



**AgeGuide Northeastern Illinois  
Request for Proposals  
Award Period: October 1, 2022 – September 30, 2023**

Older Americans Act  
Title III-C1 Congregate Meals

**Due Date: June 15, 2022**

AgeGuide Northeastern Illinois  
1910 S Highland Avenue, Suite 100  
Lombard, IL 60148

RFP Materials Available: [www.ageguideorg/rfp](http://www.ageguideorg/rfp)  
Questions: [rfps@ageguide.org](mailto:rfps@ageguide.org)

AgeGuide does not discriminate in admission to programs or treatment of employment in programs or activities in compliance with the Illinois Human Rights Act; the U.S. Civil Rights Act; Section 504 of the Rehabilitation Act; the Americans With Disabilities Act of 1990; the Age Discrimination in Employment Act and the U.S. and Illinois Constitutions. If you feel you have been discriminated against, you have a right to file a complaint with the Illinois Department on Aging. For information call 1-800-252-8966 (Voice & TDD)

Funded by Older Americans Act and Illinois General Revenue Funds from the Illinois  
Department on Aging

## TABLE OF CONTENTS

|  |    |
|--|----|
| <b>1. Program Description</b>                        |    |
| AgeGuide and History of the Program                  | 3  |
| Purpose of the Older Americans Act                   | 3  |
| Purpose of the American Rescue Plan Act              | 3  |
| Purpose of the Request for Proposals                 | 3  |
| Funding Priorities                                   | 4  |
| <b>2. Award Information</b>                          |    |
| Award Period   | 4  |
| Targeting Objectives                                 | 4  |
| Fundable Services Under this RFP                     | 5  |
| Anticipated Number of Awards                         | 5  |
| Renewals   | 5  |
| Funding Formula                                      | 5  |
| Estimated Funding Amounts                            | 5  |
| <b>3. Eligibility Information</b>                    | 6  |
| <b>4. Application Submission Information</b>         |    |
| Letters of Interest                                  | 6  |
| Application Materials                                | 7  |
| Application Due Date                                 | 7  |
| Application Submission Method                        | 7  |
| Technical Assistance                                 | 7  |
| <b>5. Application Review Information</b>             |    |
| Non-Responsive Applications                          | 7  |
| Review Criteria                                      | 7  |
| Request for Additional Information                   | 8  |
| Review of Risk                                       | 8  |
| Notification and Appeals Process                     | 8  |
| Grant Agreements                                     | 8  |
| Acceptance of AgeGuide Financial Assistance          | 8  |
| <b>6. Award Terms and Administration Information</b> |    |
| Compliance with Uniform Grant Rules (2 CFR 200)      | 9  |
| Maintenance of Effort                                | 9  |
| Compliance with Registration Requirements            | 9  |
| Grantee Financial Management System                  | 9  |
| Modification to Approved Service Funding Amounts     | 9  |
| Disbursements  | 10 |
| Matching Share Requirements                          | 10 |
| Grantee Payments: Share Determination                | 10 |
| Reporting Requirements                               | 11 |
| Performance Measures                                 | 11 |
| <b>7. RFP Contact</b>                                | 11 |

## **PROGRAM DESCRIPTION**

### **AgeGuide and History of the Program**

AgeGuide Northeastern Illinois is one of 622 Area Agencies on Aging throughout the United States and one of 13 in Illinois. Created by Congress to implement the Older Americans Act, Area Agencies on Aging coordinate a wide variety of services for persons age 60 and older. In 1974, the Illinois Department on Aging designated the Agency on Aging Northeastern Illinois as the Area Agency on Aging for DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will counties. Over 700,000 older adults reside in our agency's eight county service area.

At AgeGuide Northeastern Illinois, we believe all older adults deserve to age well. It is our mission to empower older adults to remain independent, connected and to age well. We do that through our advocacy and coordination of life changing resources such as meals, transportation, caregiver and family support. These meaningful services optimize quality of life and offer peace of mind.

