

## ASCOG AAA FISCAL YEAR 2017 REQUEST FOR PROPOSAL GUIDE

### RFP PART IV ATTACHMENTS

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**Estimated Persons Served and Service Units**

**Applicant** \_\_\_\_\_

**Estimated Persons Served and Service Units- Older American Act Title III Services Only**

SERVICE CATEGORIES	UNDUPLICATED PERSONS		SERVICE UNITS (2)	CLIENTS IN POVERTY (3)	CLIENTS IN POVERTY/ MINORITY (4)	MINORITY STATUS					LIVES ALONE (6)	0 - 2 ADL (7)	3+ ADL (8)	0 - 2 IADL (9)	3+ IADL (10)	HIGH NUTRITION RISK 6+ (11)
	Rural	Urban				AI	AF	AS	HS	NH						
	(1)					(5)										
<b>Registered Services:</b>																
1. Personal care																
2. Homemaker																
3. Chore																
4. Home-delivered meals																
5. Adult day care/health																
6. Case management																
7. Congregate meals																
8. Nutrition counseling																
9. Assisted transportation																
<b>TOTAL Registered Services:</b>																
<b>Non-Registered "Other" Services:</b>																
10. Transportation																
11. Legal assistance																
12. Nutrition education																
13. Information & assistance																
14. Outreach																

**Estimated Persons Served and Service Units**

**Estimated Persons Served and Service Units- Older American Act Title III Services Only**

SERVICE CATEGORIES	UNDUPLICATED PERSONS		SERVICE UNITS (2)	CLIENTS IN POVERTY (3)	CLIENTS IN POVERTY/ MINORITY (4)	MINORITY STATUS (5)					LIVES ALONE (6)	0 - 2 ADL (7)	3+ ADL (8)	0 - 2 IADL (9)	3+ IADL (10)	HIGH NUTRITION RISK 6+ (11)
	Rural (1)	Urban				AI	AF	AS	HS	NH						
15. Funded "Other"																
• Advocacy/representation																
• Education/training																
• Education/information and assistance																
• Education/outreach																
• Health promotion																
• Medication management																
• Home repair																
• Coordination of services																
• Information services																
• Information services-GRRC																
• Access assistance																
• Access assistance-GRRC																
• Counseling																
• Counseling-GRRC																
• Support groups																
• Support groups-GRRC																
• Training																
• Training-GRRC																
• Respite																
• Respite-GRRC																
• Supplemental services																
• Supplemental services-GRRC																
<b>TOTAL Non-Registered "OTHER" Services:</b>																

**Older Americans Act Estimated Persons Served and Service Units Instructions**

**(1) Total Unduplicated Persons** - Total unduplicated count should include all persons served during the course of the year per service category, regardless of how many service units individual clients receive.

**(2) Total Units of Service** - Enter a total count of service units provided during the year. If there are multiple service providers for the same service, the total is a sum of the service units provided by all providers to all clients. Report all service units, even if the OAA funding and related match funds are not the exclusive source of funding for the provider. In the case of meals, enter the number of Nutrition Services Incentive Program (NSIP) eligible meals to include meals provided to volunteers

**(3) Clients In Poverty** - Unduplicated persons considered to be in poverty are those whose income is at or below the official poverty guidelines as defined annually by the Office of Management and Budget.

**(4) Clients In Poverty/Minority** - Unduplicated persons who qualify in number (1) definition and who are also of minority status as defined in number (5).

**(5) Minority Status** - Unduplicated minority older persons are confined to the following designations:

**AI (American Indian or Alaskan Native)** - A person having origins in any of the original peoples of North America, including Central America, and who maintains tribal affiliation or community attachment.

**AF (Black or African American)** - A person having origins in any of the black racial groups of Africa.

**AS (Asian)** - A person having origins in any of the original peoples of the Far East, SE Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**HS (Hispanic or Latino)** - A person of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.

**NH (Native Hawaiian or Other Pacific Islander)** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**(6) Lives Alone** - A one person household (using the Census definition of household) where the householder lives by his or herself in an owned or rented place of residence in a non-institutional setting, including board and care facilities, assisted living units and group homes.

**(7) 0-2 ADL** - The number of unduplicated persons that have the inability to perform 0-2 of the following six activities of daily living without assistance, stand-by assistance, supervision or cues: eating, dressing, bathing, toileting, transferring in and out of bed or chair, and walking.

**(8) 3+ ADL** - The number of unduplicated persons that have the inability to perform 3 or more of the six activities listed in (7).

