



Serving Detroit, Hamtramck, Harper Woods, Highland Park & the 5 Grosse Pointes

Detroit Area Agency on Aging FY 2024 Request for Proposal Grant Application Guidelines & Instructions

Dates	Activity & Deliverables	Details
Sunday, April 30, 2023	Classified Advertisement – Detroit Newspapers	Detroit Newspapers
Monday, May 1, 2023	E-Mail Alert to Prospective Applicants	Constant Contacts
Monday, May 1, 2023 – May 19, 2023	Application & Instructions Online on DAAA Website / Shared File Access Open to Applicants Upon Request - 9:00am – 5:00pm www.detroiteniorsolution.org/become-a-network-partner	Link to Application Guide – DAAA Website
Monday, May 8, 2023 10:00am-12:00pm EST (via Zoom Only) or Wednesday, May 10, 2023 10:00am – 12:00pm EST (In-Person/via Zoom)	May 8, 2023: Virtual Technical Assistance Workshop via Zoom Zoom Link: https://bit.ly/DAAA2024RFP May 10, 2023: Sacred Heart Major Seminary, 2701 Chicago Blvd., Detroit, MI 48206 and Zoom Link: https://bit.ly/DAAA2024RFP	Register via E-Blast and DAAA Website
May 1, 2023 – May 19, 2023	Technical Assistance & Support Available at the Technical Assistance Workshops and through Frequently Asked Questions via ContractMgt@daaa1a.org	Send RFP Questions to ContractMgt@daaa1a.org
May 1, 2023 - May 19, 2023	Request Shared File Grant Access via ContractMgt@daaa1a.org Applicants will receive instructions about accessing the Shared File for Uploading of documents at the Technical Assistance Workshop	Request Shared File Grant Access via ContractMgt@daaa1a.org
Friday, May 26, 2023 11:59pm EST (Submit via Shared File)	APPLICATION DEADLINE Application Submission Deadline – Friday, May 26, 2023, 11:59pm EST	Submit Application and Attachments through SharedFile
June 2023	APPLICATION REVIEW	Funding Recommendations
July – August 2023	FUNDING DISCUSSIONS/APPROVAL	Grant Review Committee Approval
Monday, August 28, 2023	FINAL APPROVALS /AWARD & DENIAL LETTERS	Board of Directors Approval
August 29, 2023 – September 22, 2023	CONTRACT NEGOTIATIONS	Meetings to finalize contracts

August 29, 2023- September 22, 2023	CONTRACT DEVELOPMENT	Contract processed through DocuSign
September 27-29, 2023	PROGRAM /FINANCIAL REPORTING ORIENTATION/TRAINING	Provider Orientation & Training
Monday, October 2, 2023	CONTRACT IMPLEMENTATION BEGINS	Services Begin

For Application Guide, application and other information, link to Partnering with DAAA Webpage: www.detroit seniorsolution.org/becoming-a-network-partner



FY 2024 ANNUAL IMPLEMENTATION PLAN **REQUEST FOR PROPOSAL**

The American Rescue Plan Act (ARPA) of 2021 offers a landmark opportunity for Area Agencies on Aging to build/re-built sustainable infrastructures as well as person-centered programs and services for older adults and caregivers in their communities. Therefore, the DAAA is issuing this FY 2024 Request for Proposal (RFP) to distribute approximately \$1.3 million of available ARPA and Older Americans Act (OAA) funding to fund organizations to jumpstart new programs to increase their ability to provide services. Organizations must be in business for at least three years, be financially viable and to be up-to-date on their taxes with the Internal Revenue Services (IRS) or have an approved, written plan in place with the IRS, if not.

The DAAA is now making a second Request for Proposal (RFP) round of one-time, performance-based grants available to qualified organizations serving older adults and caregivers in the City of Detroit, the five Grosse Pointes, Harper Woods, Hamtramck, and Highland Park starting October 1, 2023, for a 12-month period (October 1, 2023 – September 30, 2024).

Announcement

This FY 2024 Mini-RFP is designed to encourage applicants to implement programs that can transform, modernize and/or innovate programs and services that can help build/re-build services that address existing and emerging needs. General Cover Sheet, Application, Required Attachments and Budgets for each proposal applied for under the Areas of Focus must be submitted by Friday, May 26, 2023, by 11:59pm EST via a Shared File issued to the applicant. Emailed, mailed, faxed or dropped off applications will not be accepted, and the applicant may attend one of two Technical Assistance Workshops. Late applications will not be accepted. *Applicants should limit their submission to one service if eligible instead of requesting multiple service applications.*

Background

The DAAA is a private, non-profit and AADE, CARF and NCQA accredited organization responsible for planning, coordinating, developing, and funding Aging Services in the cities of Detroit, Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores, Grosse Pointe Woods, Hamtramck, Harper Woods, and Highland Park. Founded in 1980, it is one of 16 Area Agencies on Aging (AAA) in Michigan and 622 in the country authorized under the Older Americans Act (OAA) of 1965, as amended. The agency's mission is "to educate, advocate and promote healthy aging to enable people to make choices about home and community-based services and long-term care to improve their quality of life." DAAA serves 153,540 older adults and thousands of caregivers in its service area with Older Americans Act and State funding; Medicare; Medicaid

and private contributions directly or through its network of 120 service provider agencies. Its office is located at 1333 Brewery Park Blvd., Suite 200, Detroit, MI 48207-4544.

