



FY 2027 – FY 2029 Multi-Year Plan Request for Proposals

INSTRUCTIONS & APPLICATION

Proposed Due By Tuesday, August 7, 2026

11:59PM Eastern Standard Time,

***Late Applications Will Be Rejected & Applicants
Must Meet Three Minimum Screening Criteria***

DAAA Planning and Service Area Region 1-A

*Detroit, Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores,
Grosse Pointe Woods, Hamtramck, Harper Woods, and Highland Park*

ALICE G. THOMPSON
Chairperson
Board of Directors

RONALD S. TAYLOR
President and Chief
Executive Officer

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**DETROIT AREA AGENCY ON AGING
FY 2027 – FY 2029 REQUEST FOR PROPOSAL
INSTRUCTIONS AND APPLICATION**

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INTRODUCTION – REQUEST FOR PROPOSAL OVERVIEW

The Detroit Area Agency on Aging (DAAA) is accepting proposals from interested applicants who will fully embrace *transformative, innovative, modernized and sustainable* approaches to serve older adults and caregivers within DAAA's service area. Applicants must also meet the Michigan Department of Health and Human Services' Aging, Community Living and Supports Bureau's (ACLS Bureau) Operating Service Standards and any local requirements for providing high quality services to DAAA's targeted population and focus on those with the greatest social and economic needs.

Services must be provided in the City of Detroit and central and eastern suburbs to 60-plus older adults or family caregivers. DAAA's service area under the Older Americans Act consists of the cities of Detroit, the five Grosse Pointes, Harper Wood, Hamtramck and Highland Park – Region 1-A.

DAAA is one of sixteen Area Agencies on Aging (AAAs) in the State of Michigan that serves as a planning, coordinating and advocacy agency for older adults and caregivers. Founded in 1980, the agency provides direct and contracted services through community-based organizations with federal Older Americans Act (of 1965, as amended) and state Michigan Older Michiganians Act (of 1981, as amended) funding.

Delivering 'home and community-based services' to older adults and caregivers is critically important because it enables 60-plus individuals to age in place with the supportive services they need. These services consists of access services that connects older residents and caregivers to programs and services; in-home services that assist older adults with activities of daily living; nutrition services to assist them to remain in their homes and communities; as well as community-based services that keep these residents healthy, safe in their homes, and connected to community resources that promote independent living with dignity.

For caregivers, tapping into in-home services, caregiver education, training and support as well as other community resources can greatly improve their lives and improve the quality care of care. Obtaining legal assistance to navigate guardianship, estate planning and other important issues they need to resolve can be a tremendous game changer.

DAAA has worked collaboratively with older adults, caregivers and community stakeholders to identify priority services that need to be rendered in the community over the next three years and this FY 2027-FY 2029 Request for Proposals highlights these services, the available funding and the service standards that applicants must adhere to deliver these programs and services to the community.

To offer these critically needed services, DAAA is making federal and state funding outlined below through three-year performance-based contracts to be reviewed and updated annually from October 1, 2026 – September 30, 2029. Funding for the first year of the three-year contract will be made available from October 1, 2026 – September 30, 2027. Service categories to be funded during this period include the following:

FY 2027-FY 2029 Service Categories for Older Adults to be Funded		
ACCESS SERVICES	Number of Potential Contracts	Proposed Funding Level
Case Coordination & Support	Up to 1	\$75,000
Outreach	Up to 6	\$61,710
Transportation	Up to 7	\$250,000
IN-HOME SERVICES		
Chore Services	Up to 5	\$32,084
Friendly Reassurance	Up to 5	\$48,769
Homemaker	Up to 5	\$194,725
Personal Care	Up to 5	\$124,725
COMMUNITY SERVICES		
Adult Day Services	Up to 3	\$145,381
Elder Abuse Prevention	Up to 1	\$12,947
Health Promotion-Evidence-Based	Up to 6	\$64,952
Health Promotion-Non-Evidence-Based	Up to 6	\$76,953
Home Repair Services	Up to 3	\$250,000
Legal Assistance – Older Adults	Up to 1	\$55,305

