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| --- | --- |
| Applicant Organization’s Name: Click or tap here to enter text. | |
| County(ies) to be served: | Total Funds Requested: |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

legal serviceS

February 6, 2025

**INTRODUCTION**

The purpose of the Legal Assistance program is to deliver high quality, high-impact, cost-effective services designed to address the unmet legal needs of vulnerable older people. Older adults’ rights and entitlements are upheld and preserved through legal assistance and/or representation.

**RATIONALE**

Legal difficulties can have a great impact on the lives of older persons, and the provision of legal services may be instrumental in protecting their autonomy, dignity, and independence. Key legal assistance needs include matters such as: accessing health care, debt collection, housing, consumer fraud, Medicare, Medi-Cal, Social Security, elder abuse, neglect, exploitation, advance directives, and durable powers of attorney for health care. Legal Services Providers (LSPs) are a critical resource for older adults who cannot afford to pay a private attorney or firm to assist them.

**PURPOSE**

Specific guidance for Title III-B Legal Services is outlined below. They are supplemental to Section III: General Requirements and Expectations and to Section IV: Program Requirements and Expectations. In the event of a conflict, these program specifications shall take precedence over Sections III and IV. This document:

1. Identifies the requirements and expectations that AAA4 deems salient to the service category, including those from the California Statewide Legal Services Guidelines; and,
2. Serves as the Program Application for the service category; and,

NOTE: Please ensure that the application does not exceed a maximum of 34 pages, as submissions longer than this may not be reviewed in their entirety.

1. If funds are awarded, acts as a reference guide for those staff and/or volunteers who will be responsible for providing services in this category.

A proposal that fails to comply with applicable requirements may be deemed non-responsive and, therefore, ineligible for funding consideration.

**INCORPORATION OF AAA4 PRINCIPLES & PRIORITIES**

As stated in Section III, AAA4 is seeking Applicants whose proposals incorporate the Agency’s own key principles and priorities, particularly with respect to: mission-based efforts, equity and inclusion, person-centered approaches, rapid adaptability, food security and housing security. Specific questions about those subjects are interwoven throughout this document.

**1. LEADERSHIP AND ADMINISTRATION**

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| --- | --- |
| Mission & History | 101. What is your organization’s mission statement, when was it first established, and when was it last revised?  Click or tap here to enter text.  102. Historically, what major successes has the organization had in advancing its mission?  Click or tap here to enter text.  103. In what specific ways does this proposal advance the mission of your organization?  Click or tap here to enter text. |
| Direct Experience | 104. Is your organization already providing the same type of service that is being requested in this proposal (with or without AAA4 funds)?  **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org)     > If yes, how long has this service been provided?  Click or tap here to enter text. |
| Organizational Readiness | *[Skip to the next question.]* |
| Administrative Readiness | 105. Does your organization already meet AAA4’s Fiscal Accountability and Compliance requirements for Funded Partners?  **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org)  106. Does your organization currently have staff with the necessary skills in data management and/or database entry?  **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org)  107. Does your organization currently meet AAA4’s Information Technology (IT) requirements for Funded Partners?  **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org) |
| Good Standing | *[Skip to the next question.]* |
| Past Performance | *[Skip to the next question.]* |

**2. PROGRAM PARAMETERS**

AAA4 has allocated Title III-B funds for Legal Services for two basic reasons:

1. To provide services to older adults with the greatest unmet needs.

201. How many unduplicated individuals would be served in the first year of the contract cycle (state fiscal year 2025-26)?

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| --- | --- |
| **County** | **Total Number of Unduplicated Clients** |
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202. Assuming funding levels remain the same, how many unduplicated individuals would be served in the second year (state fiscal year 2026-27)?

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| **County** | **Total Number of Unduplicated Clients** |
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2. To reduce barriers that may exist, such as a lack of awareness of local needs/concerns, a lack of understanding of existing benefits, and/or a lack of knowledge of alternative resources.

