
ASCOG

ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS
AREA AGENCY ON AGING

**REQUEST FOR PROPOSAL
GRANT APPLICATION GUIDE**

STATE FISCAL YEAR 2025

ASCOG AREA AGENCY ON AGING

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ASCOG AAA REQUEST FOR PROPOSAL GUIDE FOR FISCAL YEAR 2025

CADDO, COMANCHE, COTTON, GRADY,
JEFFERSON, McCLAIN, STEPHENS, & TILLMAN COUNTIES

**RFP GUIDE
TABLE OF CONTENTS**

PART I. INTRODUCTION

A. Background 2
B. Eligible Applicants 2
C. Grant/Contract Period 2
D. Technical Assistance 2
E. Application Submittal 3
F. Scope of Work 3
G. Appeal Procedures..... 4
H. Application Review/ Award Process 4

PART II. APPLICATION INSTRUCTIONS

A. Application Cover Page Instructions 5
B. Scope of Work Justification 6
C. Service Implementation 6
D. Characteristics of the Project Area/Poverty Guidelines..... 7
E. Title III Project Advisory Council 7
F. Board of Directors 7
G. Targeting 7
H. Coordination 8
I. Capacity of Project Sponsor 8
J Evaluation/Quality Assurance 8
K. Budget Justification..... 8
L. Unit Cost Computation and Service Cost Methodology 10
M. Assurances/Certifications of Compliance 10
N. State Required Satisfaction Surveys 10
O. Grant Funding Chart with Units/Persons to be Served..... 10
P. Scope of Work, per Service 10

PART III. Application (See separate attachment)..... 11

PART IV. APPENDICES 11

A. Taxonomy of Older Americans Act Title III Services 12
B. Client Descriptor Definitions 20
C. Grantee Requirements 22
D. Definition of Units of Service 23

PART V. LONG FORMS (See separate attachment)

Referenced Title III Policy and Procedures 25
ADA Checklist 26

FISCAL YEAR 2025 REQUEST FOR PROPOSAL GUIDE

PART I. INTRODUCTION

A. BACKGROUND

The Older Americans Act of 1965, as amended, provides grant funding for the development of comprehensive and coordinated service systems for older individuals. The ASCOG Area Agency on Aging administers Older Americans Act funding in the counties of Caddo, Comanche, Cotton, Grady, Jefferson, McClain, Stephens, and Tillman (AAA Planning and Service Area - PSA). It is the Area Agency on Aging's responsibility to assess the needs of older individuals in the planning and service area and to fund (or advocate for) services to meet the identified needs. **Older individuals are defined as all persons 60 years of age and over. Services should especially be targeted to older individuals who are in greatest social and economic need, with particular attention to those who are low-income, minority individuals, older individuals residing in rural areas, eligible persons with severe disabilities, persons with limited English proficiency, persons with Alzheimer's disease and related disorders with neurological and organic brain dysfunction, and caretakers of such persons.** The purpose of this guide is to identify potential, quality providers of services to older individuals. The application references but does not outline in detail each responsibility associated with the acceptance of Older Americans Act funding. For more information, please see [51. General Title III service standards \(oklahoma.gov\)](#) et. seq. Responsibilities, services, and policies will be discussed in the Proposers' conference. See Technical Assistance section for further information.

B. ELIGIBLE APPLICANTS

Organizations eligible to apply for funding under this request for proposal (RFP) include non-profit agencies, private for-profit agencies, and local city/county governmental entities who have the capacity to meet the requirements for service delivery as outlined in the Older Americans Act as amended and applicable regulations/policy. The Oklahoma Department of Human Services Aging Services Division (OKDHS CAP) must approve applications by for-profit entities prior to awarding funding. Debarred/suspended parties are not eligible to apply for funding.

C. GRANT/CONTRACT PERIOD

Older Americans Act funding is granted for up to 12 months with extensions only available to projects who are not in their first year of contracting with ASCOG AAA for Title III Services. The maximum project period will be from July 1, 2024, through June 30, 2025, with extensions, as noted herein. ASCOG AAA may approve existing and ongoing contracts for up to four years. *Grant extensions and amendments may be negotiated at the discretion of the Area Agency on Aging.* See Appendix C, Grantee Requirements.

D. TECHNICAL ASSISTANCE

The Area Agency on Aging provides technical assistance to applicants who request assistance, in writing, after the Proposers' conference and no later than seven calendar days prior to the closing of the application period. To request technical assistance, submit your request to: Cindy Hale, AAA Director, ASCOG Area Agency on Aging, 802 W. Main Street, Duncan, OK 73533, P.O. Box 1647, Duncan, OK 73534 OR e-mail hale_ci@ascog.org. The proposers' conference will be held Tuesday, April 16, 2024, at 2:00 p.m. in the ASCOG AAA Conference Room.

Prospective applicants must attend the Proposers’ Conference in order to be considered for funding.

