



Central Illinois Agency on Aging, Inc.

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An independent, not-for-profit organization serving older adults and informal caregivers in Fulton, Marshall, Peoria, Stark, Tazewell and Woodford Counties

Website: <http://www.ciaoa.com>

TO: Interested Parties

FROM: Central Illinois Agency on Aging

DATE: April 26, 2022

SUBJECT: Request for Proposals to Provide Disease Prevention and Health Promotion Services - Bingocize for Fiscal Years 2023, and 2024

Central Illinois Agency on Aging, Inc. (CIAA) is accepting Applications for funds for the provision of Disease Prevention and Health Promotion Services-Bingocize to persons 60 years of age or older. These services will be targeted to older persons with greatest economic or social need, with particular attention to low-income minority individuals and older individuals residing in rural areas; and frail/disabled older persons will be given priority for services. Funds are available for the provision of these services to older persons in Fulton, Marshall, Peoria, Stark, Tazewell, and Woodford Counties.

Funds are available under the Older Americans Act and the Illinois Act on Aging through the Illinois Department on Aging for a two-year period beginning October 1, 2022, and ending September 30, 2024. To request an Application form, a Letter of Intent must be submitted to CIAA by 5:00 P.M. on May 10, 2022, as specified in this Request for Proposals in the section entitled "Applications." An Application form must be completed and received by CIAA by 5:00 P.M. on June 7, 2022. Letters of Intent and Applications received after the respective deadlines will not be considered.

ELIGIBLE APPLICANTS

The service provider must be organized and formally recognized by the Illinois Secretary of State as being a not-for-profit corporation, a unit of local government, or a profit making organization. An Award to a profit making organization requires prior approval from the Illinois Department on Aging.

ELIGIBLE PERSONS

Persons 60 years of age or older are eligible to receive Health Promotion Services-Bingocize.

TARGETED PERSONS

The service provider must:

- A. set objectives, consistent with State policy, for providing services to older individuals with the greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement.
- B. include specific objectives for providing service to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural area.

PERSONS WITH GREATEST ECONOMIC NEED

Local policy provides that persons with greatest economic need are given highest priority for services.

Greatest economic need results from income near or below the poverty levels established by the Office of Management and Budget. The 2022 poverty level for a family of one is \$13,590 and for a family size of two is \$18,310. Income levels for families with more than two persons are listed in the instructions to the Application.

PERSONS WITH GREATEST SOCIAL NEED

Greatest social need is defined as: (1) minority (2) limited English-speaking, (3) 75 years of age or older or (4) living alone. Minority is defined as those persons who are either (a) American Indian or Alaskan Native (a person having origins in any of the original peoples of North America); (b) Asian or Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent); (c) Black or African American (a person having origins in any of the black racial groups in Africa); or (d) Native Hawaiian or Pacific Island (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

SERVICES DEFINITION

Based upon the priorities established as a result of CIAA's planning process, the following services, as defined by Illinois Department on Aging Implementation Guidelines and/or local policy, will be provided to participants.

Services must be provided at senior centers, congregate meal sites, through home-delivered meals programs, or at other appropriate sites, including information about available resources and services.

DISEASE PREVENTION AND HEALTH PROMOTION SERVICES

Disease Prevention and Health Promotion Services promote better health among older persons by providing evidence-based health promotion programs. Evidence-Based Programs are interventions based on evidence that is generated by scientific studies published in peer-reviewed journals.

HEALTH PROMOTION - BINGOCIZE

Bingocize strategically combines the game of bingo, exercise, and/or health education. Trained lay leaders may select between three separate 10-week units that focus on exercise-only, exercise and falls prevention, or exercise and nutrition. Each unit includes a leader's script for each session and participants' materials. Groups of participants play Bingocize® twice per week, with each 45-60 minute session consisting of exercises (range of motion, balance, muscle strengthening, and endurance exercises) and/or health education questions. The program can be delivered using a traditional bingo game along with printed curriculum lay leader and participants' materials or lay leaders and participants can use a web-based app to play Bingocize® in-person or remotely.

