

**Atlanta Regional Commission
OAA Multi-funded Services
NOFA FY2025 & FY2026***

**This NOFA is for the provision of services at
either the single county or multi-
county/regional level.**

**ARC's Older Americans Act Funded Services –
Notification of Funding Availability (NOFA)
FY2025 & FY2026***

PROJECT PROPOSAL DEADLINE: November 17th, 2023

Atlanta Regional Commission
Aging and Independence Services
229 Peachtree Street, NE, Suite 100
Atlanta, Georgia 30303



*One year contract, with option to renew

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DATE	DESCRIPTION
October 9, 2023	NOFA Open
October 11, 2023	Pre-Proposal Conference virtually via Microsoft Teams 12:00pm – 2:00pm
October 17, 2023	Questions due by 5:00pm to Meghan Murphy, mmurphy@atlantaregional.org
October 20, 2023	Questions and answers posted to ARC website by 5:00pm
November 17, 2023	Proposals due by 5:00pm, submitted via ARC website
January 12, 2023	Award Announcement by 5:00pm
July 1, 2024 – June 30, 2025	Contract Year
July 1, 2025 – June 30, 2026	One-year renewal based on satisfactory performance

NOTIFICATION OF FUNDING AVAILABILITY (NOFA)

1. Important Information

The Atlanta Regional Commission (ARC), the metro Atlanta Area Agency on Aging, issues this Notice of Funding Availability (NOFA) and is the sole point of contact. This NOFA is for both single county services and multi-county/regional services. The ARC reserves the right to reject any or all proposals, or to award in whole or in part if deemed to be in the best interest of ARC to do so. The Executive Director of the ARC has authority to award contracts or agreements to the Applicants that offer the best proposal, cost and other factors considered.

To be considered for grant funding, applicants must submit a proposal in response to this NOFA and may bid on one or any combination of services listed. Services can be delivered directly or through subcontractors.

Applicants must electronically submit all items included in the proposal through the portal at: <https://atlantaregional.org/procurement/>. A response will be automatically generated to acknowledge receipt of your proposal.

All data must be uploaded and received by **5:00 PM November 17th, 2023**. Late proposals will not be accepted.

To be considered for selection, applicants must submit a complete response to this NOFA, including the *Proposal Response Template*, *Financial Components Workbook*, *Applicant Transmittal Cover Page*, and must upload all attachments in a zip file according to directions provided in the NOFA posting. The contents of the proposal submitted by the successful Applicant will become a part of any contract awarded.

CONFIDENTIALITY AND CONFLICT OF INTEREST

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored.

Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct available here: [Standards of Ethical Conduct](#). Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of the individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal controls proposed to mitigate any such conflict. ARC's Staff Legal Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.

1.1. RESTRICTIONS ON COMMUNICATION WITH ARC

All questions regarding ARC's Older American's Act (OAA) Funded Services NOFA must be received via email to Meghan Murphy at mmurphy@atlantaregional.org by 5:00 PM October 17th, 2023. Any questions asked after this date will not be responded to. All questions received via email and those asked at the Pre-Proposal Conference will be posted with responses on the ARC website by 5:00 PM on October 20th, 2023.

1.2. Pre-Proposal Conference

A Pre-Proposal Conference will be held virtually via Microsoft Teams from **12:00pm – 2:00pm on October 11th, 2023**.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 470-419-6063](tel:+14704196063), [63664539#](tel:+163664539#) United States, Atlanta

Phone Conference ID: 636 645 39#

Attendance at the Pre-Proposal Conference is voluntary for responding to this Notice. However, any organization which intends to submit a proposal is highly encouraged to attend.

The purpose of the Conference is to provide information regarding the NOFA and to address any questions and concerns regarding the services sought by the ARC through this NOFA.

1.3. Amendments

ARC reserves the right to revise this Notice at any time prior to award. In the event it becomes necessary to revise any part of this Notice, information regarding revisions will be provided to all Applicants via ARC's website <https://atlantaregional.org/procurement/>

1.4. Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by sending a written request to the Issuing Officer, Meghan Murphy at mmurphy@atlantaregional.org. A request to withdraw a proposal must be signed by an authorized agency representative.

1.5. Submitting the Proposal

All proposals are due by 5:00 PM November 17th, 2023, and are only accepted electronically through the portal at <https://atlantaregional.org/procurement/>. All electronic submissions will be time and date stamped according to when the submission is received by the ARC mail server. Any proposals received after this appointed time will be considered late and will not be accepted. The proposal due date can be changed only by addendum.

1.6. Rejection of Proposals and Cancellation of NOFA

ARC reserves the right to reject any and all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the ARC. It is also within the right of the ARC to reject proposals that do not contain all elements and information requested in this document. The ARC reserves the right to cancel this Notice at any time. The ARC will not be liable for any cost/losses incurred by the Applicants throughout this process.

