



INFORMATIONAL SESSION

**FY2025 REQUEST FOR PROPOSALS:
FEDERAL OLDER AMERICANS ACT
TITLE III-B AND III-D PROGRAMS**

MARCH 6, 2024



Federal Fiscal Year 2025 Request for Proposals

Letters of Interest Due: March 22, 2024

Applications Due: May 31, 2024

RFP Materials Available: www.ageguide.org/rfp
Questions: rfps@ageguide.org



AGENDA

1. Introduction to AgeGuide
2. Request for Proposals Overview
3. Eligibility & Grant Requirements
4. Services Overview
5. Resources
6. Question & Answer Session



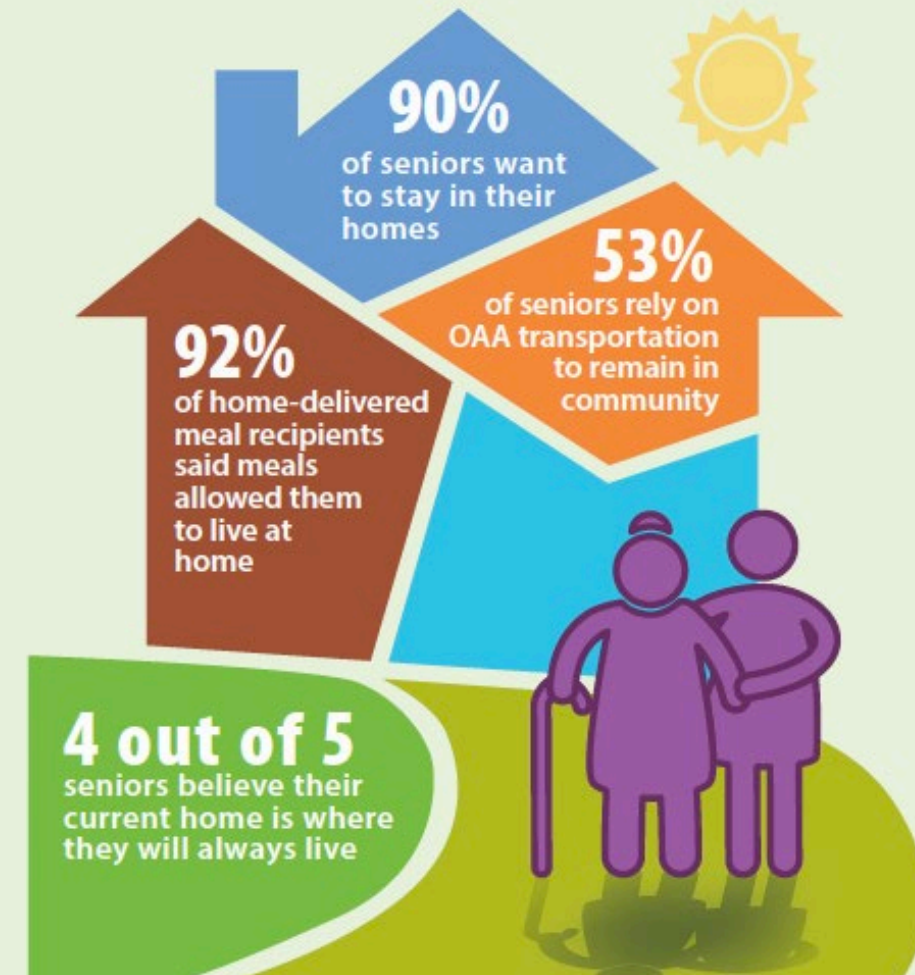
Introduction to AgeGuide

LUCINDA HURT, MANAGER OF ACCESS SERVICES AND
COMMUNITY PROGRAMS

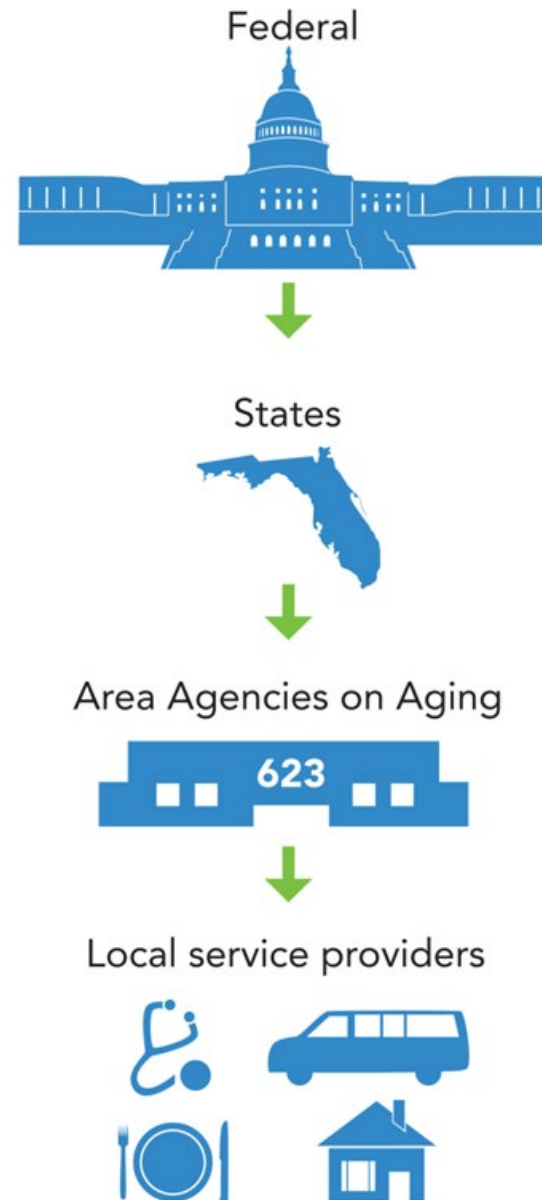
Older Americans Act (OAA)

- “Great Society” Initiative 1965
