



**Western Reserve**

Area Agency on Aging

**WESTERN RESERVE AREA AGENCY ON AGING**

**SFY 2019 ALZHEIMER'S RESPITE PROGRAM**

**REQUEST FOR PROPOSAL APPLICATION OVERVIEW**

The **Western Reserve Area Agency on Aging** (WRAAA) Planning and Service Area (PSA) 10A is soliciting proposals from agencies which provide *respite services that assist family caregivers of individuals with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction (related dementia)* in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties.

The term "*family caregiver*" means an adult family member or another individual, who is an informal provider of in-home and community care to an older individual and/or an individual with Alzheimers Disease or a related disorder with neurological and organic brain dysfunction, unpaid provider of in-home care to an individual of any age with Alzheimer's disease or related dementia.

WRAAA is soliciting applications from agencies which, at the time of application, provide Adult Day Service.

Alzheimer's Core Services are not awarded through a competitive bidding process. Core funding will be allocated to each county according to an allocation formula. Alzheimer's Core Services will be funded only through Alzheimer's Associations.

Successful applicants will be awarded an agreement through June 30, 2019.

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**AVAILABLE FUNDING**

Alzheimer's Respite Program funding for State Fiscal Year (SFY) 2019 is provided through the Ohio Department of Aging. The available funding in SFY 2019 is \$58,738. Awards may be reduced at any time if federal or state funding is reduced, even during the contract period.

It is the policy of the WRAAA Board of Trustees that available funds shall be allocated to each county in the PSA by formula. Each county will have only those funds allocated by formula available to it. The allocation formula reflects 2010 census data for those elements for which 2010 census data is available.

	TOTAL POP 60+ 2010	TOTAL POP 75+ 2010	60+ IN POVERTY 2009	60+ MINORITY 2010	60+ RURAL 2010	60+ LIVING ALONE 2010
Data Source	Census	Census	ACS	Census	Census	Census
Cuyahoga	272,470	102,935	28,565	74,318	2120	85,451
Geauga	20,683	6,466	1,350	529	12293	4,052
Lake	51,488	17,546	2,050	1,925	3,626	13,118
Lorain	61,544	20,203	4,650	6,590	7,820	14,852
Medina	33,191	9,795	1,405	790	10,841	6,979
	439,386	156,945	38,020	84,152	36,700	124,452

**Formula Weights**

	60+ Population	75+ Population	60+ In Poverty	60+ Minority	60+ Rural	60+ Living Alone
Current	0%	40%	20%	18%	2%	20%

**Funding Formula Allocation**

	Cuyahoga	Geauga	Lake	Lorain	Medina
<b>Current Formula/2010 Data</b>					
Allocation %	71.04%	3.74%	8.30%	11.88%	5.04%

## REQUEST FOR PROPOSAL ANNOUNCEMENT

**Announcement of the Request for Proposals (RFP) for SFY 2019 Alzheimer's Respite Funds will be made on Friday February 8, 2019.**

- Posted on WRAAA website [www.areaagingsolutions.org](http://www.areaagingsolutions.org).
- Sent via email to all *Older Americans Act* Adult Day Service providers currently contracted with WRAAA.
- Posted in The Plain Dealer legal notice section.

## APPLICATION MATERIALS

Applicants are encouraged to read all rules, policies and procedures, instructions and application materials before making a decision to apply for the Alzheimer's Respite funding. The WRAAA is not liable for any costs incurred or associated with the preparation of any applicant's application.

The Ohio Department of Aging issued rules which are now in the Ohio Administrative Code and are effective for all competitive bidding processes and new contract agreements. The applicable rules include: Introduction and Definitions (rule 173-3-01), Procurement Standards (rule 173-3-05), Administrative Hearings for Adversely-Affected Providers (rule 173-3-09), General Requirements for AAA-Provider Agreements (rule 173-3-04), Requirements to include in every AAA Provider Agreement (rule 173-3-06), Criminal Background Check (rule 173-9), Consumer Contributions (rule 173-3-07), Adult Day Services (rule 173-3-06.1), Homemaker Service (173-3-06.4), and Personal Care (rule 173-3-06.5). You can view these rules by copying this address into your web browser, <https://aging.ohio.gov/Rules#930161-rules-in-effect>.

