

PROPOSAL GENERAL INFORMATION

AAAWM Overview

The Area Agency on Aging of Western Michigan, Inc. (AAAWM) is a Michigan non-profit corporation. Since 1974, the AAWM has been designated by the State of Michigan to serve as the planning and coordinating agency for programs for older adults in the nine county region comprised of Allegan, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, Osceola, and the City of Grand Rapids. The AAWM's responsibilities are mandated by both Federal and State law. The Older Americans Act, as amended, and the Older Michiganian's Act, outline a series of rights, obligations, and duties to be fulfilled by Area Agencies on Aging. In meeting the intent of the Older Americans Act, preference is given to older persons in greatest economic and social need.

The role of the AAWM is to plan, coordinate, and advocate for the development of a comprehensive, community-based, service delivery system to meet the short and long term needs of adults (age 60+) and a limited number of disabled persons age 18 to 59. This is accomplished by working with federal, state, and local officials and with the private non-profit and for-profit sectors by coordinating existing services and stimulating new services.

Proposing Agency Eligibility

Any legally constituted public or private agency, organization, or institution may be an eligible proposing agency. All proposals must be submitted by a legally constituted corporation. The proposed service must emphasize activities and services that will assist and benefit older adults with the greatest economic and social needs.

Selection Process

Proposals will be considered according to the following process:

1. Each proposal is reviewed by the Proposal Review Committee (PRC) which consists of members of the AAWM Board of Directors and Advisory Council. The PRC reviews and evaluates each proposal against a standard set of review criteria (see pages 2-4). PRC members will not review proposals from affiliate organizations.
2. Each proposing agency will be required to make a personal presentation before the PRC. On June 17 and 20, 2019, the presentations will be held at the AAWM. On June 18, 2019, the presentations will be held in Big Rapids to accommodate the rural counties. Proposers will be notified of the time, day and location.
3. The PRC will submit funding allocation recommendations to the AAWM Board of Directors for consideration.
4. On July 22, 2019, the Board of Directors will make the final decision on funds for FY 2020 and proposers who will receive funding. Proposers will be notified within seven days of board decisions. Proposers who are denied funding will receive information on appealing the decision with their notification letter.

MINIMUM FUNDING CRITERIA AND STANDARDS OF REVIEW FOR FY 2020 - 2022 PROPOSALS

Below is a list of the minimum criteria and standards used to evaluate proposals. The Proposal Review Committee (PRC) will make funding recommendations based on the agency's response to the entire proposal process, and give greatest consideration to programs which benefit older adults most. Scoring is based on the proposing agency's capacity and ability to provide the proposed service. **A proposal must score at least 70% of the total possible points in order to be considered for funding.**

II-B Organizational Summary (17 points total)

Agency Mission (2 pts.)

- ◆ Proposing Agency mission, qualifications and services are appropriate and show capability to provide proposed services which would coordinate with AAAWM's plan to develop a comprehensive, community-based, service delivery system for older adults.

Targeting and Priorities (3 pts.)

- ◆ Proposing agency shows how their service will target minority groups and low income individuals. The 2010 Census demographics will reaffirm targeting.
- ◆ Language barriers are addressed.
- ◆ Prioritization method is effective.

Marketing (2 pts)

- ◆ Marketing and service promotion is appropriate.

Volunteer Use (5 pts.)

- ◆ The number and hours from volunteers are appropriate for the service and agency needs.

Fund Development (5 pts.)

- ◆ Other funding opportunities have been pursued.

II-C Agency Budget (5 points total)

- ◆ Proposing agency budget is balanced and shows diverse/secure funding. Form is completed and is mathematically correct.

II-D Service Design & Description (25 points total)

- ◆ Table for service summary is completed.
- ◆ Proof that clients will have adequate access to service.
- ◆ Service delivery is clearly described.
- ◆ Frequency of service is appropriate.
- ◆ Identified outcomes are client focused and provide useful information. Method of measurement is practical and achievable. Results are used to improve the program.
- ◆ Other quality measures are relevant and useful.
- ◆ If applicable - subcontract information is comprehensively explained.
- ◆ If applicable – start-up plan is thorough and timeline realistic.

