

**KIPDA
APPLICATION FOR TITLE III-B
SUPPORT SERVICES
FY 2020
July 1, 2019 – June 30, 2022**

COVER PAGE

Legal Name of Agency: _____

Address: _____

Contact Person: _____ **E-Mail:** _____

Fiscal Contact Person: _____ **E-Mail:** _____

Phone: _____ **Fax:** _____

Website Address: _____

Legal Form of Organization

Non-Profit

Community Based Organization

For-Profit

Faith Based Organization (Non-Profit)

Other (Describe) _____

Federal Tax I.D. # _____ **Kentucky State Tax I. D. #** _____

Counties to be Served

Bullitt Henry Jefferson Oldham Shelby Spencer Trimble

Service Venue

Multipurpose Senior Center

Satellite Senior Center

Proposed Model

Wellness

Life-Long Learning and Arts

Community Centered

Other Model (specify):

Name of Authorized Person **Title**

Signature of Authorized Person **Date**

SECTION I
PROPOSAL APPLICATION - GENERAL INFORMATION AND SERVICE MODEL

This section shall be completed as a description of the overall operation of the organization applying for funds. Include sufficient information to provide a clear understanding of the organization's experience and procedures for the delivery of services. If a question is not applicable to the proposed service(s), mark the question "not applicable". When an item requests an attachment, clearly identify which the related item.

I. Organization Profile

A. Check all that apply to the organization's history and experience:

- Currently provides Title IIIB Supportive Services
- Previously provided Title IIIB Supportive Services
- Has never provided Title IIIB Supportive Services
- Currently serves seniors through other funding

B. State the organization's mission and vision.

C. Organization is currently providing services to approximately _____ seniors.

D. Identify and describe the organization's financial management system to be used to track and report revenue, expenditures and staff time dedicated to the Title III- B programs and services.

E. **Attach** a current organizational chart; list of Board Members, or other governing body. **Attachment #** _____

F. Identify the primary individual responsible for overall agency operations.

G. Identify the individual responsible for financial operations.

II. Senior Center Model and Community Needs Description

A. The organization is applying to operate:

Multipurpose Senior Center

Satellite Senior Center

B. The senior center model chosen for implementation is:

Community center	Wellness
Lifelong Learning & Arts	Alternate

C. List three (3) reasons for selecting this model:

- a)
- b)
- c)

D. Identify the target population to be reached and served.

E. What are the needs and interests of the target populations? *[If the agency serves more than one county, describe them separately] Limited to 300 words*

F. How will the proposed model address identify needs? *Limited to 100 words*

G. List 2-3 accomplishments in the last three (3) years that demonstrate capability to provide effective services to older adults.

H. Describe partnerships or collaborations with other organizations that will strengthen the implementation of services.

Partner Organization or Individual	Service Anticipated to be Supported by Partner Organizations	MOU established (Yes/No) and Timeframe

I. Identify partnerships that the applicant will seek to establish:

Partner Organization or Individual	Service Anticipated to be Supported by Partners	Projected effective date of partnership MOU or Partnership Agreement

J. If the organization is a current KIPDA-funded senior center, list some indicators that the implementation of the model previously selected was successful: If not a current provider mark NA____

1. **If a current provider**, list two (2) special initiatives to be implemented during year 1 of this procurement cycle that will enhance and expand the selected center model.

2. **If applicant is not a current KIPDA-funded senior center provider:** *[Limited to 400 words]*

a) describe how you plan to implement the selected senior center model

b) list 3 benchmarks to be reached during the first year of the procurement cycle;

c) what changes do you envision to occur at the site as a result of the center model you plan to implement?

K. Describe how the organization will improve the selected model during year 2 and 3 of the procurement cycles. *[Limited to 150 words]*

L. How will the organization encourage clients to provide program income to expand services?

M. If a waitlist is established, how will the applicant prioritize clients?

N. Complete the following matrix if proposing off-site transportation:

Proposed Location(s) for participant transportation	Activity and how it integrates with the proposed model.	Projected Time-Frames (daily, weekly, one time).