The Proposers Conference discussion will include an outline of responsibilities related to the receipt of funding, applicable standards, and policy. Policy: [51. General Title III service standards \(oklahoma.gov\)](#), Aging Services Division [OAC 340-105] *Proposers may not solicit current Title III projects, sites, or their staff for information.* Technical assistance will not be available until the proposers’ conference to ensure that all prospective proposers receive the same information. After the proposers’ conference, only mail or email requests for technical assistance will be accepted. The deadline to submit requests for technical assistance is **12:00 noon, Tuesday, April 23, 2024.**

E. APPLICATION SUBMITTAL

This guide is applicable for funds allocated under Title III of the Older Americans Act, Parts B, C, D, and E. Each section of the application must be completed in accordance with the outlined instructions in this guide. Responses should be typed and double-spaced. Use forms where indicated. Adjust Table of Contents accordingly. Attachments in the application must be completed and returned with the application and are considered part of the application. One original signed application (in its entirety) and a signed copy must be received at the address below and the application emailed to the AAA Director by **12:00pm, Tuesday, April 30, 2024**, as follows:

1. **Mail or Hand-Deliver:** One original signed application and a copy of the original signed application must be mailed to: ASCOG AAA, Attn. AAA Director, P.O. Box 1647, Duncan, OK 73534 **OR** hand-delivered to: ASCOG AAA, 802 W. Main Street, Duncan, OK 73533. Please do not permanently bind your application as this makes it difficult to add revisions and/or make corrections. Binder clips with folders or manilla envelopes are an acceptable alternative.
2. **Email:** The signed application in its entirety must **also** be emailed to the AAA Director at hale_ci@ascog.org

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

F. SCOPE OF WORK- TITLE III

The ASCOG Area Agency on Aging may award funding for the following services **up to** the indicated amounts (Older Americans Act Title III funds) for the period of July 1, 2024, through June 30, 2025. See Application Part III. M.3. Unavailability of Funding Clause. NOTE: The Area Agency on Aging is not obligated to award funding if, in the opinion of its governing board, no applications are received which meet or exceed the requirements of this RFP. See application for estimated funding allocations.

SERVICES FROM TAXONOMY	AVAILABLE FUNDING
Estimated Funding for SFY24	OAA Title III Grant

The minimum number of persons to be served, and the minimum number of service units to be provided for each service is as follows: (See Application, Part III. O.)

SERVICES FROM TAXONOMY	UNDUPLICATED PERSONS SERVED	UNITS OF SERVICE

NOTE: See Part IV., Appendix A “Taxonomy of Older Americans Act Title III Services” for service definitions and service unit descriptions.

Pending availability of funds to ASCOG from Federal/State sources, the 2025 Funds Schedule will be available at the Proposers Conference on **Tuesday, April 16, 2024**, or may be provided with the Application.

G. APPEAL PROCEDURES

Applicants who are denied funding through this RFP process may submit a written request for a hearing to the ASCOG Area Agency on Aging 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.

H. APPLICATION AND AWARD PROCESS

At the close of the application period, the AAA will evaluate and rate all proposals according to standard criteria based on the requirements met in the RFP guide and per guidelines in OAA policy. The AAA will disqualify incomplete proposals from evaluation and funding. The ASCOG AAA Advisory Council will review and make recommendations on funding to the ASCOG AAA Board of Directors. The ASCOG Board of Directors has the final authority to select grantees by approving or rejecting recommendations. The ASCOG Board may also issue probationary status to grantees for failure to meet ASCOG Board requirements during the term of the contract.

The applicant who best meets or exceeds the specifications in their Request for Proposal will be awarded the grant. Costs as well as many other factors will be fully considered. The agency reserves the right to accept other than the lowest priced proposal. Negotiations with any and all applicants may result in cancellation in part or in full of this Request for Proposal. This Request for Proposal does not commit the Agency to award a contract, to pay any cost incurred for the preparation of proposals, or to procure and contract for any services. The official Notification of Grant Award (NGA) will be issued to grantees after the ASCOG Board of Directors Meeting; written notification will be mailed.

PART II. APPLICATION INSTRUCTIONS

All applications will be evaluated and given a number score based on the sections in this Part. Use forms where indicated.

A. APPLICATION COVER PAGE (Part III. A) – 20 Points

ALL BOXES MUST BE COMPLETED WITH CORRECT DATES AND INFORMATION.

Complete this page with the original signature of the official authorized to sign the application.

1. Short Title of Project: Enter a brief title, descriptive of your project, not exceeding one typed line.
2. Type of Application: Check the appropriate box indicating the type of application; public, private nonprofit, or private profit making.
3. Applicant: Enter the official name, address, zip code, and telephone number of the local organization or agency that will administer the project. If applicant receives mail at a post office box, also include the street address of applicant.
4. Project Location: This is the actual physical location of the project to be conducted with grant funds. Enter the street, city, state, zip code, county, and telephone number if known at the time the application is submitted. Do not show a post office box unless a street address is not available.
5. Financial Officer: Enter the name and telephone number of the person who will be responsible for fiscal matters relating to the project.
6. Project Director: Enter the name and telephone number of the individual who will directly oversee the activities of the project.
7. Cost of Project: Enter the cost of your proposed project including all Title III grant and local funds, which include match (cash and in-kind), if any, and program income such as contributions and donations.
8. Project Duration: Enter the time period for which funding is requested.
9. Project Year: Enter the number of PREVIOUS years the project has received Title III funding from ASCOG AAA to provide services (if applicable); check the box corresponding to the grant year, as appropriate, i.e., for new grants/grantees, the first year of an RFP is year one of a one year grant. For grantees with an existing grant, enter the number of the grant year and the total number of years in the grant. **(Points granted for existing service providers, 5 points for each year, 20 point maximum.)**
10. Local Public Matching Funds: Enter the dollar amount of local public matching funds committed to the project, if in addition to funds provided through the Area Agency on Aging.
11. Space reserved for Area Agency on Aging use.
12. Project Summary: Briefly and specifically describe the proposed project, e.g., Funds requested are to purchase, operate, and maintain two, twelve-passenger vans which will be used to transport older individuals to medical and other essential services. The vans will operate in XXX county and are expected to transport approximately 100 persons daily.
13. Official Authorized to Sign Application: Enter the name of the individual authorized to enter into binding contracts/grants on behalf of the applicant. This will normally be the chief executive officer of the agency or organization, e.g., president of the board of directors. Applications signed by anyone other than the chief executive officer must be accompanied by a written statement signed by the chief executive officer giving the signing party authority to commit the applicant to the terms and conditions of the grant. The authorized official must *sign and date* the grant application cover page.

