

TO: Potential Providers of Service to the Elderly
DATE: January 31, 2011
SUBJECT: REQUEST FOR PROPOSAL (RFP) APPLICATIONS FOR FY2012

Siouxland Aging Services (SAS) is seeking applications from organizations who which to provide the following services: Legal Services, Preventive Health Promotional Services, Chore Services (lawn care and snow removal), Grandparents raising grandkids, and senior center recreation to persons age 60 and over living in Cherokee, Ida, Monona, Plymouth and Woodbury county(s) in Iowa.

The enclosed Request for Proposal (RFP) application packet pertains to the period beginning July 1, 2011 thru June 30, 2012. Interested parties are asked to complete and submit the enclosed application. For an email application please email Siouxlandaging@siouxlandaing.org and request an email RFP application.

If you are applying for more than one service please complete a separate application for each service.

Completed proposals must be hand delivered or postmarked no later than 4:30 PM, Monday March 7th, 2011 to be considered for funding. If you have questions, please feel free to call

Request for Proposal

FISCAL YEAR 2012

APPLICATION

FOR

SENIOR LIVING PROGRAM FUNDS

AND

OLDER AMERICAN ACT FUNDS

TITLE IIIB SUPPORTIVE SERVICE

TITLE IIIE CAREGIVER FUNDS

July 1, 2011 through June 30, 2012

Siouxland Aging Services

2301 Pierce Street

Sioux City IA 51104

PH: 712-279-6900 (Sioux City) or

1-800-798-6916 (Toll Free)

Email: Siouxlandaging@siouxlandaging.org



SIouxLAND AGING SERVICES, INC.
APPLICATION
REQUEST FOR PROPOSAL TIMELINE
FY 2012

MARCH 7, 2011	APPLICATIONS DUE
MARCH 14, 2011	REVIEW COMMITTEE EVALUATES APPLICATIONS
MARCH 29, 2011	APPROVAL BY AREA ADVISORY COUNCIL AND SAS BOARD OF DIRECTORS
MAY 1, 2011	FUNDING NOTIFICATION
MAY AND JUNE 2011	GRANTEE TRAINING SESSIONS
JULY 1, 2011	FUNDS AVAILABLE
AUGUST 10, 2011	FIRST REPORT DUE TO SAS

Applications are being sought from organizations in the counties of Cherokee, Ida, Monona, Plymouth and Woodbury in Iowa that wish to provide and expand home and community based services to the elderly. These services will help the elderly to remain in the communities longer and delay the use of institutional care by seniors with low and moderate incomes. Those interested are being asked to submit an application to Siouxland Aging Services, Inc. who will award contracts based on the written proposal and criteria included herein.

“It is the mission of Siouxland Aging Services, Inc. to enable older lowans to live with maximum possible dignity, well-being, and independence.”

TARGETED POPULATION:

Efforts will be made to assist individuals under the Older American Act (OAA) with special emphasis on: Older individuals residing in rural areas; older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas); older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas); older individuals with severe disabilities; older individuals with limited English proficiency; older individuals with Alzheimer’s disease and related disorders with neurological and A-3 organic brain dysfunction (and the caretakers of such individuals); and older individuals at risk for institutional placement.

ALLOCATION PROCESS:

Siouxland Aging Services shall provide equal opportunity to all applicants and program beneficiaries and shall administer its programs in a manner which does not discriminate against any person because of race, creed, color, religion, gender, sexual orientation, age, physical or mental disability, political affiliation or marital status except where it is a requirement of law.

Applications will be reviewed and recommendations will be prepared and reviewed by the Advisory Council President SAS Program Directors and submitted to the Board of Directors. The Board of Directors has the authority to accept the recommendations or modify them as it sees fit.

Funding at any level is not guaranteed or automatic. All applicants should recognize that historical funding is only one of the factors which are considered.

Other factors which influence the final allocation of funds include: funding provided in the past, the need for services as described by the applicant, compliance and performance by providers in previous years, and mandated funding levels for certain services.

Those involved in the review process will do their best to balance the various factors in a consistent, fair and defensible manner. In most cases increasing funding for one service will result in less funding for other services in that county unless additional funding is available.

FUNDING AMOUNT FOR WHICH TO APPLY:

Applicants are counseled to apply for funds needed to maintain services, to improve the quality (cost of living increases, staff development, equipment needs, etc.) and if needed to expand services. However, recognize that federal and state funding is uncertain. Justification for requesting increased funding must be explained in the application narrative.

Siouxland Aging Services is seeking Requests for Proposals for the contract period of July 1, 2011 through June 30, 2012.

