



# **REQUEST FOR FUNDING (RFF)**

## **DA RFF 19-001**

### **Area Agency on Aging Designation for Planning and Service Area 9 (Fayette, Franklin, Rush, Union and Wayne Counties)**

**Grant Applications Due: November 13, 2018**

RFF Date Issued: October 10, 2018

RFF Contact:

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Division of Aging

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## **I. INTRODUCTION**

This is a Request for Funding (RFF) issued by the Indiana Family and Social Services Administration (FSSA), Division of Aging (DA). This RFF requests responses from a public or private nonprofit organization interested in designation as the Area Agency on Aging (AAA) for Indiana's Planning and Service Area (PSA) 9, comprised of Fayette, Franklin, Rush, Union and Wayne Counties. As PSA 9's designated AAA, the Grantee will provide services to PSA 9 residents utilizing funding provided through various State and Federal grants beginning in State Fiscal Year (SFY) 2020. A map of Indiana's AAA regions, including PSA 9, can be found in Attachment I.

AAAs were established by the Older Americans Act 42 USC 3001 et seq. An AAA is a public or private nonprofit agency designated by FSSA DA to address the needs and concerns of all older persons in a designated geographic area. AAAs coordinate and offer services that help older adults remain in their homes, if that is their preference, aided by services such as home-delivered meals, homemaker assistance, and other supports to make independent living in the home or community a viable option.

This grant seeks to designate an entity to serve as PSA 9's AAA, as the previous organization serving PSA 9 has relinquished its designation. PSA 9's AAA historical volume and clients by service type can be found in Attachment J. More information on the requirements of an AAA can be found in the Older Americans Act 42 USC 3001 et seq. and 45 CFR 1321.

## **II. GRANT REQUIREMENTS**

### **A. APPLICANT ELIGIBILITY**

In order to be designated an AAA on or before the Contract start date of 7/1/19, an organization must:

- i. Be a public or private nonprofit organization exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code; and
- ii. Per the Older Americans Act Section 305(c), be:
  - 1) an established office of aging which is operating within a planning and service area designated under subsection (a) of Section 305 of the Older Americans Act
  - 2) any office or agency of a unit of general purpose local government, which is designated to function only for the purpose of serving as an area agency on aging by the chief elected official of such unit;
  - 3) any office or agency designated by the appropriate chief elected officials of any combination of units of general purpose local government to act only on behalf of such combination for such purpose;
  - 4) any public or nonprofit private agency in a planning and service area, or any separate organizational unit within such agency, which is under the supervision or direction for this purpose of the designated State agency and which can and will engage only in the planning or provision of a broad range of supportive services, or nutrition services within such planning and service area; or

- 5) in the case of a State specified in the subsection (b)(5) of Section 305 of the Older Americans Act, the State agency;

and shall provide assurance, determined adequate by the State agency, that the area agency on aging will have the ability to develop an area plan and to carry out, directly or through contractual or other arrangements, a program in accordance with the plan within the planning and service area. In designating an area agency on aging within the planning and service area or within any unit of general purpose local government designated as a planning and service area the State shall give preference to an established office on aging, unless the State agency finds that no such office within the planning and service area will have the capacity to carry out the area plan.

**B. GRANT FUNDS AVAILABLE**

This grant has approximately \$1,911,749.30 in grant funds available for SFY 2020, subject to increase or decrease based on annual update of the population-based intrastate funding formula and Federal and State appropriations. See the table below for a list of estimated funding available for each funding source for SFY 20. A full list of funding sources, their makeup and allocation method, as well as spending restrictions and match requirements for Title III funds, can be found in Attachment A, Scope of Work, Section 1. Funds from this grant will be provided as cost reimbursements.

