



**BUCKEYE HILLS AREA AGENCY ON AGING
APPLICATION OVERVIEW
TITLE III-B LEGAL ASSISTANCE FUNDS PY 2012
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BUCKEYE HILLS AREA AGENCY ON AGING
Application for Title III-B Legal Assistance Funds PY 2012

OVERVIEW

The **Buckeye Hills Area Agency on Aging** Planning and Service Area (PSA) 8 is soliciting proposals from agencies which provide Older American's Act Title III B Supportive Services Legal Assistance to individuals who are 60+ in Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington Counties.

AAA8 is soliciting applications from agencies which, at the time of application, provide Legal Assistance. Successful applicants will be awarded funds for the 12 month period from January 1, 2012 through December 31, 2012.

AVAILABLE FUNDING

Title III-B Supportive Service Program funding for Program Year (PY) 2012 is provided through the Ohio Department of Aging. The total available funding is estimated to be approximately **\$22,000.00**. *Funding amounts may be different when awards are granted. Awards may be reduced at any time if federal or state funding is reduced, even during the contract period.*

COUNTY	TOTAL TITLE III-B LEGAL ASSISTANCE ALLOCATION	UNIT OF SERVICE
Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, Washington	\$22,000	1 hour

APPLICATION PROCESS TIME LINE

PY 2012 Title III-B Supportive Service Legal Assistance application and instructions made available to prospective bidders	July 6, 2011	
Proposal Application Due Date	August 8, 2011	
PY 2012 Title III-B Supportive Service Legal Assistance Contracts mailed to successful bidders for signature	November 7, 2011	
PY 2012 Title III-B Supportive Service Legal Assistance Contracts due back to BH-AAA8	November 30, 2011	
First day of PY 2012 Title III-B Supportive Service Legal Assistance	January 1, 2012	
Last day of PY 2012 Title III-B Supportive Service Legal Assistance	December 31, 2012	

REQUEST FOR PROPOSAL ANNOUNCEMENT

Request for Proposals (RFP) for PY 2012 Title III-B Supportive Service Legal Assistance Funds announcement date: **July 6, 2011**

- Posted on BH-AAA8 website www.areaagency8.org
- Sent via email and fax to all *Older Americans Act Legal Assistance* providers currently contracted with BH-AAA8.
- Posted in legal notice section in newspapers throughout the eight-county service area.

APPLICATION MATERIALS

All instructions and materials needed to apply for PY 2012 Title III-B Legal Assistance funding are available to download from the BH-AAA8 website www.areaagency8.org; **no hard copy applications will be available.** Required forms are in Microsoft Word and Excel. Applicants must use these forms and formats to apply for services; other forms and formats will not be accepted for review. All responses must be typed in a legible font style and size. Acceptable font styles are *Arial* or *New Times Roman*. Acceptable font sizes must be 10, 11 or 12 font; hand written or typed responses are not accepted.

The instructions and application documents are intended to assist applicants in applying for funding under this *Request for Proposals (RFP)* announcement. Nothing in the instructions or application documents is intended to impose any paper work beyond those specifically required under the regulations of the Ohio Department of Aging (ODA) and the Buckeye Hills – Area Agency on Aging 8 (BH-AAA8) competitive bidding process.

In 2009, the Ohio Department of Aging issued rule changes which are now in Ohio Administrative Code and will be effective for all new competitive bidding processes, new contract agreements, and will change service specifications which define how services are delivered. These rule changes include: Introduction and Definitions (rule 173-3-01), Competitive Bidding Process (rule 173-3-05), Appeals (rule 173-3-09), Provider Agreements (rule 173-3-04), Mandatory Clauses (rule 173-3-06), Criminal Background Check (rule 173-9-01), Consumer Cost Sharing (rule 173-3-07), Final rules are available at - <http://aging.ohio.gov/information/rules/current.aspx>

All applicants are encouraged to read all instructions and application materials before making a decision to apply for the Title III-B Supportive Service Legal Assistance funding. The BH-AAA8 is not liable for any costs incurred or associated with the preparation of any applicant's application.

APPLICATION DEADLINE REQUIREMENTS

One (1) complete original and one (1) complete copy application in hard copy must be received by the Buckeye Hills-Area Agency on Aging 8 (BH-AAA8) at: (Physical Address) 1400 Pike Street, Marietta, Ohio 45750 or (mailing address) P.O. Box 370, Reno, Ohio, 45773 by 4:00 p.m. on August 8, 2011. Faxed or emailed proposal applications will be rejected. If mailed, bidder is required to use certified return receipt. If hand delivered, bidder will be given a receipt at time of delivery.

