



Area Agency on Aging, Region 9, Inc.
710 Wheeling Avenue
Cambridge, OH 43725
(800) 945-4250

2024-2026

AAA9 REQUESTS FOR PROPOSALS

Title III & State Block Grant

Instructions

June 2023

GENERAL INFORMATION & CONDITIONS

We remain committed to meeting our obligations to maximize the use of available public funds, to provide both program & fiscal accountability, to build increasing community confidence in senior programs, to provide for quality services to older adults, to protect client rights and to advise bidders of expectations. We also remain committed to simplifying processes whenever feasible.

All Rights and Privileges Reserved:

The AAA9 yields no rights or privileges in soliciting, selecting, or operating contracts or providers. View the Assurances section #1 on page A-11 for a listing of the AAA9 reserved rights and privileges.

Public Information:

All bidders are hereby advised that any information submitted to or collected by AAA9 in the course of applying for or operating any resulting contract Agreement may be considered public information. This includes, but is not limited to, narrative descriptions, budget information, reports, unit audits, monitoring findings, hearing testimony, etc. Personal information regarding individual clients has certain special protections under law, including the federal HIPAA privacy requirements.

Application process:

All interested applicants will be able to obtain these materials from the AAA9 website at www.aaa9.org or by contacting the AAA9 for a copy. The deadline date and information required for submission applies to both current and prospective service providers. AAA9 will not accept proposals that arrive after the official due date and time.

Applications will need to be submitted via email to providerrelations@aaa9.org. Electronic submission is due to AAA9 by 4:30pm on Monday, July 31, 2023.

Contact information

James Endly, Executive Director	jendly@aaa9.org	(740) 435-4700
Val Sampson, VP of Development & Community Options	vsampson@aaa9.org	(740) 435-4932
Brooke Campbell, Director of Development & Community Options	bcampbell@aaa9.org	(740) 435-4911
David Evancho, Development & Community Options Supervisor (Development and Compliance Supervisor)	devancho@aaa9.org	(740) 435-4908

Tentative AAA9 Provider Selection Timetable:

June 1, 2023	Public Notices & email notices, Mailings if requested.
July 31, 2023	Applications due at AAA9 by 4:30pm; early submission encouraged.
September 19-21, 2023	Proposal Review by AAA9, Regional Advisory Council & Board of Trustee Committee
September 21, 2023	Presentation to full Regional Advisory Council for recommendations
September 21, 2023	Final presentation for vote by the full Board of Trustees
September 25-29, 2023	Final negotiations, issue notices of intent to contract or deny (email, phone, fax or mail)
October 13, 2023	End of latest appeal period (10 working days from issuance of notice)
December 1, 2023	Tentative date for preparation & issuance of contracts for 2024
January 1, 2024	Effective date of contracts

Program Period and Contract Period:

The program period for Title III/SCSBG grant services proposed under this RFP shall be for three (3) years starting on January 1, 2024, through December 31, 2026. Service providers will have an opportunity, during the contract period renewal process, to request revisions.

Factors for Application Consideration:

To be considered a responsive application, applications must be submitted by the deadline, be complete with all required narratives and attachments, and have a valid signature of the authorized party on all signature forms. Further, additional past performance data and references from bidders not previously under contract will be requested by AAA9 and must be received by a negotiated deadline to be considered responsive.

Rule Requirements:

The Ohio Department of Aging (ODA) Administrative Rules are posted on <https://codes.ohio.gov/ohio-administrative-code/173>. For more information on the Older Americans act visit: <https://www.acl.gov/about-acl/authorizing-statutes/older-americans-act>

Elements of the Bid Price:

Unit prices for all purchase-of-service bids are expected to include all costs of providing the service; the bidder is offering to provide the proposed number of units of service at the proposed unit rate with no expectation of further financial support from AAA9. Example: For record-keeping, reporting & billing purposes, a unit for service may be an hour, but the unit cost should include an expected average for all expenses incurred in providing that hour of service. As an example, legal services have an hour unit of service; that rate must include any ancillary costs, such copying, filing fees, etc.

Procurement of Equipment:

There is no direct allowance under purchase-of-service contracting for procurement of equipment. Payment at the negotiated unit rate **includes** the cost of any equipment. AAA9 reserves the right and privilege to offer supplemental awards during a contract period for procurement of equipment.

Application review criteria:

The seven primary considerations for selecting Providers for 2024-2026 will be:

- (1) **Complete, accurate & timely submittal** of the application.
Hours of operation
- (2) **Projected number of units:** number of units and resulting unit rates for a service, including Title III and Ohio Senior Community Services Block Grant share, as calculated on the Budget Summary exhibit (higher numbers of units and lower unit rates are more favorable; producing more units and having more cash involved in the service from other sources will increase the score.
Amounts of Title III matching funds, client contributions/cost-sharing and other cash (higher amounts are more favorable; more matching dollars, client contributions/cost-sharing or cash from other sources will increase the score);
- (3) **Countywide service to meet needs:** indicators of quality, contract compliance and capacity, such as past performance. Higher scores will be given for more heavily weighted opportunities for consumer choice.
- (4) **Coordination of services:** coordination with local coordinated transportation providers, legal aide providers for legal services, or subcontracting.
- (5) **OAA targeting and service expectations:** clientele to be served (higher percentages of age 75+, female, minority and low-income will increase the score).
- (6) **AAA9 priority service** categories: (1) home-delivered meals, (2) congregate meals, (3) transportation, (4) personal care assistance, (5) homemaking, and (6) adult day care services (7) legal services.

For new bidders, similar information and references will be required in a timely fashion for review; a new bidder's proposed performance will be also compared to current or previous providers. In addition, a preference will be given to organizations serving on a countywide basis. For new meal providers, additional information and an on-site visit will be required to ensure compliance with Uniform Food Safety Code and requirements for OAC meal service requirements.

The Older Americans Act (OAA) was never intended to be a sole source of funding for services. It is designed to provide a foundation of funding, direction and regulation for local communities to build upon. The federal requirement for a minimum of 15% matching funds is an example of that intention.

