

Purpose: Grant Funding Opportunity – Request for Application
To: County Health and Human Services Departments
Attention: County Welfare Directors, Health & Human Services Directors, County Welfare Director’s Association
Number: AT-2223-XX
Release Date: July 15, 2022
Program Period: October 1, 2022 through December 31, 2024
Reference: Welfare and Institutions Code Section 9104 and in accordance with Assembly Bill (AB) 135
Subject: Access to Technology Program to Provide Digital Connectivity for Older and Disabled Adults
Revised: August 8, 2022

I. Announcement

This announcement notifies all Directors of county human services departments of this opportunity to apply for grant funding provided by the California Department of Aging (CDA) for the administration of services and supports in alignment with the Centers for Medicare & Medicaid Services’ (CMS) Home and Community Based Services (HCBS) spending plan.

This opportunity will launch a 27-month program (October 1, 2022 - December 31, 2024) to meet the needs of diverse older adults (i.e., 60 years of age and older) and adults with disabilities to gain access to digital connectivity and technology to reduce isolation, increase social connections, and enhance self-confidence in navigating digital and online resources. This opportunity is in alignment with the California Governor’s Master Plan on Aging.

Grant funds appropriated for this program are non-competitive and will be provided to all county human services departments that opt to participate. Allowable uses of the funds provided to counties that receive grant funding through the program include, but are not limited to the following:

- Providing technology, which may include, but is not limited to, laptops, tablets, and smartphones, to older adults and adults with disabilities.
- Arranging for reliable internet access (via service plans) to older adults and adults with disabilities.
- Broadband infrastructure improvements (telecommunications equipment, technologies, routers, fiber optic lines, etc.)
- Developing or arranging for education and training of older adults and adults with disabilities on the use of technology.
- Conducting outreach about the program.
- Administration of the program, including data collection and reporting (not to exceed 10% of the total grant award).

Interested county human services Program Directors and Executive Directors must submit a written response to this Request for Application (RFA) to facilitate encumbrance of the Access to Technology Program via email to the email address listed in Section VII (i.e., “Application Deadline”). Grant application eligibility requirements and general assurances are detailed below. Only the 58 Counties in California are eligible to apply.

II. Funding Amount

CDA is allocating \$48.5 million for this HCBS initiative. Allocation estimates by county are provided in **Attachment A – HCBS Access to Technology Planning Estimate**. Please note the following:

- Counties that opt-in will receive a minimum allocation of \$100,000. Additional funding may be provided based on county size, population of adults 60 years of age and older, and geographic isolation factors (i.e. whether the county is rural, urban, or suburban).
- Participating counties that desire less than the \$100,000 minimum must clearly state the desired amount in the grant application.
- The above referenced figure is a planning estimate and assumes participation by all 58 counties within the State of California. The minimum award amount and any other allocation may be subject to change and funds may be redistributed amongst those counties that opt-in.

III. Program Period

The program period shall run from October 1, 2022 through December 31, 2024. The awarded county shall contract with CDA for purposes of this program and shall comply with all applicable terms and conditions therein.

Each county that participates in this pilot program shall submit a final report within 30 calendar days following the end of the program period and no later than January 31, 2025. CDA will withhold payment on the final invoice until receipt and approval of the final report.

IV. Eligibility Criteria

The following eligibility criteria apply for this grant opportunity. Applicant must:

- Be a county human services department in the State of California.
- Participate in a program evaluation(s) conducted by CDA or its designated representative. Such evaluation(s) may include a brief survey, interviews, collecting sample success stories, and documenting lessons learned.
- Leverage existing programs, if applicable, that provide one or more of the program services listed below, in order to provide maximum benefit to the greatest number of residents.
- Ensure one or more of the following services are provided through this program:
 - Providing technology, which may include, but is not limited to, laptops, tablets, and smartphones, to older adults and adults with disabilities.
 - Arranging for reliable internet access (via service plans) to older adults and adults with disabilities.
 - Broadband infrastructure improvements (telecommunications equipment, technologies, routers, fiber optic lines, etc.)
 - Developing or arranging for education and training of older adults and adults with disabilities on the use of technology.
 - Conducting outreach about the program.