Areas of Focus

DAAA will consider a wide range of potential projects that fall under the Areas of Focus highlighted below, however proposals are expected to jump-start sustainable programs rather than ongoing operations. A strong Sustainability Plan must be submitted for proposed programs to be launched. Funding levels for services to be implemented over the 12-month grant period through this FY 2024 Mini-RFP process appear below:

SUPPORTIVE SERVICES

The approximate level of ARPA and Older Americans Act funding available for each Area of Focus appears below. The funding levels outlined may vary and provide applicants a general idea of how much funding is available for one or more programs.

Access Services	Case Coordination & Support – Returning Senior Citizens Transitioning from Incarceration to the Community	\$125,000
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Community Services	Caregiver Education, Training & Support	\$300,000
	Counseling Services including Substance Abuse Prevention	\$100,000
	Home Repair Services	\$125,000
	Kinship Support Services	\$86,555

The Detroit Area Agency on Aging is planning to jumpstart additional Community Wellness Service Centers in the East, West and/or Central Areas (Hamtramck and Highland Park) of Region 1-A using a traditional or new model approach:

Community Wellness Service Center (Traditional Model)	Community Service Navigator	\$250,000
	Disease Prevention Health Promotion	
	Transportation	

Social Determinants of Health Coordination (Regional Service Definition)	Community Wellness Center (New Model) *	\$100,000
	Intergenerational Programs	\$100,000
	Information Technology Training (for Older Adults)	\$75,000
	Senior Mobile Dentistry Services	\$100,000

Reference Bureau of ACLS (Formerly AASA) Operating Standards for Service Program Minimum Standards and DAAA Regional Service Definitions for the services you plan to apply for during this Request for Proposal round. Agency funded during the FY 2023 – FY 2025 RFP will continue to obtain funding for the remainder of the current

three-year planning and funding cycle if they are compliant. Funding in this new RFP round consists of **\$1,361,555** of ARPA and some Older Americans Act funding.

1. Returning Senior Citizens Transitioning from Incarceration to the Community (Apply under the Case Coordination and Support Service Standards)

In Wayne County, 7,500 returning citizens come home after incarceration each year and 2,700 individuals return to Detroit annually from the Michigan Department of Corrections (MDOC). Unfortunately, about half of these individuals return to prison within 3 years. Factors identified within the Social Determinants of Health (SDOH) framework play an important role in reducing the return to prison rates (recidivism), particularly when looking at African Americans and other at-risk groups.

The provision of a comprehensive assessment of persons aged 60 and over with a complementing role of brokering existing community services and enhancing informal support systems, when feasible is an approach that can assist older adults aged 60 years and over with an easier transition. Case Coordination and Support (CCS) includes the assessment and reassessment of individual needs, development and monitoring of a service plan, identification of and communication with appropriate community agencies to arrange for services, evaluation of the effectiveness and benefit of services provided, and counseling and coaching of the participant.

Under this Request for Proposal, Case Coordination and Support Services for this targeted population should include intake, assessment of needs, development of a service plan and referrals to DAAA and partner agencies to assist with housing (location of housing, deposit, first month rent, household items, etc.), health care, benefits counseling, employment/training opportunities and other supportive services to reduce return to incarceration. Proposed services may include counseling, case coordination, peer support coordination and education as well as referral to other services.

2. Caregiver Education, Training and Support

A program intended to provide assistance to family caregivers in understanding and coping with a broad range of issues associated with caregiving. Allowable programs include:

- Education programs, including development and distribution of printed materials, pertaining to physical, emotional and spiritual aspects of caregiving as well as current research and public policy concerns.
- Initiatives, which provide support activities for caregivers (including kinship caregivers), i.e., support groups, counseling, information and assistance in connecting with community resources, etc.
- Training programs pertaining to techniques for providing personal care services to care recipients and to address caregiving skills for efficacy and caregiver confidence when caring for the care recipient.

3. Counseling – Regular Counseling Inclusive of Substance Abuse Prevention

Professional counseling services provided to older adults, and National Family Caregiver Support Program (NFCSP) eligible caregivers, in order to prevent or treat problems which may be related to psychological and/or psychosocial dysfunction. The program may also establish peer-counseling programs that utilize older adults as volunteer counselors.