*Estimated Funding by Source*

| <b>Item Description</b>                     | <b>Match Requirement?</b> | <b>Unit of Measure</b> | <b>Total</b>          |
|---|---------------------------|------------------------|-----------------------|
| Title III-A                                 | Yes                       | Actual Cost            | \$ 68,285.22          |
| Title III-B                                 | Yes                       | Actual Cost            | \$ 194,839.72         |
| Title III-C1                                | Yes                       | Actual Cost            | \$ 188,210.62         |
| Title III-C2                                | Yes                       | Actual Cost            | \$ 142,781.12         |
| Title III-D                                 | Yes                       | Actual Cost            | \$ 51,213.92          |
| Title III-E                                 | Yes                       | Actual Cost            | \$ 76,975.92          |
| Nutrition Services Incentive Program (NSIP) | No                        | Actual Cost            | \$ 68,445.82          |
| Older Hoosiers                              | No                        | Actual Cost            | \$ 44,456.61          |
| Federal SSBG                                | No                        | Actual Cost            | \$ 249,595.97         |
| State SSBG                                  | No                        | Actual Cost            | \$ 9,433.17           |
| CHOICE                                      | No                        | Actual Cost            | \$ 842,266.35         |
| <b>Total</b>                                |                           |                        | <b>\$1,911,749.30</b> |

The Grantee has the responsibility to fully utilize its allocation for any SFY. Applicants must be able to demonstrate through backup documentation that 100% of requested funding has been utilized as claimed.

### **C. LENGTH OF GRANT**

The grant awarded in response to this RFF will be in effect from July 1, 2019 to June 30, 2020. This is a one (1) year grant. At the end of the grant period, the grant may be extended or renewed upon the written agreement of the parties and in conformance with IC §5-22-17-4, and as permitted by the State and Federal laws governing this grant. While the grant itself has a term of one (1) year, the designation of PSA 9's AAA is not limited to one (1) year. The designation will continue until the Grantee or State chooses to relinquish this designation.

### **D. SAMPLE GRANT AGREEMENT**

Applicants must agree to the terms and conditions of the Sample Grant Agreement in Attachment E. The grant recipient will be required to sign this grant agreement in order to receive funding. It outlines the State's terms and conditions that must be followed by an awardee when receiving the grant. The recipient's proposal will also become a component of the grant agreement.

### **E. GRANT RESTRICTIONS**

Per the Older Americans Act, as amended through P.L. 114-144, enacted April 19, 2016, Section 307(a)(8), an AAA is not allowed to provide services directly unless granted a waiver from the State, with the exception of Case Management and Information and Assistance/Referral services. The State's assumption is that all services provided by the AAA will be subcontracted out to various qualified and approved providers. In some cases, there is not another provider to offer the service, so the AAA must provide the service to fill the need. In these cases, the State has a form that allows an AAA to request a direct service waiver.

## **III. APPLICANT SUBMISSION REQUIREMENTS**

### **A. GRANT APPLICATION SUBMISSION INSTRUCTIONS**

Applicants must submit a complete grant application **no later than 3:00 p.m. Eastern Standard Time on the date listed in RFF Section III.C.** Proposals received after 3:00 p.m. EST will not be considered.

All Attachments and exhibits listed in Table 2 in Section III.B will be required for submission of a completed application. All items should be assembled and arranged in the order listed in Table 2 in Section III.B. Applicants must submit proposals in the original Word or Excel format one of two ways: 1.) 1 USB drive/CD-ROM mailed to the RFF State Contact Person, or 2.) Electronic submission by email to the RFF State Contact Person. It is suggested that applicants make a copy of the completed application for their records.

The RFF State Contact Person for this RFF is Erin Wright.

Applicants choosing to mail their responses may send their application to:

Division of Aging  
402 W. Washington St., Room W454, MS 21

Indianapolis, IN 46204  
ATTN: Erin Wright Re: PSA 9 AAA DA RFF 19-001 Response

It is the responsibility of the applicant to ensure that responses are mailed in sufficient time and with sufficient postage to reach DA by 3:00 p.m. EST, on the date listed in RFF Section III.C.

Applicants choosing to email their responses may email their application to:

[DAComments@fssa.IN.gov](mailto:DAComments@fssa.IN.gov)

If the email option for submission is chosen, the applicant is responsible for confirmation of receipt by the State.