V. Program Goals

1. Infrastructure

- a. Connect older adults and adults with disabilities to technology, providing them with greater access to resources and information.
- b. Improve broadband infrastructure to provide high-speed internet access and other advanced telecommunications services for end-users and maximize technology utilization.
- c. Provide older adults and adults with disabilities with enhanced vital HCBS services, such as telehealth; social engagement/isolation prevention; and information on nutrition, transportation, and long-term support services through broadband access/internet connectivity.

2. Combating Isolation

- a. Reduce social isolation and improve well-being by expanding access and increasing connections and communication with family members, friends, caregivers, healthcare professionals, community resources, and services.
- b. Provide maximum benefit to the greatest number of older adults and adults with disabilities among the more than two million Californians who currently lack broadband access and access to technology.

3. Building Self-Confidence and Self-Empowerment

- a. Enhance self-confidence by working to eliminate fears and doubts over ability to use technology and develop the confidence that comes from familiarity with and knowledge of the advantages and benefits that technology can offer.
- b. Educate older adults and adults with disabilities on how to use technology to assist in the basics of daily living, such as paying bills and grocery shopping, thereby helping them to continue living independently in their communities.

VI. Awards

CDA will award grants based on satisfaction of the criteria and program goals listed above. CDA will provide funding to the counties on a reimbursement basis upon submission and approval of monthly reimbursement reports.

VII. Grant Funding Application Process

Interested counties must submit one written response in 12-point Arial font in a Word document and/or Excel spreadsheet containing the following:

1. A statement confirming the county's decision to opt-in and participate in the Access to Technology Program.
2. A detailed description of how the county meets all the Eligibility Criteria addressed in Section IV. Include supporting documents that demonstrate aligned initiatives and commitments in supporting language and cultural diversity.
3. A detailed program description of how grant funding will be utilized to meet the Program Goals addressed in Section V and any intended uses not specifically stated above.

4. A description of how the county intends to leverage existing county program(s) to provide maximum benefit to the greatest number of county residents.

Interested counties must also complete form CDA 3003 for the entire 27-month period based on **Attachment A** – HCBS Access to Technology Planning Estimate. The activities budgeted should include, at a minimum, the following:

1. Administration of the program, including data collection and reporting (not to exceed 10% of the total grant award).
2. Cost of one or more of the following services the county intends to provide through this program:
 - Providing technology, which may include, but is not limited to, laptops, tablets, and smartphones, to older adults and adults with disabilities.
 - Arranging for reliable internet access (via service plans) to older adults and adults with disabilities.
 - Broadband infrastructure improvements (telecommunications equipment, technologies, routers, fiber optic lines, etc.)
 - Developing or arranging for education and training of older adults and adults with disabilities on the use of technology.
 - Conducting outreach about the program
3. Program implementation activities.

The FISCAL Taxpayer ID Form and County Response Template must be completed.

CDA will review all responses to this RFA for content, completeness, and compliance with the requirements. See Section X for Award information.

VIII. Application Deadline

Applications must be submitted by **5 p.m. Pacific Time on August 29th, 2022**. Applicants shall submit written responses by email to att@aging.ca.gov.

CDA will not accept late applications. Applications must be electronically signed to ensure approval by the Director of the Department or their designated representative. CDA will not accept hand-delivered or faxed submissions, nor will it process incomplete or illegible applications.

IX. Contact Information

Questions regarding this grant funding opportunity should be directed to the Access to Technology email address at: att@aging.ca.gov. Please include “Access to Technology RFA Inquiry” in the subject line.