**(9) 0-2 IADL** - The number of unduplicated persons that have the inability to perform 0-2 of the following instrumental activities of daily living without personal or stand-by assistance, supervision or cues: preparing meals, shopping for personal items, medication management, managing money, using telephone, doing heavy housework, doing light housework, and transportation ability. Transportation ability refers to the individual's ability to make use of available transportation without assistance.

**(10) 3+ IADL** - The number of unduplicated persons that have the inability to perform 3 or more of the instrumental activities of daily living as listed in (9).

**(11) High Nutrition Risk 6+** - The number of unduplicated persons that scored 6 or more on the "Determine Your Nutritional Health" checklist.

*Note: Shaded areas indicate information not required for this report.*

**Unit Cost Calculation**

**Applicant** \_\_\_\_\_

**Older Americans Act Unit Cost Calculation**

SERVICE CATEGORIES	TOTAL UNITS OF SERVICE	TOTAL UNDUPLICATED PERSONS	TOTAL OAA TITLE III FUNDING	TOTAL LOCAL FUNDING	TOTAL ALL FUNDING Add Col 3 & 4	TOTAL OAA TITLE III COST PER UNIT Divide Col 3 by Col 1	TOTAL LOCAL COST PER UNIT Divide Col 4 by Col 1	TOTAL COST PER UNIT Add Col 6 & 7	TOTAL OAA TITLE III COST PER PERSON Divide Col 3 by Col 2	TOTAL LOCAL COST PER PERSON Divide Col 4 by Col 2	TOTAL COST PER PERSON Add Col 9 & 10
	( 1 )	( 2 )	( 3 )	( 4 )	( 5 )	( 6 )	( 7 )	( 8 )	( 9 )	( 10 )	( 11 )
<b>Registered Services:</b>											
1. Personal care											
2. Homemaker											
3. Chore											
4. Home-delivered meals											
5. Adult day care/ health											
6. Case management											
7. Congregate meals											
8. Nutrition counseling											
9. Assisted transportation											
<b>Non-Registered "Other" Services:</b>											
10. Transportation											
11. Legal assistance											
12. Nutrition education											
13. Information & assistance											
14. Outreach											

**Unit Cost Calculation**

**Older Americans Act Unit Cost Calculation**

SERVICE CATEGORIES	TOTAL UNITS OF SERVICE	TOTAL UNDUPLICATED PERSONS	TOTAL OAA TITLE III FUNDING	TOTAL LOCAL FUNDING	TOTAL ALL FUNDING Add Col 3 & 4	TOTAL OAA TITLE III COST PER UNIT Divide Col 3 by Col 1	TOTAL LOCAL COST PER UNIT Divide Col 4 by Col 1	TOTAL COST PER UNIT Add Col 6 & 7	TOTAL OAA TITLE III COST PER PERSON Divide Col 3 by Col 2	TOTAL LOCAL COST PER PERSON Divide Col 4 by Col 2	TOTAL COST PER PERSON Add Col 9 & 10
	( 1 )	( 2 )	( 3 )	( 4 )	( 5 )	( 6 )	( 7 )	( 8 )	( 9 )	( 10 )	( 11 )
15. Funded "Other"											
• Advocacy/representation											
• Education/training											
• Education/information and assistance											
• Education/outreach											
• Health promotion											
• Medication management											
• Home repair											
• Coordination of services											
• Information services											
• Information services-GRRC											
• Access assistance											
• Access assistance-GRRC											
• Counseling											
• Counseling-GRRC											
• Support groups											
• Support groups-GRRC											
• Training											
• Training-GRRC											
• Respite care											
• Respite care-GRRC											
• Supplemental services											
• Supplemental services-GRRC											

Non-Older Americans Act Unit Cost Calculation

SERVICE CATEGORIES	TOTAL UNITS OF SERVICE	TOTAL UNDUPLICATED PERSONS	TOTAL NON-OAA FUNDING	TOTAL NON-OAA COST PER UNIT Divide Col.3 by Col .1	TOTAL NON-OAA COST PER PERSON Divide Col .3 by Col. 2
16. Non-OAA Services	( 1 )	( 2 )	( 3 )	( 4 )	( 5 )
• Non-OAA - Contract Services					
• Non-OAA - Contract Meals					
• Non-OAA - Advantage Meals					
• Non-OAA - Head Start Meals					