Note: Once funded, all proposed grant revisions must be submitted with a grant application cover page signed and dated by an authorized official. Signatures must be original with current dates.

B. SCOPE OF WORK JUSTIFICATION - 40 Points

1. Complete Title III Scope of Work - Justification. List the following information for each service for which funding is requested. [See Application, PART III. O.1. for Grant Funding Chart, per Service and PART III. O.2 for Scope of Work, per Service.]
 - Each county where services are to be provided;
 - Name of service (*See Part IV. Appendix A. "Taxonomy of Older Americans Act Title III Services" for service titles and definitions;*
 - Projected number of unduplicated persons to be served, as applicable;
 - Projected service units to be provided;
 - Total funding for each service;
 - Service unit costs; and
 - **Activities to meet the scope of work.** Required AAA Activities may not be modified. See Application SOW for details. Please use this list in the Service Implementation section. Complete any additional information or description of activities, as applicable.
2. Scope of Work Justification - Commercial or Contractual. *See Application form Part III. B.(2).*

Projects engaged in public or private commercial or contractual activities such as ADvantage meals must complete a separate Scope of Work Justification for each contracted activity.

C. SERVICE IMPLEMENTATION - 20 Points

1. Provide a **detailed** description of how each service will be implemented using the activities listed in the scope of work justification. Include information such as:
 - Staff to be utilized (provide a job description for each category of staff including nutrition consultant).
 - Persons to be served (number of persons to be served and service units provided, at each site, and on each route); and
 - Services to be delivered from a primary site, in-home, rotating sites, established routes, or on-demand, etc.

NOTE: Nutrition projects have extensive mandates related to service delivery. See and related policies for nutrition program service standards.

2. Provide a brief overview of the following:
 - a description of the project's plan for "*Emergency Preparedness;*"
 - a description of how the program/services will be handled in the event of inclement weather, be specific regarding canceling services and how notification will be given to participants, etc.
3. Projects engaged in public or private commercial or contractual activities such as ADvantage meals. **MUST** address each of the additional assurances and disclosures listed below:

A. Narrative

- 1) Assure the quality or quantity of Older Americans Act (OAA) services performed by the Project will not be diminished and will be enhanced by performing commercial or contractual activities;
- 2) Disclose the identity of each entity with which the Project has a contract or commercial relationship **detailing the nature of the services** being provided to older individuals;
- 3) Assure the Project maintains the integrity and public purpose of the OAA services while performing commercial or contractual activities;

- 4) Assure that OAA funds are not used to pay any part of a cost, including an administrative cost such as computerized billing fees, incurred to carry out such commercial or contractual activities;
- 5) Assure that preference in receiving Title III services will not be given to particular older individuals as a result of contract or commercial activities;
- 6) Assure the Project will account for the funds generated through commercial or contractual activities according to generally accepted accounting and auditing practices; and
- 7) Assure the Project will make available the accounting and auditing practices of the contractual or commercial activities for review by the AAA.

D. CHARACTERISTICS OF THE PROJECT AREA - 20 Points

1. Outline the geographic service area for the proposed project (may enclose area map).
2. Describe the composition of older individuals in the proposed service area. Include the number and geographic concentrations of older individuals in the greatest economic and social need, with particular attention to low-income minority individuals and older individuals residing in rural areas as listed in the “Targeting” section of this guide. (Population charts have been provided.)

E. PROJECT ADVISORY COUNCIL – No Points

1. Outline the purpose of the advisory council and list the membership. Complete *form provided in Part III. E. See OAC Policy 340:105-10-52, Title III Project Advisory Council.*

F. PROJECT BOARD OF DIRECTORS – No Points

1. Outline the role of the board of directors and list the membership. *Form is provided in Part III. F.*

G. TARGETING - 20 Points

Specify outreach efforts made by the project to identify and provide information on the availability of services to individuals eligible for assistance under the Older Americans Act throughout the service area, with special emphasis on older individuals:

- residing in rural areas;
- with greatest economic need, with particular attention to low income minority individuals and older individuals residing in rural areas;
- with greatest social need, with particular attention to low income minority individuals and older individuals residing in rural areas;
- with severe disabilities;
- with limited English speaking ability. If a substantial number of the older individuals residing in the planning and service area are of limited English speaking ability, the Area Agency on Aging will request additional information;
- with Alzheimer’s disease or related disorders with neurological and organic brain dysfunction;
- with impairments in activities of daily living (ADLs) or instrumental activities of daily living (IADLs);
- living alone; and
- the caregivers of such individuals

See Part IV. Appendix B. “Client Descriptors” for definitions related to the list of Older Americans Act targeting mandates.

H. COORDINATION - 20 Points

1. Describe the activities to be undertaken with other community service agencies to assure maximum utilization of other public and private resources in support of the project, e.g., joint planning, training, and public relations.
2. List all community focal points (as designated by the Area Agency on Aging) in the project service area and describe efforts that will be undertaken to coordinate with the focal points. *See OAC 340:105-42 Designation of Community Focal Points. (This section is completed for this RFP, specify Focal Points per county if RFP is for less than all counties.)*

I. CAPACITY OF PROJECT SPONSOR - 20 Points

1. Give a brief history of the applicant organization including date of incorporation. Include copies of Certificate of Incorporation, Articles of Incorporation, Bylaws, and Certificate of Non-Profit Status, if applicable. NOTE: These documents are only required for current grantees who have experienced a change in any of these areas, **and for first time applicants.**
2. Describe the applicant agency’s capacity to administer the proposed project, including personnel and physical facilities. Submit copies of signed and dated (local) health and fire inspection reports for year of application. If this is a new project site, provide copies of inspections as soon as reports are available.
3. Describe the applicant agency’s experience in the provision of services to older individuals with specific reference to experience serving the groups listed in the “Targeting” section.
4. New applicants are to describe how services will be provided to existing clients without interruption of services.