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| 203. What specific steps would be taken to reduce these types of barriers?  Click or tap here to enter text. |

A. REQUIRED ACTIVITIES

The service category is defined as follows:

**Legal Assistance:** Legal advice, counseling and/or representation by an attorney or other person acting under the supervision of an attorney.

**Unit: One hour**

AAA4 further defines the three individual activities as follows:

(1) **Legal Advice and Counseling:** To provide legal information, advice, counseling, and/or assistance with the completion of forms and documents; and when necessary, intervention, advocacy and mediation for an individual. Legal advice and counseling must be provided one-on-one and not in a group setting. Advice and counseling may be provided in person, via telephone and via video conference.

# Unit: One hour

204. How many Legal Advice and Counseling hours would be provided in the first year of the contract cycle (state fiscal year 2025-26)?

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| **County** | **Total Number of Hours** |
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(2) **Legal Representation:** To provide administrative or judicial representation before a judicial or administrative body for an individual. Representation also includes negotiated settlements reached before an actual court appearance. Representation includes preparation time. Representation is unique in that it is not an ongoing service; it is provided on an as-needed basis, and it is provided within the resource constraints of the Funded Partner.

**Unit: One hour**

205. How many Legal Representation activities would be provided in the first year of the contract cycle (state fiscal year 2025-26)?

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| **County** | **Total Number of Hours** |
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#### (3) Consumer Information: To provide information to older adults, their families, community organizations and facility staff on rights, benefits, and entitlements for older adults residing at home or in an institutional setting. Consumer Information may also be preventive in nature, alerting persons about legal problems so they can be avoided. Consumer Information may be achieved through presentations, speeches, or radio/television shows. Distribution of fact sheets is countable only when accompanied by an information presentation in a community setting.

**Unit: One activity**

206. How many Consumer Information activities would be provided in the first year of the contract cycle (state fiscal year 2025-26)?

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| **County** | **Total Number of Activity** |
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B. ALLOWABLE ACTIVITIES

As appropriate within the bounds of this program specification, limited scope representation as defined by the State Bar of California is allowable and may be reported as a separate service activity.

Unit: One hour

Legal Advice and Counseling may be performed by paid staff; dedicated volunteers; authorized third parties who are paid; and, authorized third parties who are donating their labor.

Volunteers should be reimbursed for mileage and for other incidental expenses incurred as a direct result of their voluntary service.

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| 207. Whom does the Applicant intend to use to provide Legal Advice and Counseling: paid staff, dedicated volunteers, paid third parties, unpaid third parties, or some combination of these?  Click or tap here to enter text. |

C. PROHIBITED ACTIVITIES

No legal service provider (LSP) shall use funds received to provide legal assistance in a fee generating case. All providers shall establish procedures for the referral of fee generating cases. A fee generating case means any case or matter which, if undertaken on behalf of an eligible client by an attorney in private practice, may be expected to result in a fee for legal services from an award to a client, from public funds, or from the opposing party.

No legal service provider (LSP) shall use funds received to provide legal assistance if the case involves criminal matters or does not meet established case priorities, unless adequate representation is unavailable from private attorneys.

If a client requires one of the prohibited activities, a referral to an appropriate resource such as a private attorney or self-help clinic must occur.

D. GEOGRAPHIC SERVICE AREA

Legal Advice and Counseling shall be made available to all eligible individuals who reside within the county or counties being served.

Due to limited resources, Applicants proposing to serve Placer County must also propose to serve Nevada County and Sierra County, and vice versa.

Applicants proposing to serve Sacramento County must also propose to serve Yolo County, and vice versa.

Because the population density of the Yuba-Sutter area straddles the border between those counties, Applicants proposing to serve either County must propose serving both Counties.

E. SERVICE COORDINATION

Applicants are strongly encouraged to formally partner/subcontract with other organizations for the provision of OAA services (in whole or in part) if doing so would: be mutually beneficial; avoid unnecessary duplication of effort; and/or, enhance services.