The 2024-2026 Budget Summary exhibit and review criteria require showing **ALL** expected cash resources that will be used to provide a service to all older adult clients age 60 & over and other qualifying individuals.

(Note the exception below for transportation coordination projects)

Bidders exhibiting higher relative amounts of local cash match, client contributions/cost-sharing and other cash will receive higher review scores.

A notable exception showing all cash resources will be transportation providers involved in official community-wide Ohio Department of Transportation Coordination projects; see 'With Regards to Transportation Coordination Projects' located toward the end of this section.

For previous or current providers, AAA9 will use performance data & indicators from current and prior periods to rate bidders on quality, contract compliance and capacity. Data & indicators will include but not be limited to reports, unit audits, field visits and responses to plans of correction. Bidders that have closely met previous planned levels of service delivery and use of funding from other sources, submitted timely reports with few errors, met quality standards and been responsive to requests for improvement will receive greater consideration.

The Older Americans Act (OAA) requires targeting socially and economically challenged older adults. Bidders proposing to serve higher proportions of low income, minority, age 75+ and female will receive higher scores. Reviewers will also consider proposed and past performance in serving handicapped, low-income minority, rural and isolated/living alone persons. Reporting systems and unit audits will capture this data for performance monitoring, including consideration of contract Agreement renewals and succeeding contracts.

Title III priority services for 2024-2026 include (1) home-delivered meals, (2) congregate meals, (3) transportation (especially transportation to support congregate meal site attendance), (4) personal care assistance, (5) homemaking, and (6) adult day care/day health services, (7) legal services. Those bidders seeking to provide priority services will receive higher scores. A 5% set-aside is required for legal services by the ODA;

All applicants are advised to **carefully** consider their realistic ability to achieve the goals set for performance and costs. AAA9 will compare prior year-end planned vs. actual data as well as current year performance through the month of June. An unrealistic calculation can cause you to not earn all funds available or for payments to be suspended mid-year until unit rates & earnings are adjusted to cause earnings throughout all twelve months of the contract Agreement period.

Title III & State Block Grant Implications for the Entire Contract Agreement Period:

Be advised that **using OAA Title III or State Block Grant funds to support ANY portion** (part of a cost, part of the contract Agreement period, etc) **of a service impacts ALL portions of that service** to older adults age 60 and over, their spouses or certain dependents. ALL Conditions of Participation, Service Specifications, AAA9 contract Agreement language, and federal, ODA or AAA9 regulations, rules or policies will apply throughout the entire contract Agreement to ALL portions of a funded type of service for older adults age 60 and over or other qualifying parties, regardless of whether or not AAA9 funds have been applied, earned or exhausted. If you do not wish to have AAA9 involved in all aspects of all units for all clients age 60+, you should choose to not apply for AAA9 dollar funding for that particular service.

Services for a Fee:

It is extremely difficult for a provider to have both Title III clients **and** private pay clients age 60 or over for the same service without conflicting with the Older Americans Act non-discrimination features. That is also true for Title XX/SSBG age 60 and over clients. An applicant or provider wishing to segregate either private pay or Title XX/SSBG or any other older adult age 60 or over from coverage under the Title III contracted service must

produce convincing evidence to the satisfaction of the AAA9 executive director that there is a way to eliminate the potential for discrimination because of means-testing, income level or refusal to make a cash donation or cost-share payment under the Older Americans Act. If an applicant or provider wishes to have private pay clients age 60 or over, they should provide such evidence or choose to not apply for Area Agency dollar funding for that particular service.

Consumer contributions (OAC 173-3-07):

https://codes.ohio.gov/assets/laws/administrative-code/authenticated/173/0/3/173-3-07_20200508.pdf

Cost-sharing was adopted by the Ohio Department of Aging. Under ODA rules, it is required for all age 60+ parties receiving **non-exempted services** funded in part or in whole by Title III or State Block Grant funds; this would include local senior services levy programs providing partial funding to a non-exempt service. Click on the above hyperlink for rule requirements or copy and paste into your web browser.

Services subject to consumer cost sharing are the adult day service; transportation service; chore service; an emergency response system; home maintenance, repair, or modification services; homemaker service; personal care service; and a home medical equipment service.

The following services are not subject to cost sharing, although, under Section 315 (b) of the Older Americans Act, providers may solicit and accept voluntary contributions for all services reimbursed with OAA funds:

1. Information and assistance, outreach, benefits counseling, case-management, disease prevention, health promotion, or volunteer placement;
2. Education, training, or a support-group service provided through the Alzheimer's respite care program or Title III, Part E of the OAA;
3. A meal service;
4. Ombudsman, elder abuse prevention, legal assistance, or another consumer protection service;

The amount of a cost-share will hinge upon the portion of the total unit cost supported by Title III and/or State funding. For this reason, the 2024-2026 Budget Summary exhibit includes a calculation for "shares" of the total unit cost that represent Title III and/or State funds. As with all other requirements, this "share" would apply to all units served in the contract Agreement period, regardless of earnings status from AAA9.

AAA9 will, on an on-going basis, evaluate the information, instructions, guidelines, policies and rules issued by ODA. Changing ODA expectations for cost-sharing administrative activities may have an impact on the cost of providing a unit of service during the three-year contract cycle.

Earnings:

Realistic projections of all age 60+ units & all age 60+ funding are critical to the success of a contract.

The unit rate to be paid for each eligible unit served for AAA9 dollars will be the same rate as the combined “cost share/unit rate” figure in the highlighted box on line K of the Budget Summary exhibit. AAA9 will reimburse at that rate for every eligible unit up to the maximum funding available, with contract agreements specifying the maximum number of Title III units and separate State Block Grant units (each at the same rate). This “cost share/unit rate” will coincide with the amount to be used for calculating any obligation under the ODA cost-sharing for non-exempt services. **Do NOT include any AAA9 Care Coordination or AAA9 PASSPORT funds or units in this Application – see the Budget Summary exhibit instructions for that discussion.**

Special Note: ALL units to be billed to Title III or State Block Grant during the contract Agreement year MUST be included in the Budget Summary exhibit, along with ANY funding source that may directly help to support them.

