

**REQUEST FOR APPLICATION
RFA COVER SHEET**

TITLE OF RFA:	Supportive Services for Visually Impaired Seniors	RFA Number: RFA00001
Agency:	Areawide Aging Agency	
Agency seeks to award:	Comprehensive services for visually impaired seniors	
Issuing Officer: Blair Schoeb, CEO		
Phone: 405-942-8500 E-mail: bschoeb@areawideaging.org		
Mailing Address: Areawide Aging Agency 4101 Perimeter Center Drive, Suite 310 Oklahoma City, OK 73112		
TIMETABLE—Event or Action:	Date/Time (Central Time)	
Agency Posts Notice of RFA on Areawide Aging Agency website	September 14, 2020	
Agency Issues RFA:	September 14, 2020	
Applicants must submit questions regarding the Application conference by:	September 18, 2020	
Application Conference to be held on: From 2:30 pm to 4:00 pm Location and Address: Virtual Attendance at Application Conference is mandatory. This will be held virtually and prior registration is required. To register, please email bschoeb@areawideaging.org	September 21, 2020	
RFA written questions, requests for clarification, and suggested changes from Applicants due: (no questions accepted or responded to after this date):	September 28, 2020 @ 5:00 pm	
Application Due:	October 5, 2020 @ noon	
Award anticipated to take effect:	November 1, 2020	
Relevant Websites:	Web-address:	
Website where Addenda to this RFA will be posted:	http://www.areawideaging.org	
Website where Application terms and conditions are posted:	http://www.areawideaging.org	
Website where Older Americans Act document can be found	https://acl.gov/sites/default/files/about-acl/2020-04/Older%20Americans%20Act%20Of%201965%20as%20amended%20by%20Public%20Law%20116-131%20on%203-25-2020.pdf	

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AREAWIDE AGING AGENCY
SECTION A. GENERAL INFORMATION –

Section A. General Information

Section A outlines the general criteria related to the process, timelines, and requirements for Application submission.

(1) Application Introduction.

Areawide Aging Agency, a nonprofit organization located in Oklahoma City, is seeking qualified organizations to respond to this Request for Application. Areawide is the designated area agency on aging in Canadian, Cleveland, Logan, and Oklahoma Counties and operates and funds a wide range of programs and services designed to assist seniors in remaining independent and safe.

The COVID 19 pandemic increased the number of seniors forced to isolate in their homes, resulting in no face-to-face contact. Research shows that extended isolation contributes to the onset of dementia, and that the impact of extended isolation is made greater if a senior suffers from vision loss. Areawide has received CARES Act funding and has reserved a portion of these funds for the purpose of developing and implementing programs that are unique in design and that target underserved populations.

In order to address the unique challenges faced by visually-impaired seniors, Areawide desires to contract with an organization which possesses a demonstrated history of successfully providing critical services designed to promote independence to vision-impaired seniors

Applicants shall consult the Older Americans Act, Oklahoma Administrative Code, and Title 45 of the Code of Federal Regulations for rules and regulations governing contractors of Areawide Aging Agency.

(2) Contract Period

This funding is made available through the CARES Act and will start November 1, 2020 and terminate on September 30, 2021.

(3) Acceptance of Terms.

- a. **Acceptance of Terms and Conditions.** The Applicant shall specifically agree that by submitting the Application, the Applicant is accepting all terms and conditions stated in the RFA.
- b. **Copies.** By submitting an Application, the Applicant agrees that the Agency may copy the Application for purposes of facilitating the evaluation of the Application or to respond to requests for public records. By submitting an Application, the

Applicant consents to such copying and warrants that such copying shall not violate the rights of any third party.

- c. **RFA Amendments.** The Agency reserves the right to amend the RFA at any time using an addendum. The Applicant shall acknowledge receipt of all addenda in its Application. If the Agency issues an addendum after the due date for receipt of Applications, the Agency may, in its sole discretion, allow Applicants to amend their Applications in response to the addendum.
- d. **Addendum.** The RFA and any addenda to the RFA shall be posted online. The Applicant is advised to check the website (to be provided) daily for addenda to this RFA, particularly if the Applicant downloaded the RFA from the Internet as the Applicant may not automatically receive addenda. It is the Applicant's sole responsibility to check daily for addenda.

(4) Deadline for Submittal. The Agency shall receive the Application at the Issuing Officer's address identified on the RFA cover sheet before the "Application Due" date and time listed on the RFA cover sheet. This is a mandatory requirement and shall not be waived by the Agency. Any Application received after this deadline shall be rejected and returned unopened to the Applicant.

