



REQUEST FOR PROPOSALS

Contract Cycle: State Fiscal Years 2027-29; Renewable for SFYs 2029-31

**Health Insurance Counseling and Advocacy Program (HICAP)
Family Caregiver Support Program (Title III-E)
Health Promotion Evidence-Based (Title III-D)**

SECTION I: INSTRUCTIONS, TIMELINE & ANTICIPATED FUNDING

GENERAL INSTRUCTIONS

- (1) Read all applicable portions of the RFP materials, including but not limited to the first six (6) major Sections. The RFP application consists of two parts: a General Application and a Program Specification/Application; both contain fields that must be completed. These Applications are interactive documents that must not be altered (e.g., font size, field size, etc.).
- (2) Submit a **Mandatory Letter of Interest (LOI) Form by 12:00 Noon (Pacific) on Friday, September 25, 2026**, which lists the service categories for which the Applicant *may* wish to apply for funding. An Applicant that fails to submit a LOI Form will not be eligible to receive funding under this RFP.
- (3) Participate in the **Mandatory Bidders' Conference on Thursday, October 1, 2026**. An Applicant that fails to participate will not be eligible to receive funding under this RFP. See Section II for additional information.
- (4) The primary means of communication throughout the RFP process shall be email. After the Bidders' Conference, email any additional questions about this RFP to **rfp@agencyonaging4.org** with the Subject Line "RFP Question." Questions will be accepted until 5 p.m. on Thursday, October 8, 2026; after that time, no questions will receive a response. All questions and responses will be posted in the RFP area of AAA4's website at <https://www.agencyonaging4.org/funding-opportunities> on or before Monday, October 12, 2026.
- (5) **OPTIONAL:** Potential applicants may request an appointment to visit the office in Sacramento to review copies of statutes, regulations, OMB Circulars, or AAA4 policies, bulletins, reporting procedures, evaluation tools, or any other public documents. To schedule an appointment, email **rfp@agencyonaging4.org** with the Subject Line "RFP Appointment."

Agency on Aging Area 4 is located at 1401 El Camino Avenue, Suite #400, Sacramento, CA 95815. Normal office hours: 8:30 a.m. to 4:30 p.m. (Closed 12pm-1pm), Monday thru Friday.

- (6) Use the checklist at the end of the General Application with AAA4 to determine which attachments should be submitted as part of the proposal. Only send material specifically requested in the RFP. Additional materials will be discarded.



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- (7) Submit the complete proposal prior to the deadline of **12:00 Noon (Pacific) on Friday, October 30, 2026**. Follow the instructions provided in this document. Late applications will not be opened because they are ineligible for funding consideration.
- (8) Applicants are strongly encouraged to attend both the AAA4 Grants Review Team and Governing Board (GB) meetings (see the Timeline for details). These meetings will be held at AAA4's Sacramento office with the option to join remotely via Zoom (links to be provided at a later time). Applicants attending those meetings (in person or via Zoom) will be given an opportunity to speak briefly on behalf of their proposals, and they will be allowed to answer any questions the grants reviewers or GB members may have.

LETTER OF INTEREST (LOI) FORM INSTRUCTIONS

1. All required information on the Letter of Interest Form must be submitted.
2. Submit one electronic form prior to the deadline, Friday September 25, 2026 by 12:00 PM (PST). To submit a Letter of Interest Form, follow these steps:
 - a. Go to <https://www.agencyonaging4.org/funding-opportunities>
 - b. Complete the Letter of Interest Form under "Request for Proposal- FY2027-2031"

After successfully submitting the LOI through the designated webpage, a confirmation message will appear indicating that all electronic materials have been received.

If you encounter technical issues submitting the LOI Form on AAA4's website, please email a written LOI with all required fields, and a screenshot of the error page to rfp@agencyaging4.org. No paper copy of the LOI Form may be submitted. Be sure to allow sufficient time for the LOI to be submitted prior to the deadline.

3. LOI Forms submitted after the deadline will not be accepted, and the applicant will be ineligible to submit a bid.
4. Once an LOI Form has been successfully submitted, AAA4 will email the mandatory Bidders' Conference details for Thursday, October 1, 2026.