2. Overview

2.1. Introduction

The Georgia Department of Human Services (DHS), Division of Aging Services (DAS) has designated ARC as the Area Agency on Aging (AAA) for the 10 county Atlanta region. As such, ARC receives funds through the Older Americans Act; the Social Services Block Grant; the Medicaid Elderly and Disabled Waiver; state-funded programs for older adults and a variety of other public and private grants. The ARC AAA provides a comprehensive and coordinated service delivery system for older adults and their caregivers through a combination of direct services and partnerships with community providers. ARC has the responsibility of developing an Area Plan on Aging which describes the aging service delivery system in detail. The Area Plan, in part, is implemented through contracts negotiated with providers to implement services for the benefit of older adults and/or family caregivers in the 10-county Atlanta region. The 10 counties are Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, and Rockdale.

2.2. Purpose

The ARC AAA is soliciting proposals from potential applicants interested in providing services and supports for older adults in the following counties: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, and Rockdale for the period July 1, 2024, to June 30, 2025, with an option to renew for one additional year.

2.3. Services to be funded

This NOFA offers options to provide service in a single county or in more than one county.

2.3.1. Services available through single county, or multiple counties within the Atlanta Region:

- ❖ Assistive Technology
- ❖ *Caregiver Services
 - a. Respite In/Out of Home

- i. Regional Voucher Program
 - b. Material Aid
 - c. Support Group
 - d. Home Delivered Meals
 - ❖ *Case Management – could include Kinship Case Management and Caregiver Case Management
 - ❖ *Congregate Meals – option to have Culturally Appropriate Meals
 - ❖ Culturally Appropriate Information and Referral
 - ❖ Elderly Legal Assistance Program (ELAP) – must be provided regionally
 - ❖ *Home Delivered Meals - option to have Culturally Appropriate Meals
 - ❖ *Homemaker
 - ❖ Home Modifications and Repairs (State funding only)
 - ❖ Kinship Care
 - a. Community and Public Education
 - b. Material Aid
 - c. Support Group
 - ❖ Material Aid
 - ❖ *Personal Care
 - ❖ Senior Recreation
 - ❖ Consumer Directed Care (Support Options)
 - ❖ *Transportation

ARC will ensure that qualifying residents of each county have access to each of these core services marked with (). If an awardee proposing serving for a single county is unable or unwilling to provide all the services listed above, ARC reserves the right to withhold a portion of the funding (minimum of \$25,000 per service) which would otherwise be allocated to the awardee.*

2.4. Program Goals

In keeping with the intent of the Older Americans Act, the Georgia Division of Aging Services and the mission and strategic plan of the ARC Area Agency on Aging, funds will be awarded in accordance with the following goals and objectives:

1. To promote independence and dignity for older adults capable of remaining in their own homes, with appropriate help;
2. To develop and implement comprehensive, coordinated systems for home and community-based services;
3. To provide services that meet the individual needs of older adults;
4. To assist the family caregiver to help maintain the older adult at home;
5. To target services to older adults with greatest economic need, greatest social need, Limited English Proficiency and Sensory Impairment Population (LEP/SI) and those at risk for institutional placement.

2.5. Program Funding

The amount of the grant awards under this NOFA are contingent upon receipt of funds from Georgia Department of Human Services, consisting of both Federal Older Americans Act, other Federal, and State funds. ARC ensures that funds are distributed equitably across all counties in the region.

The available funding detailed in this NOFA are one-year projections based on planning allocations received for Fiscal Year 2024. The projections are subject to change based on the actual Federal and State allocations received by ARC. Appendix A shows the total funding available to serve the residents in each county as well as a separate amount of funding designated for the region as a whole. The second amount would only be bid on by organizations that are prepared to provide services in more than one county or regionally if required.

3. Award Terms

3.1. Period of Award

This NOFA covers a one-year period beginning on July 1, 2024, and ending on June 30, 2025, with an option to renew for one additional year. All contracts resulting from this NOFA process are contingent on the availability of funds from the Georgia Department of Human Services (DHS) Division of Aging Services. The terms and conditions of the contract with DHS and any subsequent policy decisions, laws or regulations shall be applied to the Grantees chosen through this process. The Atlanta Regional Commission may terminate the contract due to non-availability of funds, due to default, or for convenience.

3.2. Expectations of Awarded Applicants

If awarded, Grantees will be expected to:

- Attend ARC meetings and trainings designed for the Aging Services Provider Network
- Participate in ARC's onsite and/or virtual financial and program monitoring
- Conduct annual independent monitoring of all sub-grantees
- Meet all required fiscal and programmatic deadlines
- Comply with Federal and State fingerprint and background check guidelines
- Use the system of record as identified by ARC for recording of all services and invoicing
- Spend down all awarded funds by the contract deadline
- Comply with all relevant Federal and State requirements.