(5) Application Size, Number of Copies, and Mailing Information.

- a. **Paper Size.** The Application shall be typewritten on 8.5" x 11" paper.
- b. **Page Count.** The application shall be no more than 10 pages double spaced 12pt font, plus attachments.
- c. **Mailing Information.** The Application shall be sent in sealed envelope. The envelope shall be labeled with the following information:

**RFA Number: RFA0001
Blair Schoeb
Areawide Aging Agency
4101 Perimeter Center Drive, Suite 310
Oklahoma City, OK 73112**

[Applicant's Name and Address]

The Agency shall not be responsible for misdirected packages or premature opening of Applications if an Application is not properly labeled.

- d. **Number of Copies.** One (1) original, one (1) electronic shall be timely submitted to the Issuing Officer. The electronic copy shall be in the format of a zip file to bschoeb@areawideaging.org
- e. **Confidential Treatment.** Any request for confidential treatment of information shall be included in the Application Information Form, Attachment 3.

(6) Application Conference. The Application Conference will be held at the date, time, and location listed on the RFA cover sheet. This conference will be held virtually, and attendees must register in advance. The purpose of the Application Conference is to discuss with prospective Applicants the work to be performed and allow Applicants an opportunity to ask questions regarding the RFA. Oral discussions at the Application Conference shall not be considered part of the RFA unless confirmed in writing by the Agency and incorporated into this RFA. The conference may be recorded. Questions asked at the conference that cannot be adequately answered during the conference may be deferred. A copy of the questions and answers shall be posted on the web in the form of an addendum.

(7) Questions, Requests for Clarification, and Suggested Changes.

- a. **Sole Point of Contact.** The Issuing Officer identified in the RFA cover sheet is the sole point of contact regarding the RFA from the date of issuance until a Notice of Intent to Award is issued.
- b. **Written Questions, Requests for Clarification, and Suggested Changes.** Applicants are invited to submit written questions and requests for clarifications regarding the RFA. The questions, requests for clarifications, or suggestions shall be in writing and received by the Issuing Officer before the date and time listed on the RFA cover sheet.

(8) Appeal Process. Applicants who are denied funding through this RFA process may submit a written request for hearing to Areawide Aging Agency within 30 days of the applicant's receipt of funding denial notice. The written request must include a detailed explanation of the applicant's grounds for appeal. Hearings may also be requested by organizations whose funding is suspended or terminated prior to the end of an approved project period. A copy of Areawide Aging Agency's appeal process is available upon request.

(9) **Amendment and Withdrawal of Application.** The Applicant may amend or withdraw and resubmit its Application at any time before the Applications are due. All amendments shall be in writing, signed by the Applicant and received by the time set for the receipt of Applications.

(10) **Application Review.**

- a. **Comprehensive, Fair, and Impartial Evaluation.** The Agency intends to conduct a comprehensive, fair, and impartial evaluation of Applications received in response to this RFA.
- b. **Evaluation Committee.** The Agency shall use an evaluation committee to review and evaluate the Applications.
- c. **Evaluation Process.** The Agency shall open Applications after the deadline for submission of Applications has passed. The Applications shall remain confidential until the Evaluation Committee has reviewed all of the Applications submitted in response to this RFA and the Agency has issued a Notice of Intent to Award.
- d. **Application Subject to Verification.** The content of an Application submitted by an Applicant is subject to verification.
- e. **Misleading or Inaccurate Information.** The Agency may reject the Application if the Agency determines, in its sole discretion, that the content is in any way misleading or inaccurate.
- f. **Clarification of Application.** The Agency reserves the right to contact an Applicant after the submission of Applications for the purpose of clarifying an Application. This contact may include written questions, interviews, site visits, or requests for clarification of the Application.

(11) **Final Decision Authority.** Areawide Aging Agency reserves the right to accept or reject, any and all proposals received as a result of the request, to negotiate with all qualified sources, or to cancel in part or in it's entirely this RFA. This RFA does not commit Areawide Aging Agency to award a contract, to pay any cost incurred for the preparation of proposals, or to procure or contract for any services.

(12) **Notification of Award to Designate Applicant as an Area Agency on Aging.**

- a. **Notice.** Notice of Intent to Award Designation shall be sent to the selected Applicant Applicants at the provided email address.

Section B. Application Content.