Minimum Standards

1. Each program shall conduct a comprehensive assessment of each client which addresses social and psychological function.
2. A treatment plan shall be developed for each client based on the comprehensive assessment. The treatment plan shall be developed in cooperation with and be approved by the client, and/or the client's guardian or designated representative. The treatment plan shall contain at a minimum:
 - a. A statement of the client's problems, needs, strengths and resources.
 - b. A statement of the goals and objectives for meeting identified needs.
 - c. A description of the methods and/or approaches to be used.
 - d. Identification of services to be obtained/provided from other community agencies.
 - e. Treatment orders of qualified health professionals, when applicable. Each program should have a written policy and procedure to govern the development, implementation and management of treatment plans.
3. The program may provide individual, family and/or group counseling sessions. Family members of clients are eligible for family counseling when appropriate to resolve the problems of the client.
4. The program shall have the flexibility to provide services in a range of settings, appropriate to the client's needs.
5. Paid staff counselors must have appropriate education and experience and be licensed to practice in the State of Michigan.
6. The program may utilize volunteer peer counselors who are appropriately trained and supervised by paid program staff.
7. The program shall assure that case supervision is available on a weekly basis for each staff counselor. All open cases shall undergo a quarterly case review by the respective staff counselor and appropriate supervisory staff.

Substance abuse prevention services by a licensed professional may also be provided under this service category using a one-on-one and group education approach. Applicants may also apply under Social Determinants of Health Coordination.

4. Home Repair Services

Permanent improvement to an older person's home to prevent or remedy a sub-standard condition or safety hazard. Home Repair Service offers permanent restoration and/or renovation to extend the life of the home and may involve structural changes. Home repair does not involve making aesthetic improvements to a home, temporary repairs, chores or home maintenance that must be repeated. Allowable home repair tasks include:

- Roof repair/replacement

- Siding repair/replacement
- Door and window repair/replacement
- Foundation repair/replacement
- Floor repair/replacement
- Interior wall repair
- Plumbing and drain repair/replacement
- Insulating/weatherization (including water heater wrap, low-flow shower head, socket sealers, draft stoppers and door sweeps)
- Stair and exterior step repair/replacement
- Heating system repair/replacement
- Ensuring safe and adequate water supply, electrical wiring repair/replacement, obtaining building permits
- Painting to prevent deterioration in conjunction with repairs

DAAA allows home repairs up to **\$2,500**. Any home repairs above this level must be approved by DAAA and the Bureau of ACLS which allows for repairs only up to **\$5,000**. Repairs should focus on safety and accessibility.

5. Kinship Support Services (Grandparents Raising Grandchildren)

Provision of support services (which include respite care, supplemental and education, support and training services) in kinship care situations where an individual aged 55 or over is the primary caregiver for a child no more than 18 years old. Kinship support services may be provided at locations other than the client's residence. Activities may include intergenerational programs engaging grandparents and grandchildren.

Minimum Standards

1. Each program must establish written eligibility criteria which include at a minimum:
 - a. That the child must require support services because of the kinship care relationship.
 - b. That the kinship caregiver must be a grandparent or relative caregiver who has a legal relationship to the child or is raising the child informally.
2. Each program shall conduct an evaluation of the caregiving situation to ensure that the skills and training of the respite care worker to be assigned coincides with the situation. The program may utilize volunteer respite care workers.
3. Each program must develop and maintain procedures to protect the safety and well-being of the children being served by the program.
4. An emergency notification plan shall be developed for each care recipient and respective caregiver.
5. Supervision must be available to program staff at all times.

6. Social Determinants of Health Coordination

Social Determinants of Health (SDOH) are the conditions in the environment where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, risks, and

quality-of-life outcomes. Extensive research indicates that about 80% of the health and well-being of older adults and the general population alike are significantly tied to the SDOH with 20% associated with access to health care. The factors associated with SDOH include socioeconomics at 40%, lifestyle behaviors at 30% and the physical environment at 10%. These SDOH factors that influence the health of people and communities include socioeconomic status related to income and financial status; power, social engagement, and societal value; educational status and literacy level; the physical environment and neighborhoods as well as occupational and retirement status.

Programs and services which coordinate and integrate SDOH services that support health and well-being, education, social and community context, economics and retirement planning as well as neighborhoods and built environment that tie to age-friendly community strategies and increased access to technology across older adults, persons with disabilities, caregivers and the service provider network are critically important. Delivery of health care services may include enhanced access to care and technology to reduce premature death and health disparities of older adults, family caregivers and older persons with disabilities. Increasing access to resources for aging, education and life-long learning with older adults has a voice in what's best for them.

Allowable Services for this RFP (Yellow Highlighted Areas of Focus):

- Health care services that improve oral health and/or overall well-being.
- Better coordinated and integrate supportive services including mental health and substance abuse prevention.
- Engagement of intergenerational groups, public and private partnerships in creating aging in place that are safe and successful.
- Implementation of technology solutions to combat the digital divide across the Social Determinants of Health domains.
- Community Wellness Center – New Model – Implementation of an innovative Community Wellness Center model for older adults to pilot the rendering services to a targeted area outside of the three-tier Community Wellness Service Center model being implemented at four locations.