III. Senior Center Model and Venue Implementation

A. Complete the following matrix of services. Service delivery must be structured in a way that takes into account different abilities, poverty, diversity, education level, health conditions, and special/underserved populations, as well as any demographic consideration unique to the community. *(If the agency serves more than one county, complete a service matrix for each county.)*

SATELLITE SENIOR CENTER: Main Site Located at:

Standard Services	Description of the Services included in the center model selected	Delivery Methods	Identify partners assisting with the service
Meals			
Transportation			
Outreach			
Information and Referral			
SHIP/Advocacy			

In-Home Services: Choose at least one (1)

Telephone Reassurance Friendly Visiting Homemaker

In-Home Services	Description of the Services included in the center model selected	Delivery Methods	Identify partners assisting with the service

Other Services: Choose at least one (1)

Health Promotion Education Recreation Employment Services Counseling

Other Services	Description of the Services included in the center model selected	Delivery Methods	Identify partners assisting with the service

MULTIPURPOSE SENIOR CENTER: Main Site Located at:

Standard Services	Description of the Services included in the center model selected	Delivery Methods	Identify partners assisting with the service
Meals			
Transportation			
Outreach			
Information and Referral			
SHIP/Advocacy			

In-Home Services: Choose at least one (1)
 Telephone Reassurance Friendly Visiting Homemaker Personal Care Respite

In-Home Services	Description of the Services included in the center model selected	Delivery Methods	Identify partners assisting with the service

Other Services: Choose at least one (1)
 Health Promotion Education Recreation Employment Services Counseling

Other Services	Description of the Services included in the center model selected	Delivery Methods	Identify partners assisting with the service

**SECTION II
PROPOSAL APPLICATION – STAFFING AND FACILITIES**

I. Staffing and Personnel:

- A. Identify the individual(s) or staff positions to be responsible for Title III-B funded activities.

- B. Identify who will supervise staff and volunteers.

- C. Attach a current resume of supervisors and all key direct service staff. **Attachment # _____**

- D. Who will be responsible for monitoring the work of the subcontractors/ partners?

- E. Who will provide new staff /volunteer orientation and training? Describe how the applicant will provide new staff and volunteer orientation and include an outline of the orientation schedule.

- F. How will the applicant determine the training needs of staff and volunteers in order to provide on-going training?

- G. List proposed training topics for new staff and volunteers.

- H. The applicant has a current personnel policy and procedure manual used by staff.

Yes No

I. Complete the following staffing matrixes.

Provider Staffing Matrix

Administrative Staff:

Staff Person or Position	No. staff supervised	Responsibilities in the Title III B Program	% of Total Time in III-B Services

Direct Service Staff:

Staff Person or Position	Responsibilities in the Title III B Program	% of Total Time in III-B Services

Volunteers:

Position	Number of Volunteers	Responsibilities in the Title III B Program	Total III-B Hours per Month

Subcontractor(s):

Name of Organization	Position	Responsibilities in the Title III B Program	Total III-B Weekly Hours

Partner Organizations:

Name of Organization	Position(s)	Commitment to the Title III B Program	Total III-B Weekly Hours

II. Facilities and Operations: Main Site and Other Locations

A. List the days and hours of operation for each Program Venue described in this application.

B. List alternate locations where services will be offered; include address and capacity.

C. Are the main site and alternate locations accessible to persons with different abilities?

Yes No

D. Attach the most recent public health inspection and Fire Marshall report for compliance with fire safety codes

Attachment # _____

E. Does the applicant have a current fire safety policy and procedures that include fire drills, safety inspections, maintenance of fire extinguishers, and periodic inspections and training by local fire officials? Yes No

F. Does the applicant have an Emergency Preparedness Plan?

Yes No Last updated on: ___/___/___.

G. Attach pages of the Emergency Preparedness Plan that address sheltering participants in place, evacuation procedures, and plans for continuity of operations during an emergency.

Attachment # _____

H. Identify the staff responsible for implementing the emergency procedures.

III. Outreach Plan:

A. List five (5) outreach activities to reach target population and specifically seniors with the greatest social/economic need, homebound, and persons with limited English language proficiency:

B. Has the organization dedicated a portion of Title III-B funds to advertise and provide outreach or will this be accomplished through other sources?

IV. Quality Assurance:

A. Who will be responsible for monitoring the quality of the services:

On-site _____

Off-site _____

B. How often will internal monitoring be performed?

Daily Weekly Monthly Quarterly Other _____

C. How will the applicant monitor/ measure the improvement of the center model? List initiatives/ best practices that will be implemented to increase the quality of service delivery.

V. Reporting:

- A. Identify the staff responsible for data entry.
- B. Who will be responsible for reconciling number of units provided with number of units reported in the data system?
- C. List source documents to be used in the reconciliation process:
- D. How will the applicant track and report volunteer and staff hours worked in the Title III B Program separately from other work performed for the organization?