J. EVALUATION/QUALITY ASSURANCE - 20 Points

Narrative. Describe methods that will be used to ensure that quality services are provided.

NOTE: Attach survey(s) in Section N.

K. BUDGET - 40 Points

Develop a budget justification (Part III. K - Budget Justification) that lists all budget items and costs associated with the project by the following categories:

1. Personnel;
2. Travel;
3. Food (nutrition projects only);
4. Nutrition Consultant (nutrition projects only);
5. Equipment;
6. Rent/utilities;
7. Other; and
8. Indirect Cost.

Show each category in four funding columns which include: Title III Funding, Local Funding, NSIP Funding, and Non-OAA Program Income Funding.

NOTE: OAC Policy 340:105-10-121 states the total administration costs charged to the Title III grant may not exceed the maximum provided in Federal law. (see guide table of contents)

1. Each **“Personnel”** entry in the budget justification must contain, at a minimum, the following information (include all applicable information for vacant positions):

- job title;
- name of individual to occupy position;
- employee anniversary date (month and year);
- Job Family Descriptor and corresponding pay band;
- salary breakdown, i.e., hourly wage x number hours/per day at specific wage x number of days/per year and compute monthly salary x 12 months for salaried employees;
- designate “full-time” or “part-time” for each position;
- longevity for each eligible employee; and
- fringe benefits with each benefit computed separately.

NOTE: Reference SUOA Policy Memo 04-12 re: Implementation of Revised OAC Policies 340:10510-72, 120; and 121 for the “Personnel” information in the Budget Justification.

2. Each **“Travel”** entry must include the position for which the travel is allocated, as well as the specific computation, e.g., project director - 200 miles/month x \$.325/mile x 12 months = \$780.00.

3. Each **“Food”** entry must include the following information (if applicable):

- designation as “cooking” or “satellite” site;
- total number of meals allocated per site x raw food cost per meal x number of serving days per year = food cost; and
- total for each budget category, as well as the “total” of all budget categories for the project.

4. Each **“Nutrition Consultant”** entry must include the following information:

- name of individual occupying position;
- Job Family Descriptor and corresponding pay band;
- salary breakdown, i.e., hourly wage x number hours per month at site x 12 months; and
- travel breakdown, if applicable, i.e., 50 miles per month x \$.325/mile x 12 months = \$195.00.

5. Each **“Equipment”** entry must include the following information:

- equipment purchase estimates.

6. Each **“Rent/Utilities”** entry must include the following information:

- rent - donated by the City of XXXX; and
- utilities - \$150.00/month x 12 = \$1,800.00.

7. Each **“Other”** entry must include the following information where applicable:

- equipment maintenance/repair estimates;
- telephone - \$45.00/month x 12 = \$540.00;
- pest control - \$30.00/month x 12 = \$360.00;
- home delivered meal containers - \$.35/container x 90 meals/day x 260 days = \$8,190.00;
- janitorial supplies (bleach, can liners, mops, etc.) - \$43.00/month x 12 = \$516.00;
- kitchen supplies (gloves, foil, etc.) - \$203.00/month x 12 = \$2,436.00;

- garbage pickup - \$60.00/month x 12 = \$720.00;
- van- gas - \$1,068/year; maintenance - \$100/year; insurance - \$455/year = \$1,623.00;
- health fair- advertising - \$500; materials - \$1,500; building rent - \$500 = \$2,500.00;
- AIM annual maintenance fees - \$XXX;
- CPA or qualified individual annual fee (computation of service cost); and
- annual audit fee.

8. **“Indirect Cost”** entries must include an attached copy of negotiated agreement. Negotiated agreement must include indirect cost allocation methodology for each itemized cost. It is a requirement to submit a separate Indirect Budget Justification Page for all indirect costs (personnel, rent, utilities, travel, etc.). Indirect costs are a separate line item cost and must be included in all supporting budget pages as such.

L. UNIT COST COMPUTATION AND SERVICE COST METHODOLOGY

Reference SUOA Policy Memo 04-12 re: Implementation of Revised OAC Policies 340:105-10- 120; and 121 for the “Personnel” information in the Budget Justification. (see guide table of contents)

M. ASSURANCES/CERTIFICATIONS OF COMPLIANCE

All applicants must demonstrate their willingness to comply with applicable State and Federal Statute by signing or initialing each assurance and certification in this Part.

NOTE: APPLICANTS ARE ADVISED TO CAREFULLY READ EACH ASSURANCE AND CERTIFICATION BEFORE SIGNING OR INITIALING TO DETERMINE THAT COMPLIANCE CAN AND WILL BE MAINTAINED BY YOUR ORGANIZATION.

Please keep a copy of all assurances and certifications for your records.

N. STATE REQUIRED SATISFACTION SURVEYS

Surveys must be provided for each Title III service.

O. GRANT FUNDING CHART & MINIMUM GOALS

- See Chart for Estimated/Tentative Grant funding for current fiscal year.
- See Chart for Minimum Goals for Units of Service & Unduplicated Persons Served

P. SCOPE OF WORK, PER SERVICE

- Fill out as direction in Application

Part III. APPLICATION (See separate attachment.)

