ARROWHEAD AREA AGENCY ON AGING

**REQUEST FOR PROPOSALS**



**FOR QUALIFIED APPLICANTS TO**

PROVIDE SUPPORTIVE SERVICES

TO OLDER ADULTS

**2026 OLDER AMERICANS ACT TITLE III-B**

**SUPPORTIVE SERVICES FUNDING**

May 2025**Table of Contents**

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### 2026 Older Americans Act Title III-B

**Supportive Services Funding**

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| **I. Background and Purpose** |

The Arrowhead Regional Development Commission’s (ARDC) Arrowhead Area Agency on Aging (AAAA) has been designated by the Minnesota Board on Aging to administer Older Americans Act funds in the seven county Arrowhead region of northeast Minnesota – Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis Counties. In partnership with public and private organizations, the ARDC’s AAAA seeks to help older adults age successfully by developing and coordinating community care options, advocating for aging issues, maximizing service effectiveness and linking people with information.

The objectives of Title III of the Older Americans Act (OAA) of 1965, as amended, are to (1) help older persons secure and maintain maximum independence and dignity in a home environment, (2) remove barriers to independence for older persons, and (3) provide a continuum of care for the vulnerable elderly. Title III-B of the OAA provides for supportive services funding and it is used to support home and community-based care that enhances the capacity of older persons to remain self-sufficient.

With funding from Title III-B of the OAA, the AAAA is seeking proposals from public and private non-profit organizations and units of government interested in developing, continuing or expanding supportive services that maintain an older adult’s independence and safety in their community. For-profit organizations are granted funds only after dispensation of a waiver from the Minnesota Board on Aging.

The accepted proposal will become a binding part of grant award agreement and the applicant will be monitored to ensure compliance with the proposal.

This is a solicitation for applications and is not to be construed as an offer, a guarantee, or promise that the proposed services will be funded by the AAAA.

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| **II. Use of Funding and Grant Period** |

The ARDC AAAA will fund supportive service projects within the geographic boundaries of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis Counties.

The following services will be given the highest priority for funding:

* **assisted transportation,**
* **chore**,
* **consultation**,
* **homemaker**
* **home modification**
* **information and assistance**,
* **legal assistance**, Note: One region-wide legal assistance project (federally mandated service) will be funded.
* **legal education,** Note: The provider of legal assistance must also provide legal education.
* **technology**

Preference will be given for projects with a risk management component. **Risk management** is a four-step process that involves the identification, assessment and prioritization of risks followed by referral to services that help the senior mitigate risks and/or address threats to independence. The **Live Well at Home** model of practice is the preferred framework to follow for risk management practices. III-B funded *consultation* is the Title III-B service name to provide this support planning assistance.

Other fundable III-B services include: guardianship, personal care, transportation, self-directed supportive services

Funds will be available January 1, 2026 through December 31, 2026. Funding amount is to be determined. Title III-B funds are available for supportive service projects serving older adults age 60 and older in the seven county Arrowhead Region (amount subject to change). The possibility for funding beyond December 31, 2026 is based on successful performance and available funds. Grants may be renewed annually for up to an additional two years beyond the initial competitive award.

In the event funding availability changes, AAAA may amend any funding award to reflect such changes. Such amendment to increase or decrease the dollar value of the grant shall be at the sole discretion of AAAA.

Applicants are required to contribute a local match of fifteen (15%) percent of the project’s net cost. Legal assistance and legal education services have a 15% local match requirement. The applicant’s match contribution must be from non-federal sources and can be in the form of cash or in-kind contributions.

Older Americans Act, Section 344, states that federal funds may not be used to supplant or replace other sources of funds (maintenance of effort). This means that existing services similar to those proposed in this application must be maintained through other sources of funds.

**Projects should make the best use of existing resources:** incorporating the "informal network" into the service design, using volunteers and other available local resources as appropriate; leveraging support from local municipalities, foundations, school districts, civic groups, fundraising, etc. to increase funds available and create stronger local ownership of the programs; coordinating and complementing the existing formal service network - public, non-profit and for-profit. **It is expected that organizations will coordinate service with other providers in order to avoid duplication of services.**

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| **III. Target Populations** |

The federal Older Americans Act, Sec. 306 (a)(4)(A) requires Title III services to be targeted to older individuals further defined as an individual who is 60 years of age or older, and requires an assurance that providers will identify individuals eligible for assistance under this Act, *with special emphasis on:*

* older individuals residing in rural areas;
* older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
* older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
* older individuals with severe disabilities;
* older individuals Description: spacer imagewith limited English proficiency;Description: spacer image
* older individuals with Alzheimer’s disease Description: spacer imageand relatedDescription: spacer image disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
* older individuals at risk for institutional placement (“at risk for institutional placement” means having a limitation in two or more Activities of Daily Living).

