



2022

Request for Contract Proposals

And

Proposal Handbook

For

**Older Americans Act Title III-B Supportive Services Including
Homemaker • Chore • Transportation • Assisted Transportation
Legal Assistance • Legal Education**

PROPOSAL DEADLINE: The proposal must be completed by **4:30 p.m., on Wednesday, September 22, 2021**, at which time the ability to submit via MNRAAA's grant platform will be closed. Late responses are not accepted.

Direct Questions to:

Rhonda Hiller Fjeldberg, LSW, Grant and Contract Manager
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Responses to questions will be posted on the applicant portal in MNRAAA's grant platform.

Technical Assistance is Available from MNRAAA's Program Development Staff.

See a map of MNRAAA service area on page 2 for the Program Developer in your area.

Successful applicants must abide by state EOE policies.

Mission Statement

The Minnesota River Area Agency on Aging provides advocacy, information, resources and assistance so that older adults can maintain the lifestyle of their choice.

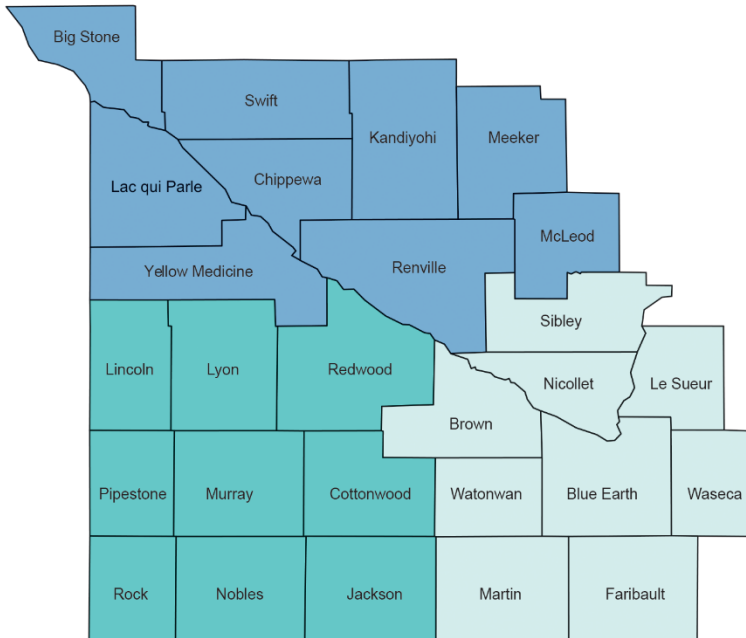
Table of Contents

I.	GENERAL INFORMATION	3 - 6
	A. Request for Contract Proposals.....	3
	B. Conditions.....	3 - 5
	C. Eligible Persons.....	5
	D. Target Populations	5 - 6
II.	REVIEW AND SELECTION PROCESS	6
	A. Planning Committee	6
	B. Submission and Review	6
III.	APPEAL PROCEDURE	7

IMPORTANT NOTES:

- (1) All MNRAAA documents and forms related to the 2022 Title III Funding Cycle can be accessed in MNRAAA's grant platform.
- (2) All references to other documents, i.e. Older Americans Act, Office of Budget and Management circulars, Minnesota Board on Aging's Area Agency on Aging Operations Manual, are contingent upon their compliance with the most recent amendments to the Older Americans Act of 1965 and any federal or state laws or circulars that supersede those referenced.

Program Developers in the MNRAAA service area:



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I. General Information

► This handbook should be used in conjunction with the [Title III Provider Handbook](#) and the [Cost Sharing Tool Kit for Title III Service Providers](#). The Title III Provider Handbook should be reviewed in detail prior to submitting a Title III contract proposal. Frequent references will be made to specific topic areas included in these documents. ◀

A. Request for Contract Proposals

Title III-B Supportive Services funding is designed to develop or expand a broad range of services for persons age 60 and older.

MNRAAA is seeking providers of the following Title III-B services:

Title III-B Supportive Services				
Service	Unit	Definition	NAPIS Registered	Cost Share
Chore*	1 hour (partial hour may be reported to two decimal places, e.g. 0.25 hours.)	Performance of heavy household tasks (including but not limited to washing floors, windows and walls; basic home maintenance; or moving or removal of large household furnishings and heavy appliances) provided in a person's home and possibly other community settings. Tasks may include yard work or sidewalk maintenance in addition to heavy housework.	Yes	Yes
Homemaker*	1 hour (partial hour may be reported to two decimal places, e.g. 0.25 hours.)	Performance of light housekeeping tasks provided in a person's home and possibly other community settings. Task may include assistance such as preparing meals, shopping for food and other personal items, managing money, answering or making telephone calls /other electronic communication or doing light housework (including but not limited to laundry).	Yes	Yes
Assisted Transportation*	1 one-way trip	Services or activities that provide or arrange for the travel, including travel costs, of individuals from one location to another. This service includes escort or other appropriate assistance for a person who has difficulties (physical or cognitive) using regular vehicular transportation. Provides a gentle arm for assistance from the first door of the rider's residence, to any type of vehicle and from the vehicle to the first door of the destination. Assistance with mobility devices and other types of assistance to ensure the older individual is supported within this service delivery.	Yes	Yes
Transportation*	1 one-way trip	Provision of a means for going from one location to another. Does not include other activity.	No	Yes
Legal Assistance*	1 hour (partial hour may be reported to two decimal places, e.g. 0.25 hours)	Legal advice and representation provided by an attorney to older individuals with economic or social needs as defined in the Older Americans Act, Sections 102 (a) (23 and 24) and in the implementing regulation at 45 CFR Section 1321.71. Legal service includes, to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of a lawyer and counseling or representation by a non-lawyer where permitted by law (Source: OAA) Service providers shall target individuals with the greatest economic or social needs; however, income information may not be required as a precondition of receiving services from provider. Does not include legal education.	No (To meet OAAPS** requirements, this Restricted Service reports demographic and consumer characteristics as an aggregate, protecting personal identifying information.)	No
Legal Education	1 session	A presentation to inform older persons of their legal rights/ benefits and how to access the legal system.	No	No

B. Conditions

1. This request is a solicitation for proposals and is not to be construed as an offer, a guarantee or promise that Title III funds for the service or goods referred to herein will be awarded by MNRAAA. MNRAAA retains full discretion to abandon the request at any time, for any reason, without liability to the proposers for any damages including, but not limited to, proposal preparation costs.
2. MNRAAA's grant and contract manager and/or program development staff are available to provide technical assistance in developing proposals; however, all responsibility for the development and submission of the proposal rests with the proposer.
3. The project period is January 1, 2022 – December 31, 2022.

Title III-B contracts will be awarded funding for one year and are subject to renewal for two additional years. Approval of contract renewal years is not guaranteed but will be based on a renewal proposal, past performance, availability of funds, emerging needs/gaps in service, federal, state and local priorities, etc.

4. MNRAAA will only accept Title III-B proposals for the services listed in Section A.
5. All proposals must propose to provide services in all or a portion of the twenty-seven county service area in order to be funded.
6. MNRAAA will only accept Title III-B contract proposals requesting federal funds in the amount of \$6,000 or more.
7. A local match of either cash and/or in-kind is required based on an 85% federal (Title III-B) / 15% local (cash and/or in-kind) funding ratio.
8. Proposers seeking funds under Title III-B must submit proposals for those funds by using the forms, instructions and format prescribed by MNRAAA. Applications that are incomplete, i.e. do not supply all of the required forms, responses and information will not be reviewed and will receive no further considerations. MNRAAA reserves the right to waive minor or immaterial irregularities.
9. The OAA places a “maintenance of effort” requirement on Title III funding. In general, federal funds should not be used to supplant state or local resources in place prior to the award. Federal funds should be used to expand services, unless otherwise specified in law or regulation.
10. Cost sharing is required for all Title III services *except*:
 - a. Information and assistance, outreach, benefits counseling, or other case management services.
 - b. Ombudsman, elder abuse prevention, legal assistance or other consumer protection services.
 - c. Congregate and home delivered meals.
 - d. Any service delivered through tribal organizations.

See *Title III Provider Handbook, Section II.G.* and the *Cost Sharing Tool Kit for Title III Service Providers* for detailed information on cost sharing requirements.

11. Title III-B providers cannot:
 - Mandate a fee or rate; or
 - Means test for any service.

In no case shall the grantee deny the provision of service to an individual who is unwilling to participate in cost sharing or make a voluntary contribution. Cost share and voluntary contributions shall be used to expand the service for which the contribution was given.
12. Funded providers should be knowledgeable about payment options other than Title III-B. All primary payers, including third-party payers, Medicare, Medical Assistance, Home and Community-Based Medicaid Waivers, health plans, et.al. should be maximized whenever possible for qualifying participants. Services funded under any of these payer sources are not eligible for payment with Title III funds.
13. The proposal must indicate any limitation to the proposer’s ability to provide services as specified in this request. Any misrepresentation within a proposal is grounds for disqualification of the entire proposal and/or termination of any contract agreement resulting from a proposal containing a misrepresentation. Misrepresentation includes failure to differentiate between current capacity and capacity to be developed.