X. Award Information

CDA will send a Grant Award Notification and the accompanying grant agreement outlining the specific activities, the time frame for performance, and the reporting requirements, among other contractual obligations. The county official authorized to contract on the county’s behalf, or their

designated representative, must sign and return these documents, along with documented approval by the county's Board of Supervisors, within 90 calendar days of receipt. Unsuccessful applicants will receive letters of denial postmarked no later than 30 calendar days following the application due date.

XI. Sample Grant Agreement

Attached is a sample Standard Agreement template – STD 213.

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

AT-2223-XX

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Department of Aging

CONTRACTOR NAME

GRANTEE NAME

2. The term of this Agreement is:

START DATE

10/01/2022

THROUGH END DATE

12/31/2024

3. The maximum amount of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit B, Attachment 1	Contractor's Detailed Budget	1
Exhibit C*	General Terms & Conditions (GTC 4/2017)	X

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this Agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

CONTRACTOR BUSINESS ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Aging

CONTRACTING AGENCY ADDRESS

2880 Gateway Oaks Drive, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

Nate Gillen

TITLE

Chief, Business Management Bureau

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

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EXHIBIT A
SCOPE OF WORK

1. GRANT AGREEMENT PARTIES:

A. [Grantee name], hereafter referred to as Contractor, and the California Department of Aging (referred to as CDA, or Grantor, or the State) (each a Party, and collectively the Parties) enter into this agreement (Agreement) to provide services under the Access to Technology (ATT) Program administered by the California Department of Aging as detailed pursuant to the terms and conditions of this Agreement below.

2. GRANT PERFORMANCE PERIOD:

A. All work performed must be completed during the grant performance period from October 1, 2022 through December 31, 2024.

3. GRANT AGREEMENT MANAGERS:

A. The Grant Agreement Managers during the term of this Agreement shall be:

State:	Department of Aging	Contractor:
Section/Unit:	Home and Community Living	Section/Unit:
Attention:	Brian T. Carter Contract Manager	Attention:
Address:	2880 Gateway Oaks Drive, Ste 200 Sacramento, CA 95833	Address:
Phone:	(916) 928-4669	Phone:
Email:	brian.carter@aging.ca.gov	Email:

B. For Administrative inquiries, please contact:

State:	Department of Aging	Contractor:
Section/Unit:	Home and Community Living	Section/Unit:
Attention:	Sutep Laohavanich Deputy Director	Attention:
Address:	2880 Gateway Oaks Drive, Ste 200 Sacramento, CA 95833	Address:
Phone:	(916) 751-0806	Phone:
Email:	sutep.laohavanich@aging.ca.gov	Email:

Either Party may make changes to the contact names or information above by giving written notice to the other Party. Said changes shall not require an amendment to this Agreement.

4. BACKGROUND

Governor Newsom issued Executive Order (EO) N-73-20 to improve broadband speed and access in California, including improving download speeds for all Californians and to bridge the digital divide for two million Californians who lack broadband access. The EO specifies older adults as a priority population, particularly during the COVID-19 pandemic, as older adults are more vulnerable to COVID-19, are continuing to shelter in-place and may be

experiencing reduced interactions with other people and their communities. This has led to increased risks of loneliness and isolation for older adults with potentially negative outcomes to mental and physical health. The EO is also in alignment with goal three of Governor's Newsom's Master Plan on Aging that prioritizes addressing the digital divide that directly impacts older adults.

In 2021, the Governor signed Assembly Bill (AB) 135 into law, which added Welfare & Institutions Code (WIC) section 9104, which required the California Department of Aging (CDA) to create the Access to Technology (ATT) program. This ATT program provides all Directors of County Human Services departments with the opportunity to apply for grant funding provided by the CDA for the administration of services and supports in alignment with the Centers for Medicare & Medicaid Services (CMS) Home and Community Based Services (HCBS) spending plan. The ATT program is a 27-month program (October 1, 2022 - December 31, 2024) to meet the needs of diverse older adults and adults with disabilities to connect older adults and adults with disabilities to technology to help reduce isolation, increase connections, and enhance self-confidence. Grant funds appropriated for this pilot program are non-competitive and will be provided to all county human services departments (hereinafter known as "contractor") that opt to participate.