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APPLICATION SUBMISSION INSTRUCTIONS

1. All Required Information must be written into this application.
2. When submitting an application, only send material specifically requested in the IFB. Additional materials will be discarded.
3. Submit one electronic copy of the bid prior to the deadline, which is **Friday, October 30, 2026 at 12:00 Noon (PST)**. To submit application, follow these steps:
 - a. Go to <https://www.agencyonaging4.org/funding-opportunities>
 - b. Complete the application submission form under "Request for Proposals- FY2027-2031"
 - c. Upload the following required documents
 - i. General Application
 - ii. Program Application
 1. There are multiple submission lines for each program
 - iii. Checklist of Required Documents- Under the General Application

After successfully submitting the application through the designated webpage, a confirmation message will appear indicating that all electronic materials have been received.

If you encounter technical issues submitting the application or any required documents on AAA4's website, please email the application, all required documents, and a screenshot of the error page to rfp@agencyaging4.org.

No paper copy of the application may be submitted. Be sure to allow sufficient time for the application to be submitted prior to the deadline. Late applications will not be opened as they are not eligible for consideration.

Failure to follow these Instructions may render an application non-responsive and, therefore, ineligible for funding consideration.



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2026-2027 TIMELINE

August 4	Public Posting of Notice of Intent (NOI) to Issue the RFP
September 4	Issue the RFP at: http://agencyonaging4.org
September 25	Letter of Interest (LOI) Form due to AAA4 (Mandatory for All Applicants)
October 1	Bidder's Conference (Mandatory for All Applicants)
October 8	Last Day for Applicant's to Submit RFP Questions to AAA4
October 30	ALL PROPOSALS DUE to AAA4 by 12:00PM ³ (noon)
December 3	Grants Review Teams make funding awards ⁴
December 11	Governing Board determines fund awards ⁴
December 18	Last Day for Applicant Appeals (if necessary)
2027	
January 8	Governing Board Hears Appeals (if necessary)
February 1	Contract Packets sent to Awardees (tentative)
April 1	HICAP Services Begin
June	Contract Packets sent to III-E and III-D Awardees (tentative)
July 1	III-E and III-D Services Begin

Notes:

³ All times shown are in the Pacific Time Zone.

⁴ Applicants are strongly encouraged to attend this meeting and may speak on behalf of their proposals.



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FUNDING CYCLES AND ANTICIPATED FUNDING AMOUNT

The initial contract period for the services included in this RFP is one (1) fiscal year, beginning July 1, 2027, and ending June 30, 2028. Annually, AAA4 reserves the right to extend contract periods for one (1) fiscal year, subject to factors including but not limited to the availability of funds and the Funded Partner's fulfillment of their contractual responsibilities. In accordance with State law, AAA4 can make only three such consecutive extensions, thus no service contract arising from this RFP may continue beyond June 30, 2031.

The Title III-E (Family Caregiver Support Programs), Title III-D (Health Promotion-Evidence Based) and Health Insurance and Advice and Counseling included in this RFP begin on a two-year cycle, and they are eligible for renewal for an additional two-year contract cycle, beginning July 1, 2027, and ending June 30, 2029. Such renewal is contingent upon the explicit approval of the Governing Board of AAA4. If renewal is granted, then the affected Funded Partners will not need to reapply or compete for continued funding.

The funding figure shown below represents AAA4's best estimate of the amount of funds that will be available under this RFP during the initial contract period (July 1, 2027, through June 30, 2028). Funding amounts may change depending upon the availability of federal and State funds. The disbursement of these funds is contingent upon the awarding of funds to AAA4 from the California Department of Aging.

HEALTH INSURANCE COUNSELING AND ADVOCACY:

HICAP	
All Nine Counties	\$566,450

TITLE III-D HEALTH PROMOTION EVIDENCE-BASED:

Health Promotion EB	
Nevada County	\$12,882



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TITLE III-E FAMILY CAREGIVER SUPPORT PROGRAM:

Caregiver Supplemental Services: Caregiver Assessment	
Placer County	\$69,195
Sacramento County	\$153,565
Yolo County	\$35,035

Respite Care: Caregiver Respite	
Placer County	\$236,568
Sacramento County	\$342,429
Yolo County	\$37,072

Access Assistance: Caregiver Case Management	
Placer County:	\$9,109
Sacramento County:	\$67,007
Yolo County:	4,611