FY 27-FY 29 Caregiver Service Categories to be Funded		
CAREGIVER SERVICES	Number of Potential Contracts	Proposed Funding Level
Caregiver Case Management	Up to 2	\$28,000
Caregiver Education	Up to 4	\$114,656
Caregiver Supplemental – Legal Assistance	Up to 1	\$35,249
Caregiver Support Groups	Up to 3	\$43,303
Caregiver Training	Up to 6	\$35,249
Respite Care – In-Home	Up to 4	\$86,000
Respite Care – Out-of-Home (Day)	Up to 2	\$20,000
Respite Care -Out-of-Home (Overnight)	Up to 1	\$100,000
Kinship Case Management	Up to 1	\$10,000
Kinship Caregiver Education	Up to 2	\$30,000
Kinship Caregiver – Respite Care	Up to 1	\$20,000
Kinship Caregiver Supplemental – Legal Services	Up to 1	\$10,249
Kinship Support Groups	Up to 1	\$15,298
Kinship Caregiver Training	Up to 1	\$20,000

TIMELINE

Revised RFP Timeline & Milestones	
7/10/2026	RFP Legal Notice – Detroit Free Press & News Classified Ad Sections / E-Blast & Website Posting
7/10/2026 – 7/31/2026 5:00pm EST	Access to Share File to submit grant proposals provided (Email, faxes, drop offs are not accepted)
7/14/2026 & 7/16/2026	Technical Assistance Workshops – via Zoom Link
7/10/2026 – 7/31/2026 5:00 pm.	Frequently Asked Questions – Email via contractmgt@daaa1a.org ; FAQ Answers posted on www.detroit seniorsolutions.org/becoming-a-network-partner webpage
Friday, 8/7/2026 11:59pm Eastern Standard Time (EST)	Updated Deadline for Submission of Grant Application(s) through Share File (Ask for access from 7/10/2026 – 7/31/2026 via contractmgt@daaa1a.org – Note in Subject: Access to Share File
8/10/2026 – 8/31/2026	Grant Application Internal Review Process
9/1/2026 – 9/4/2026	Letters of Award & Denial Emailed
9/8/2026 – 9/25/2026	Contract Negotiations & Finalization of Contracts
9/28/2026 – 9/30/2026	Contract Negotiation Make Up Days (Cushion)
10/1/2026	Contracts began for Fiscal Year 2027 – October 1, 2026
10/7/2026	Service Provider Training (Program & Financial Reporting)

SERVICE CATEGORY DESCRIPTIONS

The abbreviated service categories outlined below will be funded over the next three years and must comply with the full MDHHS ACLS Bureau Operating Service Standards. Several service categories have local requirements outlined by DAAA which appear in italics. For a full description of each service standard requirements, please reference them in the Michigan Department of Health and Human Services ACLS Bureau Operating Service Standards link (dated September 15, 2025) which can be found in the Appendix of this RFP.

Access Services

Case Coordination & Support: The provision of a comprehensive assessment and ongoing monitoring of persons aged 60 and over with a complementing role of brokering existing community services and enhancing informal support systems when feasible. **Local Requirements:** Allows for 1) brokering and arranging of new and existing community services for individual participants and groups; 2) Referral to internal and external community resources; 3) Provision of services in-person, in-home, by telephone and/or virtually for active, isolated and homebound older adults; and 4) Support to participants via family, volunteers, care partners and other supports. **Unit:** one hour of service

Outreach: Efforts to engage, build awareness, and share aging resources and information with older adults, caregivers, community groups, human services agencies, and businesses who interact with the

aging community, with an emphasis on those interacting with target populations. Outreach does not include comprehensive assessment of need, development of a service plan, or arranging for service provision. **Unit:** one hour of service