Information specific to the Alzheimer's Respite Program is found in Ohio Department of Aging Policy 316.00, which is posted on the WRAAA website [www.areaagingsolutions.org](http://www.areaagingsolutions.org)

All instructions and materials needed to apply for Alzheimer's Respite funding are available to download from the WRAAA website at [www.areaagingsolutions.org](http://www.areaagingsolutions.org). 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 include 10, 11 or 12 font; hand written 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 Western Reserve Area Agency on Aging (WRAAA) competitive bidding process.

## APPLICATION PROCESS TENTATIVE TIME LINE

Request for Proposal Announcement	February 8, 2019	
<b>Proposal Application Deadline</b>	<b>February 22, 2019</b>	<b>4 pm</b>
Preliminary Award Decisions Announced	March 2019	
Provider Agreements Completed	March 2019	
Last day of SFY 2011 service	June 30, 2019	

## APPLICATION DEADLINE REQUIREMENTS

**One (1) complete application with original signatures and one copy** must be received by the **Western Reserve Area Agency on Aging (WRAAA) at 1700 E. 13<sup>th</sup> St., Suite 114, Attn: Connie Benedum, Cleveland, Ohio 44114 by 4:00 p.m. on February 22, 2019.** The application must be sent either by certified mail with return receipt or overnight mail with proof of delivery or hand delivered with duplicate receipt provided to applicant by WRAAA.

Applications will be reviewed for completeness and compliance with required formats. The Western Reserve Area Agency on Aging will reject applications without further review, on the following grounds:

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 forms or formats are altered by the applicant.
6. The application responses are hand written or not in a legible font style or size.

It is not the responsibility of the WRAAA, upon receipt of the proposal application, to notify applicants if they have not met any of the above listed deadlines or requirements for completeness, even if the proposal is submitted before the application deadline.

## APPLICATION QUESTIONS

All questions about the application process or documents must be sent via e-mail to [ALZRFPQuestions@areaagingsolutions.org](mailto:ALZRFPQuestions@areaagingsolutions.org). No questions will be answered over the phone by WRAAA staff.

## OVERVIEW OF FUNDED SERVICES AND APPLICABLE SERVICE SPECIFICATIONS

The purpose of the Alzheimer's Respite program services must be provided to an individual with Alzheimer's disease or related dementia who has a family caregiver. The term "*family caregiver*" means an adult family member or another individual, who is an informal provider of in-home and community care to an older individual and/or an individual with Alzheimers Disease or a related disorder with neurological and organic brain dysfunction, unpaid provider of in-home care to an individual of any age with Alzheimer's disease or related dementia.

Short descriptions of the respite service follow:

- **Adult Day Service (ADS):** A non-residential, community-based service provided through an individualized care plan to encourage optimal capacity for self-care or maximizes functional abilities by meeting the needs of a consumer who has functional or cognitive impairments. *Rule 173-3-06.1*

There are three levels of ADS: Basic, enhanced and intensive. Applicants should indicate in their bid whether they have the capability to provide one, two or all three levels of ADS. This will be considered when evaluating the unit cost of the service.

All contracted providers must also comply with the **Conditions of Participation** relating to the operation of the organization, the ODA Rules Requirements to include in every AAA Provider Agreement (rule 173-3-06) and *Criminal Background Check* (rule 173-9). Cost sharing is not mandatory, but is allowable and encouraged for Adult Day. If cost sharing procedures are

implemented for these services, they must comply with Consumer Contributions (rule 173-3-07). In addition, Contractors must comply with the specifications related to the service they provide. All contracted providers will be monitored for compliance by the Western Reserve Area Agency on Aging.