Summary Program Budget

Applicant \_\_\_\_\_

BUDGET CATEGORIES	III-B SOCIAL SERVICES				III-C1 CONGREGATE MEALS				III-C2 HOME DELIVERED MEALS					III-D HEALTH PROMOTION/ MED MGMT	III-E CAREGIVER SUPPORT	TOTALS		
	Transp	OR	Home Maker	Home Repair	Meals Cost	Project Mgmt.	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs					
							Out Reach	Nut Educ	Nut Transp				Out Reach				Nut Educ	HDM Assess
1. Personnel															/			
2. Staff Travel															/			
3. Food															/			
4. Nutrition Consultant															/			
5. Equipment															/			
6. Rent/Utilities															/			
7. Other															/			
8. Indirect Costs															/			
<b>9. TOTAL COSTS</b>																		
10. Less: NSIP Funds															/			
11. Less: Program Income (Title III)															/			
12. Less: Program Income (Contract)															/			
13. Less: Program Income (Advantage Meals)															/			
<b>14. NET COSTS</b>																		
15. Less: Grantee Participation																		
16. OAA Title III Grant Funds																		



**Summary Program Budget**

**Applicant** \_\_\_\_\_

BUDGET CATEGORIES	Non-Older Americans Act Contract Services			Non-Older Americans Act Contract Meals					Non-Older Americans Act Advantage Meals					TOTALS			
				Meals Cost	Project Mgmt	Delivery Costs	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs				
1. Personnel																	
2. Staff Travel																	
3. Food																	
4. Nutrition Consultant																	
5. Equipment																	
6. Rent/Utilities																	
7. Other																	
8. Indirect Costs																	
<b>9. TOTAL COSTS</b>																	
10. Less: NSIP Funds																	
11. Less: Program Income (Title III)																	
12. Less: Program Income (Contract)																	
13. Less: Program Income (Advantage Meals)																	
<b>14. NET COSTS</b>																	
15. Less: Grantee Participation																	
16. OAA Title III Grant Funds																	

**Supporting Budget Schedule**

**Applicant** \_\_\_\_\_

BUDGET CATEGORIES	III-B SOCIAL SERVICES				III-C1 CONGREGATE MEALS				III-C2 HOME DELIVERED MEALS					III-D HP/MM	III-E CAREGIVER SUPPORT	TOTALS		
	Trans	OR	Home Maker	Home Repair	Meals Cost	Project Mgmt.	Other Costs			Meals Cost	Project Mgmt.	Delivery Costs	Other Costs			/		
							Out Reach	Nut Educ	Nut Transp				Out Reach	Nut Educ	HDM Assess			
<b>1. PERSONNEL (Itemized By Title)</b>																		
<b>Total Personnel Costs</b>																		

Applicant \_\_\_\_\_

BUDGET CATEGORIES	III-B SOCIAL SERVICES				III-C1 CONGREGATE MEALS					III-C2 HOME DELIVERED MEALS					III-D HP/MM	III-E CAREGIVER SUPPORT	TOTALS	
	Trans	OR	Home Maker	Home Repair	Meals Cost	Project Mgmt.	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs			/		
							Out Reach	Nut Educ	Nut Transp				Out Reach	Nut Educ	HDM Assess			
2. STAFF TRAVEL																		
<b>Total Travel Costs</b>																		
3. FOOD																		
<b>Total Food Costs</b>																		

Applicant \_\_\_\_\_

BUDGET CATEGORIES	III-B SOCIAL SERVICES				III-C1 CONGREGATE MEALS					III-C2 HOME DELIVERED MEALS					III-D HP/MM	III-E CAREGIVER SUPPORT	TOTALS	
	Trans	OR	Home Maker	Home Repair	Meals Cost	Project Mgmt.	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs			/		
							Out Reach	Nut Educ	Nut Transp				Out Reach	Nut Educ	HDM Assess			
4. NUTRITION CONSULTANT																		
<b>Total Nutrition Consultant Costs</b>																		
5. EQUIPMENT																		
<b>Total Equipment Costs</b>																		

Supporting Budget Schedule

Applicant \_\_\_\_\_

BUDGET CATEGORIES	III-B SOCIAL SERVICES				III-C1 CONGREGATE MEALS					III-C2 HOME DELIVERED MEALS					III-D HP/MM	III-E CAREGIVER SUPPORT	TOTALS	
	Trans	OR	Home Maker	Home Repair	Meals Cost	Project Mgmt.	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs			/		
							Out Reach	Nut Educ	Nut Transp				Out Reach	Nut Educ	HDM Assess			
<b>6. RENT/UTILITIES</b>																		
<b>Total Rent/Utilities Costs</b>																		
<b>7. OTHER COSTS</b>																		
<b>Total Other Costs</b>																		
<b>8. INDIRECT COSTS (Attach Copy of Negotiated Agreement)</b>																		
<b>Total Indirect Costs</b>																		

