



WESTERN CONNECTICUT AREA AGENCY ON AGING

REQUEST FOR PROPOSAL NOTICE (2027 ALZHEIMER'S AIDE FUNDS)

TO: Interested community service organizations in the Western Connecticut Area Agency on Aging planning and service area.

FROM: Spring Raymond, MBA, President and CEO

RE: Request for proposal to provide supplemental staffing for public and private adult day care centers (ADC) within the [41-town area of Western CT](#).

The Western CT Area Agency on Aging, Inc. is requesting proposals from existing Adult Day Care Centers seeking partial funding for an aide position in order to increase the number of Alzheimer's clients served by the Adult Day Care Center. See the "Selection Criteria" section below for details.

AMOUNT AVAILABLE: Approximately \$32,000 total funds available (subject to approval by CT General Assembly).

GRANT PERIOD: July 1, 2026 - June 30, 2027

APPLICATION DUE DATE: Monday, March 16, 2026, by 4 PM (No Extensions)

SUBMISSION OF APPLICATIONS

- Applicants must submit the original application to the address below, no additional copies needed.
 - Western CT Area Agency on Aging
84 Progress Lane, Floor 2,
Waterbury, CT 06705

- Applications may also be emailed to mis@wcaaa.org
- Attach the following to the original application:
 - Accounting Systems Certification
 - Lobbying Certification
 - Certification through the Peer Review Process
 - Client fee schedule(s)
 - Most recent copy of the weekly or monthly activity plan
 - Latest fire inspection report
 - Compliance with the Department of Health and Human Services Regulation
- Applications must be received no later than the close of business (4:00 p.m.) on March 16, 2026. (No faxed copies will be accepted).
- All applications must be securely bound/staple (no paper clips/loose paper).
- Please do not renumber the pages.
- All grantees must be willing to begin the operation of this program on July 1, 2026.

WCAAA DECISION DATE (BY BOARD OF DIRECTORS): BY June 2026

The WCAAA board of directors reserves the right to negotiate with any/all applicants: the funding for these services is approximately \$32,000 total funds available (subject to approval by CT general assembly).

CONTACT FOR FURTHER INFORMATION:

Jose Carchi,
Grants Manager
mis@wcaaa.org
203-757-5449 (ext.170)

SELECTION CRITERIA

The following criteria (in addition to any other deemed to be appropriate by the WCAAA or imposed by State and Federal law/ regulations) will be WCAAA's guide when considering proposals.

NEED - Number of Alzheimer clients enrolled who would otherwise not be served,

SERVICE – Total number of Alzheimer clients served last State Fiscal Year (SFY).

PROGRAM OPERATION/DESIGN - Quality and appropriateness of available care and projected services specifically designed for: a) the Alzheimer client; b) all ADC clients in relation to RFP specified services; and c) projected services specifically designed for the Alzheimer client.

EXPERIENCE - The grantee's experience in providing care to clients with "Alzheimer's or related dementia" means the irreversible and deteriorating dementias that may include but are not limited to: Frontotemporal disorders, Lewy Body Dementia, Vascular Dementia/Vascular Cognitive Impairment, or Mixed Dementias1. Participants receiving Alzheimer's Aide services shall have had a comprehensive medical evaluation that has ruled out unrelated conditions such as depression, traumatic brain injury (TBI), alcoholism, or drug interactions.

CARE CONTINUITY - Proposed networking of services,

STAFFING - Proposed level and quality of professional staff who will be in direct contact with the clients as service providers,

COST-EFFICIENCY/EFFECTIVENESS - The cost of providing quality care for the proposed clients in the proposed setting/facility as opposed to other settings/facilities.

REQUEST FOR PROPOSALS –
PROGRAM DESCRIPTION

ELIGIBLE CENTERS:

Any existing municipal, non-profit or proprietary EXISTING Adult Day Care Center that a) agrees to meet the "Terms and Conditions" for the program, b) demonstrates successful completion of the peer review process CT Association of Adult Day Care Centers (CAADC), and c) Adult Day Centers shall be serving individual/s with a diagnosis of Alzheimer's or related dementia. For purposes of this program, "Alzheimer's or related dementia" means the irreversible and deteriorating dementias that may include but are not limited to: Frontotemporal disorders, Lewy Body Dementia, Vascular Dementia/Vascular Cognitive Impairment, or Mixed Dementias¹. Participants receiving Alzheimer's Aide services shall have had a comprehensive medical evaluation that has ruled out unrelated conditions such as depression, traumatic brain injury (TBI), alcoholism, or drug interactions.

(As defined by the National Institute on Aging, www.nia.gov/health/alzheimers/related-dementias.)

Participants are expected to have a physician with whom the ADC may communicate and who shall certify by letter that he or she has done an appropriate medical evaluation and that the Participant's diagnosis is an irreversible and deteriorating dementia consistent with the definition provided above. Documentation to that effect should be on file at the funded ADC.

MAXIMUM NUMBER OF POSITIONS: One (1) Part-time position will be funded per Adult Day Care Center.

DEFINITION OF ADULT DAY CARE CENTER:

Adult Day Health (adult day care) is defined as a program of services provided in a congregate care setting for a scheduled number of hours per week for individuals who require 24-hour care. Elements of an adult day center program are directed toward meeting the supervision, health

maintenance and restoration needs of participants. There are also socialization elements in the program which, by overcoming the isolation so often associated with illness in the aged and disabled, are considered vital for the purpose of fostering and maintaining the maximum possible level of health and wellbeing.