Applications will be reviewed for completeness and compliance with required formats. The Buckeye Hills-Area Agency on Aging 8 will reject the following applications:

1. The application is not received by the required stated due date and time.
2. The application is missing any required document listed on the document checklist.
3. The application is missing any required signature.
4. The application is emailed or faxed.
5. The application contains altered application forms and/or formats.
6. The application responses are hand written and/or not in a legible font style or size.

It is not the responsibility of the BH-AAA 8, upon receipt of the proposal application, to notify applicants if they have not met any of the above listed application deadline requirements for completeness and/or compliance with required formats, even if the proposal is submitted before the application deadline.

APPLICATION QUESTIONS

If you have questions about the application process call or email Cathy Ash, AAA8 Program Manager Buckeye Hills-Area Agency on Aging 8 at 740-373-6400 or cash@buckeyehills.org Your questions will answered by the appropriate BH-AAA8 staff.

APPLICATION REVIEW PROCESS

1. All applications accepted for review are evaluated by a team of *BH-AAA8 staff*. Funding recommendations to *Regional Advisory Council on Aging* will be made.
2. The *Buckeye Hills- Hocking Valley Regional Development District Executive Committee* reviews *Regional Advisory Council on Aging* recommendations.
3. The *Buckeye Hills- Hocking Valley Regional Development District Executive Committee* will make the final funding decision.

EVALUATION CRITERIA

Each proposal accepted for review will be evaluated and scored using the following criteria:

Criteria	Score
Need for the proposed service within the continuum of service(s) available in the applicant's service area	20
Applicant meets all conditions of participation as outlined in the RFP. Applicant demonstrates knowledge and experience delivering proposed service(s) at the time of application and the capacity to deliver the service in accord with ODA defined service specifications.	10
Applicant demonstrates cost effectiveness, based on an itemization of the costs that comprise the total bid price for the service	20
Applicant demonstrates knowledge and experience serving persons 60+.	10
Applicant demonstrates the ability to conduct outreach efforts to find consumers in need within a defined service area, especially low-income minority individuals, older persons with limited English proficiency, and older persons residing in rural areas. Applicant specifies how he/she intends to provide services and satisfy those needs	20

Each proposed service will be evaluated and scored separately. All services will be ranked by score within each county.

The scoring system is used to compare and rank proposed services among provider agencies within each county. Funding is not determined by scores and rankings alone.

BH-AAA8 priorities related to geographic, demographic, and socioeconomic factors are considered in the review process.

BH-AAA 8 reserves the right to select one or more lower ranked services in order to achieve a continuum of services for targeted populations.

BH-AAA 8 reserves the right to award applicants less funds than requested if federal or state funding is not sufficient to fully fund all applicants that merit awards.

BH-AAA 8 reserves the right to reject any proposals received in response to this Request for Proposals; to request additional materials from any or all applicants; and to conditionally select proposals for funding.

NOTIFICATION OF AWARDS

Successful bidders will be notified of award by receipt of contract for provision 2012 Supportive Services Legal Assistance.

AWARD APPEAL PROCESS

An applicant may appeal its award. The specified process for an appeal is as follows:

1. The complainant agency requesting an appeal must submit a certified letter to the AAA within thirty (30) days from the final decision of adverse action, which outlines the request for an appeal and supported reasons for a hearing.
2. Upon receipt of the request, the AAA will inform the complainant agency through a certified letter of the date, time, and location of the hearing to be held.
3. All receipts of such requests by complainant agencies shall be time/date stamped by the AAA.
4. The AAA will hold the hearing within forty-five days after the receipt of the request of the complainant agency.
5. The BH-HVRDD Executive Board, on the specified hearing date, will hear both parties present their case.
6. The Executive Board may terminate the hearing procedures at any point if the AAA or the complainant agency:
 - a. Negotiate a written agreement that resolves the issue(s) prompting the hearing; or
 - b. The complainant agency, in a written statement, withdraws their appeal.
7. Upon completion of the hearing, the Executive Board will make a decision and forward it to the AAA Director. The AAA Director will inform the complainant agency of the decision by a certified letter.

