REQUEST FOR PROPOSALS

California Senior
Fall Prevention Projects
The Archstone Foundation

The Archstone Foundation is a private nonprofit grant-making foundation with a mission to prepare society for an aging population. Through grants, the Archstone Foundation supports direct services to the elderly, improves the training of health and other service providers, informs policy and decision makers, and develops model programs. The Board of Directors has identified preventing falls in the elderly, elder abuse and neglect, and issues surrounding the end-of-life as important areas for targeting funding.

Fall prevention has been an interest area of the Foundation with more than 25 grants being awarded since 1996, totaling over 10 million dollars. The Foundation has funded programs which address many of the risk factors of falls. These have included the development of balance and mobility programs, home modifications, statewide and national convenings, and most recently, the creation of the Fall Prevention Center for Excellence.

The California Senior Fall Prevention Projects are being funded as a part of the Foundation’s 5-year initiative to reduce the risk of falls in the elderly.
Fall Prevention Among Older Adults

Falls are a common and often devastating problem among older adults. In California alone, over a million people age 65 and older fall each year; more than 100,000 suffer a serious injury or fatality. Most of these falls are associated with one or more risk factors (e.g., muscle weakness, unsteady gait, confusion, medications, and environmental hazards). Research has shown that attention to these risk factors can significantly reduce fall rates, and that the most effective (and cost-effective) fall reduction programs are multi-factorial. Optimal approaches involve a combination of medical management, physical activity and home modification. The high level of coordination necessary to carry out these multi-factorial programs requires the support of strong community partnerships.

The Senior Fall Prevention Initiative

In 2003, the Archstone Foundation brought together key stakeholder groups throughout California to begin a strategic planning process for the prevention of falls among older adults. In response to participants’ recommendations, the Archstone Foundation provided funding to establish the Fall Prevention Center of Excellence (the Center) as a coordinating body for fall prevention activities across the state.

The Center is a public-private partnership consisting of the University of Southern California’s Andrus Gerontology Center; California State University Fullerton’s Center for Successful Aging; the Veterans Administration Greater Los Angeles Healthcare System Geriatric Research, Education and Clinical Center; the University of California, Los Angeles School of Medicine; and the California Department of Health Services, State and Local Injury Control. The Archstone Foundation and the Center are now collaborating through the Senior Fall Prevention Projects to help communities build their capacity to address falls in the elderly and deliver integrated fall prevention services that allow seniors to continue to live vital, independent lives.

The Archstone Foundation will allocate up to $500,000 for the Senior Fall Prevention Projects. The Center will provide technical support and project evaluation assistance to grantees, and it will coordinate the request for proposal process.

Projects may address either of the following categories: Fall Prevention Coalition Development or Fall Prevention Program Expansion.
Coalition Development

Coalition Development Grants are targeted to communities with limited experience in implementing fall prevention activities or communities that have activities in place and are ready to work toward better cooperation among programs. These grants provide funds to:

- Establish a broad-based community coalition or strengthen an existing coalition to address fall prevention among seniors;
- Conduct a needs assessment to determine community-specific fall prevention priorities and develop a strategic plan that reflects these needs;
- Conduct and evaluate at least one local fall prevention activity to coalesce community interest in the strategic planning process. Possible activities can include but are not limited to: hosting a community forum on fall prevention, organizing a community walkability audit, presenting a home modification workshop for seniors, developing fact sheets for policy makers, staging a community wide media event to raise fall risk awareness, or establishing a fall prevention speakers’ bureau.