Section B outlines the information required to complete the Application and provides the content on which the Application shall be scored.

- (1) Minimum Responsiveness.** The Application shall meet the following requirements to be considered for evaluation.

 - a. **Deadline for Submittal.** The Application was submitted in accordance with the deadline established in Section A(4) of the RFA.
 - b. **Audits.** The Application includes audits for the past three (3) years.
 - c. **Tax Returns.** The Application includes federal and state tax returns or Form 990s filed for the past three (3) years.
 - d. **Application Review (Score Sheet).** The Application includes a completed Application Review (Score Sheet), included as Attachment 1.
 - e. **Application Information Form**

- (2) Applicant Qualifications.**

 - a. **Experience.** The Applicant shall provide the following information regarding experience:
 1. A narrative explaining expertise in establishing and administering innovative programs and service delivery systems that meet the needs of consumers.

- (3) Application Specifications. The applicant shall provide the following information regarding specifications of the RFA:**

 - a. **Application Information Form.** The Applicant shall provide the Application Information Form, included as Attachment 3.

- (4) Strategies for Service Delivery.**

The Application shall include a narrative explaining the strategies that shall be used to achieve the outcome described in each section below. The Applicant shall include a plan explaining the full implementation strategy. Full implementation strategies may include a statement reflecting past successful strategies and existing partnership success.

This program will fall under the authority of the Older Americans Act. The following subsections from Section 321 (a) of this Act, describe the program services Areawide will consider funding under this RFA (those items in bold are a higher priority to Areawide):

(1) **Health** (including mental and behavioral health), education and trainings, welfare, informational, recreational, homemaker, counseling, referral, chronic condition self-care management, or **falls prevention services**;

(2) **Transportation services** to facilitate access to supportive services or nutrition services, and services provided by an area agency on aging, in conjunction with local transportation service providers, public transportation agencies, and other local government agencies, that result in increased provision of such transportation services for older individuals;

(3) Services designed to encourage and assist older individuals to use the facilities and services (including information and assistance services) available to them, including language translation services to assist older individuals with limited English speaking ability to obtain services under this title;

(4) Services designed (A) to assist older individuals to obtain adequate housing, including **residential repair and renovation** projects designed to enable older individuals who have physical disabilities; (C) to prevent unlawful entry into residences of older individuals , through the installation of security devices and through structural modifications or alternations of such residences; or (D) to assist older individuals in obtaining housing for which assistance is provided under programs of the Department of Housing and Urban Development;

(5) Services designed to assist older individuals in avoiding institutionalization and to assist individuals in long-term care institutions who are able to return to their communities, including:

- **Client Assessment, case management services, and development and coordination of community services**;
- Supportive activities to meet the special needs of caregivers, including caretakers who provide in-home services to frail older individuals; and
- In-home services and other community services, including home health, homemaker, shopping, escort, reader and letter writing services, to assist older individuals to live independently in a home environment;

(11) **Provision of services and assistive devices (including provision of assistive technology services and assistive technology devices)** which are designed to meet the unique needs of older individuals who are disabled, and of older individuals who provide uncompensated care to their adult children with disabilities;

(5) Participant Eligibility for Service Delivery.

- b. Must reside in Canadian, Cleveland, Logan, or Oklahoma County
- c. Must be 60 years of age or older

(6) Financial Information.

The Applicant shall provide the following information as it relates to financial information:

- a. **Audit Reports.** Applicant financial audit reports issued for each of the last three (3) fiscal years.
- b. **Tax Returns.** Applicant Federal and State tax returns or Form 990s filed for the last three (3) years.
- c. **Indirect Cost Negotiation Agreement.** Most recent approved Indirect Cost Negotiation Agreement to support any request for reimbursement of indirect costs.
- d. **Service Units and Demographic Profiles.** All Applicants will complete the Service Units and Demographic Profiles Attachment 2.

Attachment 1 Application Review (Score Sheet)

The following pages contain the criteria by which Applications will be evaluated and the maximum possible points for each. Applicants are cautioned to carefully review this section to determine what information will be considered in the review process.

Applicants shall not write in shaded areas as these areas are to be completed by reviewers.