Transportation: Centrally organized services for transportation of eligible persons to and from community facilities in order to receive support services, reduce isolation, and otherwise promote independent living. **Unit:** one, one-way trip per person, or one educational session

In-Home Services

Chore: Non-continuous/intermittent household maintenance tasks intended to increase the safety of the individual(s) living at the residence. **Unit:** one hour of service

Homemaker: Performance of routine household tasks to maintain an adequate living environment for older individuals with functional limitations. Homemaking does not include provision of chore or personal care tasks. **Unit:** one hour of service

Personal Care: Provision of in-home assistance with activities of daily living (ADL) for an individual including assistance with bathing, dressing, grooming, toileting, transferring, eating, and ambulation. Personal care does not include health-oriented services as specified for Home Health Aide Services. **Unit:** one hour of service

Friendly Reassurance: Making regular contact, through either telephone or in-home visits with homebound older persons to assure their well-being and safety and to provide companionship and social interaction. **Unit:** each contact with a homebound older person

Community Services

Adult Day Service: Provides respite to caregivers. Daytime care of any part of a day but less than 24-hour care for adults with functional and/or cognitive impairment, including dementia provided through a structured program of social and rehabilitative and/or maintenance services in a supportive group setting other than the participant's and/or caregiver's home.

Adult Day Services (ADS) provides meaningful activity, socialization, and enrichment opportunities for eligible participants to help; maximize optimal functioning, promote community living for as long as possible and delay placement into nursing home or other institutional settings. **Unit:** one hour of service to caregiver

Disease Prevention and 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. Services will be funded for Evidence-Based (Title III-D Funding) and Non-Evidenced-Based Programming (Title III-B Funding). **Unit:** One activity session or hour of related service provision, as appropriate.

- **Evidence-Based Programming** may only include classes for older adults offered with Title III-D funding that has been a research-based and proven results: D-PATH, PATH, Chronic Pain, Diabetes Prevention Program, EnhanceFitness, Walk with Ease, Mind Over Matter, Bingocize and other evidence-based programs approved by MDHHS.
- **Non-Evidence-Based Programming** may include other Health Promotion activities supported by Title III-B and/or other resources. **Local Requirements:** *May include intergenerational programming and referral to Social Determinants of Health that support health and wellness.*

Elder Abuse Prevention, Neglect and Exploitation Services: Activities to develop, strengthen, and carry-out programs for the prevention and treatment of elder abuse, neglect, and exploitation. **Unit:** One hour of contact with individual or organization(s) to coordinate prevention services.

Home Repairs: 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, chore, or home maintenance that must be repeated. **Local Requirement:** *Focus on accessibility and safety repairs not exceeding \$2,500 per participant. Prior approval by DAAA if over the cap and approval by the ACLS Bureau if over \$5,000.* **Unit:** one hour of allowable home repair tasks.

Legal Assistance: Provision of legal assistance through cases, projects, community collaborations and other services that provide the most impact whether for an individual client or group of older adults. Such assistance may be provided by an attorney, paralegal or student under the supervision of an attorney. Legal Services is a priority service under the Older Americans Act (OAA). Title III-B – Older Adults – Legal Services; Title III-E Supplemental Services – Legal for Caregivers and Supplemental Services - Kinship Support - Legal **Unit:** One hour of allowable services.

CAREGIVER SERVICES

Caregiver Case Management: A service provided for a caregiver that assesses needs, and arranges, coordinates, and monitors services to meet the individual needs of the caregiver. **Unit:** One hour of service

Caregiver Education: A service that is led by a trained individual, moderator, or professional, to facilitate discussions on common experiences, concerns of caregivers, and to develop a mutual support system. Support groups are typically held on a regularly scheduled basis and may be conducted in person, over the telephone, or online. **Unit:** One caregiver education session

Caregiver Supplemental: A program intended to provide goods and services to compliment the care provided by caregivers in response to needs that cannot otherwise be met **Unit:** One hour of service or goods purchased. Examples include legal services for caregivers and kinship families.