3.3. Monitoring Expectations for Sub Contractors

All awardees are required to monitor their subcontractors using the Online Directives Information System (ODIS) review tools. All awardees are also responsible to ensure that their procurement process for subcontracting meet ARC guidelines and that all contracts drawn up with subcontractors include all the requirements as established by ARC.

ARC will review those completed monitoring reports during ARC site visits for monitoring. ARC is not required by the state of Georgia to provide any notice of monitoring and must not provide more than 48 hours' notice. This includes both programmatic and financial monitoring of services. Monitoring of nutrition services must take place before December 31st of each fiscal year. Monitoring of all other services must take place before June 30th of each fiscal year.

3.4. Renewal Considerations

Grants will be awarded on a yearly basis with renewal based on satisfactory performance and availability of funds. Budgets, units provided, and unit costs will be reviewed annually and adjustments to contracts will be made based on actual expenditures, units delivered, number of persons served, and allocations received through the Georgia Department of Human Services (DHS) Division of Aging Services. During this process, one-year budgets for each service the Applicant is proposing will be reviewed in accordance with directives provided by DHS.

3.5. Funding Variance

If funding to the ARC AAA is reduced and reduction of Grantee award levels is deemed necessary by ARC, ARC will determine a reduction strategy. ARC may reduce funding to each Grantee on a straight percentage basis. Alternatively, ARC may reduce or eliminate services ARC deems to not be effectively delivered or for other reasons. ARC reserves the right to establish additional strategies and/or new criteria for reductions during the term of the contract.

ARC further reserves the right to amend contracts based on project service levels and/or other performance factors to assure there will be cost effective service provision.

3.6. Certifications, Assurances, and Requirements

Grantees will comply with all applicable Atlanta Regional Commission, Georgia Department of Human Services Division of Aging Services and Administration for Community Living and other relevant Federal and State laws, standards, guidelines, policies, and procedures.

Detailed information concerning the laws, regulations, program standards and guidelines in the delivery of Home and Community Based Services (non-Medicaid) is available at the following:

- Federal: U.S. Administration for Community Living /Administration on Aging web page [Administration on Aging | ACL Administration for Community Living](#)
- Georgia: ODIS GA DHS/Division of Aging Services HCBS Manual (direct download) available at <https://odis.dhs.ga.gov/General>

Grantees will be required to submit the following documentation prior to contract execution:

- General Financial Requirements and Assurances (most recent Single Audit, or financial statements as applicable);
- Required Certificates of Insurance with ARC as a named party;
- Subcontractor Approval Form;
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964;
- Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended, and the Americans with Disabilities Act of 1990;
- Disclosure of Lobbying Activities Form;
- Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying;
- Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreement;
- Procurement process and procedures for subcontracting to include notices of such procurement and copy of RFP and/or bidding process;
- Executed contracts with sub-contractors, home care agency licensure certificates and certificates of insurance; and
- Such other documentation as ARC determines is needed to successfully execute the Grantee's contract.

These forms are not to be submitted as part of the proposal but will be required as a part of the contract documents for successful awardees.

Federal requirements, Certifications, and Assurances pass through to third party contractors. As such, ARC requires review and prior approval of any Third-Party Contracts to ensure all such requirements are part of Third-Party Contracts. Existing Third-Party Contracts should be included in the proposal submitted in response to this Notice.

4. Proposal Evaluation Criteria

4.1. Proposal Evaluation

All proposals will be evaluated using the criteria specified below with the relative weights shown in parenthesis. Selection will include an analysis of proposals by an Evaluation Committee composed of ARC personnel who will review the proposal submittals in accordance with the submittal requirements and the evaluation criteria set forth below. The committee may request oral interviews and/or site visits. ARC reserves the right to award this contract based on initial proposals received without formal interviews. Awards will not necessarily be based on cost alone. Other factors, as detailed in the Notice, will be considered in determining what proposal will be deemed to best meet the needs of ARC.

Organizational capacity (50): responses will be scored on a scale based on amount of detail and clarity of the topics below:

- Leveraged resources
- Outreach plan to ensure targeting of older populations in greatest socioeconomic need
- Quality assurance process to ensure standards of promptness in service delivery, monitoring of subcontractors and ongoing quality improvements.
- Continuous training and professional development for staff (and volunteers, if applicable)
- Emergency preparedness plan for weather related emergencies, fires, pandemics, and other disasters or emergencies
- Expertise and experience in serving older persons, including the evaluation of services provided under any previous ARC grant (as applicable).

Per Service proposed (30): responses will be scored on a scale based on amount of detail and clarity of the criteria below:

- Responses clearly indicate why the services are needed
- Response will also clearly indicate your experience in delivering this service
- Description of how the service will be provided that creates a full overview of the service

Budget (20): responses will be scored on a scale based on amount of detail and clarity of the topics below:

- The budget provides an accurate assessment of all costs associated with project/program activities as outlined in the Unit Cost methodology form
- The budget corresponds to the descriptions in the narrative and demonstrates the capacity to carry out program activities in a cost-efficient manner comparable to regional rates
- The financial risk assessment tool is validated by the finance manager at ARC
- The cost per unit as determined using the Uniform Cost Methodology (UCM) is reasonable and customary for the region.
- Review of financial management under any previous ARC grants, including funding left unspent.