PART IV. APPENDICES

- A. Taxonomy of Older Americans Act Title III Services
- B. Client Descriptor Definitions
- C. Grantee Requirements of a One-Year Grant Period and Four-Year Grant Period
- D. Definition of Units of Service

PART V. LONG FORMS (See separate attachment.)

PART IV. APPENDIX A

TAXONOMY OF OLDER AMERICANS ACT TITLE III SERVICES

340:105-10-50.1. Title III services taxonomy

Revised 9-15-2022

(a) **Rule.** Parts B, C, D, and E of Title III of the Older Americans Act (OAA) of 1965, as amended, authorize the development of a variety of services to meet the needs of qualified older participant. A comprehensive list of services that may be funded, service definitions, and service units are included in (1) through (18) of this subsection.

(1) Personal care - one hour; provides personal assistance, stand-by assistance, supervision, or cues.

(2) Homemaker - one hour, or partial hours may be reported to two decimal places, for example 0.25 hours; provides light housekeeping tasks in a qualified older participant's home and possibly other community settings. Tasks may also include preparing meals, shopping for personal items, or using the phone.

(3) Chore - one hour, or partial hours may be reported to two decimal places, for example 0.25 hours; provides heavy housework tasks in a qualified older participant's home and possibly other community settings. Tasks may also include, yard work, or sidewalk maintenance.

(4) Home delivered meal - one meal provided to a participant by a qualified nutrition project provider at his or her residence, served by a program administered by the State Unit on Aging or Area Agency on Aging (AAA), and meeting all OAA and legal requirements. Each meal:

(A) complies with the most recent Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture;

(B) provides, when one meal is served, a minimum of 33 and 1/3 percent of the current dietary reference intakes (DRI) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences;

(C) provides, when two meals are served together, a minimum of 66 and 2/3 percent of the DRI allowances; and

(D) provides, when three meals are served together, 100 percent of the DRI allowances.

(5) Adult day care or adult day health - one hour; provides personal care for dependent adults in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care or adult day health typically include social and recreational activities, training, counseling, and services, such as rehabilitation, medication assistance, and home health aide services for adult day health.

(6) Case management - one hour; provides assistance either in the form of access or care coordination in circumstances where the participant is experiencing diminished functioning capacities, personal conditions, or other characteristics requiring service provision from formal providers or family caregivers. Case management activities include:

(A) assessing needs;

(B) developing care plans;

(C) authorizing and coordinating services among providers; and

(D) providing follow-up and reassessment, as required.

(7) Congregate meal - one meal provided to a participant by a qualified nutrition project provider in a congregate or group setting, served by a program administered by the State Unit on Aging or Area Agency on Aging (AAA), and meeting all OAA and legal requirements. Each meal:

(A) complies with the most recent Dietary Guidelines for Americans, published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture;

(B) provides, when one meal is served, a minimum of 33 and 1/3 percent of the DRI as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences;

(C) provides, when two meals are served together, a minimum of 66 and 2/3 percent of the DRI allowances; and

(D) provides, when three meals are served together, 100 percent of the DRI allowances.

(8) Nutrition counseling - one hour, or partial hours may be reported to two decimal places, for example 0.25 hours; provides individualized guidance as defined by the Academy of Nutrition and Dietetics (AND) to a participant, or to his or her caregiver, when the qualified person is at nutritional risk because of health or nutrition history, dietary intake, medication use, or chronic illnesses. A registered dietician provides

one-on-one counseling and addresses the options and methods for improving nutrition status with a measurable goal.

(9) Assisted transportation - one one-way trip; provides services or activities that provide or arrange for travel, including travel costs for individuals from one location to another. This service includes escort or other appropriate assistance for a qualified older participant who has difficulties, physical or cognitive, using regular vehicular transportation.

(10) Transportation - one one-way trip; provides participants with services or activities that provide or arrange for travel, including travel costs, from one location to another and does not include any other activity.

(11) Legal assistance - one hour, or partial hours may be reported to two decimal places, for example 0.25 hours; an attorney provides legal advice and representation to qualified older participants with economic or social needs. Includes, to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under a lawyer's direct supervision, and a non-lawyer's representation or counseling where permitted by law.

(12) Nutrition education - one session per participant; a dietician or an individual with comparable experience oversees a targeted program that promotes better health by providing accurate and culturally sensitive nutrition, physical fitness, or health information consistent with the current Dietary Guidelines for Americans, and provides instruction to participants, caregivers, or both in a group setting. This service:

(A) is approved by a registered dietician who answers participant questions related to nutrition education;

(B) occurs at least once per month;

(C) is provided to congregate and home delivered meal participants; and

(D) is documented on the Dietary Consultant's Report.

(13) Information and assistance - one contact; a one-on-one contact between a service provider and participant, caregiver or person on behalf of participant or caregiver. Activities involving contact with multiple current or potential participants or caregivers, such as publications, publicity campaigns, and other mass media activities are not counted as a unit of service. Internet website hits are counted only when information is requested and supplied. This service for older Oklahomans:

(A) provides current information on opportunities and services available within their communities, including information relating to assistive technology;

(B) assesses the participant's problems and capacities;

- (C) links them to available opportunities and services;
- (D) ensures, to the maximum extent practicable, qualified older participants receive the services they need, and are aware of the opportunities available to them, by establishing adequate follow-up procedures; and
- (E) serves the entire community of older individuals, particularly those
 - (i) with greatest social need;
 - (ii) with greatest economic need; and
 - (iii) at risk for institutional placement.