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| **IV. Cost Sharing, Voluntary Contributions and Other Payer Sources** |

**COST SHARING**

In March 2011, the Minnesota Board on Aging (MBA) approved the updated Title III policy regarding cost sharing and voluntary contributions. This policy extends cost sharing to include all allowable Title III funded services. In accordance with Section 315 (a) of the Older Americans Act, Area Agencies on Aging (AAA) shall assure the maintenance and self-sufficiency of services by using cost sharing.

Cost sharing for the following Title III-B services is required: assisted transportation, chore, consultation, homemaker, home modification, personal care, self-directed supportive services, and technology.

Cost share should be applied to all individuals receiving any service eligible for cost share, except individuals:

1. With incomes at or below 100 percent of the federal poverty level.
2. Receiving services through a Medicaid Waiver Program (Community Alternative for Disabled Individuals (CADI), Community Alternative Care (CAC), Developmental Disabilities (DD), Elderly Waiver (EW), Traumatic Brain Injury (TBI) or the Alternative Care Program (AC)).

For services for which cost sharing is required:

* The *recommended* level of cost sharing is 50%. For those individuals unable to cost-share at the 50% level, a sliding fee scale—based solely on gross income levels and cost of delivering services shall be used to determine the level of cost sharing. Each grantee must identify their unit of service cost as the basis for the sliding fee schedule.

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| Fee as a % of Cost of Service | % 2025\*  Federal Poverty Guidelines | Monthly Income for person aged 60+ living alone | Monthly Income for person aged 60+ living with spouse | Cost Share amount (based on SAMPLE  fee of $100 per unit of service) |
| 0 | Up to 100% of Poverty | Under $1,304 | Under $1,526 | Voluntary Contribution |
| 10% | 101% to 150% | $1,305 - $1,956 | $1,763 - $2,644 | $10 |
| 25% | 151% to 200% | $1,957 - $2,608 | $2,645 - $3,525 | $25 |
| 50% | 201% to 250% | $2,607 - $3,260 | $3,526 - $4,405 | $50 |
| 100% | 251 and above% | $3,260+ | $4,406+ | $100 |

* Variations to the sliding fee scale that comply with the intent of the policy and encourage financial contributions by users are allowed. Scales that vary from the AAAA-provided scale must be approved by the AAAA prior to implementation.
* The grantee shall publish the sliding fee scale as part of its materials given to prospective clients. The grantee shall inform participants of their rights and responsibilities to contribute towards the cost of the service during the client intake process. **The grantee shall submit a copy of the sliding fee scale and related client education and notification materials** to the AAAA within the first month of the grant for review, comment and approval.
* The grantee must protect the privacy and confidentiality of each individual with respect to the declaration or non-declaration of individual income and to any share of costs paid or unpaid by an individual.
* Participant income level will be based on self-reported gross income of the older adult service recipient. Personal assets, savings, and/or other property are not to be considered. Income verification is not allowed. A means test shall not be utilized to determine eligibility for Title III services.
* **The grantee may not deny service to any individual unable or unwilling to make a contribution or cost share payment for service.**
* The AAAA may waive individuals from cost sharing participation for extreme hardship on a case-by-case basis via an exemption. Exemption decisions should be documented in client files.
* Co-payment “statements” may be provided to clients but **must not** carry forward a balance due amount.
* The grantee shall have written policies and procedures on how they will implement and administer the cost sharing policy.
* The grantee shall establish and maintain separate fund codes established through the general ledger for the funds provided under this Agreement and income generated by the Project. The funds shall not be co-mingled with funds received under any other agreement. The grantee is responsible for regular deposit of program income.
* Cost sharing revenue shall be used to expand the service for which the payment was given.

**VOLUNTARY CONTRIBUTIONS**

Voluntary contributions are accepted for all Older Americans Act services. Voluntary contributions, however, do not replace the cost sharing policy outlined above.

The grantee shall advise clients of the opportunity to contribute towards the cost of the service. **In no case shall the grantee deny the provision of service to a consumer who is unable or unwilling to make a contribution.** Voluntary contributions shall be used to expand the service for which the contribution was given.

**OTHER PAYER SOURCES**

All primary payers, including third-party payers, Medicare, Medical Assistance, Home and Community-Based Medicaid Waivers (Alternative Care Program and Elderly Waiver), and health plans (MSHO) should be maximized whenever possible for qualifying participants. Services provided under payment of any of the above primary payers are not eligible for reimbursement with Title III funds.