AgeGuide is a non-profit organization that works closely with the Administration on Community Living, Illinois Department on Aging and many other agencies to address both the immediate and long range needs of older adults. One of AgeGuide's primary functions is to award funding to local agencies in each county to provide vital Older Americans Act services. AgeGuide then monitors these services throughout the region to ensure they are of high quality and the funds are spent appropriately.

Funds available through this Request for Proposal (RFP) are distributed through IDOA based upon state funding formula and an approved AgeGuide Plan for ARPA funding for Area 02.

### **Purpose of the Older Americans Act**

The purpose of the Older Americans Act is to maximize the quality of life of older persons. The Illinois Department on Aging (IDOA) provides federal Older Americans Act funds (Title III) and State General Revenue Funds (GRF) to regional Area Agencies on Aging for this purpose. The State of Illinois is divided into 13 Planning and Service Areas (PSAs), each with its own Area Agency on Aging, to stimulate the development or enhancement of coordinated community-based systems, resulting in a continuum of services to persons age 60 and older. These services help seniors stay as independent as possible in their homes and communities and avoid hospitalization and nursing home care. Using an intrastate funding formula, IDOA awards sub grants under each approved Area Agency on Aging Area Plan. The funding formula reflects the proportion among the Planning and Service Areas of persons age 60 and over in greatest economic or social need, with particular attention to low-income minority individuals and those at risk of institutionalization. The Area Agencies on Aging in turn make sub grants to local service providers, while advocating and representing the best interests of older persons and their caregivers.

### **Purpose of the Request for Proposals**

The purpose of this RFP is to solicit applications for services in Planning and Service Area 02 for the period October 1, 2022- September 30, 2023 to meet Older Americans Act objectives. This RFP is competitive and all organizations that meet the requirements are eligible to apply.

### **Funding Priorities**

AgeGuide Northeastern Illinois' priority is to assure that program efforts and funding are appropriately

targeted to those with greatest social and economic need. AgeGuide requires that proposals target older adults who face barriers to receiving services due to racial, cultural, economic or other reasons documented by the applicant.

|                          |
|--------------------------|
| <b>Award Information</b> |
|--------------------------|

**Award Period**

The funding period for awards granted through this RFP is October 1, 2022-September 30, 2023.

**Targeting Objectives**

As outlined in the AgeGuide Northeastern IL *General Service Requirements*, providers must assign priority, in the provision of services, to older adults in greatest economic and social need (“target populations”), at a rate at least in proportion to the incidence level of each group within the county. To achieve this outcome, providers must develop strategic plans to reach and provide services to these target populations which are defined in the federal Older American’s Act and the Illinois Act on the Aging as the following:

- Older adults with income at or below federal poverty guidelines,
- Minority older adults,
- Older adults age 75+,
- Older adults living alone,
- Older adults with Limited English Proficiency,
- Older adults who are frail,
- Older adults with severe disabilities,
- Older adults with dementia and related disorders (and their caretakers), and
- Older adults at risk for institutional placement.
- The Illinois Act on the Aging [20 ILCS 105/3.11] expanded the definition of “greatest social need” to the need caused by noneconomic factors that restrict an individual's ability to perform normal daily tasks or that threaten one’s capacity to live independently.
  - These factors include:
    - Physical or mental disability,
    - Language barriers and,
    - Cultural or social isolation caused by, among other things, racial and ethnic status, sexual orientation, gender identity, gender expression, or HIV status.

