1. **What is the Older Americans Act Title III?**

Passed in 1965, the Older Americans Act (OAA) was passed in 1965 as part of President Johnson’s “Great Society” initiative with the goal of supporting older Americans to live at home and in the community with dignity and independence for as long as possible. In addition to outlining the framework for local Area Agencies on Aging (AAA), the OAA authorized grants to states for community planning and services programs, as well as for research, demonstration, and training projects in the field of aging. Later amendments to the Act added grants to AAAs for local needs identification, planning, and funding of services.

OAA funding is allocated by the Ohio Department of Aging on behalf of the Administration for Community Living. The distribution of funds, requirements, programs, and services align with the Older American Act Title III-B (Supportive Services) and Title III-C (Nutrition Programs).

2. **Does my agency need to meet any requirements to apply for these funds?**

Agencies applying for OAA Title III funds should be capable of providing programs and services to serve older and disabled adults in one or multiple Central Ohio counties (Delaware, Fairfield, Fayette, Franklin, Licking, Madison, Pickaway, and Union). Private, public, and not-for-profit agencies are eligible to apply. Agencies will be required to produce a source of their Local Match funding, their Certificate of Good Standing from the Ohio Secretary of State’s Office, and proof of commercial liability insurance if they are selected to receive funds. In addition, agencies applying to conduct nutrition programs are required to be licensed for food service and delivery (specifics outlined in Title III-C application addendum).

3. **What is the Local Match requirement?**

Title III service providers are responsible for securing a 15% local match of the total program cost to be eligible to receive Title III funding from COAAA. Title III program funds will support the other 85% of the total program cost. Applicants are required to identify the source of their local matching funds on their application materials. Applicants can submit a Local Match Waiver (Exhibit A) if they are unable to identify a source of their local match. These waivers will be considered on a case-by-case basis by COAAA staff. The inability to identify the source of a local match could disqualify an applicant from the RFP process.

4. **What are suitable sources for the required local match?**

Eligible sources for the required local match include United Way funds, county levies, donations, in-kind gifts/contributions, and contributions from non-Title III clients. For-profit providers can self-fund the 15% using their own operating dollars.

Federal funds and Title III client contributions are ineligible sources for local match. If a provider solicits client contributions from participants in Title III services, those funds
must be reinvested in the delivery of the Title III service, but cannot count toward the provider’s local match contribution.

5. **Do individuals need to meet certain criteria to participate in programs and services?**
   Participants are eligible if they are **60 years or older and require a service**. However, services should be targeted to older individuals with the greatest social or economic need, with a special focus on low-income minority individuals and individuals living in rural areas. There are no income or asset/resource criteria for eligibility. Note: Title III programs do not require the collection of information on a client’s citizenship status.

6. **How do providers identify program participants?**
   Providers are responsible for promoting their services to potential clients, identifying those clients, and enrolling them in available services/programming. COAAA will not refer clients to providers.

7. **What is meant by unduplicated clients?**
   If a client is not already receiving a service funded by another program (i.e. PASSPORT), they are eligible for Title III services. If your home health service clients are not receiving financial support for adult day services, they would be eligible. Unduplicated clients refer to the number of clients who receive a Title III service annually, regardless of how many times they receive that service. Clients are eligible to receive more than one service, as long as those services are not performed simultaneously.

8. **Where can I access the application materials?**
   Application materials can be obtained online at [https://www.coaaa.org/cms/our-agency/requests-for-proposals](https://www.coaaa.org/cms/our-agency/requests-for-proposals) or by emailing Grant Ames at games@coaaa.org.

9. **What is included on each of the application forms?**
   - Application Policies and Procedures
   - Notice of Fund Availability
   - Process Information
   - Timeline
   - Contact Information for COAAA staff
   - Service Specifications and Requirements
   - Estimated Allocation Amounts by County
   - Sample Evaluation Form
   - Sample Contract
   - Appeals Procedure
   - List of all fundable Title III-B Supportive Services and Unit Rates (Attachment C)
Older Americans Act (OAA) Title III Request for Proposals

Frequently Asked Questions (8-29-23; revised 8-30-23)

General Application (required for all applicants)
- Company/Agency Demographics
- Applicant Assurance Statement
- Exhibits:
  - Local Match Waiver (if applicable)
  - Workforce Profile
  - Governing Board Composition
  - Ownership Interest Statement

Title III-B Addendum
- List of fundable supportive services and service units
- Budget for request
- Projected Unduplicated Clients
- Applicant Experience Questions
- Service Delivery Narrative Questions
- Quality Control Narrative Questions
- Level of Care (Adult Day Service providers only)

Title III-C Addendum
- Budget for request
- Breakdown of unit costs
- Projected Unduplicated Clients
- Capital Request
- Applicant Experience Questions
- Service Delivery Narrative Questions
- Meal Service Licensure and Regulatory Assurance
- Nutrition Project Site Summary Form
- Nutrition Education Schedule for Staff/Volunteers
- Required Attachments:
  - License for Kitchen Operations (Exhibit Q)
  - Food Service Operations Inspection Report (Exhibit R)
  - A copy of the proposed menu cycles (Exhibit S)
  - A copy of the Dietitian’s license (Exhibit T)
10. Which forms need to be included in my submission?

All applicants are required to submit a General Application and an appropriate addendum (Title III-B/III-C) corresponding with the services they are applying to perform. Follow the Application Checklist to ensure your submission is complete.