**PROGRAM INCOME**

Program Income, as defined in 45 CFR 74 (or 45 CFR 92), includes, but is not limited to, client donations, cost share revenue and other income received by or due to the contracting organization, as a result of activities wholly or partially supported by funds from the grant. Title III-B funded organizations must report all program income to the AAAA.

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| **V. Agreements** |

All applicant agencies must sign an agreement stating they are aware of and intend to comply with a number of federal and state assurances and certification requirements, as listed in the Title III-B supportive services project application package (i.e., civil rights, rehabilitation act and data privacy compliance). These assurances are to be considered as part of the application and are binding upon the applicant agency and the conduct of the project subsequent to the award of any funds by the Area Agency on Aging.

In addition to the conditions in this Request for Proposal and the assurances that are signed as a part of the application package, grant recipient must also agree to:

1. Notify staff and volunteers that they are not allowed to solicit contributions (except program income), sell anything to clients, or encourage acceptance in a belief or philosophy by service participant.
2. Give visible recognition to AAAA and the Older Americans Act on all materials made available to the public which are paid for with Older Americans Act Title III-B funds (e.g. brochures, annual reports, videos and other printed material) with the following phrase, “Funded by the Arrowhead Area Agency on Aging as part of the Older Americans Act.” If Older Americans Act Title III-B funds paid for a portion of materials the following phrase may be substituted, “Funded in part by the Arrowhead Area Agency on Aging as part of the Older Americans Act.”
3. Provide the organization’s service information on the Minnesota Board on Aging’s online resource information directory, [www.MinnesotaHelp.Info](http://www.minnesotahelp.info/public/).
4. Participate in local, regional and state disaster preparedness efforts as appropriate.
5. Have a written policy for reference checks, annual reviews and criminal background checks for staff and volunteers.
6. Participate in site visits as scheduled by the AAAA or the MBA.
7. Maintain records of actual program revenues and operating costs for the grant period and five additional years after notification of project period closeout from ARDC.
8. Participate in data collection process as required by the AAAA and/or federal and state regulations.
9. The project shall carry and maintain in effect for the duration of the grant, general liability insurance with a limit, at a minimum in aggregate of $1 million, workers compensation, fidelity bonding insurance and other appropriate insurance. Depending on the nature of the service, this limit may be negotiable.

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| **VI. Reporting Requirements** |

Title III projects are required to complete quarterly financial, service progress reports and monthly NAPIS registration reports (registered services only). Client registration forms must be signed in person by the client. Monthly reports are to be submitted to AAAA staff on the 3rd day of the following month. The quarters end on March 31, June 30, September 30 and December 31. Quarterly reports are to be submitted to AAAA staff on the 6th day of the next month following the end of the quarter (April 6, July 6, October 6 and January 6). These reports consist of the following components:

* + Financial Report and Request for Payment
  + Narrative of Quarterly Events
  + Characteristics of Persons Served Report
  + Progress Report on Outreach to Low-Income and Minority Persons
  + Outcome-based Evaluation Results Report

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| **VII. Application Process** |

Organizations interested in applying for Title III-B Older Americans Act funds must submit a complete application at: <https://aaaa.us-1.smartsimple.com/s_Login.jsp>

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| **VIII. Proposal Evaluation** |

Each proposal will be reviewed, evaluated and scored based on how it meets the needs of the identified targeted populations in addition to the following information:

* Proposed service design is clear and logical.
* Proposed staffing plan is sufficient to support proposed program.
* Project provides evidence of collaboration or cooperation with other agencies to develop services, maximize resources and to address duplication of services.
* Outreach efforts to inform the public of the service in order to develop a referral network in addition to recruiting participants who meet one or more of the targeting criteria are appropriate.
* Evidence of a method that provides participants with an opportunity to financially contribute to the costs of the program.
* Project cost is reasonable.
* Application is accurate and complete (all requested information is completed and submitted).

Any attempt to influence members of the evaluation committee, AAAA staff, AAAA Advisory Committee on Aging members, or otherwise to affect the outcome of the award shall be grounds for disqualification.

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| **IX. Selection Process** |

The AAAA reserves the right to select or reject any proposal. Successful applicants may be asked to further define and/or refine the services proposed. The AAAA may conduct a site visit as part of the review process to verify the applicant’s service capacity.

An evaluation team composed of AAAA Advisory Committee on Aging Review Task Force members, community members and/or outside consultants will review and rate the proposals based on the evaluation factors listed in the RFP. Funding recommendations from the evaluation team’s review will be prepared for the AAAA Advisory Committee on Aging. The Committee will review the recommendations and will, in turn, make recommendations for funding to the ARDC Board of Directors. The ARDC Board, at its sole discretion, will select final projects.