Incomplete applications will not be considered. If you have any questions, please utilize the Q&A process as outlined in Section III.D.

## B. GRANT APPLICATION COMPONENTS

This RFF not only contains Attachments that must be submitted to the State, but also Attachments that do not need to be submitted and are included as resources for the applicants. See Table 1 below for the list of all Attachments included in this RFF:

| <b>Table 1: Attachments List</b> |   |
|----------------------------------|---|
| Attachment A                     | Scope of Work                                 |
| Attachment B                     | Business Proposal                             |
| Attachment C                     | Technical Proposal                            |
| Attachment D                     | Grant Budget Proposal                         |
| Attachment E                     | Sample Grant Agreement                        |
| Attachment F                     | Q&A Response Template                         |
| Attachment G                     | Assurances                                    |
| Attachment H                     | Attachments Checklist                         |
| Attachment I                     | Indiana AAA Map                               |
| Attachment J                     | Historical Volume and Clients by Service Type |

As part of the grant application, applicants must submit all Grant Application Components, which are listed below in Table 2. In order to submit a complete application, applicants must complete and submit the Attachments and exhibits associated with each component of the grant application. Each section of the application is described later in Section III in further detail. The scoring of each component is detailed in Section IV.

| <b>Table 2: Grant Application Components</b>   |
|--|
| <p><b>Business Proposal</b> – Template used to collect general information on the applicant organization and check for adherence to grant eligibility requirements.</p> <ul style="list-style-type: none"><li>• <u>Required Attachments:</u><ul style="list-style-type: none"><li>○ Attachment B – Business Proposal</li></ul></li></ul> |

|   |
|---|
| <p><b>Technical Proposal</b> – Template used to collect information on past experience, the applicant’s vision for PSA 9, and assurances that the applicant will meet grant requirements.</p> <ul style="list-style-type: none"> <li>• <u>Required Attachments:</u> <ul style="list-style-type: none"> <li>○ Attachment C – Technical Proposal</li> </ul> </li> </ul>   |
| <p><b>Grant Budget Proposal</b> – Template used to collect cost estimations for services provided using grant funds. A completed Grant Budget Proposal and Grant Budget Narrative must be submitted.</p> <ul style="list-style-type: none"> <li>• <u>Required Attachments/Exhibits:</u> <ul style="list-style-type: none"> <li>○ Attachment D – Grant Budget Proposal <ul style="list-style-type: none"> <li>▪ Exhibit – Grant Budget Narrative (if you choose to include an additional exhibit)</li> </ul> </li> </ul> </li> </ul> |
| <p><b>Additional Grant Application Requirements</b></p> <ul style="list-style-type: none"> <li>• Attachment G – Assurances</li> </ul>   |

**B.1. BUSINESS PROPOSAL**

Applicants must complete the Business Proposal Attachment B to provide general information on the applicant organization and ensure eligibility requirements are met (Section II.A). When appropriate, supporting exhibits included in the response may be referenced within the Business Proposal. The supporting exhibits must be included as an appendix to the Business Proposal with referenced sections clearly marked. If there are multiple exhibits, these must be listed and organized for ease of use by the State.

**B.2. TECHNICAL PROPOSAL**

The Technical Proposal must be completed using the Word Document template provided in the Technical Proposal Attachment C. The Technical Proposal requests information related to how the applicant will meet grant requirements and how the applicant’s past experience and vision for PSA 9 will allow them to utilize funding to maintain and improve the program. Relevant program aspects as listed in Attachment A, Scope of Work, that shall be addressed in the Technical Proposal, include, but are not limited to:

- Overall Policy and Reporting Requirements;
- Eligibility Guidelines;
- Case Management;
- Options Counseling;
- Reporting Systems and Reporting Requirements;
- Nutrition Services;
- Health Promotion Evidence Based Programs;
- Family Caregiver Programs;
- Service Plans;
- Subcontracting Services;
- Wait Lists;
- Claim Reimbursement Requirements;
- Specific Deliverables; and
- Corrective Action Plans

Every response to these sections must be addressed directly in the template provided in Attachment C. When appropriate, supporting exhibits included in the response may be referenced within the Technical Proposal. The supporting exhibits must be included as an appendix to the Technical Proposal with referenced sections clearly marked. If there are multiple exhibits, these must be listed and organized for ease of use by the State.

