style-type: none"> • Enrollment data
<ul style="list-style-type: none"> • Very detailed as to tasks and who is responsible
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Will identify barriers to access and will provide the DHHS
<ul style="list-style-type: none"> •

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
•
• Dedicated ads wing with bathroom with whirlpool, and great room
• Internal- Harold alfond cancer center, outpatient care teams, community health teams.
• External- alz associatopn of maine
• Timeframe of grant
•
• New work flows, processes will be created
Performance Measures and Reporting
• Barriers to access via survey
• Daily census and billable hours
•
Evaluation of the Proposed Pilot Project
•
•

Part IV. Proposed Budget and Narrative
•
•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: 05/15/2024, 05/22/2024, 05/23/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

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Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • P – included.
2. Requested Award Size
<ul style="list-style-type: none"> • P – meets criteria (request = \$73,640)

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • N – documented on pp. 19ff of application. Did not follow instructions to provide as separate attachment.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • N - included in application (p. 26). Did not follow instructions to provide as separate attachment.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: 05/15/2024, 05/22/2024, 05/23/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

Applicants must provide supportive documentation as a separate attachment.

- N – included in application (p. 27ff). Did not follow instructions to provide as separate attachment.

Attestation Statement

- P – signed 05/10/2024

Part II. Experience and Capacity

- P
- Operated since 1988 – part of a suite of dementia services.
- RJF recognition in 1999.
- P
- Applicant obtained staff buy-in for project prior to submitting proposal – good addition!
- Applicant's agency has grants staff to ensure compliance.
- Applicant documented its experience with implementing and managing grants.
- Is applicant using the pilot to supplant existing salaries?
- P
- Applicant documents staff experience, flexibility, and ability to manage multiple tasks.
- Applicant describes staff's understanding and networking within the community.
- Applicant describes agency-wise resources that are available to support the project.

Litigation

- P – met criteria
- 1 settlement documented.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

Proposed Adult Day Services Pilot Project

- P
- Applicant proposes 3 strategies:
 - Assist with basic needs (transportation) to address barriers

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: 05/15/2024, 05/22/2024, 05/23/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> ○ Patient navigation services ○ Marketing materials for other departments to increase referrals ● Identifying barriers should be part of existing PCP.
<p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enhancing Person-Centered Planning <input type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services <input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<p>P – only selected 1 and it matches proposed project. Demonstrates a focus.</p>
<ul style="list-style-type: none"> ● P ● Applicant describes fiscal and mission impact succinctly! ● Applicant addresses both existing families and new families who can benefit from services.
<ul style="list-style-type: none"> ● P ● Narrative states focus is access but checked utilization in Q2. I think this is a factor of the instructions (in hindsight) – the overall goal of the initiative is to increase utilization. ● Applicant provides its reasoning for selecting the 3 components of the project.
<ul style="list-style-type: none"> ● P ● Applicant provides qualitative and quantitative sources of data. ● Applicant has proposed a hypothesis about the root cause of lack of utilization and framed those in terms of the 3 strategies.
<ul style="list-style-type: none"> ● P ● Barriers to accessing care – it seems project is bordering on SDOH – curious how broad this aspect of the project will go beyond transportation. ● I would like to know more about the purpose of the navigation services – improve health access and compliance to extend ADS utilization? Access other potential payor sources? ● I'm not clear whether outreach materials are for families or for MG staff, or both? ● Applicant doesn't indicate how its outreach efforts will fit or conflict with OADS' statewide marketing efforts.
<ul style="list-style-type: none"> ● P ● Applicant clearly articulated how this project can benefit statewide.

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EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • P • Applicant described importance of documentation of its processes to aid in replication.
<ul style="list-style-type: none"> • P • Applicant seems to understand OADS’ goal of this initiative and articulated it well.
<ul style="list-style-type: none"> • P – met criteria.
<ul style="list-style-type: none"> • Acceptable - met criteria. • Did not provide much detail. • I’m leary of projects that use existing staff – how will this impact existing workloads?
<ul style="list-style-type: none"> • P • Applicant provided a detailed list of internal and external partners. • Included Spectrum Generations – also doing marketing campaign. If SG is marketing its program, why would it help market MG program?
<ul style="list-style-type: none"> • P • Applicant provided a thoughtful discussion of some of the challenges and identified a way to manage most of them. • If awarded, I’d like to discuss their familiarity with asset-based case management to address barriers identified beyond project scope.
<ul style="list-style-type: none"> • P • I think it is positive that applicant identified OADS as a potential resource.
<ul style="list-style-type: none"> • P • Applicant notes that some activities can be incorporated into existing practice. • Applicant articulates that increased revenues will, in turn, support program enhancement and expansion. I would have liked to see the narrative specifically mention the resources to address barriers.
Performance Measures and Reporting
<ul style="list-style-type: none"> • P • Applicant providers 1 quantitative and 1 qualitative measure. • If awarded, I’d like to discuss the process for surveying families about barriers. Applicant notes it could be a sensitive topic and a conversational approach may work better than a survey. • Applicant discussed establishing a baseline!!

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EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none">• P – meets criteria
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none">• P – meets criteria
<ul style="list-style-type: none">• P – meets criteria• Applicant notes it will train staff on collecting data and will ensure data is accurate, current, and available – very good addition to the narrative!

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none">• P – meets criteria
<ul style="list-style-type: none">• P• Using project funds for existing staff – is this supplanting? Impact on workloads?• Detailed documentation of fringe.• Fringe – do per diem staff receive all benefits calculated in fringe rate?• Travel – what is travel for?• Supplies – would have preferred breakdown of supplies, materials, and patient needs. How much is going to address barriers?• Indirect rate matches supporting documents.

**STATE OF MAINE
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APPLICANT NAME: MaineGeneral Long Term Care and Rehabilitation, Alzheimer's Care Center

DATE: 5/15/2024, 5/29/2024, 5/30/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Supporting Documentation Provided.
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• Supporting Documentation Provided.
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

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EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Supporting Documentation Provided.
Attestation Statement
<ul style="list-style-type: none"> Supporting Documentation Provided and in good standing for eligibility for funding.

Part II. Experience and Capacity
<ul style="list-style-type: none"> Established as the first residential home in the United States designed exclusively for people in the early to middle stages of Alzheimer’s disease (and other dementias), the ACC now provides full-time residential care, overnight respite care, monthly support groups, and an Adult Day Services Program. The Adult Day Services Program allows people in the early stages of the disease to live at home for as long as possible, often delaying placement in long-term care facilities. The Center offers flexible hours that provides members with health services, personal care, socialization, and activities specific to their level of functionality. The programming emphasizes quality of life: the Adult Day Services program offers respite for both patients and their families in a supportive environment. In 1999, their Adult Day Service Program was recognized as a National Model Adult Day Center by Partners in Caregiving, a national program of the Robert Wood Johnson Foundation. The current capacity of their program is 20 members per day. Hours of operation are 7AM to 5pm Monday to Friday, and 9am to 3pm one Saturday per month.
<ul style="list-style-type: none"> Their Day Program currently has seven staff. Their Director, Vanessa Broga, is a full-time employee who oversees the day-to-day operations of the program. Other leaders of the program—the Administrative Director of MaineGeneral Rehabilitation & Long-Term Care (MGLTC), Tarsha Rodrique, and the CEO of MGLTC, Paul Stein—have approved Vanessa dedicating 20% of her time to this project. Vanessa will be supported by other current staff at the Day Program, including Shauna Buckmore, Clinical Support Coordinator; Kathy Hodgkins, CRMA; Amber Sawyer, CRMA; Cathy May, Residential Care Specialist; and two per-diem team members. Kathy, Amber and Cathy are full-time MaineGeneral employees who work 32 hours per week. All of the above staff, including their two per-diem members, were consulted about this project prior to the application process and are very interested in the proposed activities: they are willing and able to contribute time and effort to the project.

