#### REQUEST FOR PROPOSAL NOTICE

#### (ARPA TRANSPORTATION SERVICES)

##### **FEBRUARY 26, 2024**

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

FROM: Spring Raymond, MBA, Executive Director

RE: Request for proposal (RFP) process consideration of Federal Fiscal Year (FFY) 2025. **Applications are due Monday, April 8, 2024.**

1. **INTRODUCTION:** The Western Connecticut Area Agency on Aging (WCAAA) is currently accepting applications for ARPA funds towards transportation services. There is a total of $220,000 in available funds. The transportation provider applying for these funds must target rural towns within WCAAA’s region. Transportation services provided must be for adults aged 60 and older at the time of receiving services, and consideration will be given to providers who can target the most at-risk population, specifically those facing social isolation.
2. **FUNDING PERIOD:** FFY2025 (October 1, 2024 – September 30, 2025)
3. **ROLE OF THE AAA**- 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

1. **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 April 8, 2024.
  + No late or amended applications will be received after the due date.
* No fax copies will be accepted.
* Once an application is submitted, no amendment will be accepted unless specifically invited by the Board of Directors.
* 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. In the case of units of service reimbursement basis, applicants must completely respond to **FORM # 2024-8** which focuses on UOS or unit of service cost. ~~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.

**Match is not required for ARPA-Transportation funding. This information was updated on March 25, 2024. While applicants may provide and report on matching funds, it is not a requirement for consideration for this grant.**

~~A minimum match of 25% for all applicants. In general, the required match of 25% may be calculated as $1.00 for every $3.00 requested of Title III funds or by using the following example:~~

~~a) Title III funds requested - $15,000~~

~~b) Required Non-Federal Match (a divided by 3) = $5,000~~

~~c) Total Program Cost is $20,000~~

**ADDITIONAL REQUIREMENTS -**

1. Transport of Clients: The Contractor shall require that its employees, volunteers, subcontracted transportation providers, drivers, and vehicles that transport, or have the potential to transport Client(s), meet licensure or certification requirements established by the Connecticut Department of Transportation and the Connecticut Department of Motor Vehicles All vehicles utilized shall be appropriately licensed, certified, permitted, and insured.
2. Compliance with Cost Standards: Contractors must comply with the Cost Standards issued by the Office of Policy and Management (OPM). ​
3. Background Checks: Contractors and their employees or volunteers involved in providing transportation services may be required to undergo criminal background checks. ​
4. Licensing and Certification: All vehicles used for transportation services must be appropriately licensed, certified, permitted, and insured. ​
5. Non-Discrimination: Transportation services must be provided without discrimination based on age, disability, sex, race, color, national origin, or religion. ​
6. Compliance with Federal Funding Requirements: If transportation services are funded by federal funds, contractors must comply with all requirements relating to the receipt or use of federal funds. ​
7. Reporting and Auditing: Contractors must maintain accurate and complete records related to the transportation services and make them available for audit and inspection. ​
8. Compliance with State and Local Laws: Contractors must comply with all applicable state and local laws and regulations related to transportation services. ​
9. Insurance Requirements: Contractors must carry and maintain sufficient general liability insurance. ​
10. Workers' Compensation and Employers Liability: Contractors must have statutory coverage in compliance with the compensation laws of the state. ​
11. Protection of Confidential Information: Contractors must protect any confidential information they come into possession of. ​
12. Freedom of Information: Contractors must comply with the Freedom of Information Act.
13. Large State Contract Representation: Contractors must provide representations regarding gifts, fraud, collusion, and compliance with ethics laws. ​
14. Iran Energy Investment Certification: Contractors must certify that they have not made a direct investment of twenty million dollars or more in the energy sector of Iran. ​
15. Access to Data for State Auditors: Contractors must provide access to any data concerning the contract that is in their possession or control upon demand by the state auditors. ​
16. Consumer Data Privacy and Online Monitoring: Contractors must comply with applicable provisions of the Connecticut General Statutes regarding consumer data privacy and online monitoring.

**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, 2024 - September 30, 2025.

**CLIENT CONTRIBUTIONS/FUNDRAISING** - Any client contributions or fund-raising generated through this award's clients & activities must be used in furthering the activities of this grant, recorded in Other Resources, SPENT FIRST AND USED IN THE DESIGNATED PROGRAM YEAR. Fundraising and municipal contributions may be included in Cash Match.

