OLDER AMERICANS ACT (OAA)
TITLE III SERVICES

COAAA REQUEST FOR PROPOSALS
INTENTION OF OAA TITLE III PROGRAMS

Programs/services funded by the Older Americans Act provide essential services to older adults (i.e., age 60 and older), targeting those with the greatest economic or social need, particularly low-income and minority persons, older individuals with limited English proficiency, and older persons living in rural areas.
COAAA APPLICATION FOR FUNDS

The Central Ohio Area Agency on Aging is the designated planning and service area for the eight-county Central Ohio Area. Including:

<table>
<thead>
<tr>
<th>Delaware</th>
<th>Licking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairfield</td>
<td>Madison</td>
</tr>
<tr>
<td>Fayette</td>
<td>Pickaway</td>
</tr>
<tr>
<td>Franklin</td>
<td>Union</td>
</tr>
</tbody>
</table>

COAAA administers a traditional Older Americans Act Program. A traditional program involves community partners that design programs for each county and provide client finding and management for the program.
Service providers are required to:

- Recruit unduplicated clients (who are not already receiving services) to participate in Title III programs
- Contribute of the total cost of the program (local match)
  - Title III funds cover 85% of the total program cost
- Capturing demographics of program participants and Input client data into Wellsky (Title III tracking software)
- Set their own unit rate, Continually monitor units of service performed, and submit invoices to COAAA on a monthly basis for payment
- Regular engagement with COAAA Provider Relations
LOCAL MATCH

- Applicants are required to provide 15% matching funds in order to accept an award of OAA Title III funds.

- Applicants should provide the full cost of administering the program in their request.

- OAA Title III funds do not cover the entire unit cost. Title III funds will support the difference between the unit cost and estimated revenue received through Local Match Funds and Estimated Client Contributions. (roughly 85% of the total program cost)

- **Eligible sources:** United Way funds, county levies, contributions from non-clients

- **Ineligible sources:** other federal funds, client contributions
RESOURCES

- **COAAA Area Plan**
  https://www.coaaa.org/cms/images/docs/county/PART_2_-_PSA6_2023-2026_Strategic_Area_Plan_rev_072022.pdf

- **Central Ohio Regional Assessment on Aging**
  https://public.tableau.com/app/profile/christy.kranich/viz/CORAA2021/Home

- **ODA Service Specifications**
  http://aging.ohio.gov/information/rules/current.aspx

- **COAAA Title III Service Specifications**
  https://www.coaaa.org/cms/for-providers/program-rules
REQUEST FOR PROPOSAL TIME LINE

- **August 14, 2023**  
  Notice of Fund Availability (NOFA) e-mailed to all existing COAAA providers, return receipt requested. RFP’s available online at [https://www.coaaa.org/cms/our-agency/requests-for-proposals](https://www.coaaa.org/cms/our-agency/requests-for-proposals)

- **August 18, 2023**  
  Bidders Teleconference

- **September 15, 2023**  
  **Proposals due** to the COAAA by 5:00 PM

- **Sept. 15 – 29, 2023**  
  Proposals reviewed by the COAAA staff

- **October 5, 2023**  
  Recommendations submitted to & approved by Advisory Council

- **October 9, 2023**  
  Selection and funding recommendations announced on COAAA.org

- **October 31, 2023**  
  Contracts mailed to selected providers for signature.

- **December 8, 2023**  
  Signed contracts must be returned to the COAAA.

- **January 1, 2024**  
  Contract period begins. Renewed annually.

- **December 31, 2027**  
  End of program period.
The program period for Title III-funded services proposed under this RFP shall be for four years, from January 1, 2024, to December 31, 2027.

If selected providers will be required to enter into a contract for the period of January 1, 2024, to December 31, 2024.

Service contracts will be renewed every year of the four year program period.

The funds contracted are subject to the allocation of funds approved by the State of Ohio as administered by the Ohio Department of Aging.

The allocation in this RFP are subject to change based on notification of grant awards from the Ohio Department of Aging (ODA).
Application materials can be found at

https://www.coaaa.org/cms/our-agency/requests-for-proposals
• **Application Policies and Procedures**
  • no submission required

• **General Application**
  • required for all applicants

• **Title III-B Addendum**
  • submit only if you are applying to provide Title III-B nutrition programs

• **Title III-C Addendum**
  • submit only if you are applying to provide Title III-C nutrition programs

• **Application Checklist**
  • final review for applicants to ensure their submission is complete
APPLICATION POLICIES AND PROCEDURES

• Includes:
  • Notice of Fund Availability
  • Process Information
  • Timeline
  • Contact Information for COAAA staff
  • Service Specifications and Requirements
  • Estimated Allocation Amounts by County
  • Sample Evaluation Form
  • Sample Contract
  • Appeals Procedure
  • List of fundable Title III-B services and service units (Attachment C)
GENERAL APPLICATION

• Required for ALL APPLICANTS

• Includes:
  • Company/Agency Information
  • Applicant Assurance Statement

• Exhibits:
  • Local Match Waiver (if applicable)
  • Workforce Profile
  • Governing Board Composition
  • Ownership Interest Statement
TITLE III-B ADDENDUM