Guidelines for Specific Social Determinants of Health Coordination services open under this Request for Proposal include the following:

6A. Intergenerational Programs (Apply under Social Determinants of Health)

Intergenerational programs are organized activities that bring together different age groups, such as older adults, children and/or youth for social, educational, and mutual benefits. These programs are designed to foster connections across generations, reduce stereotypes, boost well-being, and provide learning opportunities for both younger and older generations. Intergenerational programs can include various types of interactions, such as friendly visiting, mentoring, tutoring, volunteering, service learning, and workforce development. These programs aim to have diverse goals and outcomes depending on the needs and resources of the participants and communities.

Allowable Intergenerational Services include:

- Friendly visiting and/or telephone reassurance among older adults and younger generations.
- Career and vocational mentoring programs.

- Interactions such as arts and crafts, cooking and other activities.
- Genealogy programming between the young and old.
- Environmental, sports and other programming.

6B. Information Technology Training for Older Adults (Apply under Social Determinants of Health)

The COVID-19 pandemic has made it perfectly clear that a comfortable relationship with technology is a critically important need for older adults. Seniors quickly confirmed that there was a need to obtain training about how to use virtual platforms, social media, cellular phones, telehealth services, computer technology and other mediums. This Area of Focus is soliciting a provider who can provide training to older adults in a variety of services.

Allowable Informational Training:

- Introduction to using tablets, iPads and desktop computers
- Optimizing use of Android and iPhone cellular phones
- Using Zoom and other virtual platforms
- Banking, grocery shopping and applying for benefits online
- Using Social Media platforms
- Other topics

6C. Senior Mobile Dentistry Services (Apply under Social Determinants of Health)

Provision of oral health screenings, dental exams, x-rays, cleanings, fillings and/or other procedures in a certified mobile vehicle, community and/or home setting. Also consists of one-on-one and group education sessions regarding the relationship of nutrition, physical and oral health.

Allowable oral health services include:

- Identifying older adults facing dental issues.
- Provision of dental exams, x-rays, cleanings, fillings and/or other procedures including preparation for dentures.
- Education of patients regarding the relationship of nutrition, physical and oral health.
- Referring an older adult to personal care physician, advanced oral health and other community resources.
- Establish oral health community partnerships including pro bono services through supervised dental students, area dentists, dental hygienists and oral surgeons.
- Safeguard patient safety in alignment with American Dental Association and accrediting bodies.
- Utilize state-of-the-art mobile units, dental equipment and supplies and/or in-home service protocols.
- Billing of Medicare, Medicaid, Medicare Advantage, private insurances and private pay in addition to sliding fee scale.

6D. Substance Abuse Prevention (Apply under Social Determinants of Health Coordination or Counseling)

One-on-one patient, family and/or group education, intervention or treatment of substance abuse prevention services to combat alcohol, illicit or prescription drug use.

Allowable Services:

1. Delivery of substance abuse prevention services through education, treatment and enhanced access to care to reduce abuse of drugs by older adults.
2. Development and dissemination of substance abuse prevention information to increase awareness for older adults.
3. Development of effective referral networks, substance abuse prevention, medication management, counseling, etc.
4. Training of staff and consumers on medication management and drug use, including opioids, other drugs and alcohol.
5. Supporting, promoting non-medication pain interventions including meditation, exercise, stress reduction, and other effective techniques.
6. Referrals of individual/families and groups to evidence-based health plan programs (ie., Chronic Disease Self-Management, Chronic Pain, Tai Chi for Arthritis, Walk with Ease and other programs.)

7. Community Wellness Service Center (Traditional Model) - Apply for designation under Community Service Navigator, Disease Prevention Health Promotion and Transportation Services)

Applicants applying for launching a Community Wellness Service Center on the East side, West side or North Central (Hamtramck and Highland Park) of Region 1-A must apply for Community Service Navigator, Disease Prevention Health Promotion and Transportation Services and complete the Community Wellness Service Center Budget. These services enable the applicant to effectively provide services through a community hub focused on connecting older residents and caregivers to community resources, making wellness services accessible to the community, and facilitating access to the center and other services through transportation.

A. Community Service Navigator

Provision of service referrals, options counseling for older adults and family caregivers at the individual and community levels designed to assist consumers to navigate the service delivery systems and access a wide range of home and community-based services, public benefits and other resources to facilitate community living.

Allowable Services:

- A basic assessment and subsequent reassessment every six months and the monitoring of a service plan
- Brokering and arranging new and existing services
- Service referrals to community resources
- Benefits screening, counseling and assistance
- Options counseling and assistance with housing related needs
- Health and wellness services and referrals

B. Disease Prevention Health Promotion

A service program that provides information and support to older individuals with the intent of assisting them in avoiding illness and improving health status.

Allowable programs include:

- Health Risk Assessments
- Health Promotion Programs
- Physical Fitness, group exercise, music, art, dance movement therapy; programs for Multi-Generational Participation.
- Medication management, screening, and education to prevent incorrect medication and adverse drug reactions.
- Mental Health Screening Programs
- Education programs pertaining to the use of Preventative Health Services covered under Title XVIII of the Social Security Act.
- Information programs concerning diagnosis, prevention, treatment and rehabilitation of age-related diseases and chronic disabling conditions.