A unit of service measurement is a session per participant.

This includes sessions (programs) provided to individuals or groups. For example, if there are 7 people attending a weekly health promotion session, then the unit count would be 7, the unduplicated count of people served is 7. If during the second weekly health promotion session, 4 people return from the first meeting and 4 new people join, then the unit count for the month to date would be 15 (7 sessions in 1st week + 8 sessions in 2nd week), and the unduplicated count of people served is 11 (7 people in 1st week + 4 new people in 2nd week).

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For additional information on Bingocize go to:

[https://Bingocize® | Western Kentucky University \(wku.edu\)](https://Bingocize® | Western Kentucky University (wku.edu))

SERVICE REQUIREMENTS

An organization receiving funds for Disease Prevention and Health Promotion-Bingocize program needs to comply with numerous service, administrative, financial, Civil Rights, and other requirements. Some of these requirements, those considered necessary to offer a basic description of the services to be provided, are highlighted as follow. Other requirements are attached to this document, in the Assurances, and the Notification of Grant Award.

ADVISORY ROLE OF OLDER PERSONS

The service provider must have procedures for obtaining the views of participants about the services they receive.

TRAINING REQUIREMENTS

Service Providers must provide and/or arrange for training of elderly and other volunteers and paid personnel regarding for the special needs of older persons, benefits and services available for older persons, and specific service issues. Training may be incorporated into staff meetings, with participation by volunteers.

PARTICIPANT CONTRIBUTIONS

Service provider shall: (1) provide each older person with an opportunity to voluntarily contribute to the cost of the services; (2) protect the privacy of each older person with respect to his or her contributions; (3) establish appropriate procedures to safeguard and account for all contributions; and may not deny any older person services because the older person will not or cannot contribute to the cost of the services; (4) methods utilized for the collection of voluntary contributions must allow for the maximum privacy and confidentiality of those individuals who chooses to contribute; (5) use all contributions to expand the services of the provider under this part and supplement (not supplant) funds received under the Older Americans Act. Nutrition services providers must use all contributions to increase the number meals served, facilitate access to such meals, or to provide other supportive services directly related to nutrition services.

PARTICIPANT DISCLOSURE OF INFORMATION

The service provider may not require an older person to disclose information about income or resources as a condition for providing services. The service provider may ask about the older person's financial circumstances as a part of the process of identifying additional resources and benefits for which an older person may be eligible.

CONFIDENTIALITY

The service provider needs to have procedures to protect the confidentiality of information about older persons collected in the conduct of their responsibilities.

COORDINATION

The service provider must assure that the services provided are coordinated with other appropriate services in the community. The service provider must be aware of, and knowledgeable about, benefits and services available through its own and other organizations, refer participants as needed, and follow through on referrals to assure that benefits and/or services are received and the need met.

OUTREACH ACTIVITIES

All service providers under this chapter must comply with the following procedures established by the Area Agency for---

- A. Outreach activities to ensure participation of eligible older persons with *special* emphasis on the following groups of the older population and inform such persons of the availability of services.
 1. Older individuals residing in rural areas. Rural is defined by the State of Illinois Intrastate Funding Formula.
 2. Older individuals with greatest economic need (with particular attention to low-

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income minority individuals and older individuals residing in rural areas).

OUTREACH ACTIVITIES (CONTINUED)

3. Older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas).
4. Older individuals with severe disabilities.

As outlined in §102 (48) of the Older Americans Act, severe disability means a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments of that: OAA Sec. 102 (48)

- a. is likely to continue indefinitely; and
- b. results in substantial functional limitation in 3 or more of the following major life activities outlined below:
 - i. self-care,
 - ii. receptive, and expressive language,
 - iii. learning,
 - iv. mobility,
 - v. self-direction,
 - vi. capacity for independent living;
 - vii. economic self-sufficiency, and
 - viii. cognitive functioning

4. Older individuals with limited English-speaking proficiency.
5. Older individuals with Alzheimer's Disease or related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals).
6. Older individuals at risk of institutional placement.