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EVALUATOR DEPARTMENT: DHHS/OADS

<p>These team members will work collaboratively to coordinate the activities of this project to ensure they are able to achieve the project goals while continuing to provide the highest quality care to members of the program. MaineGeneral also has a full-time Grants Account Manager, Michele McCarthy, and Grant Project Manager, Linnet Humble. These positions are funded through MaineGeneral's indirect cost rate. Michele and Linnet will assist Vanessa in ensuring that MaineGeneral is compliant with all state grant regulations and reporting requirements.</p>
<ul style="list-style-type: none">• The team's experience working through the COVID-19 pandemic, as well as the integration of a new electronic medical record (EMR), will also benefit their ability to carry out this project. These events had massive impacts on the program, their members and their staff. During the COVID-19 pandemic, Vanessa was required to undertake significant additional responsibilities to ensure all members of the ACC—staff and patients—were safe. During the transition to a new EMR, the team needed to come together to develop and implement new workflows and make daily adjustments to ensure care was not impacted in any way at the facility. In both cases, they had to balance additional responsibilities beyond the typical day-to-day. The team's successful navigation of these experiences demonstrates their resilience and comradery, which will be an asset when taking on a new grant-funded project such as this. Additionally, having a supportive grant department with experts in implementing projects such as this is a great benefit. The Grant Department works across the MaineGeneral Health system and can help the ACC team make the proper connections related to specific project activities. For example, if transportation is a barrier to patient participation, the Grant Department can connect the ACC Team to other MaineGeneral sites that offer existing transportation programs, such as the Harold Alfond Center for Cancer Care, and use those as models.
Litigation
<ul style="list-style-type: none">• Litigation not applicable to service.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

Proposed Adult Day Services Pilot Project

- MaineGeneral's Adult Day Program is proposing a pilot project to increase utilization of their adult day services in Gardiner, Maine. Three strategies are being proposed for this project:

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DATE: 5/15/2024, 5/29/2024, 5/30/2024

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

1. Establish processes for assisting current members and families with social and economic barriers to utilizing their services more regularly. This includes adopting processes from other departments, such as their Harold Alfond Center for Cancer Care, to implement workflows for assisting families with basic needs, such as travel expenses, through the provision and tracking of gas cards, vouchers, etc.
2. Implement patient navigation services to recruit new families to their program. This includes talking with families about the barriers they face to accessing their services and helping them overcome them, such as assisting with complex paperwork and insurance coverage.
3. Increase knowledge and awareness of their program across MaineGeneral and their community. This entails working with MaineGeneral's Marketing team to develop new, patient-centered materials for other departments (specifically, Maine Dartmouth Family Residency and their Geriatrics Practice) in order to educate families about their program and encourage referrals.

Check all that apply:

- Enhancing Person-Centered Planning
- Expanded access to assist citizens in accessing Adult Day Services
- Increasing utilization of quality Adult Day Services

- are currently licensed for 20 members per day but have on average 15 members per day, with 5-10 slots open most days. Open slots in their Day Program mean lost revenue for their organization, while labor and operational costs remain the same since staff levels must be maintained regardless of the number of slots that are filled on a given day. In addition, they exist to serve as critical respite care for families and caregivers in their community. They know that there is no shortage of individuals in their community with early onset dementia or Alzheimer's that would qualify for their program, which raises the question of why they are not being utilized to the fullest extent. have the infrastructure, staff, and ability to serve more families. The goal of this project is to identify ways to support their current members families to attend more days per week, or fill the open slots with new members to increase utilization of their services. want to be operating at full capacity 5 days a week and the one Saturday per month that they are open.

- The specific barrier to Adult Day Services that the proposed project has been designed to address is access. Their goal is to address the social needs of

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

their current members and their families/caregivers that may make it difficult for them to attend their program 5 days per week, every week. For example, a major barrier that they are aware of is transportation. Their program is located in a secluded area in Gardiner, Maine. Currently, Their members live in five of Maine's 16 counties: Kennebec, Androscoggin, Somerset, Lincoln, and Waldo. This means some caregivers are driving up to an hour one-way to bring a member to the day program and incurring high travel costs given the price of fuel. Another challenge for families is completing paperwork and navigating health insurance companies and other administrative tasks. The healthcare system is complex and can cause anxiety, frustration and stress for families, who may not have the capacity to navigate this system on their own. Lastly, awareness of their program is critical to their community being able to access the program. Their team often hears that people do not know they exist or where their program is. However, they know through their Geriatrics practice that they have several patients who are eligible for their Day Program and whose families could benefit from more targeted outreach to raise awareness of their services.

- Enrollment data was used to assess the need to increase utilization of the program. With a minimum of 5-10 open slots per day at their program, they say that they are losing revenue and not serving the community to the fullest extent. Additionally, the proposed strategies were based on qualitative data from the experience of their staff who have been working at the Day Program for several years, and who have conversations with members and their caregivers. While the enrollment data indicates there is an issue, it doesn't necessarily indicate what that issue may be: these conversations and experiences have been critical in determining potential solutions.

- The Director will work with their CRMAs and residential care aids to develop a scope of work and processes for the patient navigation services, as well as the relevant tools that the team may need. This will all be developed in collaboration with other MaineGeneral departments who offer similar services, such as their Outpatient Care Management team, Horizon Program, and Harold Alford Center for Cancer Care. Once the systems are developed, the team will work together to identify referral mechanisms for connecting caregivers and families to the Patient Navigator. These processes will then be implemented, and the team will begin delivering services and collecting relevant data. The Program Director will work with the project team to identify

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

gaps in educational and outreach materials. In addition, the Director will also work with the Medical Director of their Geriatric Medicine practice, Dr. Rebecca Spear, and RN Care Manager, Brodie Macdearmid, to identify gaps in their team's knowledge about the Adult Day Services program and to develop materials that would be helpful to their team and patients. This information will be presented to the MaineGeneral Marketing team, who can suggest collateral that could fill the identified gaps. Based on this assessment, the project team will develop content for the new materials which will be sent to the Marketing team for design and editing. It is the responsibility of the MaineGeneral Marketing team to ensure all communication materials are culturally and linguistically appropriate for their patient population (i.e. at a 5th grade reading level). A dissemination plan will be developed by the project teams and the new materials will be shared in alignment with this plan.

- The counties they serve are in many ways representative of those of the state as a whole. They have an aging population with lower incomes when compared to the national average. Access to healthcare services is challenging, especially in the very rural counties, where there is little to no public transportation and limited access to rideshares and taxis outside of major cities like Portland and Bangor. Because the demographics of the communities they serve mirror those of the state, the barriers faced by those who use the programs are likely shared by those in other parts of Maine. If they gather information about the most common barriers to accessing services, and develop ways to help caregivers and families overcome these barriers, They can increase use of their own services as well as Adult Day Services in Maine. They will accomplish this by sharing lessons learned with others throughout the state at monthly Section 61 provider meetings and other avenues. This will enable them to implement similar strategies which can increase utilization of their programs as well.

- will develop processes and protocols for identifying barriers to accessing and utilizing Adult Day Services. These processes and protocols will be informed by partners, meet compliance and regulation requirements, and be tailored specifically to users of these services. The resulting tools can be shared broadly with other programs for replicability: these include revised intake forms with questions that identify barriers, tracking systems for providing gas cards and transportation assistance to caregivers and families, and sample promotional/referral materials. Since documentation is important for

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS	
	<p>replicability, the workflows and guidelines they develop throughout the project will be well documented.</p>
	<ul style="list-style-type: none"> • This program will demonstrate the impact that focusing on caregiver and family social needs has on access to Adult Day Services. In doing so, it will inform and support the Department’s efforts to target resources and technical support to day programs throughout Maine. The Department holds the cumulative and institutional knowledge of day programs across the state: the proposed pilot project is intended to contribute to this knowledge base so that the Department can in turn better advise on the creation of high-quality services. In addition, by increasing the utilization of these services and their ability to generate revenue, this pilot could result in more sustainable Adult Day Services programs.
	<ul style="list-style-type: none"> • program leadership understands the rules and regulations surrounding the proposed activities and will ensure all activities are in compliance throughout the duration of the project
	<ul style="list-style-type: none"> • Adult Day Services Wing opened in January 2004 and has its own dedicated entrance, bathroom with whirlpool, and great room. With increased space, participants are able to choose to integrate with the residents or have the opportunity to pursue their own activities independently, an important option for those functioning at a higher level. Existing staff will be utilized to implement the project (see response to question 3, above). This allows us to implement project activities immediately upon award and reduces the risk of introducing someone new to the program that the members and families are unfamiliar with, as these conversations around barriers and social needs can be sensitive. They also have many existing partners and internal supports throughout the MaineGeneral system to assist with various aspects of the project
	<ul style="list-style-type: none"> • Internal: Harold Alfond Center for Cancer Care, Horizon Program (Ryan White Part C/HIV Clinic), Outpatient Care Management Team, and Community Health Department all have experience supporting patient needs to increase access to health care, from providing emergency food bags through the Community Health and Hunger program, to supplying patients with gas cards at the Cancer Center and taxi vouchers at their Horizon Program. These departments will share their processes, protocols and policies for providing this assistance to patients, which the Day Program can then utilize with their own members and caregivers. MaineGeneral’s Marketing Team will be an important partner in the development, design, production, and dissemination of new

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

education materials that are culturally and linguistically appropriate for the general community and meet the branding standards of MaineGeneral. The Maine Dartmouth Geriatrics Team will be an important partner in helping the team identify and develop appropriate materials for their patients. Lastly, the MaineGeneral Grants Department and Grants Account Manager will assist in the processes for spending down grant funds and meeting Department reporting requirements.