Program Expansion

Program Expansion Grants are targeted to organizations/community partnerships already providing direct services to seniors to address falls, but that seek to add components to their programs. Projects considered for funding will integrate at least two of the following three components into their existing services:

- **Balance & Mobility Training (Physical Activity)** Studies show that balance, flexibility, and strength training improve mobility and reduce the risk of falling. Most older adults do not exercise regularly, and 35% of seniors do not participate in any leisure physical activity. There are many creative ways to offer physical activity for fall prevention, such as individualized balance and mobility training classes and tai chi.
- **Medical Management (Risk Assessment and Follow-up)** During routine doctors’ visits or as part of a special fall prevention project, healthcare professionals screen clients for fall risk. Factors that can contribute to falls and fall injuries are osteoporosis, being over age 80, changes in balance and walking patterns, changes in vision and sensation, and taking multiple medications. Once risk is assessed, health professionals work with clients, their families and other caregivers to determine what factors can be modified to reduce fall risk.
Eligibility

California public agencies and private nonprofit 501(c)(3) organizations, including but not limited to local health departments, Area Agencies on Aging, park and recreation districts, and community-based social service organizations are eligible to apply. A consortium of organizations may also apply, but must select a primary organization that will be responsible for overall administration and coordination of the project. The intent is to support new fall prevention activities or build upon existing activities. Funding cannot be used to sustain current activities or to supplant current funding sources. To assure sustainability, projects should focus on building the capacity of current staff rather than adding new staff.

All grantees must participate in quarterly statewide fall prevention teleconferences and one statewide project meeting. All grantees must also participate in a statewide evaluation facilitated by the Center and the Archstone Foundation.

Timeline

- September 21, 2005 . . . . . . . . . Applicant Informational Teleconference
- October 14, 2005 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Proposals Due
- November – December, 2005 . . . . . . . . . Proposal Review Process
- January, 2006 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Site Visits
- March, 2006 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Approval and Notification of Awards
- April 1, 2006 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Begin Grant Period

Grant Period Funding Levels

Grants will be for an 18-month period beginning in April, 2006. Coalition Development Grants must not exceed $25,000 for the 18-month period. Program Expansion Grants must not exceed $40,000 for the 18-month period. It is anticipated that 4-8 Coalition Development projects and 4-8 Program Expansion projects will be selected for funding.

Eligibility - Timeline

Environmental Assessment and Modification

The environment can present many hazards. At home, problematic areas include the entrance, bathroom and stairs. In the community, there can be trip hazards such as uneven or cracked sidewalks. Environmental assessment can be accomplished through a physical home inspection or through a self-administered checklist. Once hazards are identified, modifications can be made such as installing grab bars in the shower. Steps can have handrails, adequate lighting, and contrast between steps. City public works departments can be involved in addressing hazards in the community.
Proposal Instructions

The following are required proposal components:

A. Grant application cover sheet—downloadable see page 10 for details

B. One-paragraph executive summary including:
   1. Name of community to be served.
   2. Geographic area.
   3. Project goals/objectives.
   4. Amount being requested.

C. Community Need
   1. State the need for either a Fall Prevention Coalition or Program Expansion grant. Specify how this need was identified.
   2. Describe the community to be served in terms of age, racial and ethnic composition, socioeconomic status, cultural factors, etc.
   3. Describe how the project differs from or complements other senior fall prevention activities that exist in the community.

D. Organization Background and Capacity
   1. Describe your organization: mission statement, geographical areas served, present activities or services provided, etc.
   2. Document your organization’s ability to implement the proposed effort successfully.
   3. List any grants received during the past 2 years and any pending grant applications.

Application Process

Proposals should be no more than 10 pages and written in third person. Attachments, as defined below, are not part of the page limitation. The proposal should be typed using 12-point Times New Roman font. Please single space with 1-inch margins, and number all pages.

Submit a total of 6 copies of the full proposal (narrative and attachments) to the Foundation before the close of business on October 14, 2005. Faxed or e-mailed proposals will not be accepted. Any proposals received by mail or submitted after the close of business on October 14, 2005 will not be considered.

Applicants are encouraged to participate in the Applicant Informational Teleconference on September 21, 2005 when they will have an opportunity to ask questions about the Request for Proposal (RFP) and application process.