- Support older Americans to live at home
- Creates National Aging Network
- 600+ Area Agencies on Aging (AAAs), 270 Tribal Native American Programs
- Core set of mandatory and optional programs
- Targets vulnerable populations

OLDER AMERICANS ACT SERVICES HELP SENIORS STAY AT HOME



Aging Services Flow Chart



Older Americans Act

Dept Health & Human Services

Administration on Community Living

State Units on Aging (IDOA)

Area Agencies on Aging (AgeGuide)

Local Services Providers



Area Agencies on Aging



Nonprofit & Governmental Entities



13 AAAs in Illinois



Tasked with:

**Administration
Planning & Coordination
Program Development
Advocacy**



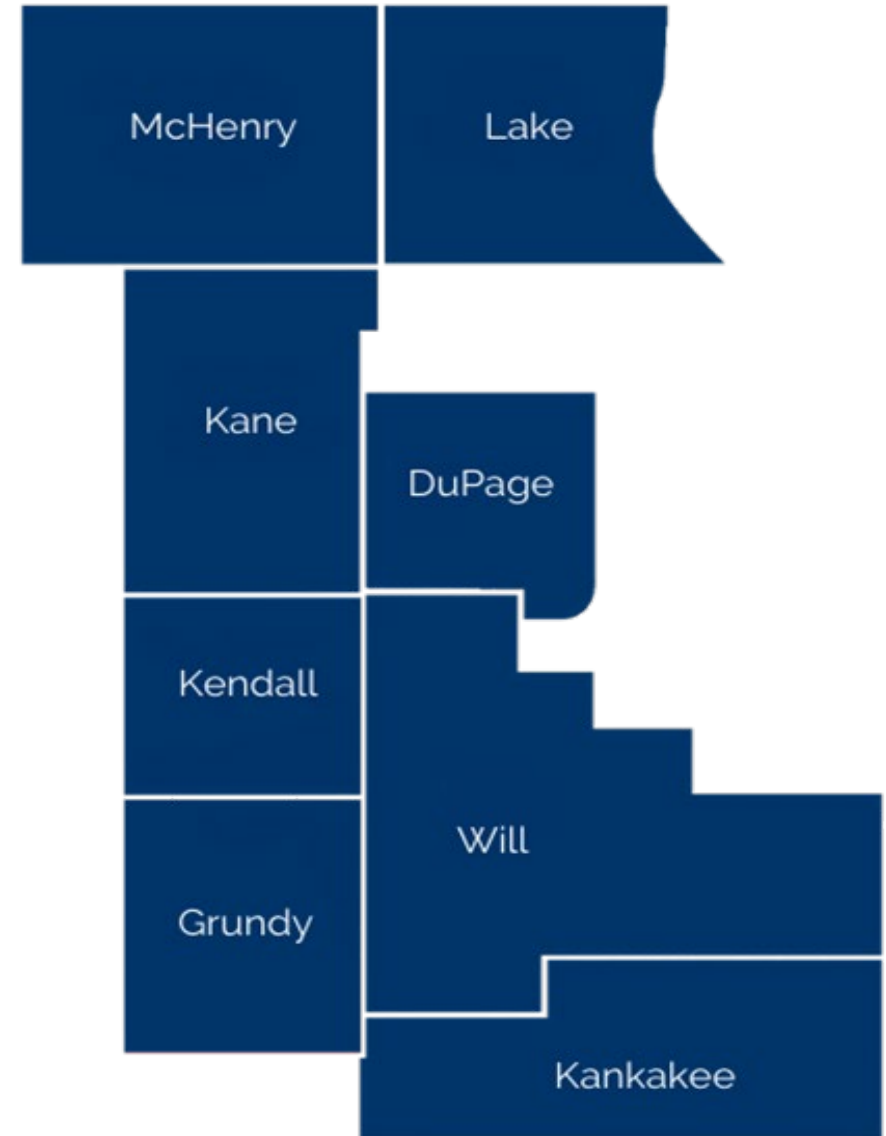
**Contract with the
Local Service Providers**