8. An agency may request a hearing by the Ohio Department of Aging in the event of an “adverse action”, which means an AAA’s action concerning a particular provider to not award a provider agreement to that provider. ODA shall only honor a request for an appeal hearing before ODA if the provider has fully complied with the written process for appealing an adverse action by the AAA that committed the adverse action and that AAA has rendered its final decision on the appeal. To request a hearing before ODA, the provider shall submit a written request to ODA’s director via certified mail no later than fifteen (15) business days after the date the AAA renders its final decision. ODA shall hold a hearing and render its final decision on the appeal no later than thirty (30) business days after the date of the hearing. *Rule 173-3-09.*

SUMMARY OF FUNDED SERVICES

Services funded under this Request for Proposal are summarized below. These rules govern the use of these funds. All contracted providers must comply with these rules and will be monitored for compliance by the Buckeye Hills - Area Agency on Aging 8 Quality Improvement Department. **Printed hard copy of Rules, Service Specifications and Conditions of Participation will NOT be furnished to bidders.** Rules are posted on the Ohio Department of Aging website and are accessible through a link in the Provider Information section of the AAA8 website: www.areaagency8.org and the service standards are specified in 45 CFR 1321.73, And Section 307(a)(15) of the Older Americans Act of 1965, as amended at the following website: http://www.aoa.gov/AoARoot/AoA_Programs/OAA/oa_full.asp and per ODA Policy 305.00 Legal Services Coordination which states:

- **Legal Services Requirements**

1. Each provider of legal services:
 - a. Has staff with expertise in specific areas of law affecting older persons in economic or social need; for example, public benefits, institutionalization, and alternatives to institutionalization;
 - b. Demonstrates the capacity to provide effective administrative and judicial representation in the areas of law affecting older persons with social or economic need;
 - c. Demonstrates the capacity to provide support to other advocacy efforts;
 - d. Demonstrates the capacity to effectively deliver legal services to institutionalized, isolated and homebound individuals;
 - e. Has offices and/or outreach sites which are convenient and accessible to older persons in the community;
 - f. Demonstrates the capacity to provide legal services in a cost-effective manner; and
 - g. Demonstrates the capacity to obtain other resources to provide legal services to older persons.

SERVICE UNIT DEFINITIONS

Service	Service Definition	Service Code
Legal Assistance	1 hour	11

CONTRACTING

The contracting method for Title III-B Service funds is **Purchase of Service**. A provider is reimbursed for only the units of service delivered based upon the contracted unit cost. The unit cost of service encompasses all elements associated with the production of the unit of service. *Rule 173-3-04 (C)* The provider must provide 100% of contracted units to achieve 100% reimbursement of contracted funds. If the provider does not deliver all service units during the contract period, unused Title III-B Service funds do not carry over from one state fiscal year to another.

The BH-AAA8 staff monitors the utilization of all contracted funds monthly. If any contracted provider has not utilized at least 75% of contracted funds for service delivery as of September 30, 2012, the award may be reduced and the BH-AAA8 will reallocate funds within the state fiscal year without a new Request for Proposals (RFP).

DONATIONS, COST SHARING AND MATCHING FUNDS

Matching Funds

Older Americans Act funds have a match requirement of 15%; match may be in-cash or in-kind. (Please refer to <http://areaagency8.org/pub/RFP%20Required%20Match%20Calculation.pdf>)

Cost Sharing

The current cost sharing policy (Rule 173-3-07) is available for review on the ODA website.

Voluntary Contributions

Providers are encouraged to solicit and accept voluntary contributions (program income) for all Title III-B Service services.

REPORTING

Social Assistance Management System (SAMS) Database

Provider agency shall be required to report all monthly service delivery to AAA to be entered into the SAMS database by AAA staff according to the *Ohio Department of Aging Reporting Requirements*.

QUARTERLY REPORTING

Each funded provider agency shall be required to submit a quarterly report for each service they have provided with Title III-B Service funding. This quarterly report is due the 10th of the month following the end of the quarter in which the service was provided.

MONITORING

Each Area Agency on Aging is responsible to the Ohio Department of Aging (ODA) for ensuring that all state and federal funds received from ODA are used in the manner that complies with state and federal laws. *Rule 173-3-04 (A)*. The BH-AAA8 monitors all contracted providers for compliance with service specifications and conditions of participation. This includes an annual on site visit to review service records and verify units of service reported for reimbursement.

NEW PROVIDER ORIENTATION

New Title III-B Service funded providers will be required to participate in **Provider Orientation** sessions at the Buckeye Hills-Area Agency on Aging 8 offices. These sessions will include an overview of contracting, reporting, monitoring and basic skills in using the SAMS database application. Schedule to be determined.