The service provider must make known the availability of the services and how to get the services, to ensure participation of eligible older persons, and must assist participants in taking advantage of benefits under other programs.

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MAINTENANCE OF EFFORT

Funds available through this Request for Proposals must be in addition to, and may not be used to supplant, any funds that are or would otherwise be expended under any Federal, State, or local law by a State or unit of general purpose local government.

Services for which payment may be made under Title XVIII of Social Security Act (42U.S.C.1395 et seq.) are not included in the services for which funds are available through this Request for Proposals.

GEOGRAPHIC SERVICE AREA

Service areas have been designated within the Planning and Service Area for which CIAA has planning and administrative responsibilities. An Application will be accepted for the provisions of Disease Prevention and Health Promotion Services-Bingocize program in Fulton, Marshall, Peoria, Stark, Tazewell, and Woodford counties. The provider must propose services for the entire service area.

PRIORITY TO MEDICALLY UNDERSERVED AREAS

Priority shall be given to areas of the Planning and Service Area that are medically underserved and in which there are a large number of older individuals who have the greatest economic need for such services. Information on these areas appears in the chart below of Medically Underserved Areas.

Medically Underserved Areas

<u>County</u>	<u>Census Tract/Township</u>
Fulton	Astoria Township Cass Township
Marshall	Marshall County
Peoria	0001.00 0002.00

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PRIORITY TO MEDICALLY UNDERSERVED AREAS (CONTINUED)

0003.00
0005.00
0006.00
0009.00
0012.00
0013.00
0037.00
0038.00
0039.00
0050.00

Stark

Essex Township
Valley Township
West Jersey Township

FUNDING POLICIES

Amount and Sources of Funding

Funds for Disease Prevention and Health Promotion Services-Bingocize program are available under the Federal Older Americans Act and the Illinois Act on Aging through the Illinois Department on Aging. The amounts of funds available from CIAA, shown below are annualized amounts. These amounts are available for expenditure in Fiscal Year 2023 (October 1, 2022, to September 30, 2023); and Fiscal Year 2024 (October 1, 2023, to September 30, 2024).

The amounts of funds available are as follows:

SERVICES

AMOUNT OF FUNDS

Bingocize

\$ 14,000

Applicants must propose Health Promotion-Bingocize program for all six counties: Fulton, Marshall, Peoria, Stark, Tazewell and Woodford.

FUNDING PROCESS (CONTINUED)

The successful applicant becomes the service provider and is awarded funds through a Notification of Grant Award (NGA). The NGA is the legally binding agreement between CIAA and the service provider and, upon signature, includes the Application and legal, regulatory, and other requirements. Actual funding will be contingent on the availability of funds to CIAA.

OTHER RESOURCES

In addition to funds available from CIAA, other resources are used to support the total costs of the services. Other resources include program income, other income and local contributions or match, as defined below.

Program Income is contributions received from or on behalf of service participants. Services are free of charge, but older persons must be afforded the opportunity to make voluntary and private contributions toward the cost of services. Program income further includes all funds earned by the service provider from activities for which part or all of the costs are paid by the grant.

Other Income is funds received from outside sources which cannot be counted as program income or local contributions, but which support the cost of the funded services.

Local Contributions (Match) or the service provider's contribution to services, can be cash and/or in-kind contributions, but cannot include Federal funds other than Community Development Block Grant and Legal Service Corporation funds. The service provider's cash and/or in-kind contributions are considered match when applied to the amount of expenses incurred, as reported. Match is required to earn funds available from CIAA, and this match requirement is based on the percentage that local contributions represent of the sum of funds from CIAA plus local contributions. ($\% = \text{local contributions} / \text{funds from CIAA} + \text{local contributions}$.)

There is a required minimum percentage, which varies according to the number of years that a provider receives funds from CIAA for the same services. The required minimum percentage for the provider delivering services for the first fiscal year is 25%. For the second fiscal year, the required minimum percentage is 40%. For all subsequent fiscal years, the required minimum percentage is 60%.