Caregiver Support Groups: A service that is led by a trained individual, moderator, or professional, to facilitate discussions on common experiences, concerns of caregivers, and to develop a mutual support system. Support groups are typically held on a regularly scheduled basis and may be conducted in person, over the telephone, or online. **Unit:** One session

Caregiver Training: A service that provides instruction to improve knowledge and performance of specific skills relating to caregiving roles and responsibilities. Skills may include, but are not limited to, activities related to health, nutrition, financial management, personal care, and/or communication. Evidence-based and Non-evidence-based training are allowed. **Unit:** One hour of training

Kinship Support: Provision of any caregiver service(s) for Kinship Families: Caregiver Case Management (one hour of service); Caregiver Education/Outreach(one session); Caregiver Support Groups (one session), Caregiver Training (One hour of training) and Respite Care (one hour of service) **Unit:** Determined by Type of Service Rendered

Respite Care: Provision of companionship, supervision and/or assistance with activities of daily living for persons with mental or physical disabilities and frail older persons in the absence of the primary care giver(s). Respite care may be provided at locations other than the client residence. Options include in-home respite care (day), out-of-home respite (day), and out-of-home respite (overnight). **Unit:** one hour of respite care service for caregiver.

SPECIALIZED SERVICES INSTRUCTIONS

DAAA will be soliciting special grant opportunities for applicants interested in providing the following services; Community Wellness Service Center, Legal Services and Respite Care. Please review definition of service categories.

Community Wellness Service Center

Community Wellness Service Centers are community-based focal points that provide one-stop shop services to older adults and caregivers within the DAAA service area. In addition to evidence-based and non-evidence-based services *, transportation, nutrition and other services they must provide services in alignment with the National Institute of Senior Centers (NISC).

NISC principles include:

- Nutrition support (Congregate, Home-Delivered Meals and/or Food Pantries)
- Health & Wellness (Evidence-Based and Non-Evidence-Based)
- Information & Assistance
- Social & Recreational Activities
- Community & Educational Resources
- Access Resources (Transportation, Benefits Screening and Counseling, etc.)
- Civic/ Social Engagement

The CWSC should also support purpose and strategic planning, community connections, governance, administration and human resources, financial management, evaluation, records and reports, accessible facilities, and robust program planning.

*Other applicants may apply for providing Evidence-Based and Non-Evidence-Based Services, but may not be designated a Community Wellness Service Center.

Legal Services

- Older Adults
- Caregivers
- Kinship Families

*Applicants may apply to provide one or more of the following services

Respite Care

- In-Home Respite (Day)
- Out-of-Home Respite (Day)
- Out-of-Home Respite (Evening)

*Applicants may apply to provide one or more of the following services

OTHER GENERAL REQUIREMENTS

- A. Eligible Applicants** - This Request for Proposals is soliciting applications from private, non-profit, governmental departments, or for-profits organizations who offer services in the nine-city services area of Region 1-A: City of Detroit, Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores, and Grosse Pointe Woods.
- B. Population to be Served** – Services under this RFP must be provided to persons 60 years of age and older, and/or caregivers unless otherwise specified in the eligibility criteria for a specific program.
- C. Targeting of Participants**
 1. Contracted providers are required to target participants with the greatest social and/or economic need with a particular emphasis on low-income and/or minority individuals.

2. Participants cannot be denied or provided with limited services because of their income or financial status. Key factors to prioritize clients waiting for services should be based on social, economic and financial needs as follows:
 - o **Social Need** – Isolated, living alone, age 85 years of age or over, minority group member, non-English speaking, etc.
 - o **Functional Need** – Person with disabilities who have limitations in ADLs, mental or physical inability to perform specific tasks, acute and/or chronic conditions, etc.
 - o **Economic Need** – Eligibility for income assistance programs, self-declared income at or below 125% of the poverty threshold.
3. Applicants should have a written list of persons who seek services from a priority service category, but cannot be served at that time. The Wait List must note the date the service was first sought. Eligibility must be conducted before placement on the Wait List.