5. CONTRACTOR RESPONSIBILITIES:

- A. Allowable uses of funds awarded to contractors that receive grant funding through this program include, but are not limited to the following:
 - 1. Purchase and provision of technology, which may include, but is not limited to, laptops, tablets, and smartphones, to older adults and adults with disabilities.
 - 2. Arranging for reliable internet access (via service plans) to older adults and adults with disabilities.
 - 3. Broadband infrastructure improvements (telecommunications equipment, technologies, routers, fiber optic lines, etc.)
 - 4. Developing or arranging for education and training of older adults and adults with disabilities on the use of technology.
 - 5. Conducting outreach about the program.
 - 6. Administration of the program, including data collection and reporting (not to exceed 10% of the total grant award).
- B. To carry out the responsibilities of this Agreement, Contractor should leverage existing programs that provide one or more of the services listed under section (A) above, if applicable, with the intent to provide maximum benefit to the greatest number of residents. If no existing contractor programs provide one or more of the services listed under section (A) above, Contractor shall leverage its existing programs that is not providing one or more of the services listed under section (A) above, with the intent of providing maximum benefit to the greatest number of residents.
- C. Contractor shall develop a detailed program description of how funds will be utilized and how the program will be operationalized. This description shall include contact information and a list of an associated resources.
- D. Contractor shall ensure recipients of this program meeting the following eligibility criteria:

1. Older adults (60 years of age and older) and adults with disabilities.
- E. Contractor shall develop and administer program evaluation and quality assurance tools, which may include but are not limited to, client satisfaction surveys and questionnaires.
- F. Contractor shall collect and maintain programmatic data for reporting (e.g., number of clients served, type and number of devices and equipment purchased), services being provided (e.g., internet data plans and digital literacy training), and other forms of programmatic data.
- G. Reporting Requirements:
1. Contractor must submit a final report within 30 calendar days following the end of the award program period and no later than by January 31, 2025. This should include, but not be limited to, client satisfaction surveys, a narrative of lessons learned and success stories. CDA will withhold payment on the final invoice until receipt and approval of the final report.
 2. Contractor shall submit monthly expenditure reports and quarterly programmatic reports as required by CDA.
 3. Contractor must be willing to participate in program evaluation efforts to be conducted by CDA or its designated representative at the end of the program period. The evaluation may include a brief survey, interviews, collecting sample success stories and documenting lessons learned.

6. Approvals

- A. The Contractor shall obtain CDA's prior written approval of Contractor's program description as stated in sections 5 (C) above, prior to the Contractor performing the required services as outlined in this agreement.
- B. All approvals, orders for correction, or disapprovals from the CDA shall be in writing. If the CDA rejects a program description, Contractor shall make required corrections within the time frame required by the CDA.

7. CDA Responsibilities

- A. CDA Contract Manager shall provide guidance, information, and access to CDA staff as required by the Contractor to provide services under this Agreement.
- B. CDA shall approve the program description and other deliverables mentioned herein in a timely manner.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. GRANT AWARD

- A. The total amount payable to Contractor pursuant to this Agreement shall not exceed the grant award amount of [TOTAL GRANT AWARD AMOUNT].
- B. It is agreed and understood that this grant award amount is a ceiling and that CDA will only reimburse the allowable cost of services rendered or goods purchased as authorized by CDA at or below the grant award amount.

2. EXPENDITURE OF FUNDS

- A. The Contractor shall expend all funds received hereunder in accordance with this Agreement.
- B. The Contractor agrees to include these requirements in all contracts it enters into with subcontractors to provide services pursuant to this Agreement.

3. ACCOUNTABILITY FOR FUNDS

- A. The Contractor shall maintain accounting records for funds received under the terms and conditions of this Agreement. These records shall be separate from those for any other funds administered by the Contractor, and shall be maintained in accordance with Generally Accepted Accounting Principles and Procedures.