**Supporting Budget Schedule**

**Applicant** \_\_\_\_\_

BUDGET CATEGORIES	Non-Older Americans Act Contract Services			Non-Older Americans Act Contract Meals					Non-Older Americans Act Advantage Meals							TOTALS		
				Meals Cost	Project Mgmt	Delivery Costs	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs					
<b>1. PERSONNEL (Itemized By Title)</b>																		
<b>Total Personnel Costs</b>																		

**Supporting Budget Schedule**

**Applicant** \_\_\_\_\_

BUDGET CATEGORIES	Non-Older Americans Act Contract Services			Non-Older Americans Act Contract Meals						Non-Older Americans Act Advantage Meals						TOTALS	
				Meals Cost	Project Mgmt	Delivery Costs	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs				
<b>2. STAFF TRAVEL</b>																	
<b>Total Travel Costs</b>																	
<b>3. FOOD</b>																	
<b>Total Food Costs</b>																	

**Supporting Budget Schedule**

**Applicant** \_\_\_\_\_

BUDGET CATEGORIES	Non-Older Americans Act Contract Services			Non-Older Americans Act Contract Meals					Non-Older Americans Act Advantage Meals					TOTALS			
				Meals Cost	Project Mgmt	Delivery Costs	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs				
<b>4. NUTRITION CONSULTANT</b>																	
<b>Total Nutrition Consultant Costs</b>																	
<b>5. EQUIPMENT</b>																	
<b>Total Equipment Costs</b>																	



**Supporting Budget Schedule**

**Applicant** \_\_\_\_\_

BUDGET CATEGORIES	Non-Older Americans Act Contract Services			Non-Older Americans Act Contract Meals					Non-Older Americans Act Advantage Meals							TOTALS		
				Meals Cost	Project Mgmt	Delivery Costs	Other Costs			Meals Cost	Project Mgmt	Delivery Costs	Other Costs					
<b>6. RENT/UTILITIES</b>																		
<b>Total Rent/Utilities Costs</b>																		
<b>7. OTHER COSTS</b>																		
<b>Total Other Costs</b>																		
<b>8. INDIRECT COSTS (Attach Copy of Negotiated Agreement)</b>																		
<b>Total Indirect Costs</b>																		

**OLDER AMERICANS ACT PROGRAM  
ALLOWABLE FEDERAL EXPENDITURES BY SERVICE BY PART**

SERVICE CATEGORIES	EXPENDITURES BY PART				
	B	C-1	C-2	D	E
<b>REGISTERED SERVICES:</b>					
1. Personal Care	YES	NO	NO	NO	NO
2. Homemaker	YES	NO	NO	NO	NO
3. Chore	YES	NO	NO	NO	NO
4. Home-Delivered Meals	NO	NO	YES	NO	NO
5. Adult Day Care/Health	YES	NO	NO	NO	NO
6. Case Management	YES	NO	NO	NO	NO
7. Congregate Meals	NO	YES	NO	NO	NO
8. Nutrition Counseling	NO	YES	YES	YES	NO
9. Assisted Transportation	YES	NO	NO	NO	NO
<b>NON-REGISTERED "OTHER" SERVICES:</b>					
10. Transportation	YES	**YES	NO	NO	NO
11. Legal Assistance	YES	NO	NO	NO	NO
12. Nutrition Education	NO	YES	YES	YES	NO
13. Information & Assistance	YES	NO	NO	NO	NO
14. Outreach	YES	YES	YES	NO	NO
15. (Funded "Other")	NO	NO	NO	NO	NO
• Advocacy/representation	YES	NO	NO	NO	NO
• Education/training	YES	NO	NO	NO	NO
• Education/information and assistance	YES	NO	NO	NO	NO
• Health promotion	YES	NO	NO	YES	NO
• Medication management	YES	NO	NO	YES	NO
• Home repair	YES	NO	NO	NO	NO
• Coordination of services	YES	NO	NO	NO	NO
• Information services	NO	NO	NO	NO	YES
• Information services-GRRC	NO	NO	NO	NO	YES
• Access assistance	NO	NO	NO	NO	YES
• Access assistance-GRRC	NO	NO	NO	NO	YES
• Counseling	NO	NO	NO	NO	YES
• Counseling-GRRC	NO	NO	NO	NO	YES
• Support Groups	NO	NO	NO	NO	YES
• Support Groups-GRRC	NO	NO	NO	NO	YES
• Training	NO	NO	NO	NO	YES
• Training-GRRC	NO	NO	NO	NO	YES
• Respite care	NO	NO	NO	NO	YES
• Respite care-GRRC	NO	NO	NO	NO	YES
• Supplemental services	NO	NO	NO	NO	YES
• Supplemental services-GRRC	NO	NO	NO	NO	YES

**\*\*Program Income only**