C. Transportation Services

Centrally organized services for transportation of older persons to and from community facilities in order to receive support services, reduce isolation, and otherwise promote independent living.

Allowable services:

1. Fund all or part of the operational cost of transportation programs based on the following modes:
 - Demand/Response: Characterized by scheduling of small vehicles to provide door-to-door or curb-to-curb service on demand. The program may include a passenger assistance component.
 - Route Deviation Variation--where a normally fixed-route vehicle leaves the scheduled route upon request to pick up the client.
 - Flexible Routing Variation--where routes are constantly modified to accommodate service requests.
 - Public Transit Reimbursement: Characterized by partial or full payment of the cost for an older person to use an available public transit system. (Either fixed route or demand/response). The program may include a passenger assistance component.
 - Volunteer Reimbursement: Characterized by reimbursement of out-of-pocket expenses for individuals who transport older persons in their private vehicles. The program may include a passenger assistance component. This will require liability insurance.
 - Older Driver Education: Characterized by systematic presentation of information and training in techniques designed to assist older drivers in safely accommodating changes in sensory and acuity functioning.

Reference Bureau of ACLS (formerly AASA) Operating Standards and/or DAAA Regional Service Definitions on the DAAA Website.

7B. Community Wellness Center - New Model - Apply for funding under Social Determinants of Health)

Applicants may apply for ARPA funding to pilot a new Community Wellness Center model for older adults targeting East Detroit, West Detroit and Central Detroit (Highland Park and Hamtramck).

- The proposed project should launch a model that addresses coordinating services that address the Social Determinants of Health through innovative strategies.
- Outline partnerships in the community that can help to sustain the model after the one-year pilot period.
- Provide services directly at the facility as well as through partnerships and co-located services.
- Include programming that addresses health and wellness/ nutrition services, education, social and community services, economics and benefits screening, and neighborhood/built environment issues.
- Demonstrate a strong sustainability plan to continue operations after the pilot period.

Deadline

Please review pages 1 – 2 for the deadlines associated with this RFP process.

Project Proposal Review Committee

A Project Proposal Review Committee will be created to review and score proposals received through this request for applications.

Fund Availability

About \$1.6 Million of ARPA and Older Americans Act funding will be allocated in the final RFP round. These funds are being supplemented with some carryover funding from Older Americans Act and State funding. (Agencies funded for the FY 2023 – FY 2025 Multi-Year Plan Request for Proposal issued during Summer 2022 are funded under separate funding). The funding available for services is highlighted under Areas of Focus.

Eligible Applicants

Applicants eligible to apply for funding under this RFP consists of private, non-profits; private for-profit corporations and units of government or departments therein who have the capacity to meet the requirements for service delivery as outlined in the Michigan Bureau of Aging, Community Living and Supports Operating Standards for Services Programs. Minority-, Female-, and Disability-owned organizations are encouraged to apply. This includes organizations (Pursuant to Public Act. 284 of 1972) who are incorporated with State statutes and authorized to conduct business in the State of Michigan.

Factors that disqualify applicants from being awarded funding include the following:

- Debarred/suspended parties are not eligible to apply for funding.
- Applicants who do not meet minimum screening criteria for applying for funding.
- Cannot demonstrate that organization is current in all local, state and federal taxes or have a formal plan to pay back taxes.
- Have not been in business for at least three years.
- Does not demonstrate financial viability – no positive fund balance or retained earnings (as demonstrated by a financial report with balance sheet showing a positive fund balance or retained earnings).
- Incomplete Grant Application(s)
- Insufficient Insurance that does not hold DAAA Harmless.
- Refusal to adhere to Performance-based Contracting Attestation.
- Non-compliance with current contract.
- Not signed by the Authorized Official of the organization.

Grant Award Period

The grant period for the grant award for services is October 1, 2023 – September 30, 2024.

RFP Submission

Organizations interested in applying for funding to provide services to 60-plus older adults and caregivers under the DAAA’s FY 2024 Mini-RFP can contact the agency at contractmtg@daaa1a.org between May 1 and May 19, 2023 (5:00pm EST) to receive access to the Share File Grant Portal. The links to the RFP Application and Instructions appear herein along with other documents for your convenience and are also housed on the DAAA Website at www.detroit seniorsolution.org/become-a-network-partner.

Please carefully read the application instructions in this RFP Instructions along with any information online or on forms before filling out the application. Please submit only one Agency Profile (Section I) as well as the Application, Budget and Unit Cost/Fee-for-Service forms for each service category (Section II) you are applying for and affix signatures on required forms prior to uploading grant application and budgets to: contractmtg@daaa1a.org by 11:59 PM EST on **Friday, May 26, 2023**.

It is important to note that this Request for Proposal is available to applicants wishing to provide Aging Services funded with federal American Rescue Plan Act funding. Providers already funded through Older Americans Act or state Older Michigianians Act funding will continue to be funded under the FY 2023 – FY 2025 Multi-Year Plan, if compliant. Direct Purchase of Services business supporting MI Choice Waiver or State-funded Care Management services utilize a different Request for Bid process.