II-E Service Budget (15 points total)

- ◆ Math is accurate and numbers are consistent throughout the proposal.
- ◆ Unit rate is reasonable and competitive.
- ◆ Total service budget shows diverse funding.
- ◆ Program Income (donations) and cost share are appropriate for the service.

Special Services (Sections II-F thru II-M will be rated as either a pass or fail score)

II-F Disease Prevention/Health Promotion

- ◆ Evidence of effectiveness is clearly shown.
- ◆ Staff are appropriately trained and/or certified.

II-G Caregiver Support Services

- ◆ The program is cost effective.
- ◆ Staff are appropriately trained and/or certified.

II-H Senior Center Staffing

- ◆ Activities are unique and interesting.
- ◆ Evidence based health promotion programs are appropriate.
- ◆ Promotion and program measurement are relevant and useful.

II-I General Nutrition Program Questions

- ◆ Adequate ServSafe trained staff.
- ◆ Computerized nutritional analysis is available or planned.

II-J Congregate Meals

- ◆ Menu offers choice.
- ◆ Number and location of meal sites are appropriate.
- ◆ Activities and programs conducted at meal sites are appropriate.
- ◆ Meal sites will be adequately promoted.

II-K Home Delivered Meals

- ◆ Modified choices/alternatives are available and appropriate.
- ◆ Frequency of delivery is appropriate.
- ◆ Number of meals available to clients is adequate.

II-L Elder Abuse Prevention Education

- ◆ Presentations are provided regularly to the community and throughout Region 8.
- ◆ Target audience includes older adults, those working with older adults, family caregivers, and community/service organizations.
- ◆ Plans to have significant leadership role in the Kent County Elder Abuse Coalition.

II-M Transportation (Assisted and Public)

- ◆ Drivers are appropriately licensed and annual vehicles are inspected annually.
- ◆ Provide reliable transportation for older adults to help reduce isolation.
- ◆ Have the capabilities to pick up clients who do not live on fixed routes.

III-A and III-B New Proposers (23 points Total)

Collaboration Letters (12 points)

- ◆ The letters are completed and show appropriate collaboration and communicate support of the proposing agency's capability.

Third Party Assessments (11 points)

- ◆ Program assessment is positive and shows no compliance issues.
- ◆ Program reporting is timely and accurate.

**Current AAAM Contracted Service Partner (23 points Total)
(Replaces Section III-A and III-B)**

AAAM Assessment (23 points)

- ◆ Program assessment is positive and shows no compliance issues.
- ◆ Responsive to recommendations.
- ◆ Responsive to funding conditions, if applicable.
- ◆ Program reporting is timely and accurate.
- ◆ Previous year's funding was appropriately spent.

III-C Single Audit or Financial Audit (10 points Total)

- ◆ Financial assessment or audit is positive and shows no compliance issues.

PROPOSAL COMPLETENESS (5 points Total)

- ◆ All required components are submitted.
- ◆ All components are completed correctly.

Scoring Grid

Proposal Section	Current Partner	New Proposer
Organizational Summary	17	17
Agency Budget	5	5
Service Design	25	25
Service Budget	15	15
Special Section II-F	Pass/Fail	Pass/Fail
Special Section II-G	Pass/Fail	Pass/Fail
Special Section II-H	Pass/Fail	Pass/Fail
Special Section II-I	Pass/Fail	Pass/Fail
Special Section II-J	Pass/Fail	Pass/Fail
Special Section II-K	Pass/Fail	Pass/Fail
Special Section II-L	Pass/Fail	Pass/Fail
Collaborative Letters		12
Third Party Assessment		11
AAAWM Assessment	23	
Audit	10	10
Proposal Completeness	5	5
TOTAL POINTS	100	100

These two sections are scored for each service.

