



WESTERN CONNECTICUT AREA AGENCY ON AGING

REQUEST FOR PROPOSAL NOTICE **(TITLE III & STATE MATCH FUNDS)** **JANUARY, 2026**

TO: Interested community service organizations in the Western Connecticut Area Agency on Aging planning and service area.

FROM: Spring Raymond, MBA, President and CEO

RE: Request for proposal (RFP) process consideration of fiscal year 2027, Title III Older Americans Act and state matching funds. **Applications are due Monday, March 16, 2026.**

I. **INTRODUCTION:** The Western Connecticut Area Agency on Aging (WCAAA) is currently accepting applications for funds from its Title III & state match funds allocations in accordance with the Older Americans Act through contract with the State Unit on Aging. Depending on the application request, awards may be made in grant form or unit of service (UOS) contracts for services to the 60+ population at the discretion of the WCAAA Board of Directors which is considered final. The precise level of funding for each category is not available at this time due to dependence on FFY 2027 federal allocations. Please note, there are additional requirements for some funding categories.

II. **STATEMENT OF PURPOSE**

The purpose of Title III as specified in the Older Americans Act is to promote the development of a comprehensive and coordinated service system for older persons. The primary goals of this system are:

- To secure and maintain independence and dignity in a home environment for persons capable of self care with appropriate supportive services; and,
- To remove individual and social barriers to economic and personal independence for older persons.

III. **ROLE OF THE AREA AGENCY**

The Western Connecticut Area Agency on Aging (WCAAA) is one of the five Area Agencies on Aging in this state established under Title III. The Agency was established in October 1986 with responsibility for fostering the development of comprehensive and coordinated service systems for older persons. As such, the major functions of the Area Agency are:

- Needs Assessment
- Establishment of priorities
- Bilateral planning and Plan implementation
- Service Coordination/Provision through contracting
- Resource development
- Evaluation
- Collection and dissemination of information
- Leadership and advocacy

IV. **FUNDING GUIDING PRINCIPLES:** There are several policies developed by the WCAAA which should be viewed by applicants as guiding principles for proposal development, and these apply to all categories of funding. All applicants should note that OAA funds must be used for service to persons age 60+ unless special conditions apply. (See grandparents section)

First, proposals which offer INNOVATIVE ideas based on documented research or best practices in programs and services aimed at maintaining seniors in their own homes are encouraged.

Second, proposals which consider the changes in legislation/regulations at the state and federal levels will also receive more favorable consideration. In this regard, we are concerned that proposals reflect such changes as they impact on local service delivery systems with specific regard to incorporating principles of health care reform.

Third, seniors who are frail, at risk of institutionalization, limited English proficiency, with Alzheimer's & related dementia, homebound and/or isolated in their homes are among the AAA's highest priority target groups. Of particular concern are those seniors who, due to health, safety or other social concerns may be considered isolated from the general social service system and/or family, friends, and other potential caregivers.

Fourth, proposals which will provide health/mental health type services and Transportation opportunities in INNOVATIVE ways will be more favorably considered.

Last, proposals that demonstrate how self-sufficiency can be reached without multiyear AAA funding will also be more favorably considered.

- V. **FUNDING AVAILABLE:** The following types of funding opportunities will become available through this RFP. Applicants are required to choose a funding title. The WCAAA reserves the right to adjust awards as funds become available. Applicants should note a) any special conditions that apply to the categories below and b) forms MAY have changed.

A. TITLE III B FUNDS (SUPPORTIVE SERVICES AND SENIOR CENTERS):

Title III B funds are being made available for general social services. However, there are categories of general service which the Agency wishes to promote. The six service categories below are not exclusive; they represent types of services previously funded. Applicants are encouraged to present applications for innovative services/new methods of serving seniors under any of the service categories or the category of demonstration/Innovation. However, requests for demonstration funds should be developed so that activities can be concluded in one year. Research and planning activities are not allowable under any service category and will not be funded.