**B.3. GRANT BUDGET PROPOSAL**

The Grant Budget Proposal Attachment D must be submitted in the original Excel template format. Grant funds must be used for activities that directly support the accomplishment of the grant’s purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable State and Federal laws, regulations, and guidance. Please refer to Attachment A, Scope of Work, for more information on the allowed use of funds. The first section of the Grant Budget Proposal requests the applicant’s costs per unit for specified services. The second section of the Grant Budget Proposal requests that applicants list any additional services that they suggest, along with those services’ description, unit, volume and cost estimates. The applicant’s projected Total Annual Cost for SFY 2020 will be included in the Grant Budget Proposal automatically by calculating the sum of all services’ annual costs based on the information provided. Note that this cost and its underlying volume estimations are for evaluation purposes only and may vary based on actual annual volume of services provided during the SFY.

Applicants shall also provide a narrative in the third section of the Grant Budget Proposal explaining how they created their grant request. The Grant Budget Narrative should explain why the listed services and costs were included and how they will support or improve PSA 9’s AAA Program. Additionally, this narrative should outline, in detail, the applicant’s larger plan to utilize all funding sources to provide services during the duration of their designation at PSA 9’s AAA. This plan should include specific details of how services will be administered in the most cost-effective way possible (i.e., keeping costs low and service quality high).

**B.4. ASSURANCES**

The Assurances Attachment G must be signed as a commitment to performing all listed AAA assurances and activities as stipulated in the Older Americans Act, as amended in 2016.

**C. GRANT APPLICATION TIMELINE**

The overall grant application timeline can be found in the table below. Applicants must submit their grant application by the proposal deadline to be eligible for receiving a grant. Further instructions on submitting a completed grant application can be found in Section III.A.

*Key RFF Dates*

| <b>Date</b>              | <b>Activity</b>                                     |
|--------------------------|---|
| October 10, 2018         | Issue of RFF  |
| October 19, 2018         | Application questions due to State by 3:00 p.m. EST |
| <b>November 13, 2018</b> | <b>RFF proposals due at 3:00 p.m. EST</b>           |
| January 30, 2018         | Approximate award decision release date             |



|              |                      |
|--------------|----------------------|
| July 1, 2019 | Grant effective date |
|--------------|----------------------|

The timeline is subject to change. To remain current with any updates to this timeline, it is recommended that applicants check the following DA website frequently where any amendments to this RFF will be posted: <https://www.in.gov/fssa/da/5510.htm>.

#### **D. SUBMISSION OF APPLICATION QUESTIONS**

All questions regarding the content of this RFF must be submitted to the RFF State Contact Person using the provided Question and Answer (Q&A) Response Template (Attachment F). All questions must be submitted via email to [DAComments@fssa.in.gov](mailto:DAComments@fssa.in.gov) by the date listed in RFF Section III.C, at 3:00 p.m. EST. The State reserves the right not to address questions about the RFF submitted after the deadline.

The State will post a document with answers to applicant questions on the RFF website on or around November 1, 2018. Applicants are encouraged to check the website for amendments to the RFF when answers to the questions are posted: <https://www.in.gov/fssa/da/5510.htm>.

### **IV. EVALUATION CRITERIA**

Proposals will be evaluated based upon the proven ability of the applicant to satisfy the requirements of the RFF. Each of the evaluation criteria categories are described below with a brief explanation of the basis for evaluation in that category. If any one or more of the listed criteria on which the responses to this RFF will be evaluated are found to be inconsistent or incompatible with applicable State and Federal laws, regulations, or policies, the specific criteria will be disregarded and the responses will be evaluated and scored without taking into account such criteria or disqualified altogether.