E. Check all that apply to the system used to solicit and collect program income.

Voluntary contributions are collected anonymously at the senior center

Voluntary contributions are collected anonymously at the administrative office

Voluntary contributions are mailed to the administrative office

Other _____

F. Program income is counted, recorded, and reported – check all that apply and provide locations and titles of those conducting the activity:

Daily _____

Weekly _____

Monthly _____

VI. Performance Expectations:

Describe how the organization plans to achieve the performance outcomes listed below. Performance toward client and unit goal is expected each quarter.

- A. **90%** of seniors responding to surveys will indicate satisfaction

B. Deliver at least **95%** of Title III-B proposed units for each service

C. Serve at least **90%** of the proposed number of clients for each service

SECTION III PROJECT BUDGET

A. INSTRUCTIONS:

As a separate file to this RFP, a budget shall be completed which supports the request for funds necessary to implement services as proposed. The separate file is an excel workbook file named: **Title III-B Budget Workbook - FY2019 Procurement - ALL Services** and includes a line-item budget and separate backup pages which constitute the budget narrative that describe the purpose and amount of funds anticipated to be necessary to support services and support the unit prices proposed. Please note that all bidding organizations will not be assured of a specific amount of funds until final allocations are known and KIPDA has completed the allocation of funds throughout the region to ensure access to services throughout the region. Further, KIPDA will evaluate population totals and allocate funds where need is determined. KIPDA will not make any promises or assumptions of amounts that will be made available to any bidding entity for a fiscal year.

All funds and contracts are contingent upon the availability of funding annually, performance of services and success in performing services by providers annually and authorization for KIPDA to award the funds.

Complete the budget workbook information as follows:

1. Complete each budget narrative page in advance of completing the line-item budget. This will enable bidding organizations to understand their projected costs and provide sufficient budgetary information that will support the proposed need.
2. The total on each narrative page for staffing, operations, travel, etc. will automatically populate as the total for the respective line-item on the line-item budget page.
3. Be sure to complete all necessary components requested on the backup pages. Applicants shall be prepared to implement an accounting system that separates the costs and revenue generated for each separate funding stream.
4. Within the line-item budget, the backup summary will include amounts necessary to perform each service, number of persons to be served and total number of service units, in accordance with the definition of a service unit.
5. Complete the Line-Item Budget worksheet which will include the amount of funds projected to be needed from KIPDA and complete the match column of the line-item budget.

6. A minimum **15%** match is required by all providers and the definition of match, which must be related to an allowable caregiver or grandparent services, is defined below.
7. Be sure the line-item budget totals match the backup pages for each line-item. If there are problems completing the budget provided, contact: aging.temp@ky.gov for assistance or error detection.
8. Submit the excel file completed and by signing this proposal, the authorized official certifies that the information contained in the proposal is true and correct at the time of submission.

B. MATCH

All applicants are required to provide match for certain components of services (15% for Title III-B services) toward the overall project cost. To be allowable, match must be provided through non-federal sources, must be used to conduct an allowable Homecare Services, amount reported may not be used for match toward any other program, and must be verifiable. Complete the match form included as an attachment to this proposal and include with the complete proposal. Kentucky Caregiver and SHIP services will not require a provider match. Match shall be reported monthly and as requested, record of match presented to KIPDA. Match may be provided as follows:

1. **In-Kind Match:** This is the value of a third party contribution such as the value of volunteer time, value of space utilized, or the value of supplies contributed to conduct the supportive services. Records to substantiate match reported shall be maintained by the provider.
2. **Cash Match:** Cash match is the value of a contribution provided by the Second Party to carry out Title III-B Supportive services. This form of match may be supplies, personnel contributing outside the course of normal duties, space, and cash. Records of match shall be maintained and made available to KIPDA upon request.
3. **Match Calculation:**
 1. Total Project Cost x .15 = Match Amount; or
 2. KIPDA Request / .85 = Total Project Budget
Total Project Budget – KIPDA Request = Match Amount

C. INDIRECT COSTS: If applicable, the applicant may include indirect costs. A separate worksheet is incorporated into the Excel Budget Workbook to provide for further detail and the proposed rate. Note that a copy of the cost allocation plan for the agency, as approved or accepted by its oversight agency, shall be submitted.