OTHER RESOURCES (CONTINUED)

The requirement for match is intended to promote and demonstrate local support for the services. It is not intended to obstruct needed services for older persons. If it is impossible for a provider to meet the match requirement, CIAA's Board of Directors and Area Advisory Council will consider necessary waivers. Waivers of the match requirement may be requested in the cover letter of the Application at the time of submission of the Application, and must include a rationale.

APPLICATIONS

Those requesting an Application form must submit a Letter of Intent to CIAA, 700 Hamilton Boulevard, Peoria, Illinois 61603, by 5:00 P.M. on May 10, 2022. A Letter of Intent received after the deadline will not be considered. The Letter of Intent should state the following: (a) services for which an Application will be made; (b) service area for which Applications will be made; (c) name of the applicant organization and contact person; and (d) the address where the Application is to be sent. CIAA will send an Application form to the contact person at the address specified in the Letter of Intent.

An Application workshop via Zoom and/or conference call is scheduled for Wednesday, May 11, 2022, via Zoom, starting at 10:00 A.M. A review of the Application form will be presented, with time allotted for questions. Technical assistance will be available upon request.

An original and one copy of the Application, minimally consisting of the prescribed Application form completed in full, must be submitted to CIAA by 5:00 P.M. on June 7, 2022. Applications received after 5:00 P.M. on June 7, 2022, will not be considered.

Applications will be reviewed by CIAA staff according to the criteria that follow, and for technical accuracy. CIAA staff will then present the results of the review to a designated committee comprised of Area Advisory Council members. This committee is charged with responsibility for developing recommendations for funding for Council and Board action. Appeals of Board action will be processed in accordance with established procedures as attached in the policy "Appeals of Probation, Suspension, Termination and Other Adverse Action."

CRITERIA FOR REVIEW OF APPLICATIONS

1. Administrative Accountability and Budgeting: 0-30 Points

The application describes and demonstrates the applicant's administrative skills, experience, qualifications, and financial controls; and, presents a budget which is accurate, competitive, reasonable in its costs, and efficient in its utilization of resources.

2. Provision of Quality of Services: 0-30 Points

The application proposes and demonstrates provision of services which meet or exceed the prescribed general and specific service standards, and outlines processes for evidence of continuous improvement of proposed services.

3. Provision of services in an Accessible Manner: 0-15 Points

The application proposes and demonstrates the conduct of outreach activities to identify older persons eligible for assistance, with particular emphasis on linking services to isolated older individuals and individuals with severe disabilities and their care givers, and to inform such persons and their care givers of the availability of the services to assure that all older persons in the proposed service area have reasonable convenient access to services.

4. Targeting of Services: 0-15 Points

The application proposes and demonstrated services available in such a way as to provide optimum access for older persons with greatest economic and social need with particular attention to low-income minority persons; and frail/disabled older persons will be given priority for services.

5. Empowerment of Older Persons: 0-10 Points

The application proposes and demonstrates services provided so as to promote the independence and dignity of older persons, enable older persons to exert control over their own lives, and seek information from older persons about the quality and impact of services on their lives.

CRITERIA FOR REVIEW OF APPLICATIONS (CONTINUED)

The application may also be reviewed for consistency between all responses in the scored and in any un-scored portions. Any inconsistency noted may affect scoring or the responsiveness of the application. Current and past area agency funded service providers' program performance reviews, monitoring and any special reviews will be considered in the review and decisions for grant/contract awards.

Total points possible are 100, which include 20 points for demonstrated performance or documented ability to perform as agreed. Current or previous providers will be accountable for demonstrated performance, up to a maximum of 20 points distributed proportionately among 5 criteria. Correspondingly, applicants who are not current or previous providers will be accountable for documented ability to perform as agreed, up to a maximum of 20 points distributed proportionately among the 5 criteria. The applicants must achieve a minimum of 70 points in order to be funded.

RIGHT TO REJECT OR NEGOTIATE

CIAA reserves the right to reject all Applications or to negotiate changes in any or all information.