D. Proposal Review and Selection Process

All full grant applications that meet the minimum screening criteria and received on time will be reviewed and evaluated by a RFP Review Committee comprised of DAAA Staff and DAAA Advisory Council members. This committee will use standardized Proposal Review Criteria as the basis for individual and consensus review that will result in recommendations to the Executive Office and Grants and Contract Review Committee before approval by the Executive Committee and full DAAA Board of Directors. DAAA reserves the right to request presentation of applications for funding in person to DAAA Staff, Grants and Contract Review Committee and/or the DAAA Board of Directors.

- E. Notice of Award** – All applicant will receive an Award or Denial Letter in writing within 7 – 10 business days after the DAAA Board of Directors' meeting.
- F. Appeals** – Those applicants whose grant application were denied by the DAAA have the right to an appeal regarding their denial. Written intent to appeal must be sent to DAAA within ten (10) days from the official notice of the denial.
- G. Contract Negotiations** – Final negotiation of the contract(s), as authorized by the

DAAA Board of Directors, will be conducted by DAAA Staff after Board selections have been announced, but prior to the actual start-up of services starting October 1, 2026. This will allow funding conditions to be finalized including client service levels, unit cost, budget modifications, and program design concerns as specified in the Notice of Award during the contract negotiations process.

- H. Marketing and Communications** - Contracted providers receiving funding through DAAA will actively participate in outreach and marketing efforts. Utilizing the approved DAAA Branding Guide, each contractor is required to display logo on all press materials, announcements, event flyers, brochures, banners, and any Equipment funded through the DAAA.

General Requirements Information Form

Complete the General Requirements Information Form completely and have the authorized official to sign it. The signature of the Authorized Official denotes that the organization is in agreement with complying with all federal and state laws and assurances.

This General Requirements Form provides evidence of compliance with the Minimum Screening Criteria for applicants:

- 1) Being in business at least three years as verified by the Letters of Incorporation;
- 2) Being current on their income taxes or have an approved payment plan with the US Department of Treasury's Internal Revenue Service; and
- 3) Being financially sound as documented by their submitted balanced budget statement in order to move forward for a full review of the proposal(s).

This form enables the authorized official of the applicant to sign off on the organization's willingness to comply with all relevant federal and state laws and regulations that they will be obligated to adhere to in the Contract, if funded.

APPLICATION INSTRUCTIONS FOR COMPLETION OF SECTION I

For Section I, please provide a short and concise narrative addressing each question in the Agency Profile

Agency 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), and total services offered. Include your most recent Annual Report.

Financial Management

- A. Provide a description of the agency's financial management of the organization. Include details regarding frequency of audits, any audit findings, any questions about disallowed cost in the past five years of audits.

B. Provide a copy of the following **REQUIRED** documents, labeled as attachments as indicated:

1. Certified audit for 2024 or 2025, including the audit report and management letter

OR, if the agency did not have a certified audit for 2024 or 2025, then attach the following two (2) financial statements with a notation of the qualifications of the person/entity that prepared the statements

- Statement of Financial Position (covering the last annual period preceding the issuance of this RFP).
- Statement of Activities (covering the last annual period preceding the issuance of this RFP).