4. FINANCIAL MANAGEMENT SYSTEMS

The Contractor shall meet the following standards for its financial management systems.:

- A. Financial Reporting.
- B. Accounting Records.
- C. Complete Disclosure.
- D. Source Documentation.
- E. Internal Control.
- F. Budgetary Control.
- G. Cash Management (written procedures).
- H. Allowable Costs (written procedures).

5. FUNDING CONTINGENCIES

- A. INVOICING AND PAYMENT:

1. Contractor shall prepare and submit a monthly expenditure report in an electronic format to CDA no later than the last business day of each month or as specified by CDA. The report shall include all costs and funding sources for the month prior.
2. Payments will be made to reimburse expenditures reported unless Contractor pre-selects an Advance method at the time of contract execution.
3. Contractor shall be charged \$75 per program fund source for expedited payments to recover the fees charged by the State Controller's Office (SCO). CDA may waive the fees on a case-by-case basis as appropriate.
4. CDA may require financial reports more frequently than indicated above or with more detail (or both), upon written notice to the Contractor, until such time as CDA determines that the financial management standards are met.
5. For services satisfactorily rendered, and upon receipt and approval of invoices submitted as described herein, the CDA agrees to compensate the Contractor in accordance with the rates specified in section 5.E., Budget Detail.
6. The CDA is not responsible for services performed by the Contractor outside of this agreement, nor for services performed other than as outlined in Exhibit A, Scope of Work.
7. CDA reserves the right to refuse payment to the Contractor or disallow costs for any expenditure, as determined by CDA to be: out of compliance with this Agreement, unrelated or inappropriate to agreement activities, when adequate supporting documentation is not presented, or where prior approval was required, but was either not requested or not granted.

B. INSTRUCTIONS TO CONTRACTOR:

1. To expedite the processing of invoices submitted to the CDA for payment, all invoice(s) shall be emailed to Accounting.LA@aging.ca.gov, with a copy to the CDA Grant Agreement Manager listed in Exhibit A.
2. Contractor shall type, not handwrite, each invoice on company letterhead. The CDA may provide an invoice template, if requested, which may be used in lieu of company letterhead.
3. Contractor shall list and itemize in accordance with the Budget Display, all services or deliverables provided on each invoice.
4. Contractor shall include the following on each submitted invoice:
 - i. Date(s) during which the services or deliverables were provided and the date in which the invoice was generated.
 - ii. Agreement number, which can be found on the Standard Agreement Form (Std. 213).

- iii. Small Business certification number, if applicable
- iv. Professional license number, if applicable
- v. Invoice total
- vi. Sufficient detail and information to determine that the expenditures invoiced are project related, reasonable, and allowable.

C. BUDGET CONTINGENCY CLAUSE:

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
2. If funding for any Fiscal Year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.
3. If this Agreement overlaps Federal and State fiscal years, should funds not be appropriated by Congress or approved by the Legislature for the Fiscal Year(s) following that during which this Agreement was executed, the State may exercise its option to cancel this Agreement.
4. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or the Legislature which may affect the provisions or terms of funding of this Agreement in any manner.

D. PROMPT PAYMENT CLAUSE:

1. Payment will be made in accordance with, and within the time specified in, Government Code section 927, et seq.

E. BUDGET DETAIL:

1. At the sole discretion of the CDA and for the purposes of accounting, the CDA may adjust the total proposed expenditure for each fiscal year as needed. In no event will this change the contract price for the services actually rendered.
2. Contractor must submit a final invoice within 30 calendar days following the end of the program period and no later than January 31, 2025.
3. Travel Reimbursement:

The Contractor shall not be reimbursed for any travel-related expenses. Any and all travel shall be at the expense of the Contractor.

**EXHIBIT B, ATTACHMENT 1
Contractor's Detailed Budget**

SAMPLE