(14) Outreach - one contact; provides participant with intervention initiated by an agency or organization for the purpose of identifying potential qualified older participants or their caregivers and encouraging their use of existing services and benefits. Outreach is a one-on-one contact between a service provider and a participant or caregiver. Activities involving contact with multiple current or potential participants or caregivers, such as publications, publicity campaigns, and other mass media activities, are not counted as a unit of service.

(15) Health promotion - Evidence Based - one event; Title III-D programs or services are Community Living, Aging and Protective Services (CAP) approved prior to implementation. Title III-D Evidence Based programs and activities meet highest-level criteria and include activities related to:

(A) preventing and mitigating the effects of chronic disease, including:

- (i) osteoporosis;
 - (ii) hypertension;
 - (iii) obesity;
 - (iv) diabetes, and
 - (v) cardiovascular disease; and
- (B) alcohol and substance abuse reduction;
- (C) smoking cessation;
- (D) weight loss and control;
- (E) stress management;
- (F) falls prevention;
- (G) physical activity; and
- (H) improved nutrition.

(16) Health promotion – non-evidence based – one event; activities related to health promotion and disease prevention that do not meet the Administration on Aging or

Administration for Community Living definition for an evidence based program.

Activities may include:

- (A) health risk assessments;
- (B) routine health screening;
- (C) nutritional counseling;
- (D) programs regarding physical fitness and therapy;
- (E) home injury control services;
- (F) screening for mental and behavioral health issue prevention;
- (G) educational programs on preventive health services;
- (H) medication management screening and education;
- (I) information concerning age-related diseases and chronic disabling conditions;
- (J) gerontological counseling; and
- (K) counseling.

(17) National Family Caregiver Support Program service categories are listed in (A) through (H) of this paragraph:

(A) Assistance: case management – one hour, or partial hours may be reported to two decimal places, for example 0.25 hours; a service provided to a caregiver, and at his or her direction. Service is provided by a qualified case manager who delivers and coordinates the services. Caregiver case management includes:

- (i) a comprehensive assessment of the caregiver's physical, psychological, and social needs;
- (ii) the development and implementation of a service plan to mobilize and monitor the caregiver's formal and informal resources and services to meet the caregiver's identified needs. Caregiver case managers:
 - (I) coordinate caregiver resources and services with any other plans existing for various formal services;
 - (II) coordinate caregiver resources and services with the information and assistance services provided under the OAA;
 - (III) periodically reassess the caregiver's status and revises his or her plan; and
 - (V) advocates on the caregiver's behalf, according to his or her wishes, for needed services or resources.

(B) Assistance: information and assistance – one contact – this service:

- (i) provides the individuals with current information about opportunities and services available to the individuals within their communities, including information relating to assistive technology;

(ii) assesses the problems and capacities of the individuals;
(iii) links the individuals to the available opportunities and services;
(iv) ensures, to the maximum extent practicable, individuals receive needed services and are aware of available opportunities by establishing adequate follow-up procedures; and

(v) serves the entire community of older individuals.

(vi) refers to individual, one-on-one contacts between a caregiver provider and an older client or caregiver. An activity that involves a contact with several current or potential clients or caregivers is not counted as a unit of information and assistance. Internet website hits are counted only when information is requested and supplied.

(C) Counseling – one hour, or partial hours may be reported to two decimal places, for example 0.25 hours; a service designed to support caregivers and assist them in their decision-making and problem solving. Counselors are service providers with degrees or credentials as required by state policy. Counselors are trained to work with older adults and families understanding and addressing complex physical, behavioral, and emotional problems related to caregiver roles. Counseling is a separate function apart from support group activities or training and includes counseling in individual or group sessions.

(D) Information services – per activity – a public and media activity that conveys information to caregivers about available services and can include in-person interactive presentations to the public; a booth or exhibit at a fair, conference, or other public event; and radio, TV, or website events. Information services are activities directed to large audiences of current or potential caregivers, such as disseminating publications, conducting media campaigns, and other similar activities.

(E) Respite care – one hour, or partial hours may be reported to two decimal places, for example 0.25 hours; this service provides temporary, substitute supports or living arrangements for qualified older participants to provide a brief period of caregiver relief or rest. When the specific service units purchased via a direct payment, such as cash or voucher can be tracked or estimated, the service unit is reported by hour or partial hour. Types of respite care include:

(i) in-home respite service provided in the caregiver's or care receiver's home and allows the caregiver time away to do other activities;

(ii) out of home respite service provided in settings other than the caregiver's or care receiver's home, such as in adult day care, a senior center or in other non-residential settings where an overnight stay does not occur; and

(iii) out of home overnight respite service provided in facilities such as nursing homes, assisted living facilities, and adult foster homes;

(F) Supplemental services – units and service in this category are determined by CAP and provides goods and services on a limited basis to complement the care provided by caregivers. The AAA contacts CAP prior to this category's use.

(G) Support groups – per session – a service that is led by a trained individual, moderator, or professional, as required by state policy, to facilitate caregivers to discuss their common experiences and concerns and to develop a mutual support system. Support groups are typically held on a regularly scheduled basis and may be conducted in person, over the telephone, or online.

(H) Training – one hour , or partial hours may be reported to two decimal places, for example 0.25 hours – a service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management; providing personal care; and communicating with health care providers and other family members. Training may include using evidence-based programs and is conducted in-person or online in individual or group settings.

(18) Funded "Other" category - unit varies per service – a service provided using OAA funds under Title III-B in whole or in part, that do not fall into previously defined service categories and may include assistive technology, durable equipment, emergency response, consumable supplies, home modifications or repairs, elder abuse prevention, elder rights, health, outreach, public education, socialization, access not reported elsewhere, and others.