Multi Year Proposal

This Proposal to provide services is for three years, FY 2020 - 2022. It coincides with the three-year funding cycle in which the area plan was developed. **Funding will be reviewed and renewed annually during the three year cycle subject to availability of funds and performance. Yearly cycles are from October 1 - September 30. Budget details requested in this proposal process will concentrate on the first fiscal year, October 1, 2019 to September 30, 2020.**

The following guidelines apply to the proposal:

1. Contract Period - The contract period will begin October 1, 2019 and end September 30, 2022.
2. Budget Period - For FY 2020, the proposed budget period cannot exceed 12 months beginning October 1, 2019 and ending September 30, 2020.
3. Authority - AAAMW maintains full authority and option to develop a proposal process in each of the subsequent years.
4. Service funding - contingent upon the availability of funds.
5. New Request for Proposal - A new proposal may be requested before completion of the three year cycle. A new proposal may be requested due to the following conditions:

- a. Inadequate service partner performance
 - b. Subsequent amendments to the multi-year plan
 - c. Significant changes in the requirements for the service to be provided
 - d. Competitive service environments which may offer significant savings in funding
 - e. Significant change in the service partner's administrative authority or organizational structure
6. Contract Renewal - To be considered for contract renewal, a service partner will be required to submit certain materials during the second and third years of the contract period.

Services to be funded:

Proposals may be submitted for the following services in any area of the nine county region. The nine counties are Allegan, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, and Osceola.

Proposals can only be submitted for services listed below.

- Adult Day Services
- Assistive Devices & Technologies (PERS)
- Caregiver Education, Support and Training
- Caregiver Focal Point
- Congregate Meals
- Counseling
- Disease Prevention/Health Promotion
- Elder Abuse Prevention Education
- Grandparent Education, Support and Training
- Home Delivered Meals
- Home Injury Control
- Homemaker (outside Kent County)
- Legal Assistance
- Long Term Care Ombudsman
- Medication Management
- Nutrition Education
- Outreach and Assistance
- Respite Care (outside Kent County)
- Senior Center Staffing
- Transportation (Assisted and Public)

Units

When requested, define how a unit is measured (i.e. 1 hour, 1 trip, 1 program). Some service definitions allow various forms of units. See the AAAMW Policies and Procedures Manual for unit definitions. Defining the service unit helps the PRC understand your proposal better.

Unit Rate Reimbursement

All contracted services will be reimbursed on a unit rate system.

1. Unit rates will include all costs. All client contributions (program income) and cost share income (where applicable) increase service by providing additional units on a monthly basis. In the case of nutrition contracts, program income is a part of the unit rate.
2. The proposed unit rate and number of units may be changed through negotiations prior to signing the contract. For existing partners, a maximum 3% unit rate increase will be allowed over FY 2019 unit rates, but this must still be justified.
3. During the contract period, AAAWM must verify the accuracy of the agency's program reporting system. Reimbursements are based on documented amounts of service provided.
4. Consistent level of service delivery is required. Service is to be provided every month throughout the year.

Funding

Appendix A shows the current funding for each service in each county. Future funding amounts are not guaranteed and may fluctuate during the year based on State and Federal allocations.

Collaboration Letter

New proposers must include, at a minimum, three letters of collaboration. Collaboration letters must include details specified on the "Instructions for Composing a Collaboration Letter of Support" page. Submit only the required number of letters in each proposal packet.

Proposal Presentations

The proposing agency must make an oral presentation to the PRC on June 17, 18 or 20, 2019. The average presentation length is 15 minutes. **THE USE OF HANDOUTS OR VISUAL AIDS WILL NOT BE ALLOWED DURING THE PRESENTATION.** Proposing agencies should not send additional information to, or make contact with, the PRC members. PRC members will request additional information, if needed. **You will be notified of your assigned day and time for the oral presentation.** The meetings will be held in the AAAWM conference room.

Excessive Information

To expedite review of the proposal, it is important that proposing agencies **include only information specifically requested in the proposal.** Superfluous material will not be considered by the Proposal Review Committee, AAAWM Advisory Council or AAAWM Board of Directors.

Proposal Completion

All questions are part of the proposal score. If a question is not relevant or applicable to your proposed service, state the reason why. **An answer is expected for all questions.**

Proposing agencies must complete all relevant parts of the proposal, including securing appropriate signatures, and must submit the proposal before the deadline. **All pages of the final proposal should be numbered consecutively in the upper right hand corner of the page.**

PROPOSAL PAGES SHOULD BE THREE HOLE PUNCHED AND SECURELY FASTENED TOGETHER USING A BINDER CLIP OR SIMILAR TEMPORARY DEVICE. DO NOT USE THREE RING BINDERS, FOLDERS, SPIRAL OR OTHER BINDINGS.