A primary role of AAAs is providing assurance & confidence to clients, to the community and to other funders that services are being delivered in accord with accepted standards & conditions throughout the entire contract period. To ensure AAA9 investment and involvement in the oversight, program auditing and performance & delivery of the services throughout the period, Providers will not be allowed to earn the full Title III or State Block Grant value of contract Agreements before nearing the end of the contract Agreement period. This method also protects clients dependent on the services if the Provider ceases service delivery during the contract Agreement; AAA9 can access the remaining funds to continue services – if the allocation were already spent by drawing down funds at mid-year, the clients would be at extreme risk of suddenly having no service at all and no transition period.

In the event of a serious calculation error, clerical error, AAA9 review error or a mid-year change in the Provider’s ability to perform that exceeds the number of units proposed in the Budget Summary exhibit, the **AAA9 may choose to limit earnings month-to-month and to renegotiate the Budget Summary exhibit & resulting unit rates, preferably only once in each contract year.** In accordance with previously-existing AAA9 contract Agreement conditions, AAA9 may choose to limit monthly earnings to a maximum of 8.34% (1/12th) of the annual allocation for the number months that have passed to-date in the contract Agreement year. This agreement may be renewable after the first year based on bidder meeting contract and compliance requirements. The AAA9 reserves the right to decline to renew the agreement for poor performance or unforeseen situations such as negative economic circumstances.

This could mean a substantial mid-year change in cash flow at the Provider level that will require changes in local cash expectations and in Provider management practices. This practice is intended provide an incentive and assurance that services will be provided as planned throughout the course of the contract Agreement period, as well as encouraging good financial, production and management planning by the Provider. Under existing contract Agreement conditions, a Provider could apply for exemption by submitting a letter to the AAA9 executive director detailing the circumstances and reasons for seeking an exemption. The more likely AAA9 response will be to renegotiate the Budget Summary exhibit and adjust unit rates & year-to-date earnings accordingly.

Example:

AAA9 issues a contract for 1,200 units of service in a year. One-twelfth equals 100 units.

A Provider provides 90 units in the month of January, they get paid for 90 units; if they provide 110

units in February, they get paid for all 110 units, because they can be paid for up to 100 a month (January + February maximum= 200 units; January 90 + February 110 = 200 units).

If, instead, they provided 150 units in February, they could only be paid for 110. The expectation is that any monthly overages year-to-date would either even-out over the year or be renegotiated due to error.

Providers will be given the flexibility of receiving payment for up to 10% over the year-to-date percentage to account for minor fluctuations in productivity from month to month.

Thoughtful and truthful projections of both units to be served and all cash resources to be used will reduce or eliminate the need for mid-year unit rate adjustments while allowing for modest (plus or minus 10%) month-to-month changes in productivity.

Application Document as Part of Binding Contract Agreement:

The Application submitted by successful applicants will become a legally-binding part of the resulting AAA9 service contract Agreement, incorporating any negotiated revisions. AAA9 has streamlined the Application by using an “assurance” format wherever possible.

Possible Renewal for a Second and Third Year:

AAA9 Title III and State funds performance-based contract Agreements are issued with the intention of a three-year cycle, with Providers eligible – but not assured - for a second and third year renewal pending satisfactory performance, maintenance of effort and status quo. Either influences beyond the control of AAA9, changing circumstances in the funding or operations environment for AAA9 and corresponding AAA9 Board of Trustees action may cause that intention to be revoked, selectively or universally, for either Title III or State funds services, by service, type of funding and/or Provider.

In the event of renewal and unless otherwise noted or amended in the renewal application, all Application statements regarding the applicant organization, service delivery and clientele will thus become part of the AAA9 service contract Agreement for the second and third year of the cycle as well. The contract Agreement renewal application format is planned to be a modified version of the original application, but may be subject to change.

Unit rates, unit production and client characteristics may be negotiated for the second and third year.

Appealing an Application for Funding Denial:

The AAA9 policy *607.0 Hearing for Appeal*, as amended 7-24-03, reads (emphasis added):

“607.0 Policy: Hearing for Appeal

The AAA shall provide the opportunity for an appeal hearing to:

1. Any contractor/grantee whose Older Americans Act or Senior Community Service Block Grant contract or grant has been suspended, terminated, or not renewed.
2. Any agency or organization whose application for Older Americans Act or Senior Community Service Block Grant funding is denied.

Procedure A. Written Request

2. The agency or organization who desires a hearing **must, within ten (10) working days of the notice of adverse action, submit a written request** to the AAA, which specifically requests a hearing and states the reason(s) that such a hearing should be granted. The **reasons cited in such request must be specific and related to factual matters** regarding the suspension, termination, non-renewal,

application for funding or the selection process. Any testimony, argument or evidence presented at a resulting hearing must be relevant and **limited to those factual matters on the original application** in the opinion of the hearing officer(s). The hearing officer(s) shall reject any unsupported or hearsay evidence presented