5. Proposal Narrative

General Instructions

To be considered for selection, applicants must submit a complete response to this NOFA online via <https://atlantaregional.org/procurement/>. The contents of the proposal submitted by the successful applicant will become a part of any contract awarded because of these specifications. The answers to all questions must be completed using the Proposal Response Template and the Financial Components Workbook. Refer to the online NOFA Directions document for complete instructions.

Section 5.1: Every proposal must complete the Organizational Capacity section.

Section 5.2: Complete the questions for each service you are proposing to provide.

Section 5.3: Complete the Budget Narrative, Budget Summary, and Uniform Cost Methodology (UCM) spreadsheet

Section 5.4: Complete the Applicant Transmittal Cover Page and submit all required documentation from the checklist. This would include the chart of services.

5.1. ORGANIZATIONAL CAPACITY

- ❖ Succinctly describe the services that your organization has provided for the target population over 60, including how many years you have provided that service. Please include the following:
 - Do you intend to collaborate with any outside agency or organization in the implementation of this grant? If so, please describe.
 - What outreach, in addition to an agency website or social media, will you conduct to ensure that those most in need of this service are made aware of it?
- ❖ Describe your steps for **quality assurance**. Include your process for:
 - monitoring for standards of promptness from time of referral to start of service
 - monitoring of any subcontractors
 - continuous quality improvement
- ❖ All awardees must designate at least one staff person as the point person (master trainer) who will attend all WellSky DAS Data System (DDS) trainings and be responsible for transmitting that learning back to all those who use the system in your organization. Describe how you will ensure all new staff needing access to DDS will be trained internally and monitored to ensure they are recording all data properly.
- ❖ Outline the **training** your staff receives for the function they serve in relation to this contract, including how often re-training occurs and who conducts the training.
- ❖ Describe how you handle multiple emergencies (i.e., severe weather, pandemics, etc.), and how your staff mobilizes to ensure client safety and continuity of service during the emergency.

5.2. SERVICE PROPOSAL

5.2.1. CASE MANAGEMENT

Case Management provides access for consumers to community resources or assists individuals in identifying and securing resources or services to enhance wellness, including mental and behavioral health, and remain in the community for as long and as safely as possible. It is a person-centric, collaborative process designed to meet an individual's complex social and health needs. ODIS MAN5300, CH210

1. Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:
 - a. How did you assess the need in the service area?
 - b. What is the average cost of this service per client over the course of the year?
2. Describe how your case management program operates, including whether or not you offer standalone case management services.
3. Describe how you will serve individuals who experience a crisis requiring immediate response, such as referral from adult protective service (APS), acute health episode, inclement weather events, absence of significant caregiver, etc.
4. Describe your prior experience in providing this service.
5. If you are planning to provide case management with Title III-E (Family Caregiving) dollars, describe how you would deliver this service.

5.2.2. CONGREGATE MEALS

The congregate nutrition program promotes better physical and mental health for older adults through the provision of nutritious meals and opportunities for social contact. Congregate nutrition services shall be part of a system of services that promotes independent living for older adults. This service can be delivered in a traditional senior center, or it can be delivered in a center without walls. The description of each center type can be found here: ODIS MAN5300, CH206

All center models must offer a minimum of:

- One hour of planned wellness activities per day
- 15 minutes of nutrition education per month
- All clients must be assessed using the NSI and FSS

Meal Vouchers: Meal vouchers may be used in conjunction with restaurants within the congregate meal program. All participants offered meal vouchers must be registered senior center members who are up to date with all the required annual assessments.

- There must be at least one menu item that complies with provisions in the Older Americans Act, Title III, Subpart 3, Section 339, concerning compliance with Dietary Guidelines for Americans as published in ODIS and as assessed by a registered dietitian. The dietitian shall certify menus in each cycle as meeting the dietary guidelines and submit a copy of the menu and nutrient analysis to the AAA. The AAA shall submit copies of certified menus and nutrition analyses to the Division of Aging Services' Chief Dietitian on a quarterly basis, at least two weeks before implementation.
- Individuals may choose the menu item that complies with the provisions in the OAA or they may choose another menu item.
- The value of the voucher must be agreed upon by the restaurant and the provider and must fall within the cost of the congregate meal already established.
- The provider is still obliged to provide one hour of planned wellness activity that day and 15 minutes of nutritional education that month to count the meal as a congregate meal.