• **Required for Title III-B Service Providers**
• Supportive Services
• List of fundable Title III-B services and service units can be found in the Application Policies and Procedures (Attachment C)
• **Includes:**
  • Budget for request
  • Projected Unduplicated Clients
  • Applicant Experience Questions
  • Service Delivery Narrative Questions
  • Quality Control Narrative Questions
  • Level of Care (ADS Providers Only)
<table>
<thead>
<tr>
<th>Service</th>
<th>Service Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Day Service</td>
<td>1 Day</td>
<td>A regularly-scheduled service delivered at an adult day center in a non-institutional, community-based setting. ADS includes recreational and educational programming to support a consumer's health and independence goals, at least one meal, but no more than two meals per day, and, sometimes, health status monitoring, and skilled therapy services.</td>
</tr>
<tr>
<td>Adult Day Service with Transportation</td>
<td>1 Day</td>
<td>Adult Day Service (as described above) with Transportation to and from the center.</td>
</tr>
<tr>
<td>Home Maintenance and Chore Services</td>
<td>1 Hour</td>
<td>A service providing critical cleaning, maintenance, or repair of elements in a consumer’s home or surrounding property which are necessary to preserve the consumer’s health and welfare.</td>
</tr>
<tr>
<td>Minor Home Modification and Repair</td>
<td>1 Job</td>
<td>A service modifying elements of the interior or exterior of a consumer’s home to increase accessibility and enable the consumer to function with greater independence in the home.</td>
</tr>
<tr>
<td>Medical Assessment</td>
<td>Individual Assessment</td>
<td>A program organized to provide an individual with a basic health screening (including mental and behavioral health screening and falls prevention services screening) to detect or prevent (or both) illnesses and injuries that occur most frequently in older adults. The purpose of such screening is only to identify problems needing more in-depth diagnoses and treatment services. Program services may include blood pressure checks, routine laboratory tests, vision and hearing tests, foot screening or other basic medical examinations.</td>
</tr>
<tr>
<td>Personal Care Service</td>
<td>1 Hour</td>
<td>Personal assistance, stand-by assistance, cueing, or supervision for persons having difficulty with one or more of the following activities of daily living, eating, dressing/grooming, bathing/hygiene, toileting, and mobility/transporting.</td>
</tr>
<tr>
<td>Mental and Behavioral Health Services / Counseling</td>
<td>1 Hour</td>
<td>Mental health services can include any of the following services: Screening for the prevention of depression, coordination of community mental health services, provision of information to seniors about mental health services, development of “peer” gerontological counseling programs, therapeutic mental health counseling (provided by qualified, licensed mental health professionals or others trained and supervised by another qualified professional) and referral to psychiatric and psychological services.</td>
</tr>
</tbody>
</table>
Ohio Administrative Code Section 173-3-06.1 defines three levels of Adult Day Service: Basic ADS, Enhanced ADS, and Intensive ADS. Please indicate the level of care your agency is planning to offer and explain how your service complies with this designation.

<table>
<thead>
<tr>
<th></th>
<th>BASIC ADS</th>
<th>ENHANCED ADS</th>
<th>INTENSIVE ADS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structured activity programming</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Health assessments</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supervision of ADLs</td>
<td>One or more ADL</td>
<td>One or more ADL</td>
<td>All ADLs</td>
</tr>
<tr>
<td>Hands-on assistance with ADLs</td>
<td>No</td>
<td>Yes (one or more ADL (bathing excluded))</td>
<td>Yes, minimum of two ADLs (bathing included)</td>
</tr>
<tr>
<td>Hands-on assistance with medication administration</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Comprehensive therapeutic activities</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Monitoring of health status</td>
<td>No</td>
<td>Intermittent</td>
<td>Regular</td>
</tr>
<tr>
<td>Hands-on assistance with personal hygiene activities</td>
<td>No</td>
<td>Yes (bathing excluded)</td>
<td>Yes (bathing included, as needed)</td>
</tr>
<tr>
<td>Social work services</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Skilled nursing services</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Rehabilitative services</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
TITLE III-C ADDENDUM

• Required for Title III-C Service Providers
• Home-Delivered and Congregate Meals
• Includes:
  • Budget for request
  • Breakdown of unit costs
  • Projected Unduplicated Clients
  • Applicant Experience Questions
  • Service Delivery Narrative Questions
  • Meal Service Licensure and Regulatory Assurance
  • Quality Control Questions (Licensures)
  • Nutrition Project Site Summary Form
  • Nutrition Education Schedule for Staff/Volunteers
• Required Attachments:
  • License for Kitchen Operations (Exhibit Q)
  • Food Service Operations Inspection Report (Exhibit R)
  • A copy of the proposed menu cycles (Exhibit S)
  • A copy of the Dietitian’s license (Exhibit T)
BUDGET AND SERVICE GRID INSTRUCTIONS

• For a single service offered in a single county, complete the entire column that aligns with that county.

• If you plan to perform the same service for multiple counties, complete the entire column for each county you plan to serve. On the subsequent narrative pages, list the counties in the header.

• If you plan to provide multiple services in one or multiple counties, complete a separate Title III-B/C Addendum for each service.

The unit rates should align with the list of service units on the application.

- Contracts are renewed each year but the rates are for the full 4-year cycle
- Unit rates should incorporate the costs for recruiting and evaluating clients
• Use the application checklist included on the Notice of Funds to Review your Application for completeness
2 WAYS TO SUBMIT APPLICATIONS

1. Application can be submitted electronically to titleIII@coaaa.org

2. Applications can also be printed and submitted by mail to Central Ohio Area Agency on Aging 3776 South High Street Columbus, Ohio 43207 Attn: Grant Ames
REQUIRED DOCUMENTS
(SUBMITTED AFTER THE RECIPIENT IS NOTIFIED OF GRANT AWARD)

- Certificate of Good Standing – Statement from Sec. of States office.

- Statement that lists all entities with at least five percent ownership of the business.

- Commercial liability insurance – Statement from the insurance company.
QUESTIONS?
PROPOSALS DUE:
FRIDAY, SEPTEMBER 15, 2023, AT 5:00 PM