Acronyms and Terms

AAAWM - Area Agency on Aging of Western Michigan
Region 8 - The nine county area made up of Allegan, Kent, Ionia, Lake, Mason, Mecosta, Montcalm, Newaygo and Osceola Counties.
OAA - Older Americans Act
PRC - Proposal Review Committee (made up of AAAWM Board and Advisory Council members)
PSA - Planning Service Area
FY - Fiscal Year (October 1 - September 30)

Minority Agency: a for-profit organization with 50.1% ownership by minority individuals and a non-profit organization with 51% of the governing board membership being minority individuals and at least 50% of staff being minority individuals.

"Greatest Economic Need": the need resulting from an income level at or below poverty threshold established by the United States Department of Health and Human Services (HHS).

<u>Family Size</u>	<u>At/Below</u>
1 Person*	\$ 12,490
2 Person	\$ 16,910

- * A person living alone or with non-relatives.
- ** Add \$4,420 for each additional family member.

"Frail and Disabled": A frail and/or disabled person has a physical or mental disability that restricts his/her ability to perform individually or live independently. A person is determined to be Frail and Disabled if they require assistance with three (3) or more Activities of Daily Living (ADL) and three (3) or more Instrumental Activities of Daily Living (IADL). See Appendix B.

Proposing Agency Workshop

The AAAWM staff will conduct a proposing agency workshop on **Wednesday, April 10, 2019** at 1:00 p.m. at the Area Agency on Aging of Western Michigan, 3215 Eaglecrest Drive NE, Grand Rapids, Michigan. At this workshop, staff will meet with proposing agencies to discuss and answer questions pertaining to the proposal.

Proposing agencies are encouraged to submit questions in writing before the workshop. Written questions submitted prior to the proposing agency workshop will be answered at the workshop only. All proposing agencies are encouraged to attend the proposal workshop.

After the proposing agency workshop, all questions must be submitted in writing to the AAAWM by **April 17, 2019**. No questions will be answered by phone. ***Written questions submitted after the proposing agency workshop and by April 17, 2019 will be responded to in writing and all proposing agencies will receive a copy by email. It is the responsibility of the proposing agency to provide contact information to proposal@aaawm.org***

Proposal Submission

One signed original and sixteen (16) COPIES for a total of seventeen (17) paper copies of the completed proposal must be received by the Area Agency on Aging of Western Michigan, Inc., 3215 Eaglecrest Dr. NE, Grand Rapids, MI 49525, **by 12:00 p.m. (noon), Monday, May 6, 2019.** Proposing Agencies are encouraged to hand deliver or send proposals by registered mail to confirm receipt.

Additionally, one electronic copy of the proposal packet must be emailed to proposal@aaawm.org Do not include Section III. Attachments or the Section II.B Organizational Summary packets.

NO PROPOSALS WILL BE ACCEPTED AFTER THE DEADLINE.

NO PROPOSALS WILL BE ACCEPTED BY FAX.