Procedure B. AAA Response

1. Upon receipt of the request, the AAA shall:
 - a. Time and date stamp the request
 - b. Within five (5) working days, the AAA9 Executive Director or designee shall contact the appellant, discuss the grounds and reasons for the appeal request and ascertain that the appellant wishes to proceed further.
 - c. Within ten (10) working days, notify the agency or organization of the date, time and location of the hearing to be held.
 - d. **All parties or respondents that may reasonably be directly affected by the appeal shall be notified** at the same time as the appellant and invited to participate with observation or provision of testimony, **including competing applicants**
 - e. Any such hearing must be held within twenty (20) days after receipt of the request.
2. The AAA9 Executive Director shall designate a hearing officer(s) to preside over the hearing.
3. Appellants shall be provided **up to 10 minutes to present their appeal**. Affected parties or respondents and AAA9 shall be provided up to 10 minutes each to respond to the appellant's presentation. Such presentations shall include **all relevant points** to be made and **factual information** to support those points. The hearing officer(s) may ask questions of the presenters at the conclusion of each presentation and of all presenters at the end of all presentations."
4. Following the hearing, the hearing officer(s) shall privately consider all information provided for or obtained at the hearing and compare it to the criteria set forth in published selection criteria, published selection process, information previously submitted or created as part of the selection process and any related written contract provisions or correspondence, as may be applicable. The hearing officers may acquire further information from the AAA9 staff as needed before rendering their recommendation.
5. The hearing officer(s) shall have five (5) working days to render a recommendation to the Board of Trustees.
6. The Board of Trustees shall have up to twenty (20) working days to render a final decision.
7. The AAA shall give written notification of the final decision. Said notification shall include notice of the right to appeal to the Ohio Department of Aging
8. The AAA may terminate hearing procedures at any point if:
 - a. The agency or organization which made the hearing request, negotiates a written agreement that resolves the issue(s) which prompted the hearing; or
 - b. The agency or organization withdraws the appeal in writing."

In addition, the Ohio Department of Aging has another level of appeal.

OAC 173-3-09 Older Americans Act: administrative Hearings for adversely-affected providers

https://codes.ohio.gov/assets/laws/administrative-code/authenticated/173/0/3/173-3-09_20160801.pdf

With Respect to Transportation Coordination Projects:

AAA9 wishes to be supportive of the ODoT-sponsored transportation coordination projects. For the 2024-2026 contract Agreement cycle (or until further notice), transportation providers involved in official ODoT-sponsored transportation coordination projects will have certain exemptions from the requirement to show all financial resources and all units served in the Budget Narrative exhibit and resulting billings under a contract Agreement:

1. The Budget Summary exhibit must show all financial resources and units benefiting older adults age 60+ except those resources not from AAA9 dollars specifically dedicated to the coordination project. Providers will be expected, however, to be able to produce a separate budget with projected financial resources & units for the coordination activities on request.
2. The Budget Summary exhibit must include at least minimum cash match and may & should include 'Other Cash' funds from other sources - just not the same dollars as the set-aside for transportation coordination. Applicants continue to score review points for inclusion of match above the 15% ratio and for 'Other Cash'.
3. Units to be billed to the AAA9 contract Agreement must only include units delivered by the Provider directly; that is, by personnel and vehicles under the direct control of the Provider (ie, staff on payroll, volunteers covered Provider insurance, vehicles owned or leased in the Provider name). All such units billed must be for the benefit of a person age 60+. Units delivered by other participants in the coordination project cannot be billed to the AAA9 contract Agreement. Units produced by the Provider that do not benefit an older adult (for example, miles driven by a Provider van with only younger adults, teens or children riding aboard) cannot be billed to the AAA9 contract Agreement.

Further, AAA9 expresses in the Application regarding Transportation Services in general:

"Additional Conditions of Participation for Applicants to provide Transportation Services:

Transportation service providers will give first priority for use of AAA9 dollars and local matching funds transportation services for transporting participants to congregate meal sites and will coordinate with AAA9 Title III-C providers to assure transportation availability whenever meal sites are open. Further, the Applicant agrees to offer transportation services on a county-wide basis to a variety of community destinations, including but not limited to essential shopping, banking and non-emergency medical destinations and not limited to destinations associated with the Provider organization, such as a Provider senior center or Provider medical facility. The Applicant also agrees to work cooperatively with other transportation providers to facilitate ODoT-sponsored coordinated transportation systems and to facilitate inter-county transportation for non-emergency medical and other essential purposes..."

--- End of General Information & Conditions ---

GENERAL INSTRUCTIONS

The 2024-2026 AAA9 Title III and State Block Grant contract application information follows.

READ ALL INSTRUCTIONS before beginning to prepare the application. Applicants are expected to also retain copies of and access to their completed application packet(s).

1. The main section of the application is the "Application & Assurances" section A, pages A-1 to A-22. Prepare **one "Application & Assurances" set for the organization**. This section has all pages and forms requiring signatures, and includes identification information, conditions, assurances, reserved rights and privileges.

2. Prepare one Budget Summary (excel file) (insert before page B-2), and one Budget Narrative (page B-2) **for each service** category. If applying for **multiple counties**, provide one set **for each county**.

3. Prepare good-quality readable copies of all requested attachments.

4. Submit One completed application with all required signatures to be **received** at the AAA9 office no later than **4:30 p.m., Monday, July 31, 2023**.

Responses should be direct, to-the-point and responsive only to the question asked. Content will be more important than the number of words.

Also attached is the "**Appendix**". This section contains current AAA9 'community focal points' and demographic information necessary for completing the applications.

DETAILED APPLICATION REVIEW AND CRITERIA

Completed applications are due at the AAA9 office, 710 Wheeling Avenue, Cambridge, OH 43725 **by 4:30 p.m., Monday, July 31st, 2023**; earlier submittal is encouraged. The review process is expected to be completed in late September and contracts issued in December following action by the AAA9 Regional Advisory Council and Board of Trustees after the appeal period is completed.

Applications from existing Providers will each be reviewed individually and judged on their own merit. The AAA9 may compare all narrative, statistical and financial information for previous full contract years, current mid-year through June 30th and current year/twelve-month projection performance data from information available to the AAA9; **similar past performance information and references will be requested of any new applicants**. Application review may also use aggregate data such as that from the Ohio Department of Aging WellSky reporting systems, the Ohio Data Users Center, the U.S. Census, and various AAA9 internal data (ie, prior years, other programs) & other publicly available information related to social service delivery.

COMPETING BIDS:

For legal services, additional considerations will be applied as called for under Older Americans Section 307 et al; see 'With Regards to Legal Services' at the end of the General Information section and may require the provision of additional information for review.

Review points from the Budget Summary exhibit will be awarded for each element of one point for each percent of local cash match above the required minimum 15%; one point for each percent of client contributions compared to total cash cost; one point for each percent of each client characteristic of minority, low-income, age 75+ and female that is above the census percentage in the county or zone.

