III-B, III-D, III-E Request for Proposal Questions

For Reference Only. All applications MUST be completed on the SmartSimple Grants System to be considered for funding.

Program Planning

1. Describe how your organization assessed the service area and the target population to be served. Describe how your organization utilizes current demographic information, data and relevant research in order to maximize the number of persons your services will reach and to ensure your services are provided to older adults in greatest economic and social need as outlined in the above Statement on Serving Populations in Greatest Economic and Social Need.

2. Describe how your organization will reach and provide services to those in greatest economic and social need as outlined in the above Statement on Serving Populations in Greatest Economic and Social Need.

Program Design and Delivery

1. Describe your organization's plan to provide the proposed services. Include when and where (locations, times, days of week) and how (methods of delivery) the service will be delivered and by whom. In addition, describe how your agency has been successful in engaging target populations as defined above and is a trusted and respected source for these populations.

2. Describe how participant information and documentation will be maintained, including methods to ensure confidentiality of all records. New applicants: provide a sample data collection form (e.g. Intake Form) or describe the types of participant data to be collected.

3. Describe how your organization would adjust program design and delivery in the event of a natural disaster and/or pandemic.

Program Operations

1. Describe your plan for staff (and if applicable, volunteer) screening, training, supervision and retention for the proposed services.

2. Describe your process to evaluate service delivery, including participant satisfaction and outcomes. Explain how program adjustments will be implemented based on results. Describe a scenario where your organization used feedback to improve programs and services.

3. Describe how your organization provides services that are culturally competent and responsive to diverse populations, including your plan to provide barrier-free access to inquirers who speak languages other than English; inquirers with hearing or speech impairments; and for persons with disabilities at the facility (or facilities) where the proposed services are provided.

Performance Experience and Capacity

1. *Program Performance:* Current grantees of the proposed service: AgeGuide will review internal data to evaluate current and past performance in meeting standards over time as defined by AgeGuide: timeliness and accuracy of their current service demographic data; program reports; past productivity (clients and units) for the proposed service in the proposed service area; and performance findings AgeGuide monitoring reviews. New Applicants: Letters of reference showing that applicant has met grant or contract requirements including timeliness and accuracy of program reports, program performance deliverables, whether the applicant has history of providing the proposed service in the proposed service area, overall program performance; history providing any other Title III services.

2. *Grant Performance:* Current grantees of the proposed service: AgeGuide will review internal data to evaluate current and past performance in meeting standards over time as defined by AgeGuide: timeliness and accuracy of their, fiscal reports and performance findings related to financial audits and AgeGuide monitoring reviews. New Applicants: Letters of reference showing that applicant has met grant or contract requirements including timeliness of fiscal reporting, overall fiscal performance in financial audits and other grant standards.

Outreach and Coordination within the Community

1. Describe how you plan to maintain a physical presence in the county, including the public awareness efforts your organization will undertake to assure that older adults, those caring for them, and the public know about the proposed services and how to access them.

2. Describe how your organization will coordinate with other service providers in your community.