APPENDIX A

FY 2019 Funded Services by County

Allegan County		
Service	Partner	19 Funding
Adult Day Services	Evergreen Commons	\$85,000
Homemaker	Atrio Home Care	\$26,000
Respite Care	Atrio Home Care	\$42,500
Assisted Transportation	Community Action of Allegan County	\$23,000
Congregate Meals	Meals on Wheels Western Michigan	\$65,856
NSIP Congregate	Meals on Wheels Western Michigan	\$8,048
Home Delivered Meals	Meals on Wheels Western Michigan	\$219,045
NSIP HDM	Meals on Wheels Western Michigan	\$33,052
Ionia County		
Service	Partner	19 Funding
Disease Prevention/Health Promotion	Ionia CoA	\$13,566
Homemaker	Ionia CoA	\$43,385
Respite Care	Ionia CoA	\$36,500
Senior Center Staffing	Ionia CoA	\$6,000
Transportation - Assisted	Ionia CoA	\$6,655
Congregate Meals	Ionia CoA	\$55,000
NSIP - Congregate	Ionia CoA	\$6,048
Home Delivered Meals	Ionia CoA	\$152,000
NSIP - HDM	Ionia CoA	\$50,498
Kent County		
Service	Partner	19 Funding
Adult Day Services	Hope Network Behavioral Health Services	\$62,940
	SarahCare Knapp's Corner	\$110,000
	SarahCare Metro	\$70,000
Caregiver Education, Support & Training	Easterseals of Michigan	\$17,336
Disease Prevention/Health Promotion	GRCC Older Learner Program	\$8,682
	Senior Neighbors	\$7,197
Grandparent Education, Support & Training	United Methodist Community House	\$6,500
Outreach & Assistance	Kent County Community Action	\$27,585
	Senior Neighbors	\$111,421
Outreach & Assistance - Native American	Kent County Community Action	\$9,116
Respite Care	Senior Neighbors	\$80,000
Senior Center Staffing	Senior Neighbors	\$30,005
	United Methodist Community House	\$9,950
Transportation - Assisted	United Methodist Community House	\$29,000
Transportation - Public	Senior Neighbors	\$35,250
	Wyoming, City of	\$13,000

Kent County continued		
Service	Partner	19 Funding
Congregate Meals	Meals on Wheels Western Michigan	\$362,171
NSIP - Congregate	Kent County Community Action	\$5,572
	Meals on Wheels Western Michigan	\$67,658
	Salvation Army	\$7,598
Home Delivered Meals	Meals on Wheels Western Michigan	\$893,673
NSIP - HDM	Kent County Community Action	\$7,149
	Meals on Wheels Western Michigan	\$383,459
Lake County		
Service	Partner	19 Funding
Disease Prevention/Health Promotion	St. Ann's – Lake County Senior Services	\$2,250
Grandparent Education, Support & Training	Baldwin Family Health Care	\$10,000
Homemaker	St. Ann's – Lake County Senior Services	\$47,093
Respite Care	Baldwin Family Health Care	\$89,560
Transportation - Assisted	St. Ann's – Lake County Senior Services	\$17,788
Congregate Meals	St. Ann's – Lake County Senior Services	\$75,525
NSIP – Congregate	St. Ann's – Lake County Senior Services	\$11,880
Home Delivered Meals	St. Ann's – Lake County Senior Services	\$98,940
NSIP - HDM	St. Ann's – Lake County Senior Services	\$18,890
Mason County		
Service	Partner	19 Funding
Disease Prevention/Health Promotion	Ludington Senior Center	\$1,000
	MCCS - Scottville Senior Center	\$1,000
Homemaker	MCCS - Scottville Senior Center	\$31,722
Respite Care	MCCS - Scottville Senior Center	\$15,051
Senior Center Staffing	Ludington Senior Center	\$12,000
Transportation - Assisted	MCCS - Scottville Senior Center	\$10,500
Congregate Meals	Mason County Central Schools	\$41,000
NSIP – Congregate	Mason County Central Schools	\$4,953
Home Delivered Meals	Mason County Central Schools	\$104,535
NSIP - HDM	Mason County Central Schools	\$28,865
Mecosta County		
Service	Partner	19 Funding
Disease Prevention/Health Promotion	Mecosta CoA	\$7,243
Homemaker	Mecosta CoA	\$51,500
Respite Care	Mecosta CoA	\$17,997
Senior Center Staffing	Mecosta CoA	\$14,762
Transportation - Assisted	Mecosta CoA	\$20,315
Congregate Meals	Mecosta CoA	\$30,135
NSIP - Congregate	Mecosta CoA	\$5,795
Home Delivered Meals	Mecosta CoA	\$146,053
NSIP - HDM	Mecosta CoA	\$33,640