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| 208. Does the Applicant propose to formally partner/subcontract with another organization?  **YES  NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org)  > If Yes, what is the name of the other organization(s) and what OAA services would they provide? NOTE: If yes, a Letter of Commitment from the Applicant’s partner/subcontractor must be submitted with the proposal.  Click or tap here to enter text. |

Funded Partners shall coordinate with other organizations as appropriate. LSPs shall make efforts to engage private bar associations regarding the coordination of pro bono and/or reduced fee services for older adults.

LSPs are expected to develop referral sources among providers and community based organizations who work directly with target groups; including representatives of target groups on advisory boards; participating in groups or organizations for vulnerable adults; using culturally appropriate outreach materials; expanding intake hours and sites; developing additional ways to access services; utilizing media directed to target populations; utilizing bilingual staff; and other strategies to promote access.

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| 209. Please list other organizations with whom you have coordinated.  Click or tap here to enter text. |

F. CLIENT ELIGIBILITY

At the time services are provided, clients in this category must:

* 1. Be 60 years of age or older; and,
  2. Reside in the service area; and,
  3. Have an unmet legal need that cannot readily be satisfied through some other public source.

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| 210. How will the proposed program determine what unmet legal needs prospective clients have?  Click or tap here to enter text. |

G. CLIENT PRIOITIZATION

The information below is unique to LSPs, and it **supersedes** the direction provided in Section 3: General Requirements and Expectations.

Legal Services are to be targeted to those people with the greatest social or economic need but not limited to low-income individuals, minorities, rural residents, and those with limited English proficiency. Groups that should be considered to receive priority status for legal assistance services include older adults who are:

* Homebound or have limited mobility
* Residing in a long-term care facility
* Without access to transportation
* Living alone with no support or otherwise socially or geographically isolated
* Experiencing chronic health problems
* Abused
* Homeless or at risk of homelessness
* Hearing impaired or vision Impaired
* LGBTQ
* Limited English Proficiency
* Have physical disabilities
* Have dementia or other mental capacity issues.
* Grandparents caring for grandchildren
* Formerly incarcerated

H. CLIENT WAIT LISTS & TIME LIMITS

If a Funded Partner chooses to open a Wait List, then AAA4 approval of a written, Wait List procedure is required.

Legal Services are NOT classified as a time-limited service. Individual clients may continue receiving services from one state fiscal year to the next.

I. SERVICE REFERRALS

Clients shall be referred to services provided by other organizations as appropriate.

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| 211. What method would be used to estimate what percentage of individuals successfully “connect” with the programs and services to which they are most frequently referred?  Click or tap here to enter text. |

J. UNIQUE PROGRAM STANDARDS

1) **Client Accessibility:** LSPs offering face-to-face assistance shall provide those services at offices and/or outreach sites that are convenient and accessible to older adults. LSPs offering telephone assistance shall assure that:

1. Hours and days of operation are established that are adequate to meet the needs of the clients that are served.
2. A telephone answering service or recording device is utilized for emergency service outside of the normal working hours.
3. Waiting time for callers shall be reasonable.
4. Callers leaving messages should receive a return call within a reasonable amount of time.

2) **Staffing:** Law students, paralegals, paralegal interns, attorneys not licensed in California, and lay advocates may provide legal assistance under the direct supervision of a licensed attorney in good standing or as otherwise permitted by California law. Each program is required to carry adequate malpractice insurance in accordance with CDA requirements.

3) **Professional Conduct:** LSPs must abide by the California Rules of Professional Conduct, the State Bar Act (Business & Professions Code, Section 6000, et seq.) and any other statutes or canons governing the practice of law or the treatment of confidential information in California.