The State reserves the right to make all final award decisions, including selecting a recipient based on the State's evaluation, total evaluation score, and other factors to be determined by the State. The State may incorporate priority considerations when making award decisions. Finally, the State reserves the right to disqualify and not score incomplete proposals that do not provide all the required items as detailed in this RFF.

#### **A. RFF EVALUATION CRITERIA**

##### **A.1. Review for Mandatory Requirements and Complete Application**

In this step, proposals will be evaluated to ensure that they adhere to all grant requirements, including applicant eligibility. Applicants must submit all information required by this RFF, including all Attachments and exhibits listed in the Grant Application Components table in Section III.B. Incomplete proposals may be disqualified. Further, all applications received after the deadline set forth in the RFF shall be disqualified. Applicants may use the checklist in Attachment H to ensure they are submitting all required materials.

## **A.2. Business Proposal Review**

Proposals will be scored based on the submitted Business Proposal Attachment B as described in Section III.B.1. The scoring for the Business Proposal will have a maximum possible score of 10 points. This review may include one or more rounds of grant proposal clarifications or discussions (oral and/or written) between the State and the applicant focused on the details of the Business Proposal.

## **A.3. Technical Proposal Review**

Proposals will be scored based on the submitted Technical Proposal Attachment C as described in Section III.B.2. The scoring for the Technical Proposal will have a maximum possible score of 65 points. This review may include one or more rounds of grant proposal clarifications or discussions (oral and/or written) between the State and the applicant focused on the details of the Technical Proposal.

## **A.4. Grant Budget Proposal Review**

Proposals will be scored based on the submitted Grant Budget Proposal Attachment D as described in Section III.B.3. Applicants must submit all Attachments and exhibits listed in the Grant Budget Proposal section of the Grant Application Components table in Section III.B. The scoring for the Grant Budget Proposal will have a maximum possible score of 25 points. This review may include one or more rounds of grant proposal clarifications or discussions (oral and/or written) between the State and the applicant focused on the details of the Grant Budget Proposal.

### **a) Quantitative Grant Budget Proposal Review**

In this step of the review, the State Specified Services section of the Grant Budget Proposal Attachment D will be scored based on the total annual costs of the State Specified Services. Although the estimated annual volumes per service are subject to change, they are held constant in this section across applications and allow for applications to be compared based on the applicant-provided costs per unit of each service. Scoring for the quantitative portion of the State Specified Services section of the Grant Budget Proposal will have a maximum possible score of 5 points. The lowest budget proposal for State Specified Services receives a total of 5 points. Cost scores will then be normalized to one another, based on the lowest budget proposal for State Specified Services evaluated.

### **b) Qualitative Grant Budget Proposal Review**

The scoring for the qualitative portion of the Grant Budget Proposal will have a maximum possible score of 20 points. All aspects of the Grant Budget Proposal, including the State Specified Services section, the Applicant Suggested Services Section, and the Grant Budget Narrative will be scored qualitatively. Note that the Applicant Suggested Services tab will not be scored quantitatively based on the Total Annual Cost of Applicant Suggested Services, but rather qualitatively due to potential differences in proposed services and estimated annual volume figures. The Total Annual Cost for All Services should fall within PSA 9's AAA budget for SFY20.

**A.5. Award Recommendation and Notification**

All proposals will be ranked on the basis of their total scores. The committee of highly qualified individuals responsible for reviewing the proposals will make the grant award recommendation based upon a variety of factors including the results of the State’s evaluation, total score, available funding, geographic considerations, and other State-determined criteria. The State reserves the right to make all final award determinations. FSSA intends to notify applicants of award when evaluations are completed.

**B. APPLICATION POINTS**

The following table demonstrates the maximum points available for each grant application.

| <b>Evaluation Criteria</b>      | <b>Maximum Points Available</b> |
|---------------------------------|---------------------------------|
| 1. Mandatory Requirements Check | Pass/Fail                       |
| 2. Business Proposal            | 10 Points                       |
| 3. Technical Proposal           | 65 Points                       |
| 4. Grant Budget Proposal        | 25 Points                       |
| <b>Total Points</b>             | <b>100 Points</b>               |