- Behavioral Health
- In Home Services
- Senior Centers
- Transportation
- Legal Assistance
- Housing Alternatives

It is the intent of the WCAAA to comply with the requirements of the State Unit on Aging in the allocation of Older Americans Act (OAA) and State Match funds, as follows:

- A minimum of 25% of funds shall be allocated to in-home services.
- A minimum of 5% of funds shall be allocated to behavioral health services.
- A minimum of 10% of funds shall be allocated to transportation services.
- A minimum of 6% of funds shall be allocated to legal services.
- A minimum of 5% of funds shall be allocated to senior centers.

B. TITLE III D FUNDS (HEALTH PROMOTION, DISEASE PREVENTION):

Title III-D funds are designated for evidence-based health promotion and disease prevention activities and must be used to support programs that meet the highest-level evidence-based prevention and health promotion criteria, as defined by the Administration for Community Living (ACL) and/or the National Council on Aging (NCOA). Applicants whose proposed programs do not meet these evidence-based criteria will not be considered for Title III-D funding. Proposed programs must be research-tested and/or clinically evaluated and demonstrated to produce positive health outcomes for adults age 60 and over in a community-based setting.

Examples of Evidence Based programs are: Active Choices, AEA Arthritis Foundation Aquatic Program, Aging Mastery, Evidence-Based Falls Prevention Programs (A Matter of Balance), Active Living Every Day, Enhance Fitness, Enhance Wellness, Fit & Strong, Healthy Moves for Aging Well, Walk with Ease, Healthy IDEAS, PEARLS. (Refer to NCOA or ACL websites for list and descriptions).

C. TITLE III E FUNDS (GRANDPARENTS RAISING GRANDCHILDREN):

Title III-E funds are available to support grandparents age 55 and older who are responsible for the care of grandchildren under the age of 18 who are related by blood, marriage, or adoption. Priority is given to direct service programs, including but not limited to childcare, respite services, and supportive activities. The WCAAA Board of Directors has established grandparents raising grandchildren through Probate Court action as a priority population for funding under this program.

IV. GENERAL REQUIREMENTS:

In addition to the specific requirements applicable to Title III Funds, there are certain general requirements which govern all applicants and requests. General requirements follow.

- All application forms must be completed.
- Do not renumber the pages.
- All assurances must be signed and dated.
- Applications must be received by the due date of March 16, 2026.
- No fax copies will be accepted.
- Once an application is submitted, no amendment will be accepted unless specifically invited by the Board of Directors.
- Supplemental awards will be considered after the applicable federal fiscal year funding is known.
- The WCAAA Board of Directors reserves the right to place special conditions on awards that relate to productivity, quality and/or reimbursement.

Awards will be made on a unit of service reimbursement basis although some may be grant based with special conditions. These awards will include the required match which must be met prior to final payment by the WCAAA. Any cost sharing formula must be clearly described. A sliding fee scale must be included in the application for UOS awards; however, no senior can be refused services due to inability to pay.

A minimum non-federal match of 25% is required for all applicants. In general, the required match may be calculated as \$1.00 in non-federal funds for every \$3.00 requested in Title III funds, as illustrated in the example below:

- a) Title III funds requested: \$15,000
- b) Required non-federal match ($a \div 3$): \$5,000
- c) Total program cost: \$20,000

PRE-AGREEMENT COSTS - Any costs incurred by the potential grantee prior to the award of the AAA grant or contract by the WCAAA are not reimbursable. The grant period for these awards is October 1, 2026 - September 30, 2027.

CLIENT CONTRIBUTIONS/FUNDRAISING - Any client contributions or fundraising revenue generated through activities supported by this award must be used to further the objectives of this grant, recorded as Other Resources, and expended first within the designated program year. Fundraising proceeds and municipal contributions may be included as cash match, provided they meet all applicable program and reporting requirements.