1. LSPs shall develop and make available to AAA4 and the State Legal Services Developer a program policy on conflicts of interest related to outside employment and client representation.
2. Should a LSP be an agency of county government, they would be required to submit an alternate resource for legal assistance where conflict exists between the client and any agency of their county government.
3. LSPs are to exercise all reasonable efforts to avoid conflicts of interest among clients in accordance with the California Rules of Professional Responsibility and to identify alternate sources of legal assistance for clients who cannot be assisted by the provider.
4. LSPs are to clearly identify who is the prospective client when the initial request for assistance comes from a third party on behalf of a senior and educate the client or prospective client, other interested parties presenting the client’s concerns and aging services communities about the potential conflict.

4) **Special Training:** LSP program staff are required to have experience and training (or propose a plan for obtaining the necessary training) in the priority subject areas of law in which they are providing services. Program staff are required to attend at least one training course each year relevant to the subject areas of legal assistance being provided.

5) **Priority Legal Cases:** Each LSP must set priorities for the categories of cases for which itwill provide legal services. The list of legal issues below affects the target populations in California and conforms to the requirements of the Older Americans Act.

a) Income/Nutrition: SSI; Social Security; Pensions/Retirement; CalFresh; Unemployment

b) Housing/Utilities: Tenant Rights; Real Property; Utilities

c) Long-term Care: SNF Facility Issues; Community-based, long-term care services

d) Healthcare: Medi-Cal; Medicare; Managed care; Provider/services access; Private/Insurance

e) Protective Services/Elder Abuse/Defense against Conservatorship: Conservatorship issues (focus on defending older persons against guardianship as called for in the Older Americans Act section 321 (a)(6)); Restraining Orders; Abuse/neglect; Exploitation; Advanced Planning/Autonomy/advance directives

f) Consumer Issues: Bankruptcy/debt; Contracts/warranties; Scams/identity theft

g) Civil Rights: Limited English Proficiency (LEP) Rights; Discrimination; Immigration

6) **Ombudsman Support:** LSPs may be required to provide support to the Long-Term Care Ombudsman Program in the form or advice, counsel and/or representation. If applicable, the requirements are as follows:

1. LSP will coordinate with state-designated providers of Long-Term Care Ombudsman services by developing and executing a memorandum of understanding which will address conflict of interest, provision of legal advice, procedures for referral and other technical assistance.
2. LSP may provide direct legal assistance to residents of the long-term care facilities where the clients are otherwise eligible, and services are appropriate.
3. Where both legal and ombudsman services are provided by the same agency, providers must develop and follow policies and procedures to protect the integrity, resources, and confidentiality of both programs.
4. LSP may assist the state in providing legal representation when an ombudsman or the program is named as a party or witness in a subpoena, civil suit or other legal action challenging the performance of the official duties of the ombudsman.

K. SPECIAL RIGHTS & RESTRICTIONS

*{Not Applicable}*

L. SPECIFIED LEGAL REFERENCES

California Code of Regulations (CCR), Title 22 Social Security, Division 1.8 California Department of Aging, Chapter 4.(1) Title III Programs, Article 4. Legal Assistance;

California Rules of Professional Conduct, the State Bar Act (Business & Professions Code, Section 6000, et seq.);

California Statewide Guidelines for Legal Assistance, California Department of Aging, 4/8/2015;

The Older Americans Act of 1965, Public Law 89 – 73, As Amended Through P.L. 116 – 131, Enacted March 25, 2020;