14. MNRAAA reserves the right to make a determination of capacity without further discussion with the submitting proposer. Therefore, the proposal should reflect what the proposer is capable of providing. Modification of the proposal will be accepted only if requested by MNRAAA.
15. Contract awards will be made for proposals that are the most advantageous to MNRAAA, the twenty-seven county service area and the persons proposed to be served.
16. Provisions from this request will be incorporated into the contract agreements that result from this competitive process. Each approved proposal becomes a binding part of the contract agreement and the proposer will be monitored to ensure compliance with the proposal and the agreement.
17. MNRAAA reserves the right, at any time and at its sole discretion and without penalty, to reject any and all proposals and to issue no contract award(s) as the result of this request.
18. Title III-B funded projects must abide by all contractor requirements and responsibilities as outlined in MNRAAA's *Title III Provider Handbook*. The handbook includes policies, standards, and procedures for administration of Title III under the OAA of 1965, as amended, United States Code (USC) Title 42, Sections 3001 – 3058 (2016), 45 Code of Federal Regulations (CFR) Part 1321, Minnesota Statutes (MN Stat. Section 16A, B and C, Section 256/975, and 45 CFR Part 75. Grantees must abide by all applicable laws and regulations whether reflected in the handbook or not.
19. Title III-B funded projects must ensure current and accurate project information is available through the MinnesotaHelp Network™, i.e., Senior LinkAge Line®, www.MinnesotaHelp.info®.
20. In specific situations and conditions, any of the policies, requirements, criteria, etc. outlined in this section can be waived by the MNRAAA Board of Directors.

C. Eligible Persons

Eligibility for services is controlled by federal and state laws and regulations including, but not limited to, those found in the OAA, AAA Operations Manual, OMB Circulars, etc. In general, persons 60 years of age or older are eligible for OAA Title III-B services, however, special emphasis must be placed on specific target populations.

D. Target Populations

The Title III-B funding program is designed to meet the needs of all eligible persons; however, the OAA requires that special emphasis must be placed on specific target populations. Target populations include, but are not limited to: individuals residing in rural areas; individuals with greatest economic need; individuals with greatest social need; individuals at risk for institutional placement; individuals with severe disabilities; individuals with limited English proficiency; and individuals with Alzheimer's disease and related disorders, with particular attention to individuals who are of low-income minority status. See *Title III Provider Handbook, Section I.B.* for detailed information on target populations as defined by the OAA.

In addition, the following targeting criteria should be used to reach older adults with the greatest need for:

- Assisted Transportation – target individuals who have difficulty (physical or cognitive) with using private or public transportation.
- Chore – target services to individuals who have difficulty with heavy housework, yard work or sidewalk maintenance.
- Homemaker – target services to individuals who have difficulty with one or more Instrumental Activities of Daily Living (IADL), such as preparing meals, shopping for food or other personal items, managing money, using the telephone or light housekeeping.

II. Review and Selection Process

A. Planning Committee

A Planning Committee, appointed by the MNRAAA board chair and approved by the board, will make recommendations for Title III funding awards. The Committee has the authority and autonomy to recommend awards based on a variety of factors, i.e., funds available, current funding priorities, funding criteria, proposal content, proposer interview, past performance (if applicable).

B. Submission and Review

All proposers are required to submit a complete proposal, in the format and by the deadline specified by MNRAAA. MNRAAA will undertake a systematic review of the form and content of the proposal. The proposal will be reviewed for mathematical accuracy, programmatic content, and conformity to funding criteria and the Request for Proposals.

After such review, MNRAAA will make comments to the proposer. Revisions and/or responses to comments will be required to be completed by a specified date.

All proposals will be reviewed by the Planning Committee.

Proposers will be required to attend one Planning Committee meeting, present their proposed project and respond to questions. Based on the proposal review and the proposer presentation, the Planning Committee will evaluate the proposals, develop funding recommendations for each proposal and submit the recommendations to the MNRAAA board.

The MNRAAA board will review the Planning Committee recommendations at a regularly scheduled or special meeting. The board will make funding awards based on a review of the Committee recommendations and consideration of proposals that are in the overall best interest of MNRAAA, the twenty-seven county service area and the persons proposed to be served. MNRAAA will notify proposers of the action taken by the board and of their right to appeal. MNRAAA reserves the right to reject any or all proposals.

III. Appeal Procedure

Unsuccessful proposers have the right to appeal a decision made by MNRAAA. A proposer must provide written notice of its intent to appeal to MNRAAA. The Notice of Appeal must be directed to the executive director of MNRAAA within 10 working days of notification of MNRAAA's decision. The Notice of Appeal must describe the adverse action taken, who took the action, and the reason for believing the action to be in error. No additional information should be included. Notice by electronic media such as facsimile (FAX) transmittal or email will not be accepted. **MNRAAA shall consider an appeal on procedural grounds only and shall not consider issues of merit.**