**Fundable Services Under this RFP**

| OAA Funding Title | CFDA   | Service          |
|-------------------|--------|------------------|
| IIIC-1            | 93.045 | Congregate Meals |

Complete service descriptions and requirements can be found on our webpage: [www.ageguide.org/rfp](http://www.ageguide.org/rfp)

## Funding Amounts

FFY2023 Federal/State appropriations are not available at this time. Funding amounts from Fiscal Year 2022 are included to provide an estimate of potential funding. These estimates include funding from Federal awards and the State of Illinois General Revenue Funds. Annual Federal and State appropriations and any changes in the Illinois Department on Aging funding formula for the distribution of funds may decrease or increase available revenues for Fiscal Year 2023. AgeGuide reserves the right to revise any or all projections and awards based upon the actual award and receipt of sufficient funds, and to meet legislative, administrative, or judicial rule/order or regulation requiring and/or necessitating a revision or reconsideration of funding decisions. AgeGuide will not support an applicant with funds under this request when another funding source is supporting the total costs of the same services in the proposed service area.

| Title | CFDA   | Service          | County   | Funding Amount | Anticipated Number of Awards |
|-------|--------|------------------|----------|----------------|------------------------------|
| IIIC1 | 93.045 | Congregate Meals | Kankakee | \$106,995      | 1                            |
| NSIP  |        | Congregate Meals | Kankakee | \$7,984        |                              |

## Anticipated Number of Awards

AgeGuide intends to award one grant, per service, per county. In limited cases, AgeGuide may award funding to applicants serving only portions of a county; grant funding to multiple providers of a service within a county; or award funding regionally. AgeGuide may increase or decrease the number of awards offered or modify the accepted service area of an award at its discretion in alignment with funding priorities and the needs of a county.

## Funding Formula

Award amounts by county are determined using a population-based Funding Formula that takes the following factors into account: 60+ population, 75+ population, minority population, and population living alone. Additional factors may be included at the discretion of the AgeGuide Board of Directors to align with funding priorities.

## Eligibility Information

Eligible applicants include non-profit and local government organizations qualified to receive Federal/State financial assistance grant funding to provide services for older adults (age 60+) as authorized under the Older Americans Act of 1965 (Public Law 89-73).

In addition to all requirements outlined in the document and support documents, applicants must meet the following criteria:

1. Applicants must be able to provide services throughout the county applied for unless a special exception is made.

2. Applicants must serve underserved populations (including racial and cultural minorities, and low-income, limited-English-speaking, and LGBTQ older adults) at least in proportion to their representation in the county.
3. Applicants must be able to meet the required matching commitment.
4. Applicants must offer participants the opportunity to contribute to the cost of service and must be able to track this program income adequately.

This RFP is an open competitive process. All candidates that meet the criteria outlined in this document and in our supporting application materials are eligible to apply.

## Application Submission Information

### Letters of Interest

All interested applicants must submit a Letter of Interest (LOI) by April 15, 2022. Applications submitted without an LOI will not be accepted. LOIs must be submitted by email to:

[RFPs@ageguide.org](mailto:RFPs@ageguide.org)

### Application Materials

Application materials will be available on AgeGuide's online grant management portal, SmartSimple. Applications will be available for review and submission in SmartSimple beginning April 19, 2022.

### Application Due Date:

June 15, 2022.

Applications received after this time and date will not be accepted. An applicant may withdraw an application from consideration at any time before an award is issued.

### Application Submission Method

Applications must be submitted through AgeGuide's online grant management portal, SmartSimple. Applications will not be accepted via mail or email. Potential applicants must register an account with SmartSimple to apply.

### Technical Assistance

AgeGuide provides technical assistance throughout the grant application process. A technical assistance session will be held on the following date: Thursday, May 5, 2022

In order to ensure a fair competitive process, technical assistance questions received by AgeGuide staff throughout the RFP process will be posted to our RFP main page, [www.ageguide.org/rfp](http://www.ageguide.org/rfp)

## Application Review Information

### Non-Responsive Applications

All incomplete applications, ineligible, or otherwise non-conforming applications will be deemed to be non-responsive to the solicitation announcement and will not be considered for funding.