Points may be subjectively awarded for each element of: {a} complete, accurate & timely submittal (5 pts max); {b} hours of operation (10 pts); {c} projected number of units appropriate (10 pts); {d} countywide service to meet need (10 pts); {e} coordination of services (10 pts); {f} meets OAA targeting & service expectations (10 pts); {g} priority service (10 pts). Objective points will be scored for Annual Structural Review results (no findings-15 pts; 5 or less-10 pts; 5 to 10-7 pts; over 10 3 pts) and history of report ((WellSky, fiscal, etc) submittal (late 51%-5 pts; late 25 to 50%-7 pts; less than 25% late-10 pts). An objective 'maintenance of effort' score based on % change for each of number of Units and number of Clients from 2022 actual to 2024 planned ;if you propose to serve less units or less clients than you actually reported for 2022, you will lose points.

Additional points will be available for person direction projects that show how the services will offer person direction.

AAA9 reserves the privilege of using, in a subjective manner, mid-year performance in the current year (planned vs actual, etc), Budget Narrative responses and other experiential information regarding previous AAA9 contract operation & compliance (or references of new bidders) if applicable, and the apparent ability of the provider to deliver high-quality service in the quantities proposed. These observations will influence the selection of contractors and any negotiation of special terms or proposal revisions.

NON-COMPETING BIDS: In the event of a single bid for a single county or zone, AAA9 reserves the right and privilege to negotiate with a sole bidder regarding number of units to be served, client characteristics, unit costs and indicators of quality, contract compliance and capacity. Such negotiations will be carried out in good faith, based on information from contracting in previous periods for similar services in similar areas and/or other similar applications. Negotiations must conclude to the satisfaction of the AAA9 Executive Director. Alternatives to awarding a contract to a sole bidder may include a second open public bidding process, a selective limited process for the county or zone(s) and service(s) affected by any such non-renewal or withdrawal, or, pending AAA9 Board and ODA approval, transfer of funds into the AAA9 Care Coordination funding pool.

Nutrition projects:

Person Direction:

https://codes.ohio.gov/assets/laws/administrative-code/authenticated/173/0/4/173-4-04_20201231.pdf

Older Americans Act nutrition program: procuring for person direction.

APPLICATION INSTRUCTIONS

APPLICATION & ASSURANCES

AAA9 Title III & State Block Grant Application for 2024-2026 Service Provision:

1. Dates of Program Period: pre-completed by AAA9.
2. Contact Person: the person designated to respond to questions about this Application.
3. Organization Name: the legal name and operating name of the Applicant organization
4. Address: Street address and mailing address for receiving communications about this Application
5. Telephone #: the main voice telephone for inquiries about this Application or service(s)
6. Fax #: the main facsimile ("fax" number for corresponding with this organization)
7. Email address(es): the primary electronic mail addresses for the organization
8. Type of Application: pre-completed by AAA9
4. Federal Identification Number: number is issued by the Internal Revenue Service, usually 31-__.
5. Type of Agency: Check only one box indicating your operational status. To qualify as a public non-profit, you must be an official operational part of a unit of government or council of governments (COG). To qualify as a private non-profit, your must be recognized as an IRS Code Section 501 (C)(3) or 501 (C)(4) organization.

Certifications:

Assurances of Compliance with Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964; Title IX of the Education amendments of 1972; The Age Discrimination Act of 1975; and Section 1557 of the Affordable Care Act:

Self-explanatory; **Required.** Must be signed by authorized signatory.

Certification regarding debarment, Suspension, Negligibility and Voluntary Exclusion pursuant to 45 CFR Part 76 Lower Tier Transactions:

Self-explanatory. Name of Agency or organization and signature of authorized signatory

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

Self-explanatory. Name of Agency or organization and signature of authorized signatory

STANDARD AFFIRMATION AND DISCLOSURE FORM FOR GRANTS EXECUTIVE ORDER 2019-12D

Banning the Expenditure of Public Funds on Offshore Services

1. Complete principal location of primary applicant and any sub-contractors for this application.
2. Complete primary location where services will be performed (use office locations for bidder) and any subcontractors.
3. Primary location where data will be stored, accessed, tested, maintained or backed up
4. Locations where services will be changed by applicant.

Authorization to Submit & Acceptance of Terms:

Review the two choices presented, select the appropriate one (use a checkmark or X), complete the requested information on blank lines provided (private non-profit organizations will typically select the first choice). **Authority source citation MUST be included.** Insert organization name as listed in item 1 on information page. Name of Agency or organization and signature of authorized signatory

Budget Summaries

Use Microsoft Excel forms for the Budget Summaries. Contact the Area Agency on Aging if you are unable to use this format

Prepare one Budget Summary & Budget Narrative for each service & each county

Budget Summary: The budget summary is prepared in Microsoft Excel spreadsheet format. If you use this format, it will automatically perform the calculations in the shaded areas from your entries in the clear boxes. The shaded areas are 'protected' from accidental overwriting of formulas; do NOT remove the protection from the spreadsheet except at the direction of AAA9 staff member. If you have difficulty using Excel, contact AAA9 for advice.

Do NOT include PASSPORT or AAA9 Care Coordination clients, units or dollars in these Budget Summary calculations. In theory, they are supported totally from other funds and AAA9 is not allowed by ODA to directly supplement those parts of your operation. You may want, however, to consider the number of units, clients and dollars that resulted from your total operation including all revenue sources, make a calculation to figure your 'real' total unit cost, and work from there; you will likely want to consider how your PASSPORT or AAA9 Care Coordination unit rates compare to the 'real' unit cost and budget accordingly. Any "profit" that you might earn from PASSPORT or Care Coordination becomes 'local cash' and you can use it as you see fit – it would no longer be federal or state funds and you could use it as either match or local cash for Title III or State Block Grant services, but do not label it as "PASSPORT" or "Care Coordination" in the Budget Narrative.