D. PROGRAM INCOME

Program Income is the value of donations or contributions (no fees) provided by clients or other parties to support program activities. All program income received must be reported to KIPDA monthly and shall be utilized to expand allowable Title III-B Supportive services. . Providers receiving program income shall such report income generated on the monthly billing report and shall retain records to account for program income and its disposition. Complete the program income form included as an attachment to this proposal if the applicant anticipates the receipt of donations or contributions to

support the program. Providers are prohibited from assessing fees to clients receiving services or caregivers benefiting from services under each of these programs.

Provide a summary and priorities for expending program income generated through donations, contributions and fundraisers that are implemented to support the center(s) and older adult services. Funds are to be used to expand direct services, including: additional time, expansion of days, additional or new services, etc. Funds are not to be used for expansion of administration and staff salary increases. KIPDA will monitor for use of program income and may request receipts to support expenditure of the funds.

Description of Donation / Fundraiser	Describe how funds will be used to expand services	Timeframe for expenditure of the funds.

ATTACHEMENT A DEFINITION OF TITLE III-B AUTHORIZED SERVICES

Service	Abbreviated Service Description
Advocacy 1 unit = 1 hour	Actions taken on behalf of an older person to secure his/her rights or benefits. Includes receiving, investigating and working to resolve disputes or complaints. Does not include services provided by an attorney or person under the supervision of an attorney. Completed for seniors needing resolution for rights or benefits. This shall be completed in person or over the phone.
Case Management 1 unit = 1 hour	Assistance either in the form of access or care coordination in circumstances where the older person and/or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities include: assessing needs, developing care plans, authorizing services, arranging services, coordinating the provision of services among providers, follow-up and reassessment, as required.
Chore 1 unit = 1 hour	Providing assistance to persons having difficulty with one or more of the following instrumental activities of daily living: heavy housework, yard work or sidewalk maintenance.
Counseling 1 unit = 1 hour	Shall use the casework mode of relating to a client (via interview, discussion, or lending a sympathetic ear) to advise and enable the older person and/or his/her family to resolve problems (concrete or emotional) or to relieve temporary stresses encountered by them. May be done on a one-to-one basis or in a group, and may be conducted by paid, donated and/or volunteer staff that are qualified to provide counseling services. Individual case records with an assessment, counseling plan, goals and objectives, and case notes must be maintained when providing this service. Providers proposing to provide counseling services must ensure that counseling is provided by qualified staff. Qualified staff is defined as staff holding a Master's Degree in Social Work, Psychology or a related field.
Education 1 unit – 1 hour (Senior Center Service)	This service may be offered on-site or off-site through community programming. Provides formal or informal opportunities for individuals to acquire knowledge, experience or skills, includes individual or group events designed to increase awareness in such areas as nutrition, crime or accident prevention. Education also provides personal enrichment which includes lifelong learning, retirement planning, personal financial management, managing business & work, cultural and art events, access to training in various technological applications, creative projects, spiritual life and personal growth. Maintain records that include topics, presenters, location and number of participants.
Employment Services 1 unit = 1 hour	Services to encourage the employment of older workers, include job and second career counseling and, where appropriate, job development, referral and placement.
Friendly Visiting 1 unit = 1 contact (In-Home Service)	Planned visits to socially or geographically isolated participants to express interest in his welfare by providing companionship and continuing contact with the community. This service is provided by trained staff or volunteers who have a staff person identified as supervisor. Maintain records that include general required client information, date of visit, purpose of visit, and length of time of visit.
Health Promotion 1 unit = 1 contact (Senior Center Service)	The provision of programs/services designed to maintain or improve the health and well-being of older persons, including health screening, health promotion, and other health-related activities. Activities may include, but are not limited to health information and/or screenings, walking programs, athletic and fitness