**3. THE SERVICE PLAN**

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| --- | --- |
| Service Goals | 301. What overarching goals has the Applicant Organization set for the proposed program to achieve?  Click or tap here to enter text.  302. In what specific ways is the community expected to benefit from the proposed program, including the clients themselves, clients’ households, and clients’ Outreaching family/friends/neighbors?  Click or tap here to enter text.  303. How will the local Aging Services Network benefit from the proposed program?  Click or tap here to enter text. |
| Outreach | 304. Whom is the proposed program’s primary audience? Summarize their unique set of characteristics or circumstances.  Click or tap here to enter text.  305. Within your primary audience, roughly what percentage (from 0% to 100%) would you expect to fall into each of these potentially underserved categories below. [If a category is not eligible or not appropriate based on the Program Parameters information above, then simply write Not Applicable (N/A).]. [Enter a number.]   * Live at or below the Federal Poverty Level = % * Self-identify as:   + Asian = %   + Black or African American = %   + Hispanic or Latino = %   + Native American = %   + Pacific Islander = %   + White/Caucasian = % * Have language barriers communicating in English = % * Self-identify as Lesbian, Gay, Bisexual, Transgender or Questioning/Queer (LGBTQ) = % * Live in a remote rural area = % * Have dementia = % * Have a disability = % * Are experiencing hunger = % * Are experiencing homelessness = % |
| Outreach (cont.) | 306. What specific methods would be used to reach which underserved individuals (from the previous question)?  Click or tap here to enter text.  307. If applicable, briefly discuss categories of underserved individuals who seem unlikely to participate in the proposed program regardless of how much outreach is done (e.g., older Russian-speakers who have recently come to the United States generally do not like the type of “American” food that is served by Meals on Wheels programs).  Click or tap here to enter text. |
| Resources | 308. What key resources are needed to provide the proposed service (e.g., equipment, tools, products, personnel, etc.).  Click or tap here to enter text. |
| Delivery of Services | 309. Briefly describe the basic service plan, or service model, the proposed program will follow.  Click or tap here to enter text.  310. Why was this service plan/model originally chosen for your proposed program?  Click or tap here to enter text.  311. Can this service plan/model be scaled up and down easily to serve substantially more or less clients?  Click or tap here to enter text.  312. How is your service model adaptable to unforeseen events (i.e., sudden cost increases, staffing change, emergencies, etc.)?  Click or tap here to enter text.  313. Briefly explain how prospective clients will be screened, assessed, and prioritized?  Click or tap here to enter text. |

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| Delivery of Services (cont.) | 314. How will individuals’ food security be evaluated?  Click or tap here to enter text.  315. How will individuals’ housing security be evaluated?  Click or tap here to enter text.  316. What specific personal choices will each prospective client be allowed to make about how services are provided to them?  Click or tap here to enter text. |
| Data | 317. How will the proposed program collect and track the number of service units that are provided on any given day, month, quarter and fiscal year?  Click or tap here to enter text.  318. How will the proposed program collect and track the number of unduplicated clients who are served on any given day, month, quarter and fiscal year?  Click or tap here to enter text. |
| Service Outcomes | 319. What specific tangible and/or intangible outcomes will be measured with respect to:   1. serving individual clients, clients’ households, and clients’ outreaching family/friends/neighbors;   Click or tap here to enter text.  ii) benefiting the local Aging Services Network; and,  Click or tap here to enter text.  iii) connecting clients with other appropriate resources?  Click or tap here to enter text. |

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| Service Outcomes (continued) | 320. How will each of these outcomes be collected?  Click or tap here to enter text.  321. How has the proposed program defined varying levels of “success” for each of these outcomes?  Click or tap here to enter text. |
| Evaluation | 322. During the fiscal year, what specific methods will be used to evaluate the effectiveness of the proposed program based on input from clients, staff, volunteers and any pertinent third parties?  Click or tap here to enter text.   1. At the end of each fiscal year, what additional methods will be used to evaluate the effectiveness of the proposed program based on final figures, results or impacts?   Click or tap here to enter text.   1. What processes are in place to directly link evaluation findings to improvements in the proposed program?   Click or tap here to enter text. |