Funded aging service providers as well as grantees through this FY 2024 RFP will receive a one-time only 75% Unit Rate Reimbursement and 25% Line-Item Grant award during FY 2024. All applicants applying for funding must sign a Terms and Conditions form acknowledging that they understand this arrangement.

Technical Assistance Workshop

Applicants may attend one of two Technical Assistance Workshops to obtain information about the Request for Proposal depending upon what they are applying for through this process. Please reference the schedule on pages 1-2.

It is strongly recommended that applicants attend the face-to-face event in case there are technical difficulties at the facility and/or on through their Internet service or computer. Technical Assistance will be available from May 1, 2023, through May 19, 2023, 5:00pm EST. *After that time these services will not be available.*

Shared File Access

Access to the Grant Portal via the ShareFile will be available from May 1, 2023, through May 19, 2023, 5:00pm EST. *After that time these services will not be available.*

Applicants must request access to DAAA's Shared File for uploading their grant application via **ContractMgt@daaa1a.org** so that they can upload grant applications, budgets and signed forms by May 26, 2023, by 11:59pm EST. Original copies and other needed documents for the contract will be requested later during Contract negotiations, if applicants are successful.

The Shared File Grant Portal will date/time stamp submittals and all applications after the deadline will not be accepted.

Proposal Review Process

The DAAA releases an open and competitive RFP every three years in preparation for the first year of its Multi-Year Plan. However, it reserves the right to release additional or new RFPs before the completion of the three-year planning and funding cycle if additional funding is available, providers are needed or if there is a need to replace entities no longer providing services.

Applicants are encouraged to check their grant application against the Proposal Check List provided on the DAAA Website to ensure that they have submitted all required documents.

During the RFP Proposal Review process, applicants deemed complete and accepted for further consideration by the DAAA are evaluated by a team of at least three (3) DAAA staff and/or external proposal reviewers according to the RFP Proposal Review Criteria. Funding Award recommendations of the Proposal Review Team are then presented to the Grant and Contract Review Committee, Executive Committee of the Board of Directors and the full Board for review and approval.

Notification of Award Approval or Denial & Appeals Process

All applicants will be notified in writing regarding the status of their grant application(s) submission through a Grant Award or Denial letter after the DAAA Board of Director's decision. Applicants who are denied funding will have an opportunity to appeal this decision ten (10) calendar days after receipt of the Denial letter. After contract negotiations, successful applicants will be sent the contract through DocuSign to prepare the Contract for Aging Services.

Applicants who have been denied funding will have the opportunity to appeal against the decision. Instructions on the appeal process appear at www.detroit seniorsolution.org/become-a-network-partner. Organizations denied funding may also be approached by DAAA to provide services through the Direct Purchase of Services agreements that support MI Choice Waiver and state-funded Care Management participants, if appropriate.

Contract Obligations

The awarded subcontractor shall commence the delivery of service for the level of units and/or participants, and in the manner described in the Contractor's application, under a negotiated contract and following the requirements for service delivery as outlined in the Michigan Bureau of Aging, Community Living Supports (Bureau of ACLS - formerly AASA) Operating Standards for Service Programs or DAAA Regional Service Definition, using the funds available to the DAAA and the Contractor. DAAA's Standard Multi-Year Contract for Aging Services boilerplate language will be shared with successful applicants to address specific Contractor responsibilities regarding performance, records and reporting, and financial management procedures.

Contract Compliance

Reporting Requirements

- ✓ Applicants must submit monthly program reports by the 10th of the subsequent month prior to reimbursement for services.
- ✓ Applicants must also submit monthly financial reports for line-item grants and invoices for line-item reimbursement.
- ✓ Any applicant required to submit NAPIS reports must do so by the 5th of the month following the previous month.

Bureau of Aging, Community Living and Supports & DAAA Compliance

- ✓ Applicants awarded funding must sign a contract with the DAAA that is in alignment with federal and state requirements.
- ✓ Successful applicants will be assessed at least once annually.
- ✓ Service provider agencies are required to attend Service Provider meetings.

Unique Entity ID and SAM Registration

Applicants must register to do business with the U.S. Federal Government by completing a registration process in the Federal System for Award Management, SAM.gov. As a part of the SAM.gov registration process, applicants will obtain a Unique Entity ID (formerly a Data Universal Numbering System DUNS number). If already assigned a Unique Entity ID, it is viewable in your SAM.gov entity registration record. Proof of registration, including your organization's Unique Entity ID, must be supplied to DAAA before funds are disbursed. Since registration may take up to one month, it is recommended to begin that process as soon as possible. If you have not already registered in SAM.gov, please click on this link, SAM.gov, to complete your registration.

Non-Debarment - Performing Medicare & Medicaid Services/Background Checks

Applicants must agree to monitor their staff monthly through the Office of Inspector General/System for Awards Management (OIG/SAMS) to ensure that all staff are not debarred from providing Medicare and Medicaid and have passed background checks, if awarded. This monitoring is required to ensure that the organization, its employees, subcontractors, and others involved in business operations are cleared to provide services.