I.A. Applicant Name: enter the official name of your organization

I.B. Service Name: enter only one service category (congregate meals, home-delivered meals, transportation, etc)

I.C. Unit of Service: enter the unit of service from the Service Specifications (one hour, one meal, etc)

I.D. County: enter the county in which the service will be performed on a countywide basis; submit one separate Budget Summary/Budget Narrative set for each county you seek to serve.

I.E. Original/Revised Budget: pre-completed by AAA9

II. Number of units of service:

Current providers must enter the actual number of units that you previously served under AAA9 Title III and/or State Block Grant contract in the **left-hand column**, using your year-end 2022 WellSky report data. New applicants can leave this blank and expect a request for similar data.

All applicants must enter the number of planned units to be served for 2024 in the **center column**. For

current providers, a reference percentage will appear in the **right-hand column** automatically after you make your entry for notice by reviewers regarding “maintenance of effort”.

III. Projected Revenue/**Title III-B & State Block Grant: Non-nutrition services**

A or B. Title III: insert the dollar amount of Title III B and/or D on the appropriate line in the center white column. You do not have to apply for both sources; D can only be used for health education, health promotion or disease prevention activities.

C. Match: insert the dollar amount of matching funds that you are committing to Title III-B or D; to find the minimum amount necessary, divide the Title III amount by 85, then multiply the result by 15. Additional matching funds above the 85%/15% requirement are welcome and generate one point for each percent above 15% in the review (see how the points change in the right-hand column with different amounts); additional match is very helpful for future funding flexibility. Matching funds may only be non-federal funds (with the exception of LSCA funds for Legal services) and cannot include client donation/contributions/cost-shares (‘program income’) or Ohio Senior Community Services Block Grant (SCSBG) funds; show federal revenue sources like Title XX/SSBG under “Other Cash” below. ***ALL local cash should appear as “Local Match” if it is not already pledged or planned to be pledged as local match for another federal program.***

D. Sub-Total: protected cell, will automatically add A, B & C together.

E. SCSBG requested: insert the dollar amount of Ohio Senior Community Services Block Grant (SCSBG) you are requesting for this service; no match is required and it cannot be used by Providers to match Title III per ODA policy.

F. Client Donations/Program Income: insert the amount of voluntary donations or ‘cost-shares’ that you expect to receive from participants in this service. YOU MUST SHOW DONATIONS SIMILAR TO THOSE RECEIVED IN PRIOR PERIODS – no zero goals will be accepted due to the mandatory Older Americans Act requirements. Note that no older adults can be discriminated against for inability to or choice not to contribute. Higher level of Client Donations/Program Income increase your score one point for each additional percent overall.

G. Total Other Cash: insert all other cash resources that are used to support this service for ALL older adults age 60+ served through your organization. This includes Title XX/SSBG, local senior services levy funds, etc. Note that no older adults can be charged a fee for the same service from your organization unless you demonstrate to the AAA9 executive director how it cannot be discriminatory under the Older Americans Act. Higher levels of Total Other Cash increase your score one point for each additional percent overall.

H. Total Cash: protected cell, will automatically add D, E, F & G together.

I. Inkind: insert the value of donated time, goods or services; sources must be documented in accordance with customary accounting practices and must be from non-federal sources. NOTE: Only include “Inkind” if you can & do thoroughly document the cost or value & its proportion of direct impact on the cost of providing the proposed service(s) sufficiently for audit purposes; “Inkind” is not required & does not enhance your application score.

J. Total Revenue: protected cell, will automatically add H & I together.

K. Cost-share/Unit Rate: **this is the amount that a selected contractor will be reimbursed for each eligible unit of service provided, up to the maximum funding available**; protected cell, will automatically add Title III & State Block Grant dollar figures A, B & E together and divide by number of proposed units. This represents the amount that the Applicant would earn during the contract Agreement period from AAA9 for each verifiable unit served, up to the limits of funding availability & contract compliance. This is also the amount that will be used as basis for calculating client cost-sharing recommended shares under ODA rules.

The figure at the end of the right-hand column totals the revenue points.

III. Projected Revenue/*Title III-C & State Block Grant*: - **Nutrition programs only**

Instructions are basically the same as Title III-B/SBG above, with the exceptions of deleting the Title III-D line and adding in a NSIP (formerly USDA) reimbursement line. The NSIP line will automatically calculate the amount that may be earned for each eligible meal served .

IV. Planned Clients-

A. Current providers must enter the actual number of clients that you previously served under AAA9 Title III and/or State Block Grant contract in the **left-hand column**, using your year-end 2022 WellSky report data. New applicants can leave this blank and expect a request for similar data. All applicants must enter the number of planned units to be served for 2024 in the **center column**. For current providers, a reference percentage will appear in the **right-hand column** automatically for notice by reviewers regarding “maintenance of effort”.

B. 1 thru 8: Current providers must enter the actual number of clients & characteristics that you previously served under AAA9 Title III and/or State Block Grant contract in the **left-hand column**, using your year-end 2022 WellSky report data. New applicants can leave this blank and expect a request for similar data. All applicants must enter the number of planned “unduplicated” clients and their characteristics in the ‘Year 2024 Planned’ **center column**.

In accordance with ODA 204.02 ‘Service Priority To Specific Client Groups’, “AAAs shall set specific goals to ensure that services are provided to older individuals (aged sixty and over) with greatest economic need and greatest social need, with special emphasis on low-income minority individuals, in at least the proportion of the priority population within the respective service provider's geographic boundaries”, each applicant must set an initial goal for each characteristic of low income, minority, age 75+ and female clients to be served will meet **at least** the same percentage as the county (or other zone); see the Appendix for available statistics from the 2021 Census. When reliable information from the 2022 Census becomes available for low-income minority, handicapped, rural and isolated/living alone, AAA9 will ask providers to update their goals. **NO ‘zero’ goals are acceptable for any characteristic.**

Enter into the **right-hand** ‘County/zone’ column the demographics available for your county from the ‘AAA9 Application Demographics’ sheet. Then compare the percentages; the Planned’ percentages must be the same or higher than the ‘County/zone’ percentage. If you are for some reason proposing to serve less than countywide, contact AAA9 staff for advice.