1. **MANAGEMENT & STAFFING**

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| --- | --- |
| Human Resources | 1. Would your organization need to acquire new or additional staff and/or volunteers to be able to begin fully providing the proposed service during state fiscal year 2024-25?   **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org)   * + If yes, what positions would need to be filled and, for each, at how many FTEs (full-time equivalents based on a 40-hour work week)?   Click or tap here to enter text.   1. During state fiscal year 2024-25, what major variations, if any, do you predict will happen in the demand for the proposed services? In the supply of resources for the proposed services?   Click or tap here to enter text. |
| Volunteers | 1. Would the proposed program use volunteers?   **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org)  If so, how many and in what roles?  Click or tap here to enter text. |
| Hiring and Retention | 1. What minimum qualifications (education and work experience) are required of the person who will have the most direct, day-to-day oversight of the proposed program, and what is their job title?   Click or tap here to enter text.   1. What minimum qualifications (education and work experience) are required of the person(s) who will have direct contact with clients?   Click or tap here to enter text.  406. How long do staff and volunteers typically stay with the Applicant Organization, and what are the most common reasons they leave?  Click or tap here to enter text.  407. Are wages and benefits comparable to those of similar organizations in the service area, and how have you made that determination?  Click or tap here to enter text. |

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| Review and Recognition | 408. When was the last time a staff member or volunteer was openly recognized by your organization’s leadership for outstanding work performance, and for what accomplishment(s) were they recognized?  Click or tap here to enter text. |
| Training and Outreach | 409. What specific training, if any, do staff and volunteers receive about other local programs that serve the same target population?  Click or tap here to enter text.  410. What specific training, if any, do staff and volunteers receive about encouraging each individual client to make personal choices that direct how services are provided to them?  Click or tap here to enter text.  411. What specific training, if any, do staff and volunteers receive about food security?  Click or tap here to enter text.  412. What specific training, if any, do staff and volunteers receive about housing security?  Click or tap here to enter text. |
| Data Security | 413. Does your organization already meet AAA4’s Data Security requirements for Funded Partners?  **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org) |
| Mandated Reporters | 414. What source(s) does the organization currently use for conducting Mandated Reporter training for staff and volunteers?  Click or tap here to enter text. |
| Disaster Preparedness | 415. What source(s) does the organization currently use for conducting workplace safety training for staff and volunteers, including disaster response?  Click or tap here to enter text. |

1. **ASSETS, REVENUE & EXPENDITURES**
2. **PROPOSED PROGRAM RESOURCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AAA4 Funds Requested (A)** | **Program Match\*** | | **Program Non-Match\*\*** | | **Total Program Resources (D)** |
| **Cash (B)** | **In-Kind (C)** | **Cash** | **In-Kind** |
| $ | $ | $ | $ | $ | $ |

\*Federal regulations require that OAA funds be matched at the local level. Match may be in the form of either cash or in-kind. Third Party In-Kind services must be accounted for equally as both resources and costs. The fair market value of Third Party In-Kind services and supplies must be used. The value of donated goods and services is not reimbursable either as a direct or an indirect cost.

Title III-B: Minimum Required Match = (A + B + C) multiplied by 10%

To calculate the Minimum Required Match, simply multiply (A) by 0.111111

For Example: An AAA4 Award of $90,000 would have a Minimum Required Match of 90,000 times 0.111111 = 9,999.99 which, roundest to the nearest dollar, is $10,000 even.

\*\*Non-match (also be known as over-match) is additional resources an Applicant intends to voluntarily contribute to the program.

1. **PROPOSED PROGRAM COSTS AND EXPLANATIONS**

|  |  |  |
| --- | --- | --- |
| **Cost Categories 1** | **Amount** | **Explanation of how funds will be used** |
| Personnel – Paid & In-Kind | $ | Click or tap here to enter text. |
| Travel & Training | $ | Click or tap here to enter text. |
| Non-Expendable Equipment 2 | $ | Click or tap here to enter text. |
| Consultants | $ | Click or tap here to enter text. |
| Audit 3 | $ | Click or tap here to enter text. |
| Insurance 4 | $ | Click or tap here to enter text. |
| Other Costs 5 | $ | Click or tap here to enter text. |
| Nutrition/Food6 | $ | Click or tap here to enter text. |
| Indirect Costs 7 | $ | Click or tap here to enter text. |
| **Total Program Costs (E)** | $ | **Total Program Costs (E) must = Total Program Resources (D).** |

Footnotes

1 These Cost Categories will be further broken down on the Program Budget Form that will be completed by the Contracted Funded Partner. Additional documentation may be required at that time.