Enter Applicant Name

	Columns	A	B	C
1. Minimum Responsiveness Criteria		Yes/No	Requirement Met	Page Number
Minimum Responsiveness Requirements: Applications that fail to meet the minimum responsiveness requirements below will be eliminated from consideration. If the answer to any of the statements results in a “no”, the Application will be rejected and will not be scored.				
a. Applicant is eligible.		Yes/No		
b. Application was received on or before the established deadline.		Yes/No		

<p>[SHADED AREAS TO BE COMPLETED BY DEPARTMENT]</p> <p>Were all statements answered yes? _____</p> <p>If yes, the Applicant moves on to full review and scoring process.</p> <p>If no, the Application is rejected and the Applicant is removed from further consideration.</p>
<p>Reviewer’s Name _____ Date _____</p>

Applicant Name: _____

Columns A B C

[SHADED AREAS TO BE COMPLETED BY REVIEWERS – APPLICANT COMPLETE COLUMN C]

2. Applicant Qualifications	Points Possible	Points Awarded	Page Number
a. The Applicant demonstrates expertise in establishing and administering innovative programs and service delivery systems that meet the needs of consumers.	25		
Reviewer Comments:			

[SHADED AREAS TO BE COMPLETED BY REVIEWERS]

Total Score _____ (25 potential points)

Reviewer's Name _____ Date _____

Applicant Name: _____

	Columns	A	B	C
[SHADED AREAS TO BE COMPLETED BY REVIEWERS – APPLICANT COMPLETE COLUMN C]				
4. Strategies for Service Delivery	Points Possible	Points Awarded	Page Number	
a. The Applicant clearly identifies the needs of consumers in the planning and service area.	10			
b. The Applicant included a plan explaining the full implementation strategy	15			
d. The Applicant demonstrates a program that addresses one or more of the subsections of program services as detailed in Section 321 (a)	25			
f. Services outlined in the RFA narrative demonstrate an effective delivery of service.	50			
Reviewer Comments:				

[SHADED AREAS TO BE COMPLETED BY REVIEWERS]	
Total Score _____ (100 potential points)	
Reviewer's Name _____	Date _____

Applicant Name: _____

[SHADED AREAS TO BE COMPLETED BY REVIEWERS]
Reviewer Comments (Section 4 Continued):

Large shaded area for reviewer comments.

Applicant Name: _____

Columns A B C

[SHADED AREAS TO BE COMPLETED BY REVIEWERS – APPLICANT COMPLETE COLUMN C]

5. Financial Information	Points Possible	Points Awarded	Page Number
a. Application contains financial audit reports and special interest audit reports (if applicable) and any audit findings have been resolved.	25		
b. Application contains Federal and State tax returns or Form 990s filed for the last 3 years.			
b. Application contains Indirect Cost Negotiation Agreement, if applicable.	10		
c. Service expenditures have associated units of service and units of service have associated service expenditures.	25		
d. Application contains accurately completed Service Units and Demographic Profiles. [Section B(6)(d); Attachment 2]	50		
Reviewer Comments:			

[SHADED AREAS TO BE COMPLETED BY REVIEWERS]

Total Score _____ (110 potential points)

Reviewer's Name _____ Date _____

Attachment 2
PROJECTED AGING PROGRAM OUTPUT
(November 1, 2020 THROUGH September 30, 2021)

Aging Program Output-Quantitative		Units Served	
Service Categories	Estimated Cost per Service	TOTAL Units of Service	TOTAL Unduplicated Persons Served
Health			
Transportation services			
Information and assistance			
Residential repair and renovation			
Services to avoid long term care institutionalization			
Client assessment, case management, and community services			
Caregiver needs			
In home services			
Provision of services and assistive devices			
Employment			
Other:			

Attachment 3 Application Information Form

Name of Applicant Organization	
Street Address of Applicant	Applicant Phone
Mailing Address of Applicant	Applicant Website Address
Name of the Proposed Program	
Application Contact	Application Contact Phone
	Application Contact Fax
	Application Contact E-Mail Address
State of incorporation, registration, formation, or organization of Applicant, if applicable	Number of years of experience Applicant has working with consumers
Employer Identification Number (EIN)	
Applicant Mission Statement	

CONTACT INFORMATION

Board Chair, Name and Title	Phone	Fax
	Email	
Director, Name and Title	Phone	Fax
	Email	
Financial Manager, Name and Title	Phone	Fax
	Email	

CONFIDENTIALITY PROVISION

Confidential Treatment: According to section A(5)(e) of the RFA, please provide specific information regarding any requests for confidential treatment. Please attach additional pages if necessary

The undersigned (authorized official signing for the applicant organization) certifies that the statements made in this application document and attached application are true, complete, and accurate to the best of his or her knowledge.

Executive Director of Applicant Organization

Date