1. **As part of your congregate program, do you intend to offer meals to a particular population whose traditional diet does not meet the Western guidelines as established in ODIS? If so, share the details of how that would operate, including:**
 - a. How you arrived at the need,
 - b. How you would meet the need; and
 - c. Partnerships with community organizations
2. **Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:**
 - a. How you assessed the need in the service area.
 - b. What is the average cost of this service per client over the course of the year?
3. **Describe how this service operates. Be sure to include in your description:**
 - a. How you will provide meal choice.
 - b. Your reservation system. What is your policy for dealing with clients who order a meal and don't show up?
4. **Describe the process in place for clients to express their thoughts on the quality of the food, quality of program offerings or any other issues. Include your process for addressing their concerns; how often and what is the mechanism.**

5.2.3. HOME DELIVERED MEALS

The home delivered meal program promotes better health for older adults and eligible members of their households through the provision of nutritious meals; nutrition screening, education, and counseling; and opportunities for social contact. DAS now requires that a letter be sent to every client who has an NSI score over 6. The ability to provide therapeutic meals when requested, is a requirement of this service. ODIS MAN5300, CH304

- 1. Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:**
 - a. How you assessed the need in the service area.**
 - b. What is the average numbers of meals individuals get per week and what is the cost of service per client over a period of one year?**
- 2. Describe how your home delivered meals program operates.**
- 3. How you remove barriers for clients who need a meal but do not live on an established meal route.**
- 4. As part of your home delivered meals program, do you intend to offer meals to a particular population whose traditional diet does not meet the Western guidelines as established in ODIS? If so, share the details of how that would operate, including:**
 - a. How you arrived at the need,**
 - b. How you would meet the need; and**
 - c. Partnerships with community organizations**

5.2.4. CULTURALLY APPROPRIATE INFORMATION AND REFERRAL SERVICE:

The delivery of information, assistance, awareness, and access to services and support individuals need to link to appropriate community resources (ODIS Man 3480/chapter 5020/Section 5021). Activities of information and referral provision include assessing the needs of the inquirer, identifying appropriate resources based on individual need and preference, linking the inquirer to services, and exploring other options when services are not available. (ODIS Man 3480/chapter 5020/Section 5024). This service will partner with Atlanta's Aging and Disability Resource Connection (ADRC) to provide culturally appropriate information and Referral/Assistance to individuals of limited English proficiency. This service will support the agency's goal in strengthening the capacity to serve older adults and people with disabilities who may otherwise have difficulty accessing services due to language and cultural barriers.

- 1. Indicate what population/population of Limited Speaking English you would serve and be able to provide comprehensive, information and referral provision to older adults, people with disabilities and/or family members or caregivers.**

- 2. Share your organization's expertise providing information and referral, specifically in the areas of:**
- Assessing the needs of callers/inquirers
 - Identifying and linking people to appropriate resources
 - Exploring other options when requested service isn't available
 - Providing follow-up to individuals who may require additional assistance

3. How would you provide cultural awareness and diversity training to Atlanta's ADRC team as well as technical support to ADRC Counselors needing guidance and assistance with services to the population(s) that you indicate serving?

4. How would you communicate the availability of your service to the population? What specific tools (i.e. – benefits sheets, staff training, program overviews, 3-way calls with AAPI, Indian, Hispanic individuals, etc.) via interpretation and translation services will be made available to the population you indicate serving?

5.2.5. HOME MODIFICATIONS AND REPAIRS

Home modifications and repairs: Modifications may include the installation of adaptive and assistive devices and structural alterations to improve accessibility and mobility both within and outside the residence. Repair services are designed to reduce or remove structural or environmental hazards by returning the dwelling to as safe a condition as possible, allowing the resident to continue living in the community. Eligible clients are those 60 years of age or older with greatest economic and social need, including but not limited to low income, minority, living alone, frail and/or disabled. This service requires the completion of the Determination of Needs Revised (DON-R) for all clients. The waitlist for this service will be managed by ARC intake staff. ODIS MAN5300, CH314

This service can be provided directly or through a subcontractor.

- 1. Describe your home modifications program. Describe your previous experience providing this service. How will you communicate the availability of services to persons in need?**
- 2. What kind of backup documentation does your agency collect to ensure the fulfillment of the service?**
- 3. How do you assure client satisfaction and document if and how the repairs and/or modifications are impacting the individual's quality of life?**
- 4. How will you ensure client / caregiver input at the time of assessing specific service requests? What plan is in place to mitigate client dissatisfaction of services provided?**

5. In reading through the ODIS regulations mentioned in the service description above, are there any requirements listed that you currently do not abide by or would have trouble abiding by should you be funded by ARC through this NOFA?