- External: The project team will collaborate with their existing community partners, such as the Veterans Administration and Alzheimer's Association of Maine, to distribute outreach and education materials and also to identify barriers to accessing their services. Spectrum Generations, also a long-time partner of the program, will also continue to be a critical resource to help connect caregivers to critical supports in the community.
- The timeframe of the grant is short and will require the team to immediately devote resources to achieving the deliverables of the proposed project. While this could be challenging, They will mitigate this challenge by utilizing existing staff who have the capacity to implement project activities immediately upon award. They will not have to recruit or hire new staff, which is often very time-consuming. Through this project they will be working with caregivers to identify and overcome any barriers that make it challenging for them to use the services consistently. However, they may identify barriers that are beyond the scope to assist with; for instance, they may not own a vehicle and have to borrow one. If their team cannot directly address a barrier, they will attempt to connect the family with relevant external resources, such as Spectrum Generations or KVCAP if they are located in Kennebec County. In some cases, their team may not be able to assist with a barrier directly or indirectly. While this will be challenging the team to accept, they will at the very least be able to acknowledge the hardships faced by their members and caregivers, and offer empathy and emotional support. Project activities could be so successful that demand for the program ends up outweighing the capacity. If this happens, the program will start a waitlist to manage vacancies/openings and maximize access.
- Not anticipating a need for tech assistance.
- The plan is to incorporate things into their day to day activities and continue it long term.

Performance Measures and Reporting

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INDIVIDUAL EVALUATION NOTES**

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Qualitative: Barriers to access: A survey will be developed to collect information on the needs identified by caregivers and prospective caregivers. All members who enroll in the program and their families are required to complete an intake assessment. Questions will be added to this assessment to capture the needs of new members. A brief survey will be conducted by the team to better understand the needs of current members and their caregivers. Staff assisting with patient navigation services for new members will be asked to document their learnings from their interactions with prospective families.
- Quantitative: Daily census: Client data from the electronic medical records will be used to assess the total number of patients attending the program each day as a proportion of the overall census. Currently the average census is 50-75% or 10-15 members per day with a total capacity of 20. Data will continue to be evaluated to determine whether the project activities increase this rate of utilization.

- A team of staff responsible for ensuring all reportable requirements are being met.

Evaluation of the Proposed Pilot Project

- has significant experience with the Day Program's information technology infrastructure and systems. And a clear understanding of what data is available and feasible to extract and provide to the Department
- train the staff on collecting, recording and storing relevant data for the project. These standardized data processes will ensure the data is accurate, current, and available upon request.

Part IV. Proposed Budget and Narrative

- Included
- Included

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RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: May 16, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • Mount Washington Valley Adult Day Center
2. Requested Award Size
<ul style="list-style-type: none"> • P - Bidder requested amount under the maximum amount

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • N – Bidder does not meet requirement. Bidder provided evidence of incorporation in the State of New Hampshire • N – Supportive documentation was not sent as a separate attachment per instructed above.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.

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DATE: May 16, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

<ul style="list-style-type: none">• Bidder does not meet requirement because Bidder provided a valid Licensing Certificate for the State of New Hampshire.• N – Supportive documentation was not sent as a separate attachment instructed above.
<p>3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?</p> <p>Applicants must provide supportive documentation as a separate attachment.</p>
<ul style="list-style-type: none">• N - Supportive documentation provided is of an approval details page for an agreement, however, the entire agreement was not provided to assure that the agreement is for Adult Day Services or Day Health Services.
<p>Attestation Statement</p>
<ul style="list-style-type: none">• Bidder signed the Attestation Statement

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RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: May 15, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • Mount Washington Valley Adult Day Center
2. Requested Award Size
<ul style="list-style-type: none"> • \$128,531

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Applicant did not indicate yes or no; provided certificates to transact business in New Hampshire (Betty C. Ketchum Foundation; MWV Adult Day Center)
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Applicant did not indicate yes or no; provided License #04446 issued by New Hampshire DHHS for Adult Day Care
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: May 15, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• CT #ADS-24-2908; provision of services is not detailed on the document provided, however reviewer is familiar with this agreement to provide state-funded adult day services (Section 61)
Attestation Statement
<ul style="list-style-type: none">• Signed by Applicant Director/Administrator

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: 5/16/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Met
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• Not licensed in Maine
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: 5/16/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• Met
Attestation Statement
<ul style="list-style-type: none">• Met

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: 05/15/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• N – included an application for NH (p. 23ff). Did not follow instructions to provide as separate attachment.
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• N – included in application (p. 22) but for state of NH. See Q&A Summary #1. Did not follow instructions to provide as separate attachment.
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: 05/15/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability services

Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• N – included in application (p. 25ff). Did not follow instructions to provide as separate attachment.
Attestation Statement
<ul style="list-style-type: none">• P – signed 05/10/2024.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: 5/16/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • Mount Washington Valley
2. Requested Award Size
<ul style="list-style-type: none"> •

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Supporting Documentation supplied for New Hampshire.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • New Hampshire Licensure supplied.
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Mount Washington Valley Adult Day Center

DATE: 5/16/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
--

- | |
|---|
| <ul style="list-style-type: none">• State of Maine contract supplied. |
|---|

Attestation Statement

- | |
|--|
| <ul style="list-style-type: none">• Certified in New Hampshire, but does not have Maine documentation. |
|--|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: May 16, 2024, June 3, 2024,

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • Servants of the Cross
2. Requested Award Size
<ul style="list-style-type: none"> • P – Bidder requesting less than the maximum amount

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P – Bidder meets requirement
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P- Bidder meets requirement
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: May 16, 2024, June 3, 2024,

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P – Bidder meets requirement
Attestation Statement
<ul style="list-style-type: none"> • P – Bidder signed the Attestation Statement

Part II. Experience and Capacity
<ul style="list-style-type: none"> • P-Respite care since 1997. • P-Increase service awareness to through community and surrounding areas. • Q - What experience bringing awareness to more?
Litigation
<ul style="list-style-type: none"> • Bidder did not meet requirement by leaving this blank.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • Bidder would use proposed pilot project to make Adult Day Centers more recognizable.
Check all that apply:
<input type="checkbox"/> Enhancing Person-Centered Planning
<input type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> • Q - How did the fallen referrals from physicians and health agencies impact the organization? • Bidder met requirement. • Q- How was the data collected to identify the increase? • Bidder met requirement. • P- To grow clientele. • P- To open 5 days a week • Bidder did not meet requirement by describing in detail if the plan can be replicated by other Providers. • Bidder met requirement . • I - All rules and regulations will be adhered to at all time while supporting the Pilot Program. • Bidder met requirement.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: May 16, 2024, June 3, 2024,

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> I - Local newspaper was not included as a contributor to the success of the proposed pilot project.
<ul style="list-style-type: none"> Q – What would the “minor challenges” be?
<ul style="list-style-type: none"> Q- Is technical assistance needed at any time during the pilot program?
<ul style="list-style-type: none"> Bidder did not meet requirement due to details of “great strides” to sustain the proposed pilot project beyond March 31, 2025.
Performance Measures and Reporting
<ul style="list-style-type: none"> Bidder met requirement
<ul style="list-style-type: none"> Bidder met requirement
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> Bidder met requirement.
<ul style="list-style-type: none"> P- collected weekly and kept up to date.
<ul style="list-style-type: none"> P- Collected data can be shared in a timely manner with the evaluation vendor.