(A) Advocacy or representation - one hour; provides action taken on behalf of a participant to secure the person's rights or benefits. Advocacy or representation includes receiving, investigating, and working to resolve disputes or complaints. It does not include services provided by an attorney or person under the supervision of an attorney.

(B) Education or training - one session; provides formal and informal opportunities for participants to acquire knowledge, experience, or skills individually or in group events designed to increase awareness.

(C). Wellness checks – one contact; individualized contact between two people via phone, text, email, webinar, video chat, or other means to provide a well-being check, reassurance, or socialization to a qualified older participant or family caregiver. The provider successfully converses with the older adult is spoken to in order for the contact to be counted, regardless of the length of contact.

(D) Home repair - one job; provides minor repairs, modifications, or maintenance on a home owned and occupied by an eligible participant, up to \$250 annually, per participant.

(E) Coordination of services - unit to be determined by CAP; provides for the administration or delivery of a service not directly funded by Title III. The AAA contacts CAP regarding use of this category.

(b) **Authority.** The authority for this Section is the Older Americans Act.

(c) **Procedures.** The AAA:

(1) incorporates rule provisions into AAA policies and procedures manual;

(2) provides technical assistance to prospective service project applicants regarding the rule in the development of services; and

(3) utilizes the rule as an indicator in the service project proposal evaluation.

(d) **Cross references.** Refer to Oklahoma Administrative Code [340:105-10-40](#) and [340:105-10-51](#).

PART IV. APPENDIX B

CLIENT DESCRIPTOR DEFINITIONS

1. Client descriptor definitions. The definitions listed in (1) - (9) of this Instruction are used when compiling National Aging Program Information System (NAPIS) data, completing the Title III grant application, or both.
 - (1) Race or ethnicity status designations are listed in (A) – (F). Ethnicity categories include Hispanic or Latino; or not Hispanic or Latino. Race categories include American Indian or Alaskan Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; or White.
 - (A) Black or African American -- A person having origins in any of the black racial groups of Africa.
 - (B) Hispanic or Latino -- A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
 - (C) 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.
 - (D) Asian -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
 - (E) Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - (F) White – Person having origins in any of the peoples of Europe, the Middle East, or North Africa.
 - (2) Impairment in activities of daily living (ADL). The inability to perform one or more of the six ADL without personal assistance, stand-by assistance, supervision, or cues. The six ADL are eating, dressing, bathing, toileting, transferring in and out of bed or chair, and walking.
 - (3) Impairment in instrumental activities of daily living (IADL). The inability to perform one or more of the eight IADL without personal assistance, or stand-by assistance, supervision, or cues. The eight IADL are 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.

PART IV. APPENDIX B (Cont'd)

(4) Poverty. Persons considered to be in poverty are those whose income are below the official poverty guidelines, as defined each year by the Office of Management and Budget, and adjusted by the Department of Health and Human Services (DHHS) Secretary in accordance with subsection 673 (2) of the Community Services Block Grant Act. The annual DHHS Poverty Guidelines provide dollar thresholds representing poverty levels for households of various sizes.

(5) Living alone. A one-person household, using the census definition of household, where the householder lives by himself 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.

(6) Rural. Persons considered to reside in rural areas are those persons who live outside of Standard Metropolitan Statistical Areas (SMSA). Counties considered SMSA are Canadian, Cleveland, Comanche, Creek, Garfield, Logan, McClain, Oklahoma, Osage, Pottawatomie, Rogers, Sequoyah, Tulsa, and Wagner. Persons residing in the remaining counties are considered rural.

(7) Caregiver. An adult family member, or another individual, who is an informal provider of in-home and community care to an individual 60 years of age or older. Informal means that the care is not provided as part of a public or private formal service program.

(8) Child. An individual who is not more than 18 years of age. The term relates to a grandparent or other older relative who is a caregiver of a child.

(9) Grandparent or older individual who is a relative caregiver. A grandparent, step-grandparent, or other relative of a child by blood or marriage, who is 60 years of age or older and:

(A) lives with the child;

(B) is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and

(C) has a legal relationship to the child, such as legal custody or guardianship, or is raising the child informally.

PART IV. APPENDIX C

GRANTEE REQUIREMENTS OF A ONE-YEAR AND FOUR-YEAR GRANT PERIOD

Requirements for a grantee in an initial-year grant period OR for grantees in existing grant years; complete/update the following information in the RFP grant application. Returning grantees must complete all **bolded** sections and other sections as applicable - *if changes have occurred*. New grantees must complete all sections and are only eligible to apply for a one year grant. Returning grantees for the same service (consecutive years) may apply for up to a four year grant. Annual extensions are granted at the discretion of the AAA.

PARTS II. & III. APPLICATION INSTRUCTIONS & DOCUMENTS:

- A. Application Cover Page**
- B. 1. Scope of Work Justification- OAA Title III**
 - 2. Scope of Work Justification- Commercial or Contractual - *if applicable*
- C. Service Implementation - *if changes have occurred***
- D. Characteristics of the Project Area - *if changes have occurred***
- E. Project Advisory Council - *if changes have occurred***
- F. Project Board of Directors - *if changes have occurred***
- G. Targeting - *if changes have occurred***
- H. Coordination - *if changes have occurred***
- I. Capacity of Project Sponsor - *if changes have occurred***
- J. Evaluation/Quality Assurance - *if changes have occurred***
- K. Budget**
 - 1. Personnel
 - 2. Travel
 - 3. Food - *nutrition projects only*
 - 4. Nutrition Consultant - *nutrition projects only*
 - 5. Equipment
 - 6. Rent/Utilities
 - 7. Other
 - 8. Indirect Cost
- L. Unit Cost Computation and Service Cost Methodology**
- M. Assurances**
 - 1. Certification for Competitive Bid and/or Contract
 - 2. Voluntary Withdrawal of Title III Project
 - 3. Unavailability of Funds Clause
 - 4. Unemployment Tax Verification
 - 5. Certificate of Disclosure
 - 6. Grant-Acquired Equipment Assurance
 - 7. Assurance of Compliance with Civil Rights Act of 1964
 - 8. Standard Provisions and Assurances

Note: All updates must be made to the specifications of the RFP Guide issued for the applicable grant year.