### **Review Criteria**

All applications are reviewed using uniform criteria to ensure an unbiased review process. Applications are reviewed in the following areas:

1. Program Design and Delivery
2. Program Operations
3. Performance Experience and Capacity
4. Outreach and Coordination within the Community
5. Budget

Scoring rubrics for each service are available for review at: [www.ageguide.org/rfp](http://www.ageguide.org/rfp)

AgeGuide reserves the right to reject any or all proposals and to waive technicalities. AgeGuide prefers agencies with an established history of quality service provision in the solicited area and a demonstrated record of administrative accountability, responsibility, and sustainability. Awards will be made to the highest scoring applicants proposing services that meet the criteria outlined in the Request for Proposal, Service description and Standards. A non-federal match of local resources (including local cash and/or in-kind) is required unless otherwise stated.

### **Request for Additional Information**

AgeGuide may, during the application review process, require additional or corrected information from an applicant. During the competitive grant process, AgeGuide may conduct a site visit; speak with applicant staff members; or request a special presentation from applicants.

### **Review of Risk**

For competitive grants AgeGuide must have in place a framework for evaluating the risks posed by applicants before they receive Federal awards. This evaluation may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If AgeGuide determines that a Federal award will be made, special conditions that correspond to the degree of risk assessment may be applied to the Federal award. In evaluating risks AgeGuide may consider any items such as the following: financial stability; quality of management systems and ability to meet the management standards described in 2 CFR 200; and history of performance. If applicable, specific conditions required after a risk assessment will be included in the Notification of Grant Award.

### **Notification and Appeals Process**

Award decisions will be communicated to the applicant via email following the AgeGuide Board of Directors meetings on August 12, 2022. Decisions will include notice of the right of every applicant to appeal the funding decision pursuant to AgeGuide's appeal procedures. Funding will not be awarded until after the objection is resolved, unless AgeGuide determines that: the services to be solicited are urgently required and cannot be delayed until an objection is resolved; or a prompt award will otherwise be advantageous to AgeGuide.

### **Grant Agreements**

Notice of Grant Award agreements (NGAs) will be issued via email. NGAs must be signed and submitted electronically.

### **Acceptance of AgeGuide Financial Assistance**

Grant agreements issued under this RFP are legally binding. Acceptance of the grant serves as an assurance that the applicant organization will commence provision of service(s) upon the effective date of the grant; is fiscally sound and has the financial capacity to deliver services for the duration of the agreement.

Since it can take up to 120 calendar days before AgeGuide approved reimbursement is received by a grantee, grantees must have sufficient non-AgeGuide funding reserves to cover grant expenditures.

## **Award Terms and Administration Information**

### **Compliance with Uniform Grant Rules (2 CFR 200)**

Agencies awarded funding under this RFP must certify adherence to applicable 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference. 2 CFR Part 200 is the single, authoritative, government-wide comprehensive source of Federal financial assistance program information produced by the executive branch of the Federal government.

<https://www.govinfo.gov/app/details/CFR-2017-title2-vol1/CFR-2017-title2-vol1-part200>

### **Maintenance of Effort (Older Americans Act Section 309 and Section 374):**

Area Agencies on Aging and service providers must assure that they will not replace funds from non-Federal sources with funds from Title III.

### **Compliance with Registration Requirements**

Fundable applicants must be registered with the Federal SAM; be in good standing with the IL Secretary of State and have a valid DUNS number. It is the grantee's responsibility to remain current with these registrations and requirements.

### **Grantee Financial Management System: 200.302:**

Non-federal entity's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

The financial management system of each non-Federal entity must provide for the following (see also 200.333) Retention requirements for records, 200.334 Requests for transfer of records, 200.335 Methods for collection, transmission and storage of information, 200.336 Access to records, and 200.337 Restriction on public access to records):

1. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

2. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 200.327 Financial reporting and 200.328 Monitoring and reporting program performance.

**Modification to Approved Service Funding Amounts: Post-Award**

AgeGuide may decrease approved amounts if the Grantee will not use all the funds; Grantee will not use the funds as authorized by this Agreement; or sufficient funds for this Agreement have not been appropriated or otherwise made available to AgeGuide.

Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by the Grantee may be reduced accordingly.

**Disbursements**

AgeGuide submits a monthly federal funding request to the Illinois Department on Aging (IDOA) based on consolidated grantee financial data. IDOA submits its cash request to the Illinois Comptroller’s office in the form of a warrant for payment. The warrant for payment is released to the Area Agencies at the Illinois Comptroller’s discretion.

**Matching Share Requirements**

When a recipient requests Older Americans Act or other Federal or State funds, the recipient should exert all deliberate efforts to ensure that, by the end of the fiscal year, sufficient non-Federal cash, allowable in-kind contributions, or a combination of both are available to meet the minimum match required under the grant award.

All non-Federal resources (whether cash or in-kind) must be clearly documented and established as being “reasonable, necessary and allowable.” Recipients are responsible for determining and verifying such allowability.

Certain Federal funds are allowable as match against other Federal funds:

1. HUD Community Development Block Grants funds.
2. Legal Services Corporation funds.
3. Social Services Block Grant funds.

Non-Federal match used to support other programs is not allowable as match for funds awarded by AgeGuide.

The following Non-Federal matching ratios are required to obtain Federal Financial Participation (FFP):

| <u>Service</u> | <u>Required Match</u> |
|----------------|-----------------------|
| IIIB Services  | 15%                   |
| IIIC Services  | 15%                   |
| IIID Services  | 0%                    |
| IIIE Services  | 10%                   |

Federal funds may be used to pay not more than eighty-five percent (85%) of the costs of activities for IIIB and IIIC services, and not more than 90% of IIIE activities.

### **Grantee Payments: Share Determination**

The Earned Federal Share is “earned” only when the organization obtains and reports both local cash and in-kind match that balances with expenses. The AgeGuide share is based on net expenses (expenses minus project income) and the extent the grantee has met the budgeted local match.

Two calculations “limit” the amount of Federal share due to a grantee. For each grant, the total amount of Federal cash payments to which a grantee is entitled under the grant is the lowest applicable limit, less any penalties or credits that may apply.

1. Authorized Federal share of the approved budget is a limit on payments to the grantee.
2. Allowable Costs. The allowable costs incurred by the grantee (net of certain exclusions listed below) are a limit on payments to the grantee.

#### **Allowable Cost Exclusions:**

1. Value of Third-Party In-Kind Contributions are not costs to the recipient. Therefore, their value must be excluded from the allowable costs limit.
2. Allowable costs paid by another Federal grant or sub-grant or by a non-Federal grant or sub-grant - awarded to the same recipient must be excluded from the allowable costs limit. This exclusion does not prevent proration of costs that are allowable under two (2) or more assistance awards to the recipient.
3. A cost that is counted to meet a cost-sharing or matching requirement of another Federal grant must be excluded from the allowable costs limit. This exclusion does not apply where Federal law authorizes the use of the Federal grant funds to meet the cost sharing or matching requirement.

### **Reporting Requirements**

Grantees are responsible for managing and monitoring each project, program, function or activity supported by the award and are required to submit periodic program and financial reports by service. Grantees may be required to purchase specific reporting software and maintain sufficient bandwidth to transmit required data and reports.

Examples of required reports include: Monthly Cash Requests, Quarterly Program Reports (units and persons), and annual Demographic Reports.

### **Performance Measures**

AgeGuide monitors performance of its funded partners throughout the grant year. Factors used to assess provider performance may include:

1. Ability to meet the need within the service area
2. Expenses reported and adherence to proposed budget
3. Acceptable cost per unit within regional averages established by AgeGuide
4. Timeliness of report submission and response to requests
5. Compliance with the service standards and expected units and persons requirements

|                    |
|--------------------|
| <b>RFP Contact</b> |
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**RFP Solicitation Contact:**

Brianne Moser

Manager of Grants Administration

All questions regarding this RFP must be submitted in writing to:

[rfps@ageguide.org](mailto:rfps@ageguide.org)