Mission: To be a vital resource and advocate for people as we age by providing thoughtful guidance, supportive services, and meaningful connections

- Area Agency on Aging
- Eight suburban counties surrounding Cook County
- Serves over 734,000 older adults
- 25% of the state's 60+ population resides in its planning & service area (PSA 02)

www.AgeGuide.org



Request for Proposals Overview

BRIANNE MOSER, MANAGER OF GRANTS ADMINISTRATION



Fundable Services Under this RFP

OAA Title	CFDA	Service
IIIB	93.044	Aging and Disability Resource Networks <ul style="list-style-type: none">• Information & Assistance• Options Counseling• Public Education• Flexible Community Services
IIIB	93.044	Transportation
IIIB	93.044	Legal Services
IIIB	93.044	Community Connection Collaborative <ul style="list-style-type: none">• Education• Health Screening• Recreation
IIIB	93.044	Friendly Visiting
IIIB	93.044	Targeted Outreach
IIID	93.043	Health Promotions

Funding Period: 10/1/2024 – 9/30/2025



Available Funding

Title Service		DuPage	Grundy	Kane	Kankakee	Kendall	Lake	McHenry	Will
IIIB	Targeted Outreach	\$16,636	\$1,718	\$8,670	\$3,447	\$2,366	\$12,094	\$4,614	\$10,455
IIIB	Flexible Community Services	\$49,907	\$5,155	\$26,012	\$10,341	\$7,097	\$36,282	\$13,841	\$31,364
IIIB	Legal Assistance	\$199,628	\$20,618	\$104,047	\$41,366	\$28,387	\$145,130	\$55,363	\$125,458
IIIB	Transportation	\$232,898	\$24,054	\$121,388	\$48,260	\$33,119	\$169,318	\$64,591	\$146,368
IIIB	Community Connection Collaborative	\$192,015	\$25,436	\$103,071	\$44,743	\$32,666	\$141,301	\$57,769	\$122,996
IIIB	Information & Assistance	\$781,875	\$80,753	\$407,517	\$162,017	\$111,183	\$568,425	\$216,840	\$491,377
IIIB	Public Education	\$41,588	\$4,296	\$21,677	\$8,618	\$5,914	\$30,235	\$11,534	\$26,137
IIIB	Options Counseling	\$41,590	\$4,295	\$21,676	\$8,618	\$5,914	\$30,235	\$11,534	\$26,137
IIIB	Friendly Visiting	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
IIID	Health Promotion	\$13,157	\$1,476	\$6,919	\$3,173	\$1,982	\$9,600	\$3,713	\$8,305

1. Allocation is *initial, estimated* allocation
2. Approved applicants should expect the allocation to be adjusted prior to the start of the grant year. A budget revision will be required
3. Ideal applicants will submit a budget that uses the full amount of allocated funding for that service/county