REQUEST FOR PROPOSAL – DESCRIPTION OF SERVICES

SERVICE	SERVICE DEFINITION NATIONAL AGING PROGRAM INFORMATION SYSTEM (NAPIS)	NAIS UNIT OF SERVICE	Older American Title III Funds
Legal Services	Provision of legal advice, counseling and representation by an attorney or other person acting under the supervision of an attorney.	One hour	Title IIIB
Preventive Health Promotional	Preventive health service designed for the purpose of promoting the health of older adults by conducting health assessments and teaching clients about ways to maintain, restore and improve their health as older adults and provide information about community health care services and resources including referral to appropriate resources for assistance, such as evidence based programs – Matter of Balance and Better Choices/Better Health.	Contact (Client)	Title IIID Preventive Health
Chore Services (lawn care and snow removal)	Providing assistance to persons having difficulty with one or more of the following instrumental activities of daily living; lawn care and snow removal.	One hour	Title IIIB
Grandparents Raising Grandchildren	Support of a grandparent or step-grandparent of a child, or a relative of a child by blood or marriage, who is 55 years or age or older and: (A) lives with the child; (B) is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and (C) has a legal relationship to the child, as such legal custody or guardianship or is raising the child informally. The term “child” means an individual who is not more than 18 years of age or who is an individual with a disability.	Contact (Client)	Title IIIE
Senior Center Recreation	To participate in leisure time activities such as sports, performing acts, games and crafts, either as a spectator or as a performer, facilitated by a provider.	hour	Title IIIB

PROGRAM NARRATIVE

Each service you are proposing requires a separate narrative.

Briefly describe the total service and more fully describe the part of the service to be supported by the funds for which you are applying. The description of the project must address, at a minimum, each of the following:

1. Type of service to be provided.
2. Describe your plan for providing the service;
 - a. Geographic area to be served.
 - b. Willingness to cover multiple counties/areas
 - c. The fee or contribution process.
 - d. Staffing
 - e. Other pertinent information
3. Criteria for eligibility
4. Services already provided by the applicant to the elderly.
5. Any other pertinent information, including documentation of efforts to coordinate services with other aging service providers, i.e., letter of agreement, contract, etc.
6. Involvement of the participants and the community in program direction
7. Documentation of unmet needs in your service area.
8. Document specifics of how you will serve the targeted population. Targeted population being Older individuals residing in rural areas; older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas); older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas); older individuals with severe disabilities; older individuals with limited English proficiency; older individuals with Alzheimer's disease and related disorders with neurological and A-3 organic brain dysfunction (and the caretakers of such individuals); and older individuals at risk for institutional placement.

Attach additional pages as needed for narrative. Send this sheet with program summary.

APPLICATION INSTRUCTIONS

Applications determined to be incomplete will not be eligible for funding.

Description of Services Requested by Siouxland Aging Services, Inc.

Program Narrative – one for each service you are proposing to provide.

Program Summary – this excel spreadsheet summarizes, expenditures, match, clients to be served and units according to the Description of Services page.

Complete funding/service based on the following criteria, in the column indicated.

- A. Name/address/phone/fax/email of agency requesting funds.
- B. Contact name. The authorized individual that will correspond with SAS.
- C. Service your agency proposes to provide. (One service per form)
- D. Counties to be served. Check all geographic area(s) the proposed project will serve. The area/clients must be in Cherokee, Ida, Plymouth, Monona or Woodbury counties in Iowa.
- E. Amount of Funds requested. (Projected units of service times the cost of unit per service.)
- F. Matching funds (SAS requires a 15% match)
- G. Total Requested funds (request plus match)
- H. Cost per unit of service to be provided. Please note: No unit of service rate can be greater than the Elderly Waiver maximum amount.
- I. Number of 60+ clients: Total unduplicated number of clients, 60+, projected to receive service during the project year.
- J. Total # of Units of service to be provided. (Total funding request divided by the cost per unit)
- K. Total # of Units per client: How many units each client may receive from funding. (Total # of units provided divided by #60+ clients served)
- L. Low Income: number of clients 60+ with low income (below \$24264/year) projected to receive service during the project year. (Income levels are updated each year in January by the US Department of Health & Human Services. This adjustment will be noted on awarded contracts).

- M. Moderate Income: number of clients 60+ with moderate income (between \$24,643 - \$32,490/year) projected to receive service during the project year. (Income levels are updated each year in January by the US Department of Health & Human Services. This adjustment will be noted on awarded contracts).
- N. Minority 60+ clients: The number of 60+ projected to receive service during the project year that identify themselves according to racial or ethnic categories of African American, Asian, Hispanic, Alaskan Native/American Indian, and Asian/Pacific Islander.
- O. 75+: the number of clients 75+ projected to receive service during the project year
- P. Signature and Date: Signature of person authorized to sign.

Program Assurances, Exhibits and Affirmative Action Policy Statements are a few of the items that will be necessary in the final contracts awarded.