PROGRAM GOAL:

Each adult day center must provide comprehensive services to individuals with a diagnosis with a diagnosis of Alzheimer's or related dementia. For purposes of this program, "Alzheimer's or related dementia" means the irreversible and deteriorating dementias that may include but are not limited to: Frontotemporal disorders, Lewy Body Dementia, Vascular Dementia/Vascular Cognitive Impairment, or Mixed Dementias¹. Participants receiving Alzheimer's Aide services shall have had a comprehensive medical evaluation that has ruled out unrelated conditions such as depression, traumatic brain injury (TBI), alcoholism, or drug interactions. (As defined by the National Institute on Aging, www.nia.gov/health/alzheimers/related-dementias.)

MINIMUM SERVICE LEVEL:

Services provided minimally must include but not limited to: exercise, nutrition, health monitoring (e.g. blood pressure screening, elimination patterns, etc.), the availability of licensed nursing supervision (appropriate care plan, assistance with medications, general nursing care), active and passive recreation, activities designed to maximize the individual's cognitive and functional ability, grooming, hygiene, transportation,

SPECIFIC APPLICANT REQUIREMENTS:

Each participating ADC will be expected to provide comprehensive services appropriate for patients with this type of disorder. To be considered, applicant ADCs must meet the following criteria:

- Evidence of compliance with all local and state zoning, licensing, fire and safety requirements as well as successful completion of the CAADC peer review process must be submitted.
- Individual care plans must be available, and the ADC must agree to operate in accordance with the Standards for Adult Day Care Centers in CT (1999).
- A planned, meaningful, well-balanced program of activities shall be provided at each center in order to enhance the participant's wellbeing and maximize individual functioning, prevent deterioration and to stimulate social interaction and creative/productive endeavors. The current weekly schedule of activities shall be posted at a location convenient to participants, staff and caregivers. Recreational therapy should be provided under the supervision of a licensed/certified recreational professional.
- Services provided by each funded center shall include but not be limited to exercise, nutrition, health monitoring (such as but not limited to blood pressure screening), licensed nursing supervision (such as but not limited to developing appropriate care plans, assistance with medications and general nursing care), active and passive recreation, grooming, hygiene, activities designed to maximize the individual's cognitive and functional ability. Centers that provide or arrange for clients' transportation will be favored. Centers should also provide caregiver support, family/caregiver counseling and/or training.

STAFF QUALIFICATIONS:

The Adult Day Center must be able to provide the following assurances that:

1. The staff are appropriately qualified and/or licensed professionals who can provide supervision of aides and the professional services needed by the Alzheimer's Disease patients and
2. The aides hired under these grants will be given appropriate training in both physical care of and methods of interaction with the Alzheimer's patients. Type of training may include in-service instruction, on-the-job training, and/or interaction with support groups.

ROLE OF THE AIDE:

It is assumed that the aides hired under this program will work in conjunction with professional staff that will provide the skilled care that patients need. The type of tasks that an aide would be expected to perform under appropriate supervision may include the following: assisting clients to enter/exit transportation vehicles, removing/putting on outer wear, taking attendance, providing light snacks, feeding, toileting, assisting patients to ambulate, supervising PASSIVE RECREATION, monitoring wandering, and assisting professional staff in providing reality orientation or motivation therapy.

FUNDING:

The Western Connecticut Area Agency on Aging, Inc. expects that it will be able to fund 3-5 part time aide positions with the funding available. Each position requested will be evaluated on the basis of its appropriateness for the particular applicant ADC. Related issues under consideration for funding will include current and proposed client-staff ratios, hours of operation, the number of Alzheimer clients served in the past and the number proposed for future service under the grant, plus the proposed costs in relation to the benefits to be obtained.

These grant funds may be used to pay a portion of the salary and/or fringe benefits of part-time aides for the specific purpose of increasing services for Alzheimer's clients. It is assumed that each aide hired under this program will enable the Adult Day Care Center (ADC) to serve additional Alzheimer's clients, rather than replacing services for regular ADC clients.

Funding from this grant is intended to cover only the additional costs associated with the specialized needs of these clients, not the full cost of providing day care services. Adult Day Care Centers must continue to provide the full range of required services under a single daily rate, without imposing additional charges related to the cost of care on traditional funding sources, such as client or family payments, government per diem rates, local government support, private nonprofit grants, or similar sources.

It is likely that no award will exceed \$11,000 to support a portion of the part time aide's salary and fringe benefits for the specified 12-month period. In cases where the prevailing wage rate is

higher than the program can support, the Adult Day Care Center must absorb any additional costs associated with higher salaries and fringe benefits.

REQUIRED DATA COLLECTION ACTIVITIES AND REPORTS:

Information to be compiled and submitted quarterly including the number of Alzheimer clients served in a manner that provides an unduplicated client count for the quarter and year-to-date. In addition, the report will include the number of days/hours of service provided to persons with Alzheimer quarterly. The program financial reports shall be submitted by October 10, 2026, January 10, 2027, April 10, 2027, and July 10, 2027. Providers must report on a quarterly basis, the number of hours the part time aide has worked. This information will be logged in the MIS system.

Payments under this grant are made on the basis of expenditures reported in the quarterly financial reports (same due dates as above). Payments may be withheld if the ADC as grantee fails to submit the required reports in a timely fashion or if the grantee fails to document that expenses have been appropriately charged to this project. Grants may be terminated if the grantee fails to provide the service promised or fails to serve the agreed upon number of Alzheimer clients.

REJECTION OF PROPOSALS

The Western CT. Area Agency, Inc. reserves the right to reject any/all proposals or portions thereof, received as a result of this request or to negotiate separately with any source of service in any manner necessary to ensure quality services for Alzheimer clients, to cancel the RFP if it is in the best interest of the WCAAA, or amend/cancel the RFP if current state funds are not available/unknown restrictions exist. No faxed copies will be accepted.