2 Prior to a Contracted Funded Partner’s purchase of any Non-Expendable Equipment with a per unit cost of $5,000 or more, AAA4 must obtain approval from CDA.

3 Indicate the cost of auditing services performed by an outside contractor. Note: Only those Funded Partners required to submit a Single Audit in accordance with 45 CFR 75.514 (with total Federal Funding expended of $750,000 or more) can include a portion of their audit cost.

4 Contracted Funded Partners of AAA4 must carry insurance policies for General Commercial Liability, Automobile Liability, Professional Liability/Errors and Omissions, Fidelity Bond/Crime Coverage, Business Personal Property/Business Contents/All Risk Property, and Workers Compensation. The cost for Workers Compensation is not included under Insurance since it is included under Paid Personnel.

5 Other Costs may include the following: Building Rent, Utilities, Office Expense, Vehicle Operations & Maintenance, Outside Services, Accounting, Volunteer Expense, Subcontracted Direct Service Costs, and Miscellaneous Costs.

6 For Title III-C Nutrition Providers only.

7 Contracted Funded partners requesting reimbursement for Indirect Costs must submit a copy of an approved indirect cost rate or allocation plan. The maximum reimbursement for Indirect Costs shall not exceed 10% of Contracted Funded Partner's direct costs. Costs listed as indirect cannot also be listed as direct charges.

1. **TERMS AND CONDITIONS**

It is understood and agreed by the applicant organization that funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of AAA4, the California Department of Aging, and/or the Office of the State Long- Term Care Ombudsman, and the Administration on Aging: U.S. Department of Health and Human Services.

The applicant organization further understands that upon the final resolution of this RFP, the entire contents of this proposal are subject to the Public Records Act and shall be furnished to third parties upon formal request unless the applicant organization notifies AAA4 in advance and in writing to request that specified proprietary elements be redacted.

See General Application for Signature

|  |  |
| --- | --- |
| Fiscal Sustainability | 501. Is your organization fiscally sound, and how did you make that determination?  Click or tap here to enter text. |
| Assets | 502. Does your organization need to acquire any major assets (valued at $5,000 or more) to be able to fully provide the proposed service?  **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org) |
| Revenue | 503. What percentage of the Total Program Resources (above) is comprised of the requested AAA4 Award?  Click or tap here to enter text.   * If not awarded any funds under this RFP, would some form of the proposed service be provided anyway?   Click or tap here to enter text.  504. What measures would be taken to assure client contributions are voluntary and anonymous? What measures would be taken to assure client contributions are being collected and accounted for properly?  Click or tap here to enter text.  505. Is this proposal contingent upon receipt of a grant from another source?  **YES**  **NO**  **UNSURE** (Send questions to rfp@agencyonaging4.org)   * If yes, when will your receipt of said grant be determined?   Click or tap here to enter text.   * If said grant is not awarded, how would this proposal need to be altered to remain viable?   Click or tap here to enter text. |
| Expenditures | *[Skip to the next question.]* |

**6. OVERALL SERVICE COST & VALUE**

1. ANNUAL SERVICES COSTS

**Total Cost/Unit of Service**

The cost per unit represents an estimation, on average, of how much money the Applicant proposes to commit to the program to be able to provide one unit of service to a typical client. It will be a dollar figure, and it shall be calculated by dividing the Total Program Resources by the Estimated Total Service Units.