Key Dates

March 22	Letters of Interest due
March 26	Applications available in SmartSimple
April 18	Technical Assistance Session via Zoom
May 31	Applications Due
August	Funding Decision Notices
October 1	Grant Period Begins





Letters of Interest

Send an email to RFPs@ageguide.org

1. Name of your organization
2. Service(s) you plan to apply for
3. County where services will be delivered
4. Name and contact information for main application contact



Submit no later than March 22



RFP Application Process

- Organizations that submit an LOI will receive a link and instructions to register in SmartSimple
- All applications must be completed in the SmartSimple portal
- Applications will include:
 - Narrative questions
 - Budget
 - Supplemental documents – letters of recommendation
- Review sample materials on www.ageguide.org/RFP
- Technical Assistance session will be held for applicants on April 18th
- Applications are due **May 31, 2024**



Award Notification

Estimated Notification

- Mid August

Denied Applications

- Will receive communication directly from AgeGuide

Approved Applications

- Will receive an approval notice
- Official Notification of Grant Award will be sent via Adobe Sign

Eligibility & Grant Requirements

BRIANNE MOSER, MANAGER OF GRANTS ADMINISTRATION



Eligibility

1. Must be a registered nonprofit or local government entity
2. Proposed program must serve the entire county
 - Applicants may **not** propose to serve only a subset of the county, such as a township
3. Must be able to adhere to AgeGuide General Service Requirements and specific Service Standards, available on our website.
4. Must be able to meet required matching commitment
5. Must be able to adhere to reporting requirements
6. 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.
7. Services must be offered at no cost to the participants
8. Must offer participants the opportunity to contribute to the cost of service and must be able to track this program income adequately.



Matching Share

Older Americans Act grants are designed to fund no more than **85%** of program costs for **IIIB programs**. Grant recipients must fund the remaining costs.

Older Americans Act grants are designed to fund **100%** of costs for **IIID programs**.

	AgeGuide Maximum Percent of Program Costs	Grant Recipient Minimum Match Contribution
Title IIIB Programs	85%	15%
Title IIID Programs	100%	0%

Matching Share May Consist of:

- Non-Federal Cash (cash contributions)
- In-Kind (donated goods or services)



Requirements of Grantees Selected for An Award

*partial list

General Requirements

- Must adhere to the 2CFR Uniform Administrative Requirements
- Must submit reports on requested dates, including quarterly financial and program performance reports.
- Must enter units/persons and demographic data for all clients served in a database (AgingIS)

Fiscal Requirements

- Ability to track and report program expenses, in-kind match, cash match, and program income
- Must maintain a cost allocation plan
- Must identify all Federal awards received and expended and the Federal programs under which they were received.
- Must be able to continue operating for 120 days without payment from AgeGuide

Program Requirements

- Program must adhere to Service Standards and program descriptions
- Must meet units and persons requirements
- Must submit program reports as requested
- Must meet regularly with AgeGuide Program staff



Requirements of Grant Recipients: Quarterly Reporting

How much did you spend on the program in total?

How much local cash did you contribute?

How much in-kind was contributed?

How much program income did you receive?

How many people did you serve?

How many units of service did you provide?



Overview of Services

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COMMUNITY PROGRAMS



Eligibility for Services



60 years and older

No income or asset
guidelines



Caregiver

Caring for older adult,
relative child, adult child
with a disability, person
with Alzheimer's or
dementia



Living in the Community

Ombudsman and Legal
Services can serve people
in long-term care



Target Populations

- Over 75
- Living Alone
- Living in Poverty
- Minority/Limited English Speaking
- Disability/Risk of NH Placement
- Social/Cultural Isolation





Title III-B Aging and Disability Resource Network (ADRN)



Information and Assistance (I&A)

Information connecting to OAA programs, Benefits Access and other resources

Public Education

Public awareness activities such as targeted media campaigns, radio ads, etc.

Options Counseling

Exploring long term services and supports

Flexible Community Services (FCS)

Financial assistance for a variety of items such as food, rent, mortgage, home renovation, etc. to promote health and wellbeing of older adults and people with disabilities.



