



## **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 IV: PROGRAM REQUIREMENTS AND EXPECTATIONS**

### **INTRODUCTION**

This section outlines policies and requirements that are unique to the Health Insurance Counseling and Advocacy Services, Family Caregiver Support Programs (Title III-E), and Health Promotion Evidence-Based (Title III-D) included in this RFP.

### **RATIONALE**

To reduce administrative burden, AAA4 issues a separate RFP on separate contract cycle for Title III-B Transportation, Senior Information & Assistance, Outreach, Home Modifications, and Legal Services, and Title III-C Nutrition Services. Title III-D and III-E are grouped together in this RFP because the Agency has some ability to transfer funds between those two Titles.

### **PURPOSE**

This section is intended to act as a bridge between the General Requirements and Expectations (Section III) and the individual Program Specifications/Applications. In the event of a conflict, this section shall take precedence over Section III. A proposal that fails to comply with all applicable requirements may be deemed non-responsive and, therefore, ineligible for funding consideration.

REMINDER: The term *Applicant* is used when the policy/requirement must be met prior to or while applying for funds administered by AAA4. The term *Funded Partner* is used when the policy/requirement must be met after the award of funds administered by AAA4.

## **AAA4 PRINCIPLES AND PRIORITIES**

### **I. LEADERSHIP AND ADMINISTRATION**

#### PAST PERFORMANCE

AAA4 will provide Grants reviewers with a Past Performance Report for any Applicant Organization that has contracted with AAA4 in the last ten years.

### **II. PROGRAM PARAMETERS**

#### REQUIRED ACTIVITIES

Each service category has one or more required activities. Where multiple activities exist,

AAA4 identifies a “primary activity” for data reporting and tracking purposes. The primary activity is the most central or the most indicative measure of Funded Partners’ progress toward meeting quarterly benchmarks and annual service goals.

NOTE: For compliance purposes and unless otherwise stated, the minimum number of units for each of the required activities identified in the Program Specifications and Applications shall be one (1) unit.

The chart below lists each service category’s data classification. As stated in Section III, Part I.D.2 Data Reporting, Funded Partners providing Non-Registered Services shall be required to submit client information directly to AAA4 as well as aggregate service unit data. The required client information consists of: Zip code, rural designation, date of birth, gender identity, sex at birth, sexual orientation, race, ethnicity, living arrangement and poverty status. Funded Partners must ask clients to provide this information; however, clients are not required to provide it in order to receive services.

| <b>Title</b> | <b>Service Category</b>                                                                                                     | <b>Primary Activity (Units)</b> | <b>Data Classification</b> |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------|
|              | HICAP                                                                                                                       | Clients Counseled               | SHARP System               |
| III-D        | Health Promotion Evidence-Based                                                                                             | Sessions                        | Non-Registered             |
| III-E        | Caregiver Respite (Caring for Older Adults):<br>In-Home Personal Care<br>Out-of-Home Day Care<br>Out-of-Home Overnight Care | Hours                           | Registered                 |
| III-E        | Caregiver Access Assistance:<br>Caregiver Case Management                                                                   | Hours                           | Registered                 |
| III-E        | Caregiver Supplemental Services:<br>Caregiver Assessment                                                                    | Hours                           | Registered                 |

See each Program Specification/Application for more details.