PART IV. APPENDIX D

DEFINITIONS OF UNITS OF SERVICE (Reference OAC Policy 340:105-10-50.1 Title III Services Taxonomy)			
Service Categories	Unit of Service 1 unit =	*Older Americans Act Policy 340:105-10-	**Expenditures by Part
⊕ Personal care	1 hour	93	B
⊕ Homemaker	1 hour	91	B
⊕ Chore	1 hour	92	B
⊕ Home delivered meals	1 meal	82-85	C-2
⊕ Adult day care or adult day health	1 hour	50.1	B
⊕ Case management	1 hour	50.1	B
⊕ Congregate meal	1 meal	68-73 & 75-77	C-1
⊕ Nutrition counseling	1 session per participant individual only	72	C-1, C-2, D
⊕ Assisted transportation	1 one-way trip	50.1	B
⊕ Transportation	1 one-way trip	54	B, ***C-1
Legal assistance	1 hour	64-66	B
Nutrition education	1 session per participant individual or group	74	C-1, C-2, D
Information and assistance	1 contact individual only	61, 62, & 63	B
⊕ Outreach	1 contact initial and reassessment	57-60	B, C-1, C-2
Advocacy or representation	1 hour	50.1	B
Education/training	1 session individual or group	50.1	B
<i>Education/ information and assistance</i>	Group only 1 newsletter or PSA	61, 62, 63, & 50.1	B
<i>Education/outreach</i>	Group only Publications, publicity campaigns, & other mass media activities	57-60 50.1	B, C-1, C-2
⊕ Health promotion	1 event individual or group	89	D
Medication management	1 event individual or group	89	D
⊕ Home repair	1 job up to \$250.00 annually per participant	50.1	B
⊕ Coordination of services	unit to be determined by CAP	50.1	B
⊕ Information services	1 activity group only	90.1	E
⊕ Access assistance	1 contact individual only	90.1	E

⊕ Counseling (new category includes support groups and caregiver training)	1 session individual or group	90.1	E
⊕ Respite	1 hour or 1 payment	90.1	E
⊕ Supplemental services	unit to be determined by CAP	90.1	E
Note: Any of the Caregiver services listed above that are provided to grandparents or other relatives raising children are tracked and reported for that service- GRRC.			

DEFINITIONS OF UNITS OF SERVICE (continued from chart)

***Be sure to read all of the additional policies referenced in each policy indicated.**

**Refer to the Older Americans Act Program Allowable Federal Expenditures By Service By Part page 13, Part II in RFP Guide- Additional Information.

***Program Income only. Program income is gross income received by the grantee such as voluntary contributions or income earned only as a result of the grant project during the grant period.

Services in *italics* indicate activities (sub-categories) under NAPIS groups in AIM. (In other words, CAP broke these particular service categories out for tracking purposes.)

⊕ Indicates the service categories for which Unduplicated Person Served (UPS) must be reported in AIM.

An unduplicated person served (UPS) is a recipient of services counted one time regardless of the number of times a service is received within a grant year.

A unit of service (UoS) is a pre-determined measure of service activity. A unit of service is counted as many times as the service occurs within a grant year; regardless of the number of times one individual receives the service. See OAC Policy 340:105-10-50.1 Title III Services Taxonomy for a comprehensive listing of services which may be funded, service and service unit definitions.

Service units for Outreach are individual, one-on-one contacts. An activity involving contact with multiple current or potential clients or caregivers should **not** be counted as a unit of service. Such units can be counted and reported as education/training.

NAPIS- National Aging Program Information System

AIM- Computer software used by Oklahoma to maintain data needed for the state NAPIS report to the Administration on Aging

PSA- Public Service Announcement.

Referenced Title III Policy and Procedures

Title III Policy and Procedures can be found at: [OAC-340 \(oklahoma.gov\)](https://www.oklahoma.gov/oac-340)

1. Select “105. Aging Services”
2. Select “Chapter 10 Policies and Procedures Manual for Title III of the Older Americans Act...”

It is mandatory for ASCOG staff to conduct the ADA Checklist for Readily Achievable Barrier Removal once during the Contract Fiscal Year.

ADA Checklist available at <http://www.ada.gov/checkweb.htm>



ADA Checklist for Readily Achievable Barrier Removal

Based on the 1995 ADA Standards for Accessible Design

The Americans with Disabilities Act (ADA) requires public accommodations (businesses and non-profit organizations) to provide goods and services to people with disabilities on an equal basis with the rest of the public.

Businesses and non-profit organizations that serve the public are to remove architectural barriers when it is “readily achievable” to do so; in other words, when barrier removal is “easily accomplishable and able to be carried out without much difficulty or expense.”

The decision of what is readily achievable is made considering the size, type, and overall finances of the public accommodation and the nature and cost of the access improvements needed. Barrier removal that is difficult now may be readily achievable in the future as finances change.

This checklist is intended to assist public accommodations as the first step in a planning process for readily achievable barrier removal.

Public accommodations’ ADA obligations for barrier removal can be found in the Department of Justice’s ADA Title III regulations 28 CFR Part 36.304.