1. 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 State Unit on Aging prior to initiation of the award activities.
2. Applicants must submit their latest independent audit (or audited financial statements if audit is not available).
3. No Title III grant funds will be awarded to replace existing sources; in addition, NO TITLE III GRANT FUNDS WILL BE AWARDED/ ALLOWED FOR USE FOR SERVICES FOR WHICH PAYMENT CAN BE MADE UNDER TITLE XVIII OF THE SOCIAL SECURITY ACT (42 USC 1395 et seq.) Medicaid for specified eligible/enrolled clients or other 3rd party payors.
4. 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.
5. **CRITERIA FOR REVIEW**

The following criteria (in addition to any other deemed to be appropriate by the WCAAA or imposed by state or federal law/ regulations) will be WCAAA's guide when considering proposals.

1. Ability of applicant to provide the proposed service to the target groups mentioned above (past MIS documentation, quarterly financial reports will be considered).

1. Proposed service for more than one town, especially evidenced by the MIS system.

1. Incorporation of any principles of the State of CT Program Review & Investigations Committee LTCSS report or health care reform principles as currently applicable.

1. Non-duplication of proposed service with existing programs and cost efficiency of proposed service in comparison to cost of similar service in the target area;

1. Ability of the applicant to quantify need for the proposed service and demonstrated commitment to contribute cash through fundraising/generating client donations.

1. Innovative approach to the services for the proposed service;

1. Documentation regarding cooperative agreements with existing providers;

1. Plan for outreach and service to low income, minority and/or low-income minority seniors.

1. Adequate internal programmatic evaluation including the principle of declining funds.

1. Degree to which this RFPs guiding principles are incorporated into the proposal.

**VIII. REVIEW PROCESS/PROCEDURES**

1. Request for Proposal (RFP) mailed to Western area service agencies & available on website.

1. Agencies can download the application from our website at www.wcaaa.org.

4. All Applications are due at WCAAA office by 4:00 p.m., Monday, April 8, 2024.

1. SEVEN (7) copies of the proposal must be submitted to the WCAAA, ONE of the 7 copies LABELED AS ORIGINAL must contain your latest completed audit.
2. ONE of the 7 proposal copies must contain an original signature (COPY LABELED AS ORIGINAL).
3. NO FAX COPIES WILL BE ACCEPTED.
4. Letters of support/recommendation should not be mailed separately to the WCAAA but should be included with the application. No additional material will be accepted after the final date unless requested by staff/committee.
5. Review sub committees will meet to discuss applications; applicants may be invited to one meeting to discuss proposal and respond to questions. Recommendations formulated by review sub committees will be sent to the Advisory Council for review. Advisory Council discusses. applications and formulates recommendations for Board of Directors.

1. Board of Directors meet to review recommendations of preceding groups and make final award decisions by Friday, August 23, 2024.

1. The grant period begins on October 1, 2024.

IX. **EXPLANATION OF "TARGET POPULATION INCLUDING AT RISK"**

Seniors (age 60+) in the 41 town Western area are the general population group to be served with Title III funds under the Older Americans Act and matching resources. The general target population for grantees under the Older Americans Act is seniors age 60 and older. However, there are specific individual population groups which have been identified through the legislative process, as being necessary service targets. The following groups have been identified in this context, as required service targets for Area Agency on Aging funding:

1. older individuals residing in rural areas;
2. older individuals with greatest economic need (with particular attention to low-income minority individuals);
3. older individuals with greatest social need (with particular attention to low-income minority individuals);
4. older individuals with severe disabilities;
5. older individuals with limited English-speaking ability;
6. older individuals with Alzheimer's disease or related disorders with neurological and organic brain dysfunction and the caregivers of such individuals); and (ii) inform the older individuals referred to in sub clauses (I) through (VI) of clause (i), and the caretakers of such individuals, of the availability of such assistance.

Seniors in the greatest economic need group are those with an income level at or below the poverty line. Low income means below the 100% poverty level. In general, the 2022 poverty level is $13,596 (single person), $18,312 (2 persons). Near poor or up to 150% of poverty is $20,388 (single person), $27,478 (2 persons).