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> Bidder met the requirement.
<ul style="list-style-type: none"> Bidder met requirement.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> Servants of the Cross
2. Requested Award Size
<ul style="list-style-type: none"> \$40,000

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Applicant indicated “yes”; reviewer did not locate documentation
<ol style="list-style-type: none"> Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> License #ADS994 issued by Maine DHHS for Adult Day Services Program
<ol style="list-style-type: none"> Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> CT #ADS-24-4904 to provide services under 10-149 Section 61
Attestation Statement
<ul style="list-style-type: none"> Signed by Adult Day Center Director

Part II. Experience and Capacity
1. Describe the Applicant's experience providing Adult Day Services in the State.
<ul style="list-style-type: none"> Applicant indicates they have been providing services since 1997. Response is not specific to experience with providing adult day services.
2. Describe the Applicant's capacity to implement the Department approved pilot program.
<ul style="list-style-type: none"> Applicant indicates the ability to increase capacity with additional funding.
3. Describe how the Applicant's capacity, expertise, and previous experience will benefit the proposed pilot project.
<ul style="list-style-type: none"> Applicant states past success with using media.
Litigation
<ul style="list-style-type: none"> This section is blank.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> Limited details provided. The pilot is to build awareness
Check all that apply:
<input checked="" type="checkbox"/> Enhancing Person-Centered Planning
<input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> Limited details are provided
<ul style="list-style-type: none"> Limited details are provided. The pilot is to advertise for adult day services.
<ul style="list-style-type: none"> Reference made to prior media work.
<ul style="list-style-type: none"> Limited detailed plan regarding use of print and television media.
<ul style="list-style-type: none"> Applicant's program is underutilized; they have the capacity to serve more clients and expand days of service.
<ul style="list-style-type: none"> Media campaign may have an impact on other providers of adult day services.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • Building awareness of program is in line with DHHS’ goals.
<ul style="list-style-type: none"> • Applicant acknowledges requirement and states they will comply.
<ul style="list-style-type: none"> • Applicant’s staff and facility resources; contract with media outlets
<ul style="list-style-type: none"> • The media/marketing partners are not specified. • Applicant states local TV and radio will be used to increase awareness.
<ul style="list-style-type: none"> • None are anticipated.
<ul style="list-style-type: none"> • None anticipated.
<ul style="list-style-type: none"> • Applicant will keep record of advertising impact.
Performance Measures and Reporting
<ul style="list-style-type: none"> • Applicant’s response refers to documentation of contacts. • Specific examples of qualitative and quantitative measures are not provided.
<ul style="list-style-type: none"> • Applicant indicates that records will be kept (and available when reports are due).
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> • Applicant states they can meet with the Department.
<ul style="list-style-type: none"> • Applicant states data will be collected and can be shared.

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> • \$40,000 requested – 9-month project
<ul style="list-style-type: none"> • Provided detailed justification

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
<i>Individual pilot projects are eligible for up to a <u>maximum of \$150,000.00 per application</u> regardless of annual expenditures.</i>
If the requested funding amount is greater than the maximum award size allowed, provide a justification for the exception:
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification , Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Met
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • met
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • met
Attestation Statement
<ul style="list-style-type: none"> • met

Part II. Experience and Capacity
<ul style="list-style-type: none"> • Offers respite care
<ul style="list-style-type: none"> • Response did not address
<ul style="list-style-type: none"> • Response did not address question. Applicant states they have had success using marketing
Litigation
<ul style="list-style-type: none"> • None listed

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • Did not provide any detail
Check all that apply:
<input type="checkbox"/> Enhancing Person-Centered Planning
<input type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> • Response did not address
<ul style="list-style-type: none"> • Response did not address
<ul style="list-style-type: none"> • Response did not address
<ul style="list-style-type: none"> • Design new brochures and contract for more marketing
<ul style="list-style-type: none"> • Would like to open 5 days per week to maximize capacity of 45
<ul style="list-style-type: none"> • Response did not address
<ul style="list-style-type: none"> • Response did not address
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Response did not address

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
• Response did not address
•
•
• Response did not address
Performance Measures and Reporting
• Response did not address
• Response did not address
Evaluation of the Proposed Pilot Project
•
•

Part IV. Proposed Budget and Narrative
•
•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 05/15/2024, 05/23/2024 , 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • P – included.
2. Requested Award Size
<ul style="list-style-type: none"> • P – met criteria (request = \$40k)

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Q – included license as separate document. Did not include Secretary of State documentation.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P – license attached as separate document. Expires 06/02/2024.
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 05/15/2024, 05/23/2024 , 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

Health Services?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P – FY 24 agreement attached as separate document.
Attestation Statement
<ul style="list-style-type: none"> • P – signed 05/03/2024.

Part II. Experience and Capacity
<ul style="list-style-type: none"> • N – too brief and not enough explanation of applicant’s experience.
<ul style="list-style-type: none"> • N – applicant did not describe its capacity.
<ul style="list-style-type: none"> • N – applicant did not describe its capacity, expertise, or experience.
Litigation
<ul style="list-style-type: none"> • N – met criteria. No litigation listed.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • N – did not describe pilot project. Seems to indicate the goal is increasing awareness of program, but no details on the project. • Applicant doesn’t explain how its proposal connects or duplicates OADS’ statewide marketing efforts.
Check all that apply:
<input type="checkbox"/> Enhancing Person-Centered Planning
<input type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input type="checkbox"/> Increasing utilization of quality Adult Day Services
P – met criteria. Applicant checked all 3 items but I don’t see how proposed project reflects person-centered planning.
<ul style="list-style-type: none"> • N - Number of referrals from professionals has decreased but no data to support the statement.
<ul style="list-style-type: none"> • N – applicant did not describe the barrier it seeks to address.
<ul style="list-style-type: none"> • N – applicant provided no data to support the barrier it seeks to address.
<ul style="list-style-type: none"> • N – lists activities but provides no detail about how it will implement the project.
<ul style="list-style-type: none"> • N – applicant identifies how the project will increase its utilization but doesn’t describe how it will have statewide impact.
<ul style="list-style-type: none"> • N – response does not address the question.
<ul style="list-style-type: none"> • N – response does not address the question.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 05/15/2024, 05/23/2024 , 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • P – met criteria.
<ul style="list-style-type: none"> • N – staff available to work on project but applicant does not describe any of the resources in detail.
<ul style="list-style-type: none"> • N – provides a list but doesn't explain how partners will contribute to the success of the project.
<ul style="list-style-type: none"> • N – applicant lists no challenges. I don't think applicant's assumption is realistic.
<ul style="list-style-type: none"> • P – met criteria. No TA anticipated.
<ul style="list-style-type: none"> • N – applicant did not answer the question.
Performance Measures and Reporting
<ul style="list-style-type: none"> • Applicant included quantitative measures but no qualitative measure.
<ul style="list-style-type: none"> • Acceptable – applicant did not provide much detail about its compliance.
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> • N – applicant stated its ability to meet but did not describe how it will participate in evaluation activities.
<ul style="list-style-type: none"> • N – describes ability to collect and report data but did not discuss coordination of evaluation partners.

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none"> • P – meets criteria.
<ul style="list-style-type: none"> • N • Budget narrative doesn't match well with project description. • Personnel <ul style="list-style-type: none"> ○ Applicant does not describe what each person will do to support the project. • Fringe <ul style="list-style-type: none"> ○ Applicant did not request fringe. • Training <ul style="list-style-type: none"> ○ Applicant did not describe training needs or curriculum, who needs training, and how training will support the project. • Travel <ul style="list-style-type: none"> ○ Applicant requests mileage for outreach. \$5k based on \$.50 per mile = 10k miles/9 months = 1111 miles/month. Applicant should have documented # miles and justification for the # miles requested. • Supplies

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 05/15/2024, 05/23/2024 , 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

- | |
|---|
| <ul style="list-style-type: none">○ Should detail printing vs. design (should be consultant).● Consultants<ul style="list-style-type: none">○ Requests funding for advertising (should include design costs) |
|---|

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 5/16/2024, 5/28/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • Servants of The Cross
2. Requested Award Size
<ul style="list-style-type: none"> •

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • No Incorporation or Registration Provided.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Supporting Documentation Supplied.
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 5/16/2024, 5/28/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Contract with the State of Maine provided.
Attestation Statement
<ul style="list-style-type: none"> Incorporation or registration appears to be missing.