2. Latest IRS Form 941 including proof of payment.
3. Current IRS Form 990 or 1120 or Other (completed and signed).

Agency Administration

- A. Provide a description of the agency's administrative capabilities, by answering each of the following questions concisely. Does your agency have a board of directors? At what frequency do they meet? Describe the qualifications of the agency's administrative staff, and turnover of administration. Attach copies of resumes of management to demonstrate experience and qualifications at the end of the application along with an organizational chart that indicates where the proposed program fits within the overall agency structure. Please include any accreditations the agency has earned. Indicate any strategies for generating any additional income.
- B. Describe Information system that will be used for maintenance and reporting of programmatic data including client demographic information, quantity and type of service, etc. Also describe the agency's current use of technology for communication. Are there protections in place to protect the agency against cybersecurity attacks and senior scams.
- C. Will all clients of in-home services or other services be given a copy of their rights, including their right to contact DAAA at any time (with address and phone number) and their civil rights and remedies; and will these documents be posted at all service offices? If yes, describe the procedure.
- D. Will a background check with the Michigan State Police and other sources (e.g. references, work history, etc.) be completed for the organization, all staff including all prospective in-home service workers and volunteers, prior to and throughout the contract before entry into any client's home? If yes, describe the procedure.
Background checks include Office of Inspector General (OIG) and Sex Offenders clearance and monitoring.

- E. Describe the organization's current Emergency Preparedness Plan or willingness to develop such a plan in accordance with the U.S. Department of Homeland Security recommendations (<http://www.ready.gov/business/>).

Client Grievance Procedures

Describe the agency's client grievance procedure, and how clients will be made aware of this procedure. All contractors must post the written procedure in offices (where applicable); a copy must be given to each in-home service client. Enclosed in the Instruction portion of the Request for Proposal is a Model Client Bill of Rights. Attach either the applicant agency's own written grievance procedure, or indicate the agency's commitment to adopt the DAAA **Grievance Procedure** Model. Include a statement indicating the agency's adherence to all posting and distribution requirements.

Section II - Program Information - Application for Each Service Delivery

Section II: A Program Information” packet must be completed for all of the service categories you are applying for, but your organization must carefully label responses for each service category you are applying for under each section in the same order to assist proposal reviewers to review and score your application. However, in the Work Plan and Budget Session of this packet, you must include separate work plans along with separate Budgets and Unit Cost Forms.

Contract Face Sheet – Listing of all Service Categories

Please ensure that all service categories selected in the “General Requirements Information Form – Agency Profile Form” are listed on the Contract Face Sheet included in Section II of this Grant Application.

Program Narrative

Under Section II of the Grant Application, please provide a concise Program Narrative addressing each question below that your organization is applying for over the next three year planning and funding cycle. Only include one program narrative, but include a labeled response for each service category you are applying for under this RFP.

Statement of Need

Clearly state the specific need for the proposed services that your organization is applying for under this RFP by labeling the statement of need responses for each service category. The program design, as described in the next portion of the proposal, should be developed so that the program will address the needs indicated in this Statement of Need section.

Program and Services Description

- A. **PROGRAM OVERVIEW (Consolidated)**– Provide a clear description of the proposed activities and services including the methods to be used to deliver the program/services for *each service category you plan to delivery and carefully label each program/service description by service category*. If appropriate, include a flow chart and label it for the specific service category your organization is implementing.

B. **PROGRAM DESIGN** – Provide clear, concise responses to the items listed below.

1. Describe how outreach activities will be accomplished.
2. Provide a client flow chart detailing how clients will move through the system, from intake to closure.
3. Describe the method for ensuring quality service delivery and quality indicators to be measured.
4. Detail the system for supervising review of client status.
5. Describe the staff orientation process and in-service training procedures.
6. Describe how clients will be prioritized.
7. Describe how emergency situations will be handled.
8. Detail the client termination process.
9. Describe how current and planned health-related activities will be incorporated into the proposed program.
10. Describe the expected outcomes from the proposed service.
11. Provide examples of the agency's current implementation of best practices research and models.