5.2.6. HOMEMAKER

Homemaker: Assistance such as preparing meals, shopping for personal items, managing money, using the telephone, or doing light housework. This service can be provided directly, through a subcontractor, or via a voucher program. ODIS MAN5300, CH306

1. Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:
 - a. How you assessed the need in the service area.
 - b. What is the average number of hours per week that a client receives homemaker service and what is the cost of this service per client per year?
2. Describe how this service operates.
3. Given the national and local shortage of home care staff, how would you work through the challenges to assure that existing clients were provided ongoing services and/or add new clients to services?
4. What is the standard of promptness for ensuring that clients are started on service if you employ a subcontractor or if you provide the service yourself?

5.2.7. PERSONAL CARE

Personal Care: Providing personal assistance, stand-by assistance, supervision, or cues for persons having difficulties with one or more activities of daily living (eating, dressing, bathing, grooming, toileting, and transferring). This service must be provided by a private home care provider licensed by the [Georgia Department of Community Health \(DCH\)](#). This service can be provided directly, through a subcontractor, or via a voucher program. ODIS MAN5300, CH308

1. Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:
 - a. How you assessed the need in the service area.
 - b. What is the average number of hours per week that a client receives personal care and what is the cost of this service per client per year?
2. Describe how you operate your personal care service.

3. Given the national and local shortage of home care staff, how would you work through the challenges to assure that existing clients were provided ongoing services and/or add new clients to services?
4. What is the standard of promptness for ensuring that clients are started on service if you employ a subcontractor or if you provide the service yourself?

5.2.8. ASSISTIVE TECHNOLOGY

Assistive Technology is any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals. Items range from low tech to high Tech and include eyeglasses, dental care, and hearing aid.

While the following resources are not meant to be an extensive list of resources, they represent a list of well-established resources in the metro Atlanta region. Please read through each of these websites prior to answering any of the questions for the ARPA NOFA material aid-assistive technology service.

Georgia Tech Tools for life <https://gatfl.gatech.edu/index.php>
 Georgia LIONS Lighthouse Foundation <https://lionslighthouse.org/>
 Center for Visually impaired <https://cviga.org/>
 Ben Massell Dental Clinic <https://benmasselldentalclinic.org/>
 Friends of Disabled Adults and Children <https://fodac.org/>
 Georgia Telecommunications Equipment Distribution Program <https://www.gcdhh.org/gatedp>

See Table 2 for a nonexclusive list of assistive technology in three categories.

Table 2

Low Tech examples that don't require much training or have complex or mechanical features	Mildly Complex examples that might have some complex features, may be electronic or battery operated and may require some training to use properly	High Tech examples which are the most complex devices that have digital or electronic components that likely require training and effort to learn to use
• Handheld magnifiers	• Talking spell checkers	• Digital hearing aids
• Large print text	• Manual wheelchairs	• Power wheelchairs
• Canes and walker	• amplifiers	• computers with specialized software such as voice recognition
• Reachers, grabbers	• Alternate mouse or keyboard for computer	• Voice activated phones
• Specialized pen or pencil grips	• Closed caption televisions CCTV	• Communication devices with voices
• Weighted silverware or plates	• Portable wheelchair ramps	

1. Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:
 - a. How did you assess the need in the service area?

2. How would you operationalize this service?
3. Assistive Technology has not been a service offered consistently through the NOFA process and as such does not have a current waitlist of individuals requesting technology. Explain how you would conduct outreach to ensure you reach those most in need of assistive technology which would enable them to be safer in their current environment and meet their level of need.
4. Given the services that were listed in the introduction, can you explain your current relationship with any or all these organizations and/or how you have referred clients to them in the past?
5. Given the services that were listed in the introduction, can you explain how you would work with them to ensure that clients have access to the best resources that are available to them free of charge to ensure that as an awardee you are not duplicating services?
6. Assistive technology can be simple, mildly complex, and high-tech requiring training. The unit cost for any piece of assistive technology is \$1.per unit so the exact cost of the product = the number of units. If a piece of equipment requires set up, instruction and follow up to ensure it is used properly, how do you plan to ensure that takes place.?
7. What has been your experience in offering this service?

5.2.9. MATERIAL AID

Material Aid: A provision of materials to an older person, caregiver, or relative caregivers raising children for purchase of such materials. Materials may include housing/shelter, transportation, utilities, food/meals, groceries, clothing, child safety items, incontinence supplies, cleaning supplies, school supplies, etc.

1. Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:
 - a. How have you assessed the need in the service area?
 - b. How did you come up with the amount of funding that you requested and how many clients did you plan on serving?
2. How would you operationalize this service?
3. Material Aid has not been a service offered consistently through the NOFA process and as such does not have a current waitlist of individuals requesting technology. Explain how you would conduct outreach to ensure you reach those most in need of material aid?