Part II. Experience and Capacity
<ul style="list-style-type: none"> A servant of the Cross has been offering respite care to families and older Adults since 1997. They serve Older Adults with disabilities.
<ul style="list-style-type: none"> With approved funding they would be able to share their services with the community and neighboring communities as well as Providers and Home Health Services.
<ul style="list-style-type: none"> Reportedly have had great success advertising through the media in the past. Until COVID slowed everything down for their agency. They have experience bringing awareness to more.
Litigation
<ul style="list-style-type: none"> None – N/A

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> Proposed pilot project would be used to make Adult Day Centers more recognizable. To make awareness of their services to families in needing respite care, providers, and local nursing agencies.
Check all that apply:
<input checked="" type="checkbox"/> Enhancing Person-Centered Planning <input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services <input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> Since COVID referral from physicians or health agencies has fallen. More awareness to services needs to be shared.
<ul style="list-style-type: none"> All funds would be used to advertise Adult Day Services.
<ul style="list-style-type: none"> Previous contact with WGME and Sinclair brought more contact with individuals who did not even know Adult Day Services existed. Much more awareness needs to exist.
<ul style="list-style-type: none"> New designed brochures will be completed. Letters, brochures and meetings with physician offices. Collaborate with local television stations and work with newspaper agencies that deliver to each home in the area.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 5/16/2024, 5/28/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> At the present moment they are able to hold 45 clients in their establishment. They currently have 18 individuals, and only open three days a week. Their goal is to grow the clientele as well as open back up to five days a week as they were before COVID.
<ul style="list-style-type: none"> Not only will TV advertising help engage families that services are there it will help them be aware to other agencies that maybe closer for them to attend
<ul style="list-style-type: none"> The more exposure sharing services are available to families, the more Adult Day Services will be utilized in the future.
<ul style="list-style-type: none"> All rules and regulations will be adhering to at all time while supporting the Pilot Program.
<ul style="list-style-type: none"> As of this moment they are only open three days a week. Sources are available that employees can work on the Pilot Program on the other two days. Partnership with local TV and newspapers will contribute a lot to the program. Resources, time, staff are all available for the pilot program.
<ul style="list-style-type: none"> Local TV and radio will have a huge impact on the pilot program. This will help them share awareness of the Adult Day Services available in their area for older adults with disabilities as well as offer respite care to families.
<ul style="list-style-type: none"> Did not note any challenges, assuming appropriate funding.
<ul style="list-style-type: none"> None anticipated.
<ul style="list-style-type: none"> Keeping records of those new to the program, asking how they heard of their services. If the numbers reflect the number entering because of advertising great strides would be made to continue the pilot project beyond March 31, 2025.
Performance Measures and Reporting
<ul style="list-style-type: none"> The pilot program will be documented on day one. Documents will show, physicians who have been met including their name, address, etc. Documents on new clients will show how they heard or were referred to the program. Records will be kept of items that worked or did not work. All financial records will be kept by the Billing Department.
<ul style="list-style-type: none"> Records will be updated weekly, meetings with employees each week will document lessons learned. Records would be available when reports are due.
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> With the small clientele they are available to meet at any given time. Time will be available for the approved pilot project.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Servants of the Cross

DATE: 5/16/2024, 5/28/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- Data will be collected weekly and kept up to date at all times. Data collected can be shared with the evaluation vendor in a timely matter.

Part IV. Proposed Budget and Narrative

- Included

- Included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: May 16, 2024, May 17, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> Southern Maine Agency on Aging
2. Requested Award Size
<ul style="list-style-type: none"> P- Bidder is requesting maximum amount for application.

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> P – Bidder meets requirement. N – Bidder did not provide supportive documentation as a separate attachment per request.
<ol style="list-style-type: none"> Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> P – Bidder meets requirement. N – Supportive documentation was not provided as a separate attachment,

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: May 16, 2024, May 17, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

<p>3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?</p>
<p>Applicants must provide supportive documentation as a separate attachment.</p>
<ul style="list-style-type: none"> • I – Provided a “ Provider Agreement” for another provider. • Bidder met requirement.
<p>Attestation Statement</p>
<ul style="list-style-type: none"> • Bidder signed Attestation Statement

<p>Part II. Experience and Capacity</p>
<ul style="list-style-type: none"> • P-Established 1973 • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirement.
<ul style="list-style-type: none"> • Bidder met requirement.
<p>Litigation</p>
<ul style="list-style-type: none"> • P- None

<p>PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS</p>
<p>Proposed Adult Day Services Pilot Project</p>
<ul style="list-style-type: none"> • P-Bidder address all three goals of the RFA • P- Integrate a new Adult Day software platform to assist with tracking and communications with care team and family/caregiver.
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Enhancing Person-Centered Planning</p> <p><input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services</p> <p><input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services</p>
<ul style="list-style-type: none"> • P- Bidder is aware of how all three selected components impacts the organization.
<ul style="list-style-type: none"> • P- Bidder provided specific barriers for all three selected components.
<ul style="list-style-type: none"> • Bidder met requirement
<ul style="list-style-type: none"> • Bidder met requirements
<ul style="list-style-type: none"> • P- P-C Plans developed to meet the participant’s needs and interests by enhancing the relevance and attractiveness to participants and caregivers.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: May 16, 2024, May 17, 2024, June 3, 2024

EVALUATOR NAME: Stacy Martin

EVALUATOR DEPARTMENT: DHHS / Division of Contract Management

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- P- Implement transportation assistance programs and trial visit opportunities to increase access.
- P-Conduct awareness-building campaigns open to everyone to increase knowledge and understanding of the benefits of ADS
- Bidder met requirements.
- Bidder met requirements.
- Bidder met requirements.
- Bidder met requirements.
- Bidder met requirements.
- I- Stakeholder engagement and regulatory compliance would be considered a challenge when ADS is already available?
- P- Bidder welcomes technical assistance to support successful implementation of the proposed pilot project.
- P- Financial sustainability for the pilot project beyond March 31, 2025 was explained in detail.

Performance Measures and Reporting

- Bidder met requirements.
- Bidder will comply with and provide periodic reports as requested by the Department.

Evaluation of the Proposed Pilot Project

- P- Will participate in evaluation vendor within 30 calendar days of project approval.
- P- will remain flexible ad open to feedback from Department and evaluation vendor.
- P- In-house staff member experienced with project management and data analysis.
- P- all staff member receiving training in data collection, management and reporting.

Part IV. Proposed Budget and Narrative

- Bidder met requirement.
- Bidder met requirement.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none">Southern Maine Agency on Aging
2. Requested Award Size
<ul style="list-style-type: none">\$150,000

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">Nonprofit Corporation
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">License #ADS38604 issued by Maine DHHS for Adult Day Services Program
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> Applicant indicates "Yes"; documentation provided refers to a contract with AlphaOne to provide 10-149 Section 63 services
Attestation Statement
<ul style="list-style-type: none"> Signed by SMAA CEO

Part II. Experience and Capacity
<ul style="list-style-type: none"> Applicant is a long-term area agency on aging. Many years of experience Their ADS program currently serves 72 clients (nearly 17,000 hours/year), with plans to serve 15 more clients at a new location.
<ul style="list-style-type: none"> Applicant provided a detailed response.
<ul style="list-style-type: none"> Applicant provided relevant experience.
Litigation
<ul style="list-style-type: none"> "None" indicated.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> The Applicant provided a detailed response. Several goals are indicated, with details on each. The plan is to address key challenges and barriers, increasing program effectiveness
Check all that apply:
<input checked="" type="checkbox"/> Enhancing Person-Centered Planning
<input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input checked="" type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> Applicant provided a detailed response to support the 3 components in #2 above.
<ul style="list-style-type: none"> Several barriers are listed: access issues due to transportation and financial concerns; individualized needs of clients and caregivers; lack of program awareness
<ul style="list-style-type: none"> The Applicant cites several sources of data, including data from surveys, stakeholder interviews, and reports.
<ul style="list-style-type: none"> Applicant's response is that a broad approach will be used.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: May 15, 2024, May 24, 2024

EVALUATOR NAME: Doreen McDaniel

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

- A detailed plan will be created and implemented.
- Utilization will be increased through a person-centered planning approach, transportation access, outreach/marketing
- Applicant indicates replication by others will be possible; they will share with other providers.
- Overcoming barriers to access and improving quality are in line with DHHS' goals for adult day services.
- Applicant acknowledges an understanding to be in compliance with rules and regulations.
- A detailed response is provided.
- The Applicant's staff resources and facility will be used.
- The Applicant intends to partner broadly.
- An extensive list of partners is provided.
- Stakeholder engagement, staffing, and regulatory requirements are listed as potential challenges.
- The Applicant indicates a proactive approach to mitigating challenges.
- The Applicant lists several areas where TA may be requested.
- A plan is provided, which includes use of existing funding sources for reimbursement.

Performance Measures and Reporting

- Qualitative and quantitative measures are provided.
- A detailed response is provided.

Evaluation of the Proposed Pilot Project

- A detailed response is provided.
- A detailed response is provided.