Title III-B Community

Connection Collaboratives



Education

Educational or evidenced-based programs on topics that affect older adults

Recreation

Recreational programs such as crafts, painting etc. that reduce social isolation

Health Screening

Health screenings and vaccinations that promote healthy aging



Title III-B Other Supportive Services



Targeted Outreach

One on one contacts with minority older adults and caregivers connecting them to services

Friendly Visiting

In person or telephone connection with volunteers to decrease social isolation

Transportation

Transportation services to medical appts, groceries, and other social activities

Legal Services

Provides support with civil legal issues related to housing, Medicaid, elder abuse, and guardianship



Title III-D Health & Wellness

Health Promotion Programs

Evidence based programs such as:

Matter of Balance

Fit & Strong

Bingocize

Tai Ji Quan & Tai Chi for Arthritis

Healthy IDEAS & Health Matters

National Diabetes Prevention Program



Service Descriptions



Overview of the
Service Definition



Summary of the
Service Design



Statement on
Services to Target
Populations



Staffing/Record
Requirements



Performance
Measure-Persons
and Units



Service Description Example



FY2025 Title III-D Disease Prevention and Health Promotion Services

Overview

AgeGuide Northeastern Illinois is seeking applications from organizations interested in providing Title III-D Disease Prevention and Health Promotion Services. Title IIID funds must be used to provide disease prevention and health promotion services and information at senior centers, at congregate meal sites, through home delivered meal programs, in the client's home or at other appropriate sites. Disease prevention and health promotion programs must meet highest tier evidence-based criteria as defined in IDOA 603.29C. Refer to AgeGuide Service Standards Title III-D Disease Prevention and Health Promotion for additional information.

AgeGuide Northeastern Illinois is committed to collaborating with the Illinois Department on Aging (IDOA) and other community-based providers within our region to address and reduce social isolation among older adults. Social isolation is the objective absence of contacts and interactions between a person and a social network. Older adults experiencing social isolation have poor or limited contact with others and they view this level of contact inadequate, and/or that the limited contact has had adverse personal consequences for them.

AgeGuide Northeastern Illinois recognizes that Title III-D Disease Prevention and Health Promotion Services, by design, are on the frontlines of providing access to important social connections and assisting older adults in developing new social supports.

Statement on Serving Populations in Greatest Economic and Social Need

As outlined in the *AgeGuide General Service Requirements* and the *FY25 Request for Proposals document*, 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

Service Design/Allowable Services:

Title III-D Allowable Services include the following health promotion programs:

- A Matter of Balance (MOB); in-person and virtual.
- Bingocize; in person and virtual.
- Tai Chi for Arthritis; in-person and virtual.



FY2025 Title III-D Disease Prevention and Health Promotion Services

- Tai Ji Quan-Moving for Better Balance (TJQMBB) in person and virtual.
- Chronic Disease Self-Management (CDSMP); Diabetes Self-Management (DSMP); Tomando Control de su Salud, a Spanish Chronic Disease Self-Management Program (Spanish CDSMP) in-person and virtual.
- Fit and Strong; in person and virtual.
- Prevent T2 National Diabetes Prevention Program (NDPP); in person and virtual.
- Stress-Busting Program for Family Caregivers of Persons with Dementia; Stress-Busting Program for Spanish-Speaking Family Caregivers of Persons with Dementia; Stress- Busting Program for Family Caregivers of Persons with Chronic Conditions in-person and virtual.
- Mental Health Screening Programs-Program to Encourage Active Rewarding Lives for Seniors (PEARLS).
- Healthy IDEAS (Identifying Depression, Empowering Activities for Seniors).

Title III-D providers will be required to perform the following activities:

1. Units/Persons
 - a. The provider will minimally serve the number of persons and units as determined by AgeGuide during the grant period. See page 3, FY 25 Service Projections.
 - b. Achieve the units and persons by conducting the number of program workshops.
2. Staffing
 - a. Be able to provide the required number of facilitators as outlined by the specific programs. (1-2 facilitators typically)
 - b. Commit to maintaining facilitator levels and credentialing requirements during contract term.
3. Conduct a workshop or provide translated materials in a language other than English that is available through the evidence-based program. For program fidelity, no 3rd party or unsanctioned translations can be utilized.
4. Adhere to the Agency on Aging General Service Requirements and the program specific requirements as well as reporting requirements for these services. Visit the AgeGuide website (www.ageguide.org) for Service Standards and information on reporting requirements.