	programming, off-site adventures (hiking, biking, etc.), seminars and workshops on healthy aging, fitness classes for all levels of fitness.
Home Management 1 unit = 1 hour (In-Home Service)	Assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light housework.
Information & Referral 1 unit = 1 contact	Shall be a service for older adults that: Provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; (a) Assesses the problems and capacities of the individuals; (b) Links the individuals to the opportunities and services that are available; (c) To the maximum extent practicable, ensures that the individuals receive the services needed by the individuals; and (d) Provides opportunities that are available to the individuals, by establishing adequate follow-up procedures.
Outreach 1 unit = 1 contact	This service is initiated by the provider and is intended to inform individuals about services and encourage the use of existing services and should be provided in the total geographic area served by the agency, in accordance with a plan to identify the older individuals in the area, with priority given to low-income minority and older individuals in rural and urban areas. A follow-up process should be in the provision of this service.
Personal Care 1 unit = 1 Hour (In-Home Service)	Providing personal assistance, standby assistance, supervision or cues for persons with the inability to perform one or more of the following activities of daily living: eating, dressing, bathing and/or transferring in and out of bed or chair, or walking.
Recreation 1 unit = 1 contact (Senior Center Service)	The provision of activities, which foster the health or social well-being of individuals through social interaction and the satisfying use of leisure time. Examples of recreation services include, but are not limited to: theatre/ dance group, photography club, travel club, music group, book club, cards & board games, current events/ news group, gender-specific activities. KIPDA has made a determination that although card games and board games may be offered in center programming, the limited Title III-B funds available for recreation will not be used to support these activities.
Respite 1 unit = 1 hour	Care provided to an eligible person by a caregiver for a designated time period because of absence or need for relief of those normally providing service.
Telephone Reassurance 1 unit = 1 contact	Provide regular telephone contact to or from isolated individuals to determine if they are safe and well; to determine if they require special assistance; or to provide psychological reassurance. This service should include a method to assure a prearranged schedule for contacting participants along with a plan of action for each participant to be implemented in the event of a non-answered call. A record of calls and length of calls must be maintained as well as all other information per Supportive Services regulations.
Transportation	Successful applicant operating Multi-purpose and Satellite Senior Centers shall assist in the coordination of Title III-B funded transportation services with the III-B transportation providers and other transportation options to help older adults arrange for transportation to the centers and provide information on scheduling trips for non-emergency medical transportation trips.

ATTACHEMENT B

GLOSSARY OF ACRONYMS AND TERMS

The following is a glossary of terms and definitions as it relates to Title III-B supportive services, The Older Americans Act and Federal reporting requirements:

ADMINISTRATIVE STAFF: For purposes of this procurement, staff of an organization that provide leadership, supervisory, accounting, monitoring and financial reporting support as it relates to the programs implemented under this RFP.

Aging and Disability Resource Center (ADRC): The ADRC serves as a highly visible and trusted place where people of all ages, disabilities and income levels know they can turn to for objective information on the full range of long-term service and support options. KIPDA Area Agency on Aging and Disability Resource Center is also the designated ADRC in the KIPDA region.

AAAIL: Area Agency on Aging and Independent Living

AOA: Administration on Aging (now known as: ACL – Administration for Community Living).

CONGRGATE MEALS: A meal provided to a qualified individual in a congregate or group setting.

DAIL: Department for Aging and Independent Living

DEPARTMENT: Also the Department for Aging and Independent Living

DIRECT SERVICE STAFF: For purposes of this procurement, means staff who provide direct services, support or coordination of services on behalf of an organizations serving older individuals.

KIPDA: Kentuckiana Regional Planning and Development Agency; one of 15 Area Development Districts in Kentucky. KIPDA is the agency designated as the recipient of Older Americans Act funds and designated Area Agency on Aging and Independent Living and in this capacity, serves the Kentucky Counties of: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble.

MATCH: Applicants will be required to provide a minimum of **15%** match in addition to the cost of implementing Title III-B funded activities. To be allowable, match must be provided through non-federal sources, used to conduct allowable services, may not be used for match toward any other program, and must be verifiable. AoA regulation precludes the use of program income (donations) as match. Match shall be reported monthly and records to substantiate match presented to KIPDA when requested. Match may be provided as follows:

In-Kind Match: This is the value of a third party contribution such as the value of volunteer time, value of donated space utilized, or the value of supplies contributed to conduct proposed services.

Cash Match: Cash match is the amount of a contribution by the Second Party to carry out proposed services. This form of match may be supplies, personnel contributing outside the course of normal duties, space, or cash.

Match Calculation:

- a. Total Project Cost (gross total) x .15 = Match Amount; or
- b. KIPDA Request / .85 = Total Project Budget

Total Project Budget – KIPDA Request = Match Amount

*Note: For purposes of calculating match, total project budget does not contain program income.

NAPIS: National Aging Program Information System – The Federal Title III reporting requirements for the Older Americans Act programs and complies with Government Performance and Results Act of 1993.

OAA: Older Americans Act of 1965, as amended in 2016.

2-CFR, Part 200: Uniform Office of Management and Budget Regulation also known as the “Super Circular”, effective December 26, 2014, which combined the requirements of multiple cost principles, administrative and audit regulations for Federally Funded programs; combining into one regulation the requirements to be implemented by non-profit organizations, Institutions of Higher Education, State and Local Governments.