Part IV. Proposed Budget and Narrative

- \$150,000 requested – 9-month project
- Detailed justification provided.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
•
2. Requested Award Size
•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs .
2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services .
1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
• Met
2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
• Met
3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: 5/16/24, 6/4/24

EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • Met
Attestation Statement
<ul style="list-style-type: none"> • Met

Part II. Experience and Capacity
<ul style="list-style-type: none"> • SMAA founded in 1973 OAA • Adult day serves 72 members
<ul style="list-style-type: none"> • Strong capacity to implement due to org structure and engaged board
<ul style="list-style-type: none"> •
Litigation
<ul style="list-style-type: none"> • none

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> • Will address three goals PCP, access, utilization • PCP: provide bridge funding (unclear how this is related to PCP) and engaging community care case mgr • Allocating funds for taxis, gas stipends and vouchers to address trans barriers
Check all that apply:
<input type="checkbox"/> Enhancing Person-Centered Planning
<input checked="" type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services
<input type="checkbox"/> Increasing utilization of quality Adult Day Services
<ul style="list-style-type: none"> • Results of surveys and statewide needs assessment
<ul style="list-style-type: none"> • Limited access due to transportation barriers, need to improve alignment of services and increased awareness
<ul style="list-style-type: none"> • Unclear how they will address awareness barrier
<ul style="list-style-type: none"> • Unclear
<ul style="list-style-type: none"> • By categorizing barriers- unclear
<ul style="list-style-type: none"> • Will use PCP approach- unclear how this will increase utilization
<ul style="list-style-type: none"> • Response does not clearly address
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Space- two facilities, seasoned staff, 50+ years experience, time, partnerships

**STATE OF MAINE
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EVALUATOR NAME: Nicole Rooney

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none">• CBOs: CCME, avesta, York community center, Sanford housing, Trafton senior center...listed but does not provide clear response to how they will contribute to success of project
<ul style="list-style-type: none">• Stakeholder engagement, staffing, reg compliance
<ul style="list-style-type: none">•
<ul style="list-style-type: none">• Board of directors will ensure sustaining funding via medicare and Medicaid?
Performance Measures and Reporting
<ul style="list-style-type: none">• Will utilize existing tools to monitor impact not specific to this project
<ul style="list-style-type: none">•
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none">•
<ul style="list-style-type: none">•

Part IV. Proposed Budget and Narrative
<ul style="list-style-type: none">•
<ul style="list-style-type: none">•

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

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APPLICANT NAME: Southern Maine Agency on Aging

DATE: 05/15/2024, 05/24/2024, 05/31/2024

EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each application that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFA Coordinator or Facilitator for this RFA.*

Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none"> • P – included.
2. Requested Award Size
<ul style="list-style-type: none"> • P – meets criteria (request = \$150k)

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none"> 1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs. 2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none"> 1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P – included as separate attachment.
<ol style="list-style-type: none"> 2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> • P – included as separate attachment. License active through 01/10/2025.
<ol style="list-style-type: none"> 3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

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EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none"> N – included provider agreement with AlphaOne for Section 63 services. Instructions require agreement for Section 61 or Section 26 services. Included as separate attachment.
Attestation Statement
<ul style="list-style-type: none"> P – signed 05/13/2024.

Part II. Experience and Capacity
<ul style="list-style-type: none"> P Doesn't say how long it has operated ADS. Agency opened in 1973. Positioned to provide referrals and other support services. Expanded to 2nd location. Applicant cites its holistic approach to service delivery.
<ul style="list-style-type: none"> P Applicant describes its infrastructure, community networks, understanding of the target population. Also mentions commitment to compliance.
<ul style="list-style-type: none"> P Applicant lists experience in providing services, understanding of target population, innovation, link to existing programs, best practices, and evidence-based approaches.
Litigation
<ul style="list-style-type: none"> P – met criteria (0 litigations listed)

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
Proposed Adult Day Services Pilot Project
<ul style="list-style-type: none"> P Applicant proposed multi-faceted approach. <ul style="list-style-type: none"> 3 hours of trial visits Hire community case worker and community partnership coordinator Transportation assistance Includes evaluation component Program requirements include PCP and linking to resources. Is applicant not currently doing this, or is this some kind of enhancement? Applicant did not make a good case for ADS software platform and I'm not sure how it complements the project.

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EVALUATOR NAME: Richard T. (Thom) Snyder

EVALUATOR DEPARTMENT: Office of Aging and Disability Services

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

<p>Check all that apply:</p> <p><input type="checkbox"/> Enhancing Person-Centered Planning</p> <p><input type="checkbox"/> Expanded access to assist citizens in accessing Adult Day Services</p> <p><input type="checkbox"/> Increasing utilization of quality Adult Day Services</p> <p>P – applicant checked all 3 components.</p>
<ul style="list-style-type: none"> • P, Q • I have concern that the proposed scope is too broad for time frame. • Applicant needs to identify root causes or use pilot to help identify root causes – example: why is transportation an issue?
<ul style="list-style-type: none"> • Q • Applicant identifies barriers but explanation of barriers lacks solid explanations. • I’m unclear why applicant is admitting participants prior to funding approval. Coordination of start date with funding should be part of onboarding. • I’m unclear about extent of need for financial assistance for transportation (but does not currently use mileage reimbursement for S61) • I’m unclear how software tracking will help sustainability and quality. • PCP should already be part of applicant’s onboarding process – I’m not sure what #2 is telling me. • How does applicant’s outreach component connect with OADS’ statewide marketing and rebranding efforts?
<ul style="list-style-type: none"> • N • Applicant cites general sources of data but no specifics. • Applicant incorrectly labels reasons for underutilization as root causes. • Cites data collection will support evaluation component.
<ul style="list-style-type: none"> • N • Applicant did not describe the pilot project in detail, only that it will create a detailed action plan upon award. • Applicant cites comprehensive assessment of ADS but did not include that in #3c nor provided any details. Also did not describe any actions it has already taken based on its assessment.
<ul style="list-style-type: none"> • N • Applicant should already be using a PCP approach. • This section restates the 3 project components but does not describe how the proposed project will increase statewide utilization.
<ul style="list-style-type: none"> • P

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS
<ul style="list-style-type: none"> • Applicant cites documentation and contact with AAAs and other providers to share knowledge.
<ul style="list-style-type: none"> • P • Applicant states project will demonstrate effective strategies to overcome barriers to utilization.
<ul style="list-style-type: none"> • Met criteria.
<ul style="list-style-type: none"> • P • Applicant describes each of the 5 facets of resources. • Staff time: curious about adding pilot project to existing staff duties.
<ul style="list-style-type: none"> • P • Met criteria • Applicant is only entity executing pilot project.
<ul style="list-style-type: none"> • N • Applicant identifies challenges but doesn't describe in sufficient detail how it will address them.
<ul style="list-style-type: none"> • P • Applicant identifies several potential topics for TA.
<ul style="list-style-type: none"> • P • Applicant notes issues with dependence on federal/state funding. • Notes role of BOD in developing resources. • Applicant hints at diverse approach to sustainability.
Performance Measures and Reporting
<ul style="list-style-type: none"> • N • Applicant lists its goals but its metrics don't align. • Metrics applicant proposes for measuring success of project don't align with pilot project description. • Applicant provides no direct evidence that its activities lead to reduced isolation, etc.
<ul style="list-style-type: none"> • P – met criteria
Evaluation of the Proposed Pilot Project
<ul style="list-style-type: none"> • P – met criteria • “similar to the metrics we described above” and later mentions flexibility.
<ul style="list-style-type: none"> • P – met criteria

Part IV. Proposed Budget and Narrative

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<ul style="list-style-type: none">• Meets criteria
<ul style="list-style-type: none">• N• Personnel<ul style="list-style-type: none">○ New staff – looks like #1 and #2 are FTE and #3 is PTE• Fringe<ul style="list-style-type: none">○ Does PTE receive all benefits calculated in fringe?• Occupancy<ul style="list-style-type: none">○ I don't see anything in narrative that justifies occupancy for existing program.• Marketing/Outreach<ul style="list-style-type: none">○ Applicant doesn't justify the amount of this expense; no details• Office supplies<ul style="list-style-type: none">○ \$300 for office supplies? No justification for this. What supplies are needed that aren't already allocated?• Supplies<ul style="list-style-type: none">○ Project description doesn't mention transportation subcontractor. Why is this needed? How will it enhance program?• Consultants<ul style="list-style-type: none">○ Why is applicant spending \$5k on evaluation if they have in-house staff and OADS has contracted with an evaluator?• Other<ul style="list-style-type: none">○ Need detail of proposed bridge costs – how many people for how many units, etc.• Indirect<ul style="list-style-type: none">○ Applicant provides no documentation of its indirect rate.• Startup Costs<ul style="list-style-type: none">○ Applicant provides no justification for software and how it will benefit the project

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DATE: 5/16/2024, 5/22/2024, 5/28/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

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Individual Evaluator Comments:

1. Applicant/Organization Name
<ul style="list-style-type: none">• SMAA
2. Requested Award Size
<ul style="list-style-type: none">•

Part I. Eligibility Requirements
To be eligible for grant funding under this RFA, the Applicant must provide evidence of.
<ol style="list-style-type: none">1. A valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs.2. A current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services.
<ol style="list-style-type: none">1. Is the Applicant incorporation or registration with the Maine Secretary of State and capable of doing business in the State?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• Supporting Documentation Supplied
<ol style="list-style-type: none">2. Does the Applicant have a valid Adult Day Services license issued by the Division of Licensing and Certification, Assisted Housing per 10-144 Ch. 117 Regulations Governing the Licensing and Functioning of Adult Day Services Programs?
Applicants must provide supportive documentation as a separate attachment.
<ul style="list-style-type: none">• Supporting Documentation Supplied
<ol style="list-style-type: none">3. Does the Applicant have a current Provider Agreement under 10-149 Ch. 5 Section 61 Adult Day Services or 10-144 Ch. 101 Chapter II Section 26 Day Health Services?