V. Unit/Client Ratio: protected cell, will automatically divide II. By IV.A. For current providers, a reference percentage will appear in the **right-hand column** automatically for notice by reviewers regarding “maintenance of effort”.

Section 2, Budget Narratives:

The following narrative responses are required under either the Older Americans Act, ODA policy, Ohio Administrative Code or AAA9 policy or practice. Note that they are your opportunity to describe your service and to demonstrate elements of quality and capacity. These responses are a vital part of the subjective review points of Application to compare you any competition during provider selection and for monitoring if you are

the successful bidder.

Page B-2 asks for a detailed list of sources for matching funds (which must be from non-federal sources);

Page B-3 ask for narrative responses to several questions, most required by ODA or the OAA; please answer all the questions. Please make your responses direct, to-the-point, and specific to the question asked. If prepared separately, insert printed pages into the document behind page B-3.

Page A-3 thru A-22: 2024-2026 AAA9 Title III & State Block Grant Assurances

All applicants must accept the *AAA9 Title III & State Block Grant Assurances* and acknowledge their acceptance by signing the *Authorization to Submit & Acceptance of Terms* form on page A-10. Other contractual requirements will be included in the actual contract for services.

Attachments

All attachments must be current at the time of submittal; please check expiration dates carefully. Certificates or licenses expiring before grant period begins must be promptly re-submitted for a contract Agreement to be processed and remain in effect.

- End of Instructions -

Final Checklist

A	Each completed Application packets must contain:
	One APPLICATION & ASSURANCES set, pages A-1 to A-10, with signatures.
	One " Budget Summary ", one " Budget Narrative " and requested attachments <u>for each service</u> ;
	One copy of <u>current</u> Ohio Workers Compensation certificate;
	One copy of <u>current</u> Liability Insurance certificate; and evidence of at least one million dollars of commercial liability insurance coverage.
	Insurance coverage for consumer loss due to theft or property damage.
	Written procedure describing the step-by-step instructions a consumer may follow to file a claim
	One copy that it is currently registered with the Secretary of State as a Non-Profit Organization, Association, or trust, a co-operative, or a for-profit business, Limited Liability Company, Limited Partnership, or partnership having limited liability
	Organizational Chart
	Governing Board or Advisory Council
	Any proposed subcontracts
	To be included with narratives
	Nutrition Exhibits (See Checklist C-2)
	Staff Certifications (Evidenced Based programs)

Name & title of official authorized to commit to contractual & performance obligations:

Name:		Title:	
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Name & title of official authorized to receive general communications & correspondence:

Name:		Title:	
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Persons to receive inquires, communications, & correspondence by service category:

Name:		Service		Telephone #	

ASSISTANCE & DEADLINE INFORMATION

* * * * *

All applications are due by 4:30 p.m., Monday, July 31, 2023. Attn: David Evancho, Development and Compliance Supervisor, 710 Wheeling Avenue, Cambridge, OH 43725, (740) 435-4908.

* * * * *

FOR ASSISTANCE IN PREPARING YOUR APPLICATIONS, CONTACT:

David Evancho, Development and Compliance Supervisor

AAA9, 710 Wheeling Avenue, Cambridge, OH 43725

(740) 435-4908

(740) 439-3592 fax

providerrelations@aaa9.org

* * * * *

APPENDIX

Demographics

Community Focal Points

Allocations by County & Fund

AAA9 2021 Application Demographics

NOTE: Age 60+, Age 75+, Female and Minority data are from the 2020-2021 U.S. Census. Current figures not incorporated for LI Minority, Rural or Living Alone. Figures for planning and performance monitoring will be released when available.

Belmont Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	19,034	100.0%
Minority 60+:	571	3.00%
Low Income 60+:	1,694 n/	8.90%
Lo-Inc Minority 60+:	n/a	
Age 75+:	5,567	29%
Handicapped:		
Rural:	19,034	100%
Female:	n/a	55%
Isolated/Living Alone:		

Carroll Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	7,724	100.0%
Minority 60+:	224	2.90%
Low Income 60+:	533	6.90%
Lo-Inc Minority 60+:	n/a	
Age 75+:	2,284	30%
Handicapped:	n/a	
Rural:	7,724	100%
Female:	n/a	52%
Isolated/Living Alone:	n/a	

Coshocton Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	9,860	100.0%
Minority 60+:	237	2.40%
Low Income 60+:	1,065	10.80%
Lo-Inc Minority 60+:	n/a	
Age 75+:	2,930	30%
Handicapped:	n/a	
Rural:	9,860	100%
Female:	n/a	54%
Isolated/Living Alone:		

Guernsey Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	9,999	100.0%
Minority 60+:	300	3.00%
Low Income 60+:	1,070	10.70%
Low Income Minority 60+:	n/a	
Age 75+:	3,006	30%
Handicapped:	n/a	
Rural:	9,999	100%
Female:	n/a	54%
Isolated/Living Alone:		

Harrison Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	4,675	100.0%
Minority 60+:	248	5.30%
Low Income 60+:	467	9.98%
Lo-Inc Minority 60+:	n/a	
Age 75+:	1,243	27%
Handicapped:	n/a	
Rural:	4,675	100%
Female:	2,094	55%
Isolated/Living Alone:	n/a	

Holmes Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	8,186	100.0%
Minority 60+:	90	1.10%
Low Income 60+:	671	8.20%
Low Income Minority 60+:	n/a	
Age 75+:	2,517	31%
Handicapped:	n/a	
Rural:	8,186	100%
Female:	n/a	52%
Isolated/Living Alone:		

Jefferson Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	19,222	100.0%
Minority 60+:	1,173	6.10%
Low Income 60+:	2,153	11.20%
Lo-Inc Minority 60+:	n/a	
Age 75+:	5,643	29%
Handicapped:		
Rural:	19,222	100%
Female:	n/a	55%
Isolated/Living Alone:		