FY2025 Title III-D Disease Prevention and Health Promotion Services

Fiscal Year 2025 Title III-D Service Projections

Projection subject to change based on available funding.

***Persons:** The unduplicated number of individuals who participate in evidence-based programs during each fiscal year.*

***Units:** Each session a program a participant attends.*

County Projection	Persons	Units	Workshops
DuPage	50	700	5
Grundy	20	280	2
Kane	35	490	4
Kankakee	25	350	3
Kendall	25	350	2
Lake	40	560	4
McHenry	25	350	3
Will	40	560	4



Performance Projections

Definition of Persons and Units

Current Grantee Performance Projections

New Grantee Statement



Service Standards

How are these different from Service Descriptions?

What's in the Service Standards

General Service Standards

Program Specific Service Standards



Resources

BRIANNE MOSER, MANAGER OF GRANTS ADMINISTRATION



**Visit our website for full RFP
information**

www.ageguide.org/rfp



Select Language



Help me find...

GO



Volunteer

Contact Us

Donate Now

About Us ▾ Services & Supports ▾ Resources ▾ Advocacy ▾ News & Events ▾ Partners ▾ Learning Center ▾ Aging Summit ▾

Request for Proposal Opportunities

[Request for Proposals](#)

[ARPA RAA APS Grant Opportunities](#)

[Service Standards](#)

[Technical Assistance Session Information](#)

[Frequently Asked Questions](#)

Website Resources

www.ageguide.org/RFPs



Important Dates

FY25 Funding Opportunity

Activity	Date
Informational Session	3/6
Letters of Interest Due	3/22
Applications Available in Smart Simple	3/26
Technical Assistance Session	4/18
RFP Applications Due	5/31
Funding Decision Notices	8/2024
Grant Year Begins	10/1



Request for Proposals

If your organization would like to apply, please email RFPs@ageguide.org to request an application.

RFP Introduction

[FY25 Request for Proposals Introduction](#)

[Notice of Funding Opportunity](#)

Service Descriptions

[IIIB Aging & Disability Resource Network
Access Package](#)

[IIIB Community Connection Collaborative
Package](#)

[IIIB Friendly Visiting](#)

[IIIB Legal](#)

[IIIB Targeted Outreach](#)

[IIIB Transportation](#)

[IIID Health Promotion](#)

Scoring Tool

[IIIB/IIID Scoring Rubric](#)

Application Documents

[RFP Questions - For Reference Only](#)

[Budget Example - For Reference Only](#)

[Budget Instructions](#)

Additional Resources

[Cost Per Unit by Service](#)

[Population Estimates by County \(American
Community Survey 5 Year Estimates\)](#)

[Budgeting Basics](#)



Service Standards

General Service Requirements

General Service Requirements

IIIB Aging & Disability Resource Network Access Package

Information & Assistance Service Standards

Options Counseling Service Standards

Public Education Service Standards

Flexible Community Services Service
Standards

Other Services

IIIB Legal Service Standards

IIIB Transportation Service Standards

IIIB Friendly Visiting Service Standards

IIID Health Promotion Service Standards

IIIB Community Connection Collaborative Package

Education Service Standards

Health Screening Service Standards

Recreation Service Standards



Informational & Technical Assistance Session Information

An Informational Session for prospective applicants will be held on March 6 at 2 PM

[Join the Informational Session](#)

Frequently Asked Questions

Please email your questions to RFPS@ageguide.org. Questions and answers will be posted here throughout the RFP process.



Questions to ask if you're considering applying

- ☐ Does your proposed program align with the service description and service standards?
- ☐ Will your services be available to all residents 60+ in the selected county?
- ☐ Do you have the staff necessary to deliver the program?
- ☐ Does your organization have the capacity to submit regular reports accurately and on time?
- ☐ Do you have the financial ability to cover program expenses between the time they are incurred, and the time payment is disbursed (up to 120 days/4 months)?
- ☐ Do you have the ability to track program activities, including units and persons served?
- ☐ Do you have the ability to track fiscal activities in compliance with federal standards? Can you accurately track and report expenses, program income, and matching share?

Questions?

Please unmute yourself or
add your question to the
chatbox