C. **Community to be Served** – 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. *If your targeted area is the same for each service category you are serving only one map is needed. If service areas differ, carefully list the services targeted in the map.*

D. **Target Population**– *Describe the target population the proposed programs will service by service category, if different populations are served.* 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)

- E. **Project Management and Staffing** – Provide a detailed description of your management and staffing plans *by service category* that clearly delineate each program member's area of responsibility and how key staff will be accountable for carrying out their responsibilities. If the same staffing is being used, note that this is the case. Please name and describe any other partners your agency will be collaborating with to implement the project by category, if the partners differ. *Carefully label each project management / staffing plan by service category.*
- F. **Consultant Services and Special Partnerships** – Please complete any independent contract/ consultant agreement. Describe the planned work of each consultant, independent contractor, or affiliate agency to be used to carry out services. DAAA must approve of independent contractors delivering services as a subcontractor. Also describe any special partnerships your organization plans to be engaged in to deliver the proposed services you are applying for over the next three years.
- G. **Program Capacity** - Indicate the number of clients served on a monthly and annual basis by service category and carefully label. 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.
- H. **Goals, Objectives, Outcomes & Work Plan** - Provide a description of your comprehensive work plan including goals, objectives, and timelines by service category and carefully label. 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 (Flow chart and/or logic model can supplement work plan.)
- I. **Sustainability Plan & Procurement of Other Resources** - Describe the strategy to be used to continue for *each* program after 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. *Label the sustainability plan for each service category.*

SECTION III: Budget & Unit Cost Forms (Set of forms needed for each service category)

Please complete the Line-Item Budget and the Unit Cost (Fee-for-Service) form outlining the fee-for-service rate for each service category proposed for grant funding. The Unit Cost should align to the Line-Item Budget. Make sure the budget and unit cost forms are clearly labeled. Reference the Line-Item Budget and Unit Cost Instructions on the DAAA Website. 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 match is required.

Attachments

All attachments should be labeled and uploaded.

Section I

Front Page: Completed Pre-Screening Checklist

Attachment A: General Requirements Information Form

Attachment B: A typed original of Section I

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

Attachment D: Organizational Chart -Global Version (All departments)

Attachment E: Certified Audit Report or Unaudited Financial Statement Report

Attachment F: Any Audit Findings (Recent Fiscal Years)

Attachment G: IRS Form 941 with Proof of Payment

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

Attachment I: Articles of Incorporation

Attachment J: Agency's 501 c (3) Notification Letter

Attachment K: Annual Report

Attachment L: Management / Program Staff Resumes or Job Description

Labeled by Service Category if different staffing is used

Attachment M: Grievances/ Bill of Rights

Attachment N: Information Technology Cybersecurity Policy

Section II

Attachment 1: Contract Face Sheet

Attachment 2: A typed original of Section II

Attachment 3: Map with street boundaries and zip codes

Attachment 4: Goals, Objectives, Outcomes & Work Plan for each Category
Flow Chart/ Logic Models Upload, if relevant

Attachment 5: Job descriptions of key program management & staff

Attachment 6: Consultant/ Contractor Agreement(s)-Upload, if relevant

Attachment 7: Special Partnerships Descriptions (s)-Upload, if relevant

Section III

Budget Pages: Detailed Budget and Unit Cost Form for each service category

APPENDICES - LINKS TO RESOURCES AND REFERENCES

REFERENCES & SUPPORTING DOCUMENTS

[MDHHS Bureau of ACLS Operating Standards for Service Programs](#)

[General Information Form](#)

[Contract Face Sheet](#)

[Shared File Access Budget Forms & Instructions](#)

[Unit Cost Forms](#)

[Share File Instructions](#)

[2025 Community Needs Assessment](#)

[Vision 2026 – 2030 Strategic Plan](#)

[Application Review Criteria & Scoring](#)

[Application Checklist](#)

[Contract Goals & Objectives Form](#)

[Evidence-Based Program Handbook](#)

[Regional & Community Profiles](#)

[Sample Insurance Form](#)

[Frequently Asked Questions](#)

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