Muskingum Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	21,305	100.0%
Minority 60+:	937	4.40%
Low Income 60+:	2,088	9.80%
Low Income Minority 60+:	n/a	
Age 75+:	6,217	29%
Handicapped:		
Rural:	21,305	100%
Female:	n/a	55%
Isolated/Living Alone:		

Tuscarawas Co.:	<i>Number</i>	<i>Percent</i>
All Age 60+:	24,085	100.0%
Minority 60+:	434	1.80%
Low Income 60+:	2,264	9.40%
Lo-Inc Minority 60+:	n/a	
Age 75+:	7,442	31%
Handicapped:	n/a	
Rural:	24,085	100%
Female:	n/a	54%
Isolated/Living Alone:		

AAA9 Community Focal Points

Belmont County

Senior Services of Belmont County
67650 Oakview Drive
St. Clairsville, Ohio 43950
Phone: 740-695-4142

Carroll County

Carroll County Council on Aging
100 Kensington Road, NE
Carrollton, Ohio 44615
Phone: 330-627-7017

Coshocton County

Kno Ho Co Ashland, CAC
(Senior Center)
201 Brown's Lane,
Coshocton, Ohio 43812
Phone: 740-622-4852

Guernsey County

Guernsey County Senior Citizens Center
1022 Carlisle Avenue
Cambridge, Ohio 43725
Phone: 740-439-6681

Harrison County

Harrison County Council on Aging
120 North Main Street
Cadiz, Ohio 43907
Phone: 740-942-3238

As of 12/2/2022

Holmes County

Holmes County Council on Aging
170 Parkview Drive
Millersburg, Ohio 44654
Phone: 330-674-0580

Jefferson County

Prime Time Office on Aging
300 Lover's Lane
Steubenville, Ohio 43952
Phone: 740-314-5197

Muskingum County

Muskingum County Center for Seniors
160 North 4th Street
Zanesville, Ohio 43701
Phone: 740-454-9761

Tuscarawas County

Tuscarawas County Committee on Aging
425 Prospect Street
Dover, Ohio 44622
Phone: 330-364-6612

TENTATIVE AAA9 2024 ALLOCATIONS BY COUNTY, SERVICES AND FUND

(projected only; subject Board approval and to availability of funds, including federal & State allocations and 2023 audited carryover)

County	Funding Source	Amount
Belmont	Title III B Supportive Services	\$57,732
	Title III C1 Congregate	\$49,441
	Title III C2 Home Delivered Meals	\$86,751
	Title III D Evidenced Based	\$1,684
	Title III E Powerful Tools for Caregivers	\$3,580
	Senior Community Services	\$31,477

County	Funding Source	Amount
Carroll	Title III B Supportive Services	\$37,571
	Title III C1 Congregate Meals	\$32,175
	Title III C2 Home Delivered Meals	\$56,456
	Title III D Evidenced Based	\$1,096
	Title III E Powerful Tools for Caregivers	\$2,329
	Senior Community Services	\$20,486

County	Funding Source	Amount
Coshocton	Title III B Supportive Services	\$41,965
	Title III C1 Congregate Meals	\$35,938
	Title III C2 Home Delivered Meals	\$63,059
	Title III D Evidenced Based	\$1,225
	Title III E Powerful Tools for Caregivers	\$2,602
	Senior Community Services	\$22,881

County	Funding Source	Amount
Guernsey	Title III B Supportive Services	\$42,498
	Title III C1 Congregate Meals	\$36,393
	Title III C2 Home Delivered Meals	\$63,860
	Title III D Evidenced Based	\$1,240
	Title III E Powerful Tools for Caregivers	\$2,634
	Senior Community Services	\$23,171

County	Funding Source	Amount
Harrison	Title III B Supportive Services	\$33,434
	Title III C1 Congregate Meals	\$28,632
	Title III C2 Home Delivered Meals	\$50,240
	Title III D Evidenced Based	\$976
	Title III E Powerful Tools for Caregivers	\$2,073
	Senior Community Services	\$18,229

County	Funding Source	Amount
Holmes	Title III B Supportive Services	\$37,867
	Title III C1 Congregate Meals	\$32,428
	Title III C2 Home Delivered Meals	\$56,902
	Title III D Evidenced Based	\$1,105
	Title III E Powerful Tools for Caregivers	\$2,347
	Senior Community Services	\$20,647

County	Funding Source	Amount
Jefferson	Title III B Supportive Services	\$62,412
	Title III C1 Congregate Meals	\$53,446
	Title III C2 Home Delivered Meals	\$93,784
	Title III D Evidenced Based	\$1,822
	Title III E Powerful Tools for Caregivers	\$3,870
	Senior Community Services	\$34,029

County	Funding Source	Amount
Muskingum	Title III B Supportive Services	\$63,784
	Title III C1 Congregate Meals	\$54,620
	Title III C2 Home Delivered Meals	\$95,843
	Title III D Evidenced Based	\$1,861
	Title III E Powerful Tools for Caregivers	\$3,954
	Senior Community Services	\$34,777

County	Funding Source	Amount
Tuscarawas	Title III B Supportive Services	\$65,341
	Title III C1 Congregate Meals	\$55,955
	Title III C2 Home Delivered Meals	\$98,185
	Title III D Evidenced Based	\$1,906
	Title III E Powerful Tools for Caregivers	\$4,052
	Senior Community Services	\$35,625

County	Funding Source Title III B Legal	Amount
Belmont	Legal	\$4,385
Carroll	Legal	\$2,853
Coshocton	Legal	\$3,187
Guernsey	Legal	\$3,228
Harrison	Legal	\$2,539
Holmes	Legal	\$2,876
Jefferson	Legal	\$4,739
Muskingum	Legal	\$4,844
Tuscarawas	Legal	\$4,962

County	Funding Source Title III C1 and C2	Amount
All Nine	Menu Review/ Nutrition Education	\$25,000