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EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Applicants must provide supportive documentation as a separate attachment.

- Supporting Documentation Supplied

Attestation Statement

- All supporting documentation provided showing eligibility for funding.

Part II. Experience and Capacity

- current Adult Day programming serves 72 Members with almost 17,000 hours of services each year at their primary site in Biddeford at the Sam L. Cohen Adult Day Center. They have also just received some funding to open a new ADC outpost at their new SMAA Sanford Community Hub located in Springvale, ME that they plan to reach an additional 15 Members at in the next year. Their programming offers the latest in therapeutic approaches for in person-centered care for older adults who are living with memory impairments including Alzheimer's disease and other dementias, providing a safe environment and home-away-from-home experience for clients while encouraging socialization, healthy choices, and maximum independence. Activities are designed to honor and engage the individual in ways that will be fun, stimulating, and interesting for everyone's unique preferences and may include visiting entertainment and performers such as music, movies, or dancing, gardening, cooking or baking, exercise programs, music, reminiscence programs, and word-based games. Ultimately, these program services allow the staff to help clients enjoy activities and entertainment that decrease boredom, increase positive social interactions, and improve overall health and well-being.

- SMAA demonstrates a strong capacity to implement the Department-approved pilot project effectively. With over 50 years of experience in providing resources and services to older adults and adults with disabilities in York and Cumberland counties, SMAA has established itself as a trusted and reliable organization in the community. they have half a century of success in executing grants and city and state level contracts worth millions of dollars. SMAA's existing infrastructure, including a dedicated team of over 60 staff members, 400 volunteers, and 13 actively engaged board members, provides the foundation for successful project implementation. The robust network of partnerships with local community organizations, healthcare providers, and advocacy groups further enhances their ability to reach and support the target population. SMAA's comprehensive understanding of the needs and challenges faced by older adults, particularly those with the greatest economic and social need,

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ensures that the pilot project will be tailored to address these issues effectively. Moreover, SMAA's commitment to compliance with all rules and regulations ensures that the project will be carried out ethically and transparently.
<ul style="list-style-type: none">extensive experience in delivering social services and support programs for older adults and adults with disabilities demonstrates their deep understanding of the target population's needs and challenges. SMAA's expertise in program management, care coordination, and community outreach ensures that the pilot project will be well-organized and effectively implemented.
Litigation
<ul style="list-style-type: none">None, Not Applicable.

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

Proposed Adult Day Services Pilot Project

<ul style="list-style-type: none">To address the first goal, the program is designed to apply a person-centered approach during the onboarding and implementation process, aimed at tailoring activities to individual preferences and increasing utilization of ADS. This will also help facilitate seamless transitions for participants and ensure uninterrupted access to ADS services. One crucial component of this is addressing goal two, to cover costs for three hour of trial visits for new ADC members to establish programming that works for everyone, as well as provide bridge funding to cover the period between enrollment and the commencement of funding from other sources.To help achieve goals two and three, planned for two new staff roles under this grant. The first role is a Community Care Case Worker, tasked with assisting individuals and caregivers with onboarding processes, designing and executing care plans, and linking to resources, as well as assisting caregivers to make care plans outside of ADS once ADS is no longer appropriate for their needs. This position will provide essential guidance and resources to participants as they navigate their next steps. will also hire a Community Partnership Coordinator. This individual will oversee community activities and forge partnerships to enhance the overall ADS experience. They will also work to foster collaboration and engagement within the broader community.Lastly, to assess the ongoing impact of the pilot project and guide real-time improvements during implementation, they will engage an evaluation consulting specialist. This subcontractor will conduct thorough assessments of program outcomes and measure the overall effectiveness of the pilot program at project close.
--

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

Check all that apply:

- Enhancing Person-Centered Planning
- Expanded access to assist citizens in accessing Adult Day Services
- Increasing utilization of quality Adult Day Services

- SMAA’s current ADS programming is regularly impacted by the selected three components as they are constantly working to address critical barriers to the effective delivery and utilization of the programs. SMAA conducts annual surveys to identify program challenges and opportunities for improvement. Based on these internal surveys, and statewide needs assessments, they recognize that barriers to ADS include limited access due to transportation challenges and financial constraints, the need for improved alignment of services with individual needs, and the need for increased awareness among potential participants, community partners, and healthcare providers. They therefore selected all three components as the focus of the proposed pilot project due to their potential to directly address these barriers. By enhancing person-centered planning, expanding access through transportation assistance, and increasing utilization through awareness-building and trial visit opportunities as described above, They believe that can overcome these challenges by tackling the root causes of barriers and enhance the impact and effectiveness of the ADS programs.

- Barriers outlined include transportation challenges, improved alignment of services, and increased awareness.

- The data used to determine the impact of the selected components for the proposed pilot project was sourced from various reliable sources, including statewide provider surveys and reports, key stakeholder interviews with members, staff and caregivers, and internal statistical data. SMAA both collects internal data through surveys annually and keeps a regular eye on statewide and national statistical data sources to help inform the programming decisions. These sources provided meaningful insights into the operational challenges and the barriers hindering participant access and utilization. The internal 2023 ADS surveys and the 2022 report from University of Southern Maine on ‘Adult Day Services in Maine: Benefits, Challenges, and Opportunities’ indicated the need for a comprehensive approach to address issues such as affordability, low awareness, transportation barriers, stigma, caregiver support, and service coordination. Root causes were evident in the identification of underlying factors contributing to these challenges, such as inadequate funding, lack of

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

public education/knowledge, and inconsistent service coordination across partner agencies. Their proposed pilot project has taken these root causes into account to target interventions more effectively to address the underlying issues rather than just the symptoms. Furthermore, ongoing data collection from SMAA will support the evaluation component of the pilot project by providing a baseline understanding of the existing challenges and measuring the impact of the implemented interventions over time. Through continuous evaluation and monitoring, the project can assess the effectiveness of each component and make informed adjustments to optimize outcomes and enhance the overall accessibility and utilization of ADS.

- The program will be implemented through a systematic and collaborative approach involving various ADS stakeholders, including SMAA’s leadership, staff, community partners, caregivers, and ADS program participants. They have already conducted a comprehensive assessment of the current state of Adult Day Services (ADS) utilization at SMAA, including categorizing and identifying existing barriers and challenges faced by potential participants. Based on this assessment, they will create and implement a detailed action plan upon receipt of funding to deploy the activities described above and address these barriers and enhance utilization.

- use a person-centered planning approach to ensure that pilot ADS programming is tailored to meet the individual needs and preferences of participants, thereby enhancing their relevance and attractiveness to individuals and caregivers. Second, they will implement expanded access initiatives, such as transportation assistance programs and trial visit opportunities, to help reduce logistical barriers and encourage more individuals to access ADS at SMAA. Additionally, they will conduct awareness-building campaigns targeting both the public, community partners, caregivers, and healthcare providers to increase knowledge and understanding of the benefits of ADS which will ultimately help increase knowledge, referral, and utilization of the program.

- The proposed pilot project has been designed with scalability and replicability in mind to enable other providers to adopt similar initiatives. During implementation, they will compile comprehensive documentation of the implementation process, including strategies, best practices, and lessons learned, into a toolkit or guidebook that can be shared with other organizations interested in implementing similar programs. In particular, they have good connections with the other Area Agencies on Aging in Maine and intend to

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

share the program plans and successes with them to achieve scalability across the state. Additionally, they will facilitate ongoing collaboration and knowledge-sharing among other ADS providers in the region to help promote collective learning and innovation without duplication of services.