Montcalm County		
Service	Partner	19 Funding
Adult Day Services	Montcalm CoA	\$25,000
Homemaker	Montcalm CoA	\$30,000
Respite Care	Montcalm CoA	\$35,000
Transportation - Assisted	Montcalm CoA	\$30,000
Congregate Meals	Montcalm CoA	\$58,000
NSIP - Congregate	Montcalm CoA	\$8,325
Home Delivered Meals	Montcalm CoA	\$139,890
NSIP - HDM	Montcalm CoA	\$33,182
Newaygo County		
Service	Partner	19 Funding
Adult Day Services	Newaygo CoA	\$56,400
Disease Prevention/Health Promotion	Newaygo CoA	\$4,500
Homemaker	Newaygo CoA	\$72,387
Transportation - Assisted	Newaygo CoA	\$27,634
	Catholic Charities West Michigan	\$6,000
Congregate Meals	Newaygo CoA	\$68,727
NSIP - Congregate	Newaygo CoA	\$8,907
Home Delivered Meals	Newaygo CoA	\$144,382
NSIP - HDM	Newaygo CoA	\$39,227
Osceola County		
Service	Partner	19 Funding
Disease Prevention/Health Promotion	Osceola CoA	\$2,250
Homemaker	Osceola CoA	\$40,950
Respite Care	Osceola CoA	\$59,549
Transportation - Assisted	Osceola CoA	\$39,458
Congregate Meals	Osceola CoA	\$55,298
NSIP - Congregate	Osceola CoA	\$6,475
Home Delivered Meals	Osceola CoA	\$125,410
NSIP - HDM	Osceola CoA	\$18,395
Multi-County		
Service	Partner	19 Funding
Caregiver Education, Support & Training	Alzheimer's Association	\$70,000
Caregiver Focal Point	AAAWM	\$68,000
Counseling	Association for the Blind & Visually Impaired	\$11,000
Elder Abuse Prevention Education	AAAWM	\$24,684
Legal Assistance	Legal Aid of Western Michigan	\$73,000
Long Term Care Ombudsman	AAAWM	\$86,518

Activities and Instrumental Activities of Daily Living

ADL'S AND IADL'S

Activities of Daily Living (ADL)

- bathing
- bladder function
- toileting
- eating/feeding
- walking
- general mobility
- wheeling
- stair climbing
- transferring
- dressing
- bed mobility
- bowel function

Instrumental Activities of Daily Living (IADL)

- uses phone
- uses public or private transportation
- reheats meals
- cooks meals
- does light cleaning
- does heavy cleaning
- does laundry
- goes shopping
- handles finances
- keeps appointments
- maintains heating
- takes medications

Evidence Based Health Promotion Programs

Active Choices: Developed by Stanford University to help older adults meet their physical activity needs.

Active Living Every Day (ALED): This program was developed by the Cooper Institute, Brown University and Human Kinetics.

Stanford Chronic Disease Self-Management Program (CDSMP); (PATH)

This is a 6 week, 2.5 hours per week, class designed to help individuals manage chronic conditions.

Stanford Diabetes Self-Management Program (DSMP); (D-PATH)

This is a 6 week, 2.5 hours per week, class designed to help individuals manage diabetes.

EnhanceFitness (EF): EnhanceFitness, developed by the University of Washington in collaboration with Senior Services, is a group exercise program. Meets 2 -3 times a week for 1 hour.

EnhanceWellness (EW): EnhanceWellness is an individualized, community-based wellness intervention for older adults at risk of functional decline.

Healthy Moves: Developed and tested by the Partners in Care Foundation in collaboration with other Southern California organizations.

Matter of Balance (MOB): A Matter of Balance Program. Volunteer Lay Leader Model, adapted from Boston University Roybal Center by Maine's Partnership for Healthy Aging, teaches practical coping strategies to reduce the fear of falling.

Step by Step: Developed by Yale FICSIT and Connecticut Collaboration for Fall Prevention.

Stepping On: Developed at the University of Sydney, Australia, this program is designed to improve fall self-efficacy, encourage behavior change, and reduce falls.

Strong for Life: Developed by Boston University, this home-based exercise program increases strength, balance, and overall health.

Tai Chi: Developed out of the Oregon Research Institute, this simplified, 8-form version of T'ai Chi, offered in community settings.

The Arthritis Foundation Programs: Offer physical activities that relieve stiffness and pain and builds strength and stamina.

- The Arthritis Foundation Self-Help Program
- Arthritis Foundation Tai Chi Program
- Arthritis Exercise Program
- Arthritis Aquatic Program
- Arthritis Walk w/Ease