- a. Future appropriations are contingent upon Congressional action for all Titles of OAA funds. Therefore, applicants are instructed to plan for one year only. The WCAAA cannot guarantee funds for the purposes announced in this grant solicitation beyond this year. Applicants may represent public, towns, private, for profit, or non-profit agencies. Contracts with for-profit agencies must be approved by the Bureau on Aging prior to initiation of the award activities.
- b. Applicants must be currently delivering services to seniors 60+ of age in the Western area (41 towns) and propose to serve seniors in the 41-town area only with WCAAA funds. (grandparents age 55 or older)
- c. Applicants must submit their latest independent audit (or audited financial statements if audit is not available).
- d. Title III grant funds shall not be used to supplant existing funding sources. In addition, Title III grant funds shall not be awarded or used for services for which payment is available under Title XVIII of the Social Security Act (42 U.S.C. §1395 et seq.), Medicaid, or any other third-party payor, for clients who are eligible and enrolled in such programs.
- e. Matching funds or resources must not be obtained from other federal funding sources, with the exception of remaining Revenue Sharing Funds, or federal replacement, and may not be used to match any other federal funds. In addition, assurance must be provided that matching funds derived on a non-calendar year basis will be used one time only.
- f. Grantees requesting unit of service payment for services (such as home health aides) may not request rates higher than those allowed by the Department of Social Services.

REPORTING AND DATA ENTRY REQUIREMENTS - All grantees are required to use Grantee Gateway, WCAAA's designated data submission platform, to enter and submit all required client data and invoices. As part of this transition, the WCAAA will no longer enter grant-related data on behalf of grantees. Responsibility for the accurate, complete, and timely submission of all required information rests with the grantee.

The WCAAA is committed to supporting grantees during this transition and will provide training opportunities, guidance, and technical assistance to support successful implementation of Grantee Gateway. Use of the system and compliance with all data submission requirements are mandatory and constitute a condition of eligibility for current and future grant funding.

V. SPECIFIC ADULT DAY CARE REQUIREMENTS - Applicants applying for ADC funding must show evidence of meeting the following requirements;

Definition of Adult Day Services: Adult Day Services (Adult Day Care) are defined as a structured program of services provided in a congregate, community-based setting for individuals who require supervision and supportive care. Program components are designed to address participants' needs for supervision, health maintenance, and, where appropriate, health restoration. Adult Day Services programs also include socialization activities which reduce isolation commonly associated with aging and disability and are considered essential to fostering and maintaining participants' highest possible level of health, independence, and well-being. Adult day care centers applying for reimbursement shall be funded on a unit-of-service (UOS) basis only, based on adult day care days provided.

Requirements of Applicants: To be eligible for funding from the WCAAA under Title III-B (Supportive Services) and/or Connecticut State Alzheimer's Disease Program funds, an adult day services provider must:

1. Meet all applicable local and state zoning, licensing, fire, health, and safety requirements, including those established by the Connecticut Department of Public Health and other relevant authorities.
2. Provide evidence of successful completion of a peer review process through the Connecticut Association of Adult Day Services (CAADS) at the time of application submission and/or demonstrate current CAADS certification or certification renewal for the applicable program year.

VI. CRITERIA FOR REVIEW - The following criteria, in addition to any others deemed appropriate by the WCAAA or required by state or federal law or regulation, will guide the WCAAA in the review and evaluation of proposals:

1. The applicant's demonstrated ability to provide the proposed service to the identified target populations, as evidenced by prior MIS documentation, quarterly financial reports, and program performance.
2. Provision of the proposed service in more than one municipality, as documented through the MIS system, where applicable.
3. Incorporation of relevant principles from the State of Connecticut Program Review and Investigations Committee Long-Term Care Support Services (LTCSS) report and/or applicable health care reform initiatives.
4. Demonstration that the proposed service does not duplicate existing programs and is cost-effective in comparison to similar services available within the target service area.
5. The applicant's ability to quantify the need for the proposed service and a demonstrated commitment to contribute cash through fundraising activities and/or voluntary client contributions.
6. An innovative approach to the delivery of the proposed service.