Performance-Based Contracting

For the FY 2023 – FY 2025 Multi-Year Plan planning and funding cycle, DAAA has adopted a performance-based contracting model for 100% of the services that it funds through Older Americans Act and Older Michiganians Act funding. This means that DAAA will be transitioning traditional line-item grant-based programs to performance-based or fee-for-services contractual arrangements. To do this, DAAA has decided to transition agencies funded through these federal and state funds as follows:

- For FY 2023, DAAA required its traditional aging providers to accept 50% performance-based and 50% line-item grants.
- In FY 2024, the grant funding will be 75% performance-based/fee-for-service and 25% line-item funding model for providers funded in FY 2023.
- For new providers applying for funding who were not funded in the last two years, 100% Performance Based Contracting will be required.
- If any one-time only grants are funded in FY 2025 for a full year of funding, the contract will be 100% performance-based/fee-for-services as opposed to a line-item grant.

Line-Item Budget (will need one for each service category) Reference DAAA Website for instructions.

The required line-item budget must be completed and attached and add up to 100% of the request for FY 2024. DAAA will determine which portion of the grant will be reimbursed as a grant and which portion will be reimbursed on a fee-for-service basis.

Local Match and Program Income

A non-federal Local Match of 10% must be included in the total grant amount requested. For existing providers, a maintenance of effort amount is required based upon your last grant award. For ARPA funding, a 10% non-federal local match is required for new and existing grant awardees.

Program Income

A 5% Program Income is required.

Unit Rate/Fee-for-Service Form

The required Unit Rate/Fee-for-Service form must be completed and attached.

For detailed instructions on completion of the budget and unit rate/fee-for-service forms go to the DAAA Website Home Page and www.detroitseiorsolution.org/become-a-network-partner

Application Completion

General Cover Sheet – Please complete the General Cover Sheet and have the authorized official within your organization sign and date it. Program Operating Standards, Laws, Rules & Regulations and other information should be reviewed before signing this attestation form.

Proposal Check List – Use the Proposal Checklist to check whether you have completed and included the required sections and documents before submission of the application to ensure that you have not missed anything required. Include this completed document right after the General Cover Sheet and before the completed Application.

SECTION I: General Information

Instructions for Application Questions & Budgets – To prepare the Application, create a word document and use the outline below to answer all the questions in this application. Then complete the budget forms and attach the required attachments in the order described. Budgets and the Unit Cost sheet should be uploaded as MS Excel Spreadsheets or as a separate pdf in the case of the Unit Cost Fee-for-Service form.

1. **Agency Information Profile**

Provide a brief description of the agency’s background, mission, length of operations, experience in serving the target population, experience providing the proposed service(s) to older adults/caregiver or related target group offered by your organization.

2. **Financial Management**

Provide a description of the agency’s financial management of the agency. Include details regarding any audit findings in recent audits.

3. **Agency Administration**

Provide a description of the agency’s administrative capabilities, by answering each question concisely. Does your agency have a Board of Directors which meets frequently? Note membership, frequency of meetings and any standing committees of the Board.

4. **Client Grievance Procedures**

Describe the agency’s client grievance procedure and how clients will be made aware of this procedure.

SECTION II: Program Information

PROGRAM NARRATIVE - Provide a concise narrative addressing each question below. Long or elaborate responses will not enhance the prospects of approval.

Statement of Need

Clearly state the specific need the proposed project will address. Demonstrate an understanding of how the proposed project will impact needs.

Service/Program Description

1. **Program Overview** – State the proposed service to be delivered by your organization to meet the need stated under Statement of Need. Please reference the applicable AASA Operating Standard or DAAA Regional Service definition. Within the stated guidelines, please keep in mind that we are asking for a description of your organization’s proposed services and programs.
2. **Program Description** – Provide clear, concise responses to all the items listed. Additional information is requested for specific service categories only (as indicated).
3. **Community to be Served** – If your organization is not serving DAAA’s Service Area, please provide a sketch of a map showing the exact boundaries where your service(s) will be provided. Attach a map if a specific set of Zip Codes or sub-area is to be targeted under attachments.
4. **Target Population** – Describe the target population the proposed program will service. How will the program prioritize cultural diversity, address needs equitably and promote inclusion within the population to be served (i.e., plans for targeting frail, low-income, minority, disabled older adults, LGBTQ+ as well as Native American tribes and organizations).
5. **Covid-19 Response/Rebuilding** – How will the program reduce the impact from the Covid-19 pandemic on participants and the organization.
6. **Project Management and Staffing** - Provide detailed description of your management plans that clearly delineate each program member's area of responsibility and how key staff will be accountable for carrying out their responsibilities. Please name and describe any other partners your agency will be collaborating with to implement the project.
7. **Program Capacity** - Indicate the number of clients served on a monthly basis and an annual basis. Also describe plans to bring on any new programs. Also project the number of clients to be served and the hours of service or units to be served monthly and annually during the grant period. Projected Units and Clients must align with the budget and Unit Cost form.

8. **Consultant/Contractual Service Affiliation Agreement** – Describe the planned work of each consultant, independent contractors, or affiliate agency to be used to carry out services.

9. **Goals, Objectives, Outcomes & Work Plan** - Provide a description of your comprehensive work plan including goals, objectives, and timelines. Also describe three (3) measurable outcomes that you will use to determine the success of the program that highlight the impact of the service on the participants to be served. (If granted funding, a formal work plan will be required)

10. **Sustainability Plan & Procurement of Other Resources** - Describe the strategy to be used to continue the program after the ARPA funding is no longer available. Also note plans to procure other resources for support of the proposed program during the program period and after the grant period. Note specific public and private resources to be targeted. Resources to be used for the grant period should appear in the proposed budget.

SECTION III: Budget & Unit Cost Forms

Please complete the Line-Item Budget and the Unit Cost (Fee-for-Service) form outlining the fee-for-service rate for the services to be provided. The Unit Cost should align to the Line-Item Budget.

Reference the Line-Item Budget and Unit Cost Instructions on the DAAA Website. Applicants applying to provide traditional Community Wellness Service Center services should use the CWSC Line-Item Budget.

DAAA can only provide the percentage of funding that will be used to provide services to Older Americans Act participants and a 10% local non-federal local match is required.

SECTION IV: Attachments

All attachments should be labeled and uploaded as a single pdf. If your application is funded, a separate Face Sheet will be required for your Contract.

Attachment A: Face Sheet

Attachment B: Insurance Certificate and/or Listing of Insurances with Coverage Levels

Attachment C: Organizational Chart

Attachment D: Certified Audit Report or Unaudited Financial Statement Report

Attachment E: Any Audit Findings (Recent Fiscal Years)

Attachment F: IRS Form 941 with Proof of Payment

Attachment G: IRS Tax Return (i.e., Form 990 or 1120)

Attachment H: Articles of Incorporation

Attachment I: Agency’s 501 c (3) Notification Letter

Attachment J: Independent Contractor Agreement (Upload, if relevant)

Attachment K: Management / Program Staff Resumes or Job Description

Attachment L: Client Rights & Grievances

Attachment M: Information Technology Cybersecurity Policy

REFERENCES & SUPPORTING DOCUMENTS

AASA – Bureau of ACLS Operating Standards for Service Programs

Regional Service Definitions

- Community Service Navigator
- Social Determinants of Health Coordination

Community Wellness Service Center Line-Item Budget Form

Line-Item Budget Form

Line-Item Budget Instructions

Unit Cost Forms (Fee-for-Service Form)

Budget Instructions

Proposal Criteria / Score Sheet

Evidence-Based Program Handbook

Demographic Charts – 2016 – 2020 American Community Survey

Go to Home Page and www.DetroitSeniorSolution.org-become-a-partner to access the links to the FY 2024 RFP Application Guide, Application Questions/Template, Budget Attachments and References.



APPLICATION INSTRUCTIONS REMINDERS

1. All applicants interested in applying for funding to this RFP must review the RFP Application Guidelines /Instructions on the DAAA Website and request access to the Share File to upload their application(s) by contacting ContractMgt@daaa1a.org.
2. Applicants are required to attend one of two Technical Assistance Workshops regarding the RFP:

Technical Assistance Workshop #1 via Zoom - Monday, May 8, 2023, 10:00AM –12:00PM EST at via Zoom at <https://bit.ly/DAAA2024RFP>

Technical Assistance Workshop #2 - Wednesday, May 10, 2023, 10:00AM – 12:PM EST at the Sacred Heart Major Seminary, 2701 Chicago Boulevard, Detroit, MI 48206. This session will also be available via Zoom at <https://bit.ly/DAAA2024RFP>

Prospective applicants may join by Zoom, but in-person attendance is strongly encouraged to avoid technical difficulties.
3. All applications must be typed and printed out with appropriate signatures including all forms in the General Section.
4. Applicants must include sufficient detail when responding to each question outlined in the FY 2024 Mini-RFP Application. Proposal reviewers need clear, concise and complete responses.
5. All questions must be completed, unless otherwise stated in each service category form.
6. A letter signed by the Authorized Official of the agency indicating that the application has been reviewed and approved must accompany applications.
7. Use Proposal Checklist to ensure the proposals are submitted in order and correctly including all required attachments.
8. Review Bureau of ACLS (formerly AASA) Operating Standards for Service Programs and Regional Service Definitions found on DAAA Webpage to ensure compliance:www.detroit seniorsolution.org/become-a-network-partner
9. To meet the deadline, applications must be uploaded in the Shared File at ContractMgt@daaa1a.org by 11:59pm EST on Friday, May 26, 2023.

Questions may be submitted in writing via email to ContractMgt@daaa1a.org from May 1, 2023, through May 19, 2023, 5:00pm EST. Responses will be posted for all applicants on DAAA Website. Please review the responses before asking the same questions posted.