601. Show the Total Cost/Unit of Service

*Example: $75,000 Total Program Resources ÷ 1,000 hours of legal assistance = $75/hour*

|  |  |  |
| --- | --- | --- |
| $      Total Program Resources ÷ | total hours of legal assistance = | $      /hour |

**AAA4 Cost/Unit of Service**

The cost per unit to AAA4 represents an estimation, on average, of what the hypothetical “price” of one unit of service for a typical client would be if AAA4 were to “buy” all of the Estimated Total Service Units in advance (please note AAA4 does NOT pay Funded Partners for services rendered in advance and does NOT make payment based on set rates for units). It will be a dollar figure, and it shall be calculated by dividing AAA4 Funds Requested by the Estimated Total Service Units.

602. Show the AAA4 Cost/Unit of Service

*Example: $50,000 AAA4 Funds ÷ 1,000 hours of legal assistance = $50/hour*

|  |  |  |
| --- | --- | --- |
| AAA4 Funds Requested ÷ | hours of legal assistance = | $      /hour |

1. ANNUAL ESTIMATED SERVICE VALUE

**Direct Savings/Client/Year**

The direct savings per client represents an estimation, on average, of how much money a typical client saves over the course of a fiscal year because they received the proposed service. It will be a dollar figure, and it shall be calculated by multiplying the average number of units each client receives by the market value of the same unit (or a similar unit) had they been purchased out-of-pocket by the client.

603. Calculate the Direct Savings/Client/Year

*Example:*

*1,000 hours of legal assistance ÷ 100 unduplicated clients/year = 10 hours/client/year*

*10 hours of legal assistance/client/year x $200/hour of private attorney fee = $2,000/client/year*

|  |  |  |
| --- | --- | --- |
| hours of legal assistance ÷ | unduplicated clients/year = | hours/client/year |

|  |  |  |
| --- | --- | --- |
| hours/client/year | $      /hour of private attorney fee = | $      /client/year |

**Indirect Savings/Client to the Long-Term Care System**

The indirect savings to the local LTC system represents an estimation, on average, of the costs of any alternative public LTC resources that most likely would have been expended on behalf of a typical client but were avoided because the individual received the proposed service. It will be a dollar figure, and it shall be calculated by first multiplying the average number of units each client receives by the Total Cost/Unit of Service, then subtracting that figure from the total value of the alternative costs that were avoided.

604. Calculate the Indirect Savings/Client to the Long-Term Care System

*Example:*

*10 hours of legal assistance/client/year x $75/hour of legal assistance via Applicant = $750/client/year*

*10 hours of legal assistance/client/year x $200/hour of legal assistance via other sources = $2,000/client/year*

*$2,000/client via other sources - $750/client via Applicant = $1,250/client to the LTC system*

|  |  |  |
| --- | --- | --- |
| hours of legal assistance/client/year x | $       /hour of legal assistance via Applicant = = | $      /client/year |

|  |  |  |
| --- | --- | --- |
| hours of legal assistance/client/year x | $      /hour of legal assistance via other sources = | $      /client/year |

|  |  |  |
| --- | --- | --- |
| $      client via other sources - | $      /client via Applicant = | $      /client to the LTC system |

1. RETURN ON INVESTMENT (ROI)

The ROI is a percentage that is calculated by subtracting the AAA4 Funds Requested from the Total Program Resources, then dividing that figure by the Total Program Resources.  If an Applicant were proposing to contribute (or “match”) one dollar for every one AAA4 dollar requested, then the ROI would equal 100%.  If the AAA4 Funds Requested made up more than half of the Total Program Resources, then the ROI would be below 100%. Conversely, if the AAA4 Funds Requested were less than half of the Total Program Resources, then the ROI would be above 100%.

605. Show the Return on Investment

*Example:*

*$75,000 Total Program Resources - $50,000 AAA4 Funds = $25,000 difference*

*$25,000 difference ÷ $75,000 Total Funds = 0.333 or 33.3% ROI*

IF

|  |  |  |
| --- | --- | --- |
| $      Total Program Resources - | $      AAA4 Funds = | $      difference, |

THEN

|  |  |  |
| --- | --- | --- |
| $      difference ÷ | $      Total Funds = | ROI       ROI (decimal or percent) |