4. **Explain how your organization currently answers requests for material aid assistance and include your knowledge of resources currently available that provide assistance?**
5. **What has been your experience in offering this service?**

5.2.10. CAREGIVER SERVICES

Caregiver Services: Services which offer temporary, substitute supports or living arrangements for care recipients to provide a brief period of relief or rest for caregivers. Title III E Family Caregiver Support Funding is caregiver-specific funding and requires the caregiver to be the client. An individual qualifies for caregiver funding if they meet any one of the following criteria:

- ❖ Adult family members or other informal caregivers aged 18 and older providing care to individuals 60 years of age and older
- ❖ Adult family members or other informal caregivers aged 18 and older providing care to individuals of any age with Alzheimer's disease and related disorders
- ❖ Older relatives (not parents) aged 55 and older providing care to children under the age of 18; and
- ❖ Older relatives, including parents, aged 55 and older providing care to adults ages 18-59 with disabilities.

In providing caregiver services under Title III-E, AAAs shall give priority to family caregivers who provide care for individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction. (Per ODIS, CH 316.5)

Caregiver Services can include support groups, material aid, home delivered meals, and in-home or out-of-home respite (in home respite can include homemaker, personal care or any other in-home respite). Any in-home respite providers must be a licensed private home care provider and out-of-home respite provided by an adult day center, personal care home or assisted living facility must be licensed by DCH. Respite and in home services can be operated as voucher programs. ODIS MAN5300, CH316

1. **Identify whether you intend to offer material aid, home delivered meals, case management, support groups and/or in-home/out-of-home respite (identify whether respite includes homemaker, personal care or other in home respite).**
2. **For each of the services you will provide, please share with us how and why you came to the decision to apply for this service as well as the amount of funding that you are requesting. Include in your response:**
 - a. **How did you assess the need in the service area?**
 - b. **What is the cost of the care plan for this service over the course of a year?**
3. **Describe how you will operationalize your caregiver services program.**

4. Explain how you will serve caregivers who live in a different county than their care receiver.
5. What has been your experience in providing this service?

5.2.11. KINSHIP CARE

Kinship Care: Services that are targeted for grandparents and other relatives 55 years of age and older raising grandchildren under the age of 18. ODIS MAN5300, CH216

KINSHIP CARE ACTIVITIES: activities provided on behalf of kinship caregivers to support their continued independence and wellbeing (Use line-items to budget). The activities are limited to:

- Community Public Education
- Support Groups
- Material Aid

1. Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:
 - a. How did you assess the need in the service area?
 - b. What is the average cost of the care plan for a client over the course of a year?
2. How would you operationalize this service?
3. Share how the service you want to provide is sustainable to the grandparent in terms of helping them gain skills or resources that will help to sustain them as they raise grandchildren?

5.2.12. SENIOR RECREATION

Senior Recreation: Activities that promote socialization, physical and mental enrichment; clubs, education sessions and programming for other leisure activities (i.e., sports, performing arts, games, crafts, travel, volunteering, community gardens, environmental activities and intergenerational activities, etc.) offered to eligible persons sponsored by and/or at an approved senior center facility which are facilitated by an instructor or provider.

1. How do you determine what type of programming is wanted by the participants in the senior center?

2. How do you ensure that all center members are able to take part in all sessions if they choose to? This question seeks to clarify that there is no distinction between the offerings of activities for congregate meal clients and other center participants.
3. Are senior center members permitted to attend other centers that might offer different programming?
4. Is your catalog of offerings and the cost of those offerings in written format and available upon entering the senior center? Are there any sliding fee scales and/or scholarships to enable low-income individuals to participate?
5. Collaborative centers are those that do not meet the minimum requirements and therefore must be connected to a traditional center in order to meet the minimum requirements. Identify which of the senior centers you operate are traditional centers and which are collaborative centers. For each collaborative center, identify the name of the traditional center they are connected to.
6. Does each senior center have a site council? Can members of a collaborative center become members of the site council of the sponsoring senior center? Does each senior center have their own annual plan of goals and objectives they want to accomplish or is there a collective plan for the organization?

5.2.13.CONSUMER DIRECTED CARE (SUPPORT OPTIONS)

Consumer Directed Care: Consumer direction embodies both a philosophy and a practice model for service delivery. As a philosophy, it emphasizes consumer choice and control, recognizing that service recipients best know their needs and preferences and should have primary authority and responsibility for making decisions about those services. As a practice, it means that consumers make choices about their care and manage the delivery of their services to the extent that they are willing and able to do so, including becoming “Employers of Service” and having total budget authority. Regulations for this service can be found in ODIS, MAN5300 Home and Community Based Services, CH. 212.

1. What is your experience with consumer-direction and why are you interested in implementing this program?
2. How do you see consumer-direction benefiting your organization?
3. How will you identify clients to serve?
4. What is your plan to secure a Fiscal Intermediary Service?
5. Please describe your program model for implementing this program (service options, client budgets, staffing, population served, etc.)

5.2.14.TRANSPORTATION

There are three types of trips eligible for funding as defined here:

DEMAND RESPONSE: A service that provides a one-way trip from one location to another. Demand-response trips can be delivered through volunteers, vouchers, or transportation providers' staff and fleets. A unit of service is a one-way trip from an origin to a destination.