11. What is the deadline for submitting applications?

The deadline to submit applications is Friday, September 15, 2023, by 5:00 p.m. Applications sent via US Mail should be postmarked by September 15.

12. How can I submit my application?

1. COAAA’s website has links to fillable application forms (https://www.coaaa.org/cms/our-agency/requests-for-proposals) which can be sent to titleIII@coaaa.org when complete

2. Applications can be printed and submitted by mail to Central Ohio Area Agency on Aging 3776 South High Street Columbus, Ohio 43207 Attn: Grant Ames

13. What is the contracting period for Title III service providers?

Contracts are renewed each year of the 4-year program cycle. The program cycle begins on January 1, 2024 and ends on December 31, 2027.

14. What is the SAMS Unique Entity ID (UEI)? And how do I obtain one?

The Unique Entity ID is the official identifier for doing business with the U.S. Government and is required for all Title III service providers. Applicants can register with Sams.gov to obtain a UEI by visiting https://sam.gov/content/home and clicking “Get Started.” If you do not receive a unique ID by the submission deadline, please contact Grant Ames at games@coaaa.org to discuss options for submission without a SAMS UEI.

15. What is the Certification with the City of Columbus Diversity and Inclusion Office referenced on the Applicant Demographics form?

All providers are required to register as vendors with the City of Columbus (https://www.columbus.gov/odi/supplier-diversity/Contract-Compliance-Registration/), which tracks minority participation in all city contracts. Through the registration process, your agency may qualify for one of the following designations: Emerging Business Enterprise (EBE), LGBT Business Enterprise (LGBTBE), Minority Business Enterprise
16. For Exhibit B "Workforce Profile", do applicants list the projected growth number of employees or current number of employees? Also, do applicants list part-time workers in addition to full-time workers?

Applicants should list the current number of full-time employees on the workforce profile.

17. How should I apply if I provide the same Title III-B or Title III-C service in multiple counties?

On the Application Addendum Proposed Budget & Service Grid, complete the entire column for each county you plan to serve. On the subsequent narrative pages, list the counties in the header.

18. How should I apply if I want to provide more than one service (in the same county or multiple counties)?

Providers applying to provide multiple Title III-B supportive services should complete a separate Title III-B Addendum for each service. If you are applying to provide Title III-C1 (congregate) and III-C2 (home-delivered) nutrition services, please complete a separate Title III-C addendum for each service.

19. How should applicants indicate their local match contribution on the Proposed Budget & Service Grid?

Applicants should list the amount of their local match (15% of the total program cost) in the row of each county column for which they are providing services. Complete the unit rate section for the total program cost. COAAA will then reimburse 85% of the unit rate for the number of service units accomplished during that billing period.

For example, if:

- Total Program Cost = $10,000
- Local Match = $2,500
- Funds Requested = $8,500
- Unit Rate (Total program cost) = $75.00
- Total number of units performed during the contracting period = 1,334
- Reimbursement rate (paid by COAAA) per unit = $63.75
20. What is the service unit rate and reimbursement rate for Title III services?

There is no set service unit rate for Title III services, providers can set their own service
unit rate. COAAA reserves the right to negotiate that rate if it doesn’t align with unit
rates for similar services. The reimbursement rate (paid by COAAA) is 85% of the
service unit rate.

21. Where can I find service specifications for the fundable services?

A list of the specifications that are outlined in the Ohio Administrative Code Chapter 173
can be found on the Application Policies and Procedures document with links to the
applicable code sections. In addition, specifications that are specific to the Central Ohio
Area Agency on Aging can be found at https://www.coaaa.org/cms/for-
providers/program-rules.

22. How should Title-IIIC nutrition providers submit requests for capital purchases in
addition to an application for Title III-C meal funds?

If a provider is asking for a combination of equipment and additional meal funds, then
they should complete 2 separate application addendums, one for their capital request and
one for meal funds.

For equipment, the number of units would be 1, and the unit cost would be the
total cost. It is recommended to work backward on Section 1 (Page 4 of the Title
III-C Application Addendum):
- Enter the total cost of equipment on the Total line of section 1, program and
  service data
- Enter any applicable other funding beyond the 15% local match.
- The local match will be 15% of the Total Cost of the Equipment
- Title III funds requested will be 85% of the Total Cost of the Equipment Funds
  Requested = Total Cost – Local Match

23. If our agency is a non-profit, what is expected for revenue sources referenced on Page 1
of the General Application?

In the referenced section, COAAA is looking to identify sources of funding received by
your organization. For example, philanthropic contributions, levy funds, government
grants, client contributions, etc.

24. Are there specific requirements for Home Modification and Repair providers?

Yes, the Ohio Administrative Code Section 173-3-06.3 outlines the regulations and
requirements around minor home modification and repairs. Including permits,
certifications, consent agreements with the homeowner, warranty, and inspection.
25. Is there a cap for what can be spent on Minor Home Modification and Repair services?

There is no cap for home modifications; however, providers may need to work with their assigned Provider Relations Specialist prior to completing significant repairs.

26. Are medication management devices and personal alert systems eligible for funding?

Yes, the purchase and distribution of these items is eligible for funding under Title III-B Assistive Technology Equipment services. Specifications for this service can be found at https://www.coaaa.org/cms/for-providers/program-rules.