7. Documentation of cooperative agreements or formal collaborations with existing service providers, where applicable.
8. A clear plan for outreach to and service delivery for low-income older adults, minority older adults, and low-income minority older adults.
9. Adequate internal program evaluation mechanisms, including the application of the principle of declining funds when appropriate.
10. The extent to which the guiding principles of this RFP are incorporated into the proposal.
11. Applicants should note that, if funds become limited, the WCAAA will also consider the availability of other funding sources for the proposed service.

VIII. REVIEW PROCESS/PROCEDURES

1. The Request for Proposal (RFP) will be available on the WCAAA website.
2. Agencies may download the application materials from the WCAAA website at www.wcaaa.org
3. An optional Application Workshop will be made available upon request. Requests should be submitted via email to mis@wcaaa.org
4. All applications must be submitted via email to mis@wcaaa.org no later than the close of business on March 16, 2026.
 - a. If an application is mailed and received after March 16, 2026, it will be accepted only if postmarked on or before the due date.
 - b. Faxed applications will not be accepted.
5. Applications must be submitted together with the applicant's most recently completed audit.
6. Letters of support or recommendation must be included as part of the application package and should not be mailed separately. No additional materials will be accepted after the submission deadline unless specifically requested by WCAAA staff or the review committee.
7. Review subcommittees will meet to evaluate applications. Applicants may be invited to attend one meeting to discuss their proposal and respond to questions.
 - a. Recommendations developed by the review subcommittees will be forwarded to the Advisory Council for review.
 - b. The Advisory Council will discuss applications and formulate recommendations to the Board of Directors during meetings scheduled for June, July, and August 2027.
8. The WCAAA Board of Directors will review the recommendations of the preceding bodies and make final funding decisions in September 2027.
9. Funding for approved awards will begin on October 1, 2027.

IX. EXPLANATION OF "TARGET POPULATION INCLUDING AT RISK"

Older adults age 60 and over residing in the 41-town Western Connecticut planning and service area constitute the general population to be served with Title III funds under the

Older Americans Act (OAA) and corresponding state and local matching resources.

The general target population for grantees funded under the Older Americans Act is individuals age 60 and older (and grandparents age 55 and older under applicable programs). However, the OAA identifies specific population groups that must receive particular attention in the planning, development, and delivery of services. Through the legislative process, these groups have been designated as priority service targets for Area Agency on Aging funding.

In accordance with the Older Americans Act, required priority populations include:

- I. Older individuals residing in rural areas;
- II. Older individuals with the greatest economic need, with particular attention to low-income minority older adults;
- III. Older individuals with the greatest social need, with particular attention to low-income minority older adults;
- IV. Older individuals with severe disabilities;
- V. Older individuals with limited English proficiency;
- VI. Older individuals with Alzheimer's disease or related disorders with neurological or organic brain dysfunction, and the caregivers of such individuals.

In addition, grantees are expected to inform the individuals identified above, and their caregivers where applicable, of the availability of assistance and services.

Additional Definitions and Requirements: An unduplicated person is defined as an individual who participates in a Title III-funded program at least once during the program year and is assigned a unique identifying code. A means test may not be used to determine eligibility for services. The Area Agency on Aging recognizes that client income information may be estimated due to confidentiality considerations. Older individuals with the greatest social need are those whose ability to perform normal daily activities or to live independently is threatened by non-economic factors. These factors may include, but are not limited to, physical or mental health conditions, language barriers, cultural barriers, and social isolation, including isolation related to racial or ethnic status. For reporting and planning purposes, at-risk seniors are identified in accordance with criteria established within the Management Information System (MIS).

X. AMENDMENT/NEGOTIATION - The WCAAA reserves the right to amend any portion of this Request for Proposals (RFP) prior to the announcement of funded projects, including amendments necessitated by newly enacted or revised provisions of the Older Americans Act. The WCAAA also reserves the right to negotiate with any applicant and to modify funding levels as a result of changes in federal or state funding at any time, including after the submission of applications. Due to the timing of federal award notifications, the WCAAA further reserves the right to reduce or adjust previously approved awards after October 1, 2027, if necessary.