FIXED ROUTE SHUTTLE SERVICE: Fixed route shuttle services are defined as those that operate vehicles along a predetermined route and can carry multiple passengers. A unit of service is a one-way trip.

GROUP TRIP: A trip with more than 3 passengers originating at a designated location, transported to a designated location, and arriving back at the same location. A unit is one hour

Regardless of the type of transportation offered, all drivers must meet the DHS requirement for a federal criminal background and fingerprint check. ODIS MAN5300, CH218

Transportation – Demand Response or Fixed Route or Group Service:

1. Please share with us how and why you came to the decision for apply for this service as well as the amount of funding that you are requesting. Include in your response:
 - a. How did you assess the need in the service area?
 - b. What is the one-way trip cost for demand response or fixed route and what is the hourly rate if applying for group trips?
2. How do you plan to operationalize this service; geographic boundary, what kind of trips, voucher; in house fleet or contractor?
 - a. How do you prioritize the needs of clients?
3. Because transportation is in such high demand, how do you prioritize need and ensure that there is no other mode of transportation available to clients you plan on serving?

5.2.15. ELDERLY LEGAL ASSISTANCE PROGRAM

The Elderly Legal Assistance Program (ELAP) purpose is to assist individuals in understanding their rights exercising choice, benefitting from services, opportunities, and entitlements, and maintaining rights promised and protected by law. ELAP provides access to the system of justice offering advocacy, advice, and representation to persons 60 and older. The Older Americans Act (OAA) OF 1965 as amended, designates Legal Assistance as a priority service funded under Section Title IIIB. As such, funding of legal assistance by each Area Agency on Aging is mandatory, and services shall be accessible and available through the metro Atlanta region. In 2011 a core set of priorities was developed. The Applicant must be capable of providing education and guidance on these priorities in addition to those set in the 2008 revision of the Georgia Elderly Legal Assistance Program Standards.

<http://odis.dhs.ga.gov/ChooseCategory.aspx?cid=811>. Select Manual 5200 TOC. See overview and Standards.

1. Describe your experience in the provision of legal assistance to Older Georgians as a defined service area.
2. Address use of attorneys without GA licenses and supervision of those attorneys, if applicable.
3. Describe how staff (or subcontractor) will be supervised and monitored to insure quality and appropriateness.
4. Describe service delivery including intake process, case acceptance procedures, information related to scheduling, duration, and frequency of services.
5. Identify how client requests are prioritized in accordance with targeted population, greatest economic or social need, and limited English-speaking proficiency and mandated priority areas.
6. Describe capacity and plan for effective outreach and assistance to institutionalized, isolated and homebound individuals to make them aware of services.
7. Describe capacity and plan to reach limited English-speaking populations.
8. Describe Community Education Plan to inform elders of their legal rights in community education forums such as speeches, presentations, radio, or TV shows.
9. Describe case referral process to pro bono or reduced fee assistance programs and follow up process.
10. Describe emergency response procedure in a fee generating case as defined by 45 CFR Section 1321.71(g) (1).
11. Describe coordination with Long Term Care Ombudsman Program, Elder Abuse Prevention and Adult Protective Services.

5.3. BUDGET PROPOSAL

All Applicants must submit the Financial Components Workbook, which consists of the Budget Narrative, the Budget Summary form, and the Uniform Cost Methodology (UCM) spreadsheet for personnel and support. Instructions for the UCM spreadsheet are attached in the NOFA posting. Each Applicant will develop separate unit cost or line-item cost (if applicable) for each service to be provided. ARC will consider the unit cost(s) and/or line-item cost in negotiating contract expectations with providers.

Applicants must decide which services they are offering, how many units and unduplicated persons each program will serve based on the total allocation.

The budget for each service the Applicant is proposing to provide must be developed for one year, beginning July 1, 2024, and ending June 30, 2025

6. Appendix A

The amount of the grant awards under this NOFA are contingent upon ARC's receipt of funds from Federal and/or State sources. The available funding detailed in this NOFA are one-year projections based on planning allocations received for Fiscal Year 2024. The projections are subject to change based on the actual allocations received by ARC. The funds indicated below may be distributed across multiple entities depending on award decisions determined by ARC.

PLANNING ALLOCATIONS:

*These totals reflect totals with match included. Title III Match = 10% SSBG Match = 12%

Single County Allocation: *If you are bidding to provide services in just one county:*

Cherokee County: \$1,428,846

Clayton County: \$839,176

Cobb County: \$2,049,961

DeKalb County: \$2,466,046

Douglas County: \$768,715

Fayette County: \$967,112

Fulton County: \$3,486,161

Gwinnett County: \$2,481,461

Henry County: \$1,063,242

Rockdale County: \$605,316

Multi-County/Regional Allocation: *If you are bidding to provide services in more than one county:*

\$1,925,834