- designed this program to contribute to the Department's efforts to support a broad and sustainable network of high-quality Adult Day Services by demonstrating effective strategies for overcoming barriers to utilization and enhancing the overall quality and accessibility of ADS. By addressing key challenges and promoting innovative solutions, the project will help strengthen the capacity of SMAA, and ultimately other ADS providers they share it with, to meet the diverse needs of individuals and families across the State.

- will fully comply with all rules and regulations of the Department and the HCBS Settings Final Rule, as applicable. Compliance will be ensured through ongoing monitoring and evaluation of program activities, regular review of policies and procedures, and collaboration with relevant regulatory agencies to address any identified gaps or issues.

- Partnerships with stakeholders, including healthcare providers, community-based organizations, government agencies, and advocacy groups.
- Staff: SMAA has a dedicated team of professionals with expertise in aging services, including program management, care coordination, and community outreach. These staff members possess valuable experience in working with older adults and caregivers, which will be instrumental in implementing and managing the pilot project. Specifically, SMAA has existing highly trained staff they can allocate to the roles described above to begin program implementation immediately upon receipt of funding. Additionally, the highly qualified program management and in house program evaluation and assessment team will help oversee various aspects of the project, including program development and implementation, monitoring, evaluation, participant recruitment, and partnership coordination.
- Funds: SMAA has access to funding streams and grants designated for aging services and support programs. In addition to the reimbursement received for adult day services, SMAA occasionally receives small grant funds to help bring new programming or activities to ADS clients.
- Space: SMAA operates two facilities and community centers throughout Southern Maine, providing physical space that can be utilized for ADS activities, meetings, and events related to the pilot project. One site is at the

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS	
	<p>Adult Day Center in Biddeford, and one is at the satellite community hub in Springvale. These spaces offer a conducive environment for hosting educational workshops, support groups, and socialization activities for ADS participants and their caregivers. Furthermore, SMAA can partner with local healthcare facilities, senior centers, and community organizations to access additional space for program delivery and expansion as needed.</p> <ul style="list-style-type: none"> • Time: SMAA is committed to dedicating time and effort to ensure the successful implementation and management of the proposed project. Staff members will allocate their time and expertise to plan, coordinate, and execute various project activities, including needs assessments, program development, participant recruitment, and outcome evaluation. SMAA will prioritize the project's timelines and milestones, ensuring that activities are completed in a timely manner and that project goals are achieved within the designated timeframe.
	<ul style="list-style-type: none"> • Current partners include Catholic Charities Immigrant and Refugee Services, Maine Immigrant Rights Coalition, Avesta Housing, Equality Maine, and the New England Arab American organization. In the Sanford/Springvale area, they continue to work with York County Community Action, the Nasson Community Center in Springvale, Trafton Senior Center, Sanford Housing Authority, Nasson Healthcare, and the City of Sanford.
	<ul style="list-style-type: none"> • Implementing the proposed pilot project may face several challenges, including stakeholder engagement, regulatory compliance, and staffing. To mitigate these challenges, the project team is committed to engaging stakeholders through targeted outreach strategies, ensuring compliance with regulatory requirements through thorough research and clear protocols, prioritizing staff training and resource allocation, and having a project coordinator to ensure the goals and objectives are met.
	<ul style="list-style-type: none"> • guidance on regulatory compliance, funding opportunities, program evaluation methodologies, and new innovative practices in Adult Day Services (ADS) administration. Additionally, technical assistance in establishing partnerships with other agencies or community organizations and leveraging existing resources effectively would be invaluable.
	<ul style="list-style-type: none"> • Financially, SMAA has historically relied heavily on federal/state funding to maintain operations as part of its mandate under the Older Americans Act. They anticipate this funding to continue. However, as federal resources become more unpredictable and service numbers have increased, SMAA

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RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

CATEGORY: B: Individual Agency Pilot Project

APPLICANT NAME: Southern Maine Agency on Aging

DATE: 5/16/2024, 5/22/2024, 5/28/2024

EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

increasingly relies on the philanthropic support of the individual donors, corporations, and private foundations to ensure that they can meet the needs of all eligible older adults in the area.

Performance Measures and Reporting

- aim for all the services and programs to:
 - 1) improve older adults’ and caregivers’ mental, emotional, and behavioral health by providing access to programs that decrease social isolation anxiety, stress, and depression,
 - 2) decrease older adults’ risk of chronic health issues caused by poor nutrition such as heart attacks & congestive heart failure,
 - 3) improve older adults’ financial health,
 - 4) decrease the burden on caregivers and the healthcare system, and
 - 5) increase access to agencies and services that improve physical health, wellbeing, and financial services for older adults and caregivers.
- To measure these outcomes, SMAA closely tracks the numbers of people served and units of services provided for every program. They use a sophisticated database and software system to analyze trends and changes in program growth, demand, and participation levels.
- SMAA also conducts yearly, qualitative surveys to collect client satisfaction data, suggestions for program improvement, and keep track of demographic information of clients. Survey participants are asked to reflect on how the program(s) impact their health, ability to remain living independently, and other quality of life measures. They also ask for their general satisfaction, ease of access, and recommendations for improvements.
- SMAA will comply with and provide periodic reports related to the delivery of the approved pilot project as requested by the Department through a structured reporting framework. This framework will include predetermined reporting intervals, such as monthly, quarterly, or semi-annually, depending on the Department’s requirements at the time of award. Reports will detail progress made towards project objectives, including the implementation of project components, utilization metrics for Adult Day Services (ADS) as described above, participant feedback, financial expenditures, and any challenges encountered. Additionally, the reports will outline any modifications to the project plan, such as adjustments in resource allocation or strategies to address unforeseen barriers. Their team will ensure that these reports are comprehensive, accurate, and submitted in a timely manner to facilitate effective oversight and monitoring by the Department. They will also remain

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202404084

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DATE: 5/16/2024, 5/22/2024, 5/28/2024

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PART III – PROPOSED PILOT PROJECT AND RELATED REQUIREMENTS

responsive to any ad hoc reporting requests from the Department, promptly providing additional information or clarification as needed to support transparent communication and accountability throughout the duration of the pilot project.

Evaluation of the Proposed Pilot Project

- SMAA will actively participate in evaluation activities of the pilot project as directed by the Department by engaging in collaborative discussions and meetings with both the Department and its external evaluation vendor. Within thirty (30) calendar days of project approval, They will demonstrate their commitment to evaluation by promptly convening with the Department and the external evaluation vendor to develop comprehensive evaluation metrics tailored to the specific objectives and components of the approved pilot project. During these meetings, the staff and the provisioned subcontract specialist will contribute insights, expertise, and relevant data to inform the development of evaluation frameworks, indicators, and methodologies. The staff will also ensure alignment between project goals and evaluation metrics to accurately measure the impact, effectiveness, and outcomes of the pilot project. Additionally, they will remain flexible and open to feedback from the Department and the evaluation vendor, iteratively refining evaluation plans and strategies as necessary to enhance the rigor and relevance of the evaluation process.
- SMAA possesses the capacity to effectively coordinate the pilot project evaluation with the Department and its evaluation vendor, demonstrating proficiency in data collection, reporting, and collaboration. They have a dedicated in-house staff member who is experienced in project management and data analysis who will oversee the coordination of evaluation activities, ensuring seamless communication and collaboration between all stakeholders involved. The robust evaluation infrastructure includes established systems for data collection, storage, and analysis, allowing for the accurate and efficient capture of relevant project data. They will maintain consistency in data collection methodologies through the utilization of standardized protocols and tools, thereby minimizing errors and discrepancies. Additionally, all of the staff members receive training in data collection, management and reporting practices, and are therefore equipped with the necessary skills to handle data accurately and ethically.

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EVALUATOR NAME: Jesse White

EVALUATOR DEPARTMENT: DHHS/OADS

Part IV. Proposed Budget and Narrative

- Included
- Included



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

I, Stacy Martin accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:
Stacy Martin

May-14-2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

I, Doreen McDaniel accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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DocuSigned by:

Doreen McDaniel

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Signature

May-14-2024

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

I, Nicole Rooney accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:

Nicole Rooney

FC09BC7615C7498...

Signature

May-14-2024

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

I, Richard (Thom) Snyder accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:

Richard (Thom) Snyder

6723703E91B440D

May-14-2024

Signature

Date



STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFA #: 202404084

RFA TITLE: Adult Day Services Initiative Pilot Projects Grant Funding Opportunity

I, Jesse White accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Health and Human Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:

Jesse White

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Signature

May-14-2024

Date