Mail the completed proposal to:
Senior Fall Prevention Projects
Archstone Foundation
401 E. Ocean Blvd., Suite 1000
Long Beach, CA 90802

Inquiries may be directed to:
Rachel Zerbo, MPH
Fall Prevention Center of Excellence
(916) 552-9854
RZerbo@dhs.ca.gov

Or
Mary Ellen Kullman Courtright, MPH
Archstone Foundation
(562) 590-8655
mecourtright@archstone.org

All forms and attachments are downloadable from the Archstone Foundation website www.archstone.org or the Fall Prevention Center of Excellence website www.stopfalls.org.
E. Project Description

Coalition Development Grant Description:
1. Discuss project goals, objectives, and specific activities.
2. Describe how and when the coalition will be convened. List potential members and briefly describe their roles. Coalition membership must reflect local diversity and involve interested stakeholders. Suggested partners include representatives from existing health promotion and physical activity coalitions, Area Agencies on Aging, local health departments, public safety organizations (e.g., fire and emergency medical services), public works departments, social service providers, health service provider organizations, and local policy makers. Seniors must be active participants in the coalition.
3. If the project will build on an existing coalition, describe why and how the coalition will be involved in the proposed activities. If current membership needs to be augmented, identify the representatives to be added.
4. Specify how a needs assessment will be conducted (e.g., focus groups, key informant interviews, community forums) and what kinds of information will be gathered.
5. Describe how the strategic plan will be developed and how fall prevention strategies will be determined.
6. Describe the type(s) of community activity you envision conducting with the coalition.
7. Identify key staff and coalition members with their qualifications and describe their major project responsibilities.
8. Describe how the coalition will be sustained after the funding period ends.
9. Describe how project effectiveness will be evaluated and by whom.

Program Expansion Grant Description:
1. Discuss project goals, objectives, specific activities, and estimate number of people to be served.
2. Describe the organization’s existing fall prevention activities. Include type of services provided, who is currently providing services, where services are provided, and number of clients served.
3. Provide a rationale for expanding the current program, describe the components to be added, and discuss how these additions will enhance the current program.
4. List the other organizations with which you plan to partner and provide a brief description of their capabilities. Describe the level of their involvement and their major responsibilities and activities in implementing the proposed program expansion.
5. Identify key staff and consultants (if applicable) with their qualifications and describe their major responsibilities in implementing the proposed program expansion.
6. Describe how the expanded program will be sustained after the funding period ends.
7. Describe how project effectiveness will be evaluated and by whom.
Attachments (applies to both Coalition Development Grants and Program Expansion Grants.)

A. Project Timeline
   A timeline must be included; please use the example on the Foundation or Center websites. Be sure to include participation in quarterly teleconferences and a statewide project meeting during the second quarter of the grant period, as well as the submission of quarterly progress reports and a final project report.

B. Line-item Budget and Budget Narrative
   1. Use the budget template and guidelines in the Foundation or Center websites.
   2. Each applicant must include the following costs of sending one staff member to a statewide grantee meeting: transportation by air or car (est. $300); lodging (est. $125); meals and incidentals ($50).
   3. Provide a narrative that justifies the purpose of each budget item completely.

C. Letters of Commitment
   1. Attach signed letters of commitment from any organizations that will collaborate on the proposed project.
   2. Letters must describe the specific role(s) the collaborative partner will play in accomplishing the project goals and objectives. Letters merely indicating general support are not acceptable.

D. Financial Documents
   1. A copy of the organization’s tax exempt status letter.
   2. A copy of the organization’s most recent IRS Form 990.
   3. A copy of the organization’s most recent audited financial statement.

E. List the Board of Directors of the applicant organization and their principal occupations (if applicable).

F. An electronic copy (CD or diskette) of the proposal narrative, the line-item budget and budget narrative in Word or Excel.

Applicant Informational Teleconference

If your agency is interested in applying for funds, you may wish to participate in an informational teleconference. The purpose of this conference is to clarify this initiative’s goals and answer any questions about the RFP or the application process.

If you would like to reserve a conference call line and/or submit questions concerning the RFP, please complete the teleconference reservation form found at www.archstone.org or www.stopfalls.org and fax it to Rachel Zerbo at (916) 552-9810 by Friday, September 16, 2005.

The informational teleconference will be held as follows:

Date: Wednesday, September 21, 2005
Time: 2:00 p.m. to 4:00 p.m.
Telephone: (800) 684-2424
           (800) 743-5850
Passcode: 1234#