Both successful and non-successful applicants will be notified by AAAA. No information shall be made public about applicants until after the agreements are signed. Only information about successful proposals shall be disclosed. Unsuccessful applicants have the right to appeal in accordance with AAAA’s Agency Appeal Process.

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| **X. Appeal Process** |

It is the policy of the AAAA to provide unsuccessful applicants with an opportunity to appeal a funding decision made by the AAAA Advisory Committee on Aging. A hearing before the AAAA Executive Committee will be provided to an applicant upon written request received no later than ten (10) days after receipt of notification of the Advisory Committee’s funding decision. Because all proposals are evaluated on the written materials submitted, appeals must be based only on information provided in the applicant’s written proposal, and may not include additional information about the applicant organization or its project.

AAAA Hearing

An applicant wishing to appeal the AAAA decision must submit their request in writing to AAAA’s Director within ten (10) working days from the receipt date of the notice that their proposal will not be funded. The request should state the reason(s) for the appeal. Upon receipt of the written request for a hearing, the Director will set a date for a hearing with AAAA’s Executive Committee. The hearing will be held within thirty (30) days after receipt of the request. All interested parties will be notified in writing of the date, time and place of the hearing.

During the hearing, the applicant should present the reason(s) why they have appealed the Committee’s decision based on relevant information contained in their original proposal, and information about their evaluation scores referenced in the previous section. Upon the conclusion of the hearing, the committee will make its decision and will notify the applicant in writing. The Executive Committee ruling serves as AAAA’s final decision on the matter. The written notice shall include instruction to the applicant of their right to a State Unit Hearing (Minnesota Board on Aging).

State Unit Hearing – Minnesota Board on Aging (MBA)

The applicant has the right to request a hearing from the MBA in the event that they are dissatisfied with the AAAA decision. Pursuant to Section 2.15, Provider Hearing Requirements, MBA Operations Manual, the hearing shall consider procedural grounds only and shall not consider issues of merit. The applicant’s request must be in writing and received by MBA within ten (10) working days of the receipt of AAAA’s notice.

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| **XI. Proprietary Information** |

All materials and information submitted become the property of the AAAA, and the proposals of the selected applicants will be considered public information (per Minnesota Government Data Practices Act, Chapter 13 of the Minnesota Statutes, including [Section 13.05, Subd. 11](https://www.revisor.mn.gov/statutes/?id=13.05), unless specific sections are labeled as proprietary and a bona fide proprietary reason exists for the protection of that specific information. The entire application will not be considered proprietary as a whole. AAAA will not disclose any material until execution of the Notification of Grant Award, and limits disclosure to the successful proposals or other information required by law.

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| **XII. Proposal Procedure and Timeline** |

Organizations interested in applying for Title III-B Older Americans Act supportive services funding must submit a completed application, using forms and instructions provided by the Arrowhead Area Agency on Aging.

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| Request for Proposals and application packets available on  AAAA’s website at.  **Apply Here:** <https://aaaa.us-1.smartsimple.com/s_Login.jsp> | June 30, 2025 |
| Applicants may consult AAAA staff with questions. If you have ideas for project proposals and would like to discuss them further, contact Rebecca Sash, Director of Area Agency on Aging, at [rsash@ardc.org](mailto:rsash@ardc.org). For technical assistance related to completing the application such as service definitions, units of service, budgeting or application instructions, contact Gina Marsalla at [gmarsalla@ardc.org](mailto:gmarsalla@ardc.org) | June 30– Aug 15,  2025 |
| Q&A meeting on [Microsoft Teams](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDU2NTkwNGYtNWIyMS00ZmQxLWIyNjgtZDM1MTQ1N2Q5NzQ0%40thread.v2/0?context=%7b%22Tid%22%3a%2252facab2-06d4-431b-a404-3e05f290b402%22%2c%22Oid%22%3a%2260bd0c35-59e7-4a5e-bcb7-184777791f56%22%7d) [**Click to Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDU2NTkwNGYtNWIyMS00ZmQxLWIyNjgtZDM1MTQ1N2Q5NzQ0%40thread.v2/0?context=%7b%22Tid%22%3a%2252facab2-06d4-431b-a404-3e05f290b402%22%2c%22Oid%22%3a%2260bd0c35-59e7-4a5e-bcb7-184777791f56%22%7d) | July 15th 2025 at 11:00am-12:00pm |
| Proposals due at AAAA by 4:00 PM CST | August 29, 2025 |
| Applicants will be notified of funding decision | November 2025 |
| Grant Period Begins | January 1, 2026 |