**SERVICE UNIT DEFINITIONS**

SERVICE/ SERVICE CODES	UNIT DEFINITION	CONSUMER	SERVICE SPECIFICATIONS
Adult Day Service (05)	One Person / 4 to 8 Hour Day	Caregiver / Care Recipient	Rule 173-3-06.1

**APPLICATION REVIEW PROCESS**

1. All applications deemed complete and *Accepted for Further Consideration by WRAAA* are evaluated by WRAAA staff. Funding recommendations are developed.
2. The WRAAA Chief Executive Officer will provide final input on the evaluations of each of the above groups to the WRAAA Board of Trustees for the final funding decision.

**EVALUATION CRITERIA**

Each proposal *Accepted for Further Consideration by WRAAA* will be evaluated and scored using the following criteria:

Criteria	Maximum Score
Need for the proposed service within the continuum of service(s) available in the applicant's geographic service area.	20
Applicant meets all conditions of participation as outlined in the RFP, and provides evidence of ability to document service in an accurate and timely manner.	10
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.	20
Applicant demonstrates cost effectiveness, based on an itemization of the costs that comprise the total bid price for the service.	10
Applicant demonstrates knowledge and experience serving persons with Alzheimer's, and their caregivers.	20
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 the organization will provide services and satisfy those needs.	20
<b>TOTAL</b>	<b>100</b>

Each proposed service will be evaluated and scored separately. All services will be ranked by score within each county. This is a competitive bidding process that offers, to the maximum extent practical, open and free competition per the requirements of Rule 173-3-05.

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

- WRAAA considers priorities related to geographic, demographic, and socioeconomic factors in the review process.
- WRAAA reserves the right to select one or more lower ranked services in order to achieve a continuum of services for targeted populations.
- WRAAA reserves the right to award applicants less or more funding than requested.
- WRAAA reserves the right to cap the unit cost reimbursement rate.
- WRAAA reserves the right to reject any application proposals received in response to this Request for Proposal; to request additional materials from any or all applicants; and to conditionally select proposals for funding. All applicant agencies must be in good standing with the WRAAA.

## NOTIFICATION OF AWARDS

Final approval will take the official form of the contract agreement with the Western Reserve Area Agency on Aging. **Service shall begin March 2019.** However, payment will not be made for service units unless a fully executed contract is in place. Therefore, it is important that all contracting materials be completed correctly and submitted by the announced deadlines so that the contract can be fully executed timely.

## CONTRACTING

The contracting method for Alzheimer's Respite funds is **Purchase of Service**. A contractor is reimbursed for units of service delivered, based upon the contracted Alzheimer's Respite unit cost.

The Alzheimer's Respite unit cost is proposed by the applicant, and must be based upon the actual cost of providing the service. The proposed unit cost is considered during the competitive bid evaluation. The unit cost reimbursement rate is not specified by WRAAA

The contractor must provide 100% of the contracted units to achieve 100% reimbursement of contracted funds. If the contractor does not deliver all service units during the contract period, unused Alzheimer's Respite funds do not carry over from one state fiscal year to another.

The WRAAA staff monitors the utilization of all contracted funds monthly. If any contracted provider has not utilized at least 50% of contracted funds by April 30, 2019, the award may be reduced and the WRAAA may reallocate funds within the state fiscal year without a new Request for Proposal.

## DONATIONS, COST SHARING AND MATCHING FUNDS

### *Matching Funds*

Alzheimer funds do not require a match.

### *Cost Sharing*

**Cost sharing is not mandatory but is encouraged for adult day** in accord with ODA Policy 316.00. It is the choice of the applicant to implement a cost share procedure. Calculations should be based on the most recent Federal Poverty Guidelines, which are updated periodically in the federal register by the US Department of Health and Human Services. *Rule 173-3-07*

*Voluntary Contributions*

**Contracted providers are encouraged to solicit and accept voluntary contributions (program income)** for all Alzheimer's Respite services.

**REPORTING**

**Social Assistance Management System (SAMS) Database**

Contracted providers of Adult Day services shall be required to report service delivery in the SAMS database according to the *Ohio Department of Aging Reporting Requirements*. WRAAA will provide successful applicants with a subscription and license to access the Social Assistance Management System (SAMS). Access and licenses to SAMS are limited to the contract period.

Consumers must be registered by the contracted provider in the SAMS system, and units of service must be entered into the consumer's record on a monthly basis. A Request For Payment and print out of the SAMS Monthly Agency Summary Report (in a format designated by WRAAA) must be submitted by the 10<sup>th</sup> day of the month following the provision of the service. Failure to meet required reporting deadlines may result in a delayed payment or forfeiture of award.

The SAMS application is hosted remotely through Wellsky. The application is accessible over the internet, without the need to install the application locally. Servers, network administration, updates, installations, maintenance, and disaster recovery are all handled by Wellsky and are included in the subscription service.

Each subscriber has a "domain", which is a controlled access area on the Wellsky server where applications and customer databases may be accessed. The WRAAA systems administrator arranges access to the site through user ID's and passwords. When users log in to the domain, they are presented with the applications that the domain owner is licensed. Access to specific database information is controlled by the administrator of the application, just as if it were installed locally. The application is HIPPA compliant.

**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. The WRAAA monitors all contracted providers for compliance with applicable service specifications and conditions of participation. This includes at least an annual on site visit to review service records and verify units of service reported for reimbursement.

**AWARD APPEAL PROCESS**

An applicant may appeal an award decision made by WRAAA. Awards or award decisions will be sent by WRAAA by email, ordinary mail, certified mail or other method of delivery.

The specified process for an appeal is as follows:

1. An appealing applicant must submit a letter, signed by the official authorized to sign the appeal, to the Chief Executive Officer of the WRAAA with a copy sent to the President of the Board of Trustees of the WRAAA, within two (2) working days of receipt of



written notice of an adverse action taken by WRAAA. The ground for appeal must be specified in the appeal letter and must be based on one or more of the following:

a. **Mathematical Miscalculation**

The agency is appealing on the basis of mathematical miscalculation on the part of the WRAAA, which was reflected in the grant award to the agency.

b. **Inconsistent Policy Application**

The agency is appealing on the basis that the Area Agency did not follow its own established review requirements and criteria in considering the agency's application for funding and recommending a grant award.

2. If the Appeals Committee approves the appeal request and determines that the appeal is within the above-established criteria, a meeting of the Appeals Committee will be scheduled within five (5) working days, with an appearance by the appealing applicant, to review the allocation decision and recommend the final action by the Board of Trustees. An appealing applicant will be notified of the date and time of the meeting. The Appeals Committee will render a final recommendation, in writing, within five (5) working days after the meeting, which shall become the final decision of the WRAAA unless appealed to the Board of Trustees.
3. An appealing applicant may by letter appeal the final recommendation of the Appeals Committee to the Board of Trustees, with a copy to the Chief Executive Officer of the WRAAA, within two (2) working days of receipt of written notice of the final recommendation of the Appeals Committee. The ground for appeal must be specified in the appeal letter.
4. The Board of Trustees, or in its absence the Executive Committee, will review the final recommendation of the Appeals Committee at its next meeting, adopt a final course of action and notify the appealing applicant about its final decision in writing within five (5) working days. The decision of the Board, or its Executive Committee, shall be the final decision of the WRAAA, which may be appealed by the Contractor to ODA.
5. An agency may request a hearing by the Ohio Department of Aging. 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 WRAAA and WRAAA 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 that WRAAA 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. The appeal process will comply with Rule 173-3-09.