OMB Circular A-87: Office of Management and Budget federal cost principles (regulation specifying allowable costs) for Units of State, Local and Indian Tribal Government. Regulatory requirements now found in 2-CFR, Part 200.

OMB Circular A-122: Office of Management and Budget federal cost principles (regulation specifying allowable costs) for not-for profit organizations. Regulatory requirements now found in 2-CFR, Part 200

OMB Circular A-133: Office of Management and Budget Single Audit Act requirement to be followed by organizations receiving \$750,000 or more in federal funds during a fiscal year. Regulatory requirements for audits now found in 2-CFR, Part 200

Partner: For purposes of this procurement, a partner is an individual or organization associated with the service provider through some action or endeavor which achieves a mutual goal or objective. This partnership may be established through an agreement or commit to support one another’s goals.

Program Income: Income generated as a result of program activities where income is received from donations, contributions or fund raisers. Income generated in excess of actual expenses is considered program income. Program income shall be utilized toward program expansion. Providers will be responsible for the tracking and reporting all program income for the purpose of expanding allowable program services. Program income shall be expended in the period it was earned.

Subcontractor: Is a person who or a business that is awarded a portion of an existing contract by a principal or general contractor to perform specific work under a contract. The Department for Aging and Independent Living may require tier 2 (subcontractors of the applicant organization) to be approved in advance and shall not be responsible for implementation of major components of funded programs and services.

Title III-B Supportive Services: Title III, Part B, of the Older Americans Act provides for necessary supports to help older adults, age 60 and older and caregivers remain independent in the community of their choice for as long as possible.

Unduplicated Clients: The number of older adults receiving at least one reportable service funded through Title III of the Older Americans Act, each person counted one time each program year, regardless of the number of services received.

Volunteer: An uncompensated individual who provides services or support on behalf of older individuals.

ASSURANCES AND SIGNATURE DOCUMENTS TO BE INCLUDED WITH APPLICATION

Submit the following documents and checklist with the proposal narrative and budget. All items are required for consideration of funding.

CHECKLIST

The following items are included and signed where appropriate:

Cover Page

Table of Contents

RFP Application: General Information and Services; Staffing and Budget Sections (budget is a separate excel file to be submitted) -Completed in prescribed format and each section identified

Service Funding Summary Form

Certification of Assurances

Certification of Prohibited Employee Activities

Minimum Office Requirement/Computer Equipment Certification

Certification of Cost or Pricing Data

Evaluation Tool – (included as separate attachment)

CERTIFICATION OF ASSURANCES AND COMPLIANCE WITH GENERAL PROVISIONS

Bulleted items are requirements of all organizations awarded a contract.

By submission of a proposal, the applicant agrees, if awarded, to the following provisions:

- Continuation annually as a provider of services is contingent upon satisfactory performance of services.
- The organization understands that more than one agency may be awarded a contract for service delivery. The agency is not assured of a specific amount of units or funding.
- The organization will provide KIPDA with a certificate of insurance for public liability insurance, automobile liability, workers compensation, property insurance, and when applicable, volunteer insurance.
- A fidelity bond will be properly executed. The bond shall be sufficient to cover maximum sums handled quarterly under the contract with KIPDA.
- Applicants may be required to have an audit of services and funds received completed annually, per Cabinet and/or provisions of Federal 2 CFR, Part 200.
- The applicant will collect, account for and expend Program Income in accordance with 45CFR, Part 74, Policy, 45 CFR 1321.67 and 1321.73, and other pertinent law and regulation.
- The price(s) negotiated will remain as funded through June 30, 2022, contingent upon continued availability of funding and delivery of services as contracted.
- The applicant possesses the legal authority to apply for the contract. As appropriate, the organization certifies that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application to provide such additional information as may be required.
- The applicant agrees to assure compliance with the applicable Federal and State Laws, regulations, KIPDA policies and procedures and the executed contract to be realized if awarded funds to operate proposed services.
- The applicant agrees to adhere to appropriate federal and/or state guidelines pursuant to the program of services for which the contract is awarded, particularly, the Older Americans Act of 1965 as Amended in 2016, and its regulations. Kentucky Administrative Regulations pertaining to older adult services through the Cabinet for Health and Family Services. Modifications to the Law and Regulations over the course of the procurement period will be implemented by the provider as specified by KIPDA.
- The applicant agrees to adhere to the *KIPDA Policy and Procedures Manual* and fire, health safety, sanitation standards prescribed in law or regulation, and the Department of Aging and Independent Living.
- The applicant is solely responsible for outreach and recruitment of employees for all services.
- The services shall be available throughout the contract year(s) and provided in a manner consistent with provisions of State Regulations and as applicable, the Older Americans Act.
- Comply with all provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) in providing services to older handicapped individuals.

- Comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and, in accordance with Title VI of that act, no person in the United States shall, on the grounds of race, color, religion, sex or national origin, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal and state financial assistance and will immediately take any measures necessary to effectuate this agreement.
- Comply with the provisions of the Federal Fair Labor Standards Act.
- Comply with the requirements that safeguards be established to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
- Assure maintenance of such accounts and documents as will serve to permit expeditious determination to be made at any time of the status of funds within the contract, including the disposition of all monies received from KIPDA and the nature and amount of all charges claimed to be against such funds.
- Assure the maintenance of records and reports as outlined in the *KIPDA Policy and Procedures Manual*. Reports shall be submitted in a format prescribed by KIPDA if awarded a contract.
- The organization agrees to participate with KIPDA in the gathering of uniform statistical data regarding services delivered through all funded services.
- Assure that KIPDA and the Department of Aging and Independent Living (DAIL) and representatives will be permitted to conduct formal monitoring. Client, personnel, financial, and service delivery records will be monitored.
- Assure that KIPDA, the Commonwealth and/or authorized representatives shall have access to and the right to examine all financial and programmatic records, books, papers or documents related to this program at any time during the contract period and such records will be available for review until three years after all matters pertaining to the contract (i.e. audit, settlement of audit exceptions, disputes) are resolved in accordance with the applicable federal and/or state laws. Participant records, either randomly selected or those filing a grievance, may be reviewed by DAIL or KIPDA staff as part of the monitoring process.
- Assure that a mechanism exists for providing a backup in the event staff assigned to provide services are unable to work.
- Assure that each older person will be given an opportunity to voluntarily contribute to the cost of the service.
- Assure that it will follow the federal, state, and local procurement laws, regulations, policies and procedures as pertaining to this program.
- Assure that formal complaint procedures are available for applicants/participants of services in accordance with policies and procedures of KIPDA.
- Assure that personal information obtained from individuals in conjunction with the project shall not be disclosed in any form identifying the individual without written consent of the individual concerned.
- Assure that the organization will employ and train persons in the administration and delivery of the applicable services.
- Ensure that all staff and supervisors who have direct contact with clients complete a criminal background check in accordance with KRS 216.293.
- Assure compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.1857 (h), Section 508 of the Clean Air Act 1368), Executive Order 11738, and environmental Protection Agency regulations (40 CFR Part 15). This applies to contracts in excess of \$100,000.

- Assure compliance with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- KRS 45A.485 requires the contractor to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the contractor within the previous five (5) year period of the provisions of KRS Chapters 136,139, 141, 337, 338, 341, 342. These statutes relate to the state sales and use tax, corporate and utility tax, wages and hours laws, occupational and safety and health laws, unemployment insurance laws, and workers' compensation insurance laws.
- The applicant assures that neither it nor its principals and or/or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- Assures that the organization will comply with the computer hardware and software standards described in this proposal and have employed sufficiently trained staff to operate computer software applications.
- Assures that the organizational audit has not identified questioned cost(s) in the last three (3) years or if identified, all questioned costs have been appropriately resolved. Provide an explanation of questioned costs and resolution to the findings as a part of this application.

Signature of Authorized Official

Date

PROHIBITED EMPLOYEE AND VOLUNTEER ACTIVITIES

Agencies receiving funds for any service shall clearly prohibit their staff and volunteers from involvement in any of the following activities:

- Direct service employees shall not be accompanied in the home of the client. The only exceptions are the service provider's supervisory or training personnel or KIPDA personnel.
- Providers and employees of providers shall not pressure clients or present rewards, gifts or incentives in an effort to gain additional clients or business.
- Employees/volunteers shall not seek or accept personal gifts and/or favors of a significant value (\$25 or more) from a client.
- Employees/volunteers shall not operate a client's personal vehicle.
- Employees/volunteers shall not borrow money or personal property from a client.
- Employees/volunteers shall not loan money to nor accept money from or on behalf of a client.
- Employees/volunteers shall not consume or take client's belongings.
- Employees/volunteers shall not charge KIPDA programs for time spent on political activities.
- Employees/volunteers shall not be under the influence of intoxicating beverages, drug(s) or chemicals, other than those prescribed for the employee by a licensed physician, while acting on behalf of a KIPDA program.
- Employees/volunteers shall not transport a client using KIPDA funds without program authorization.
- Employees/volunteers shall not perform financial management for a client including, but not limited to, completing tax returns, transacting banking business, balancing check books, issuing and/or cashing personal checks, acting under a power of attorney, or selling and/or buying personal and/or real property, unless specifically funded or approved by KIPDA.
- Employees/volunteers shall not accept payment for services performed for a client that would normally be provided as a family member (such as receiving payment from a service provider for providing respite services to your parent).
- Employees/volunteers shall not violate client confidentiality by divulging client specific information.
- Employees/volunteers shall not propose and/or participate in any sexual activity with a client.
- Employees/volunteers shall not take part or have an interest in any award of any client referral or other client transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the employee or their immediate family member has a financial or other interest in any of the competing firms.
- Employees/volunteers shall not commit theft of a client's belongings, including prescription drugs.
- Employees shall not administer prescription or over-the-counter medication to a client.

With the exception of Licensed Home Health Agencies and Adult Day Health Models (prescribed in 902 KRS 20:066), the following procedures shall not be performed.

- Employees shall not administer oral prescription medications or apply topical prescription medications.
- Employees shall not perform tasks that require sterile technique.
- Employees shall not administer irrigation fluids to intravenous lines, foley catheters or ostomies, or enemas.
- Employees shall not administer food or fluids via feeding tubes.
- Employees shall not engage in the treatment of open wounds for clients.

Signature of Authorized Official

Date

**KENTUCKIANA REGIONAL PLANNING AND DEVELOPMENT AGENCY
KIPDA
11520 COMMONWEALTH DRIVE
LOUISVILLE, KY 40299**

CERTIFICATION OF CURRENT COST OR PRICING DATA

As an authorized representative and signatory official of _____, I certify that, to the best of my knowledge and belief, the cost or pricing data submitted in this proposal, either actually or by specific identification in writing, are accurate, complete, and current as of the date of submission of this proposal. This certification includes the cost or pricing data supporting any advance information provided to KIPDA to be included in this proposal, if applicable.

This application for the services described in this proposal is accurate and prices contained herein will not increase from the date of proposal submission through the execution of an agreement, if funded.

Signature of Authorized Official

Date

Authorized Official – Name Typed

Title

**MINIMUM OFFICE EQUIPMENT AND SOFTWARE REQUIREMENTS
Fiscal Year 2020**

*KIPDA may increase its computer requirements as technology advancement needs dictate.

ORGANIZATION: _____

MINIMUM REQUIREMENTS

At least one (1) computer at site with the following capabilities:

IBM Compatible
Intel Core i3 3.30 GHz Processor
4 GB RAM
250GB Hard Drive
DVD RW
Windows 7 Professional
Office 2007 or 2010 (new purchases)

Additional Provisions: Anti-Virus Software (specify): _____; High Speed Internet Access; KIPDA Approved Printer (local but networkable); Facsimile equipment (ink jet quality).

Providers must comply with number one and two or check number three for consideration of award.

1. The organization owns the minimally required hardware and software.
2. The organization agrees to have Fast Internet Access capability (where available) and to maintain on-line status throughout the contract period.
3. The organization agrees to have at least the above minimally required hardware and software available.

A. Does the applicant currently possess a client tracking (data) system?

Yes No

B. If yes, please provide the System name and describe the system:

C. Describe plan to ensure all computers are equipped with up-to-date anti-virus software and critical Operating System (OS) patches/updates.

Signature of Authorized Representative

Date

**SERVICE FUNDING SUMMARY
ANTICIPATED FUNDING TO SUPPORT SERVICES
FY 2020**

Complete the following information that will provide an overall summary funding available to support proposed services funded, in part, by KIPDA Title III-B. Organizations are cautioned to only represent the resources that may be used to support the proposed service. This information is not intended to be a representation of all funding your organization receives to operate (all programs and services). It is intended to represent all parties and resources that will support the proposed effort.

Funding Source	Proposed Amount FY 2020	Used as Match Yes or No	Service Funded to Support Effort
KIPDA Funding			
Applicant Resources			
Other Resources:			
Other:			
Total Funding Available			

Note: Identify if there are special provisions to a source of funding that would require use of funds for special purposes only. Example: funding source requires entity to use grant for senior transportation for medical transportation only.

Signature of Authorized Official

Date: