



REQUEST FOR QUALIFICATION

For

Homemaker Services
East Pasco County

SUBMISSION DUE DATE AND TIME

September 30, 2024 3:00 PM EST

DELIVERY OF APPLICATION

must be submitted to:

Attn: Program Department - RFQ
Area Agency on Aging of Pasco – Pinellas, Inc.
9549 Koger Boulevard, Suite 100
St. Petersburg, FL 33702

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1.0 INSTRUCTIONS

1.1 OVERVIEW OF THE FEDERAL OLDER AMERICANS ACT AND FLORIDA'S AGING NETWORK

In an effort to meet the diverse needs of the growing numbers of older persons in the United States, Congress passed the Older Americans Act of 1965. The Act has been amended several times since the original passage, most recently reauthorized in 2020, but it is still the primary vehicle for organizing, coordinating, and funding a system of community-based long-term care services to older adults 60 years of age and older. Age is the primary eligibility factor for older adults receiving services (60 years and older); however, priority is given to those with the greatest social and economic need, low-income minority individuals, individuals residing in rural areas, older individuals at risk of institutional placement, and older individuals with limited English proficiency.

Unique to the Act is its creation of Area Agencies on Aging (AAA). An Area Agency on Aging is a public or a private non-profit agency designated by the state to address the needs and concerns of older individuals within their PSA. With leadership provided by a State Unit on Aging (SUA), these entities are charged with the following:

1. Creating multi-year plans for the development of comprehensive, community-based services which meet the needs of older persons within their communities;
2. Providing information on available services, programs and policies that affect older persons;
3. Advocating for the improvement of services and rights of older persons and their caregivers; and
4. Contracting, coordinating, and monitoring federal, state, and local funding which support the operation of these community-based long-term care services which assist older persons to remain independent within their own homes and communities.

In Florida, the Department of Elder Affairs (DOEA) serves as the SUA and provides oversight to eleven AAAs. The Area Agency on Aging of Pasco-Pinellas, Inc. (AAAPP) serves Planning and Service Area 5 which is comprised of Pinellas and Pasco Counties. F.S. 20.41 (8) states that area agencies on aging are subject F.S. 119, relating to public records, and when considering any contracts requiring the expenditure of funds are subject to ss. 286.011-286.012 relating to public meetings.

One of the primary features of the OAA, Title III program is county and community involvement in the planning and funding of the system of services for older persons. Each service provider must seek to expand the sense of community participation by expanding the use of volunteers, by involving qualified local persons in both policy making or advisory capacities, by collecting and analyzing information on the needs, opinions and preferences of older persons, by employing qualified staff from local sources, and by securing the required non-federal financial share (local match).

PASCO COUNTY PROFILE

Pasco, one of the top 100 fastest growing counties in the U.S., has 170,768 persons over the age of sixty. This represents 30.72 percent of the county population. The 85+ population accounts for 3 percent of the total population, and 10 percent of the 60+ population. Of the total 60+ population residing in Pasco County, 13 percent have incomes below poverty level. There are 10,140 minority residents over the age of 60 who are low income.

Source: 2022 Florida County Profile Projections, Florida Department of Elder Affairs

1.2 COMMUNICATION WITH THE AAAPP

All communication regarding this RFQ must be directed to the Area Agency on Aging of Pasco Pinellas, Inc. Programs Department. The point of contact is:

Area Agency on Aging of Pasco – Pinellas, Inc.
Attn: Programs Department - RFQ
9549 Koger Boulevard, Suite 100
St. Petersburg, FL 33702
Programs@aaapp.org
(727) 570 - 9696

1.3 AREA AGENCY ON AGING OF PASCO – PINELLAS, INC. WEBSITE

Copies of this RFQ, exhibits, related material, and any addenda may be obtained from the AAAPP website at <https://agingcarefl.org/>

1.4 BIDDERS CONFERENCE

Certified Minority Business Enterprises are encouraged to participate in any bidders' conferences, pre-solicitation or pre-bid meetings that are scheduled. Attendance at the bidders conference on September 12, 2024 at 11:00 a.m., is not mandatory and attendance by a bidder is not a prerequisite for acceptance of an application by the Area Agency on Aging. All interested parties and potential bidders, however, are strongly urged to attend the Bidders Conference.

1.5 WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS AND CONE OF SILENCE

No inquiries about the contents of the RFQ will be accepted after completion of the Bidder's Conference occurring on September 12, 2024, at 11:00 a.m. Verbal and written inquiries will be accepted before and at the pre-proposal Bidder's Conference on September 12, 2024. All questions and responses will become public record and will be posted to the AAAPP website at <https://agingcarefl.org/> on September 13, 2024.

Respondents to this RFQ, or persons acting on their behalf, may not discuss information specifically related to this RFQ, between the release of this RFQ and deadline for submission of written appeals, with any employee or officer of the Area Agency on Aging, any individual involved in evaluating applications submitted in response to the RFQ, or any employee or officer of the State of Florida concerning any aspect of this solicitation, except in writing, as noted above. Violation of this provision may be grounds for rejecting a

submission. No interpretation of the meaning of the RFQ documents will be made to any applicant orally. Oral statements made by Area Agency on Aging representatives may not be relied on by applicants. Failure of an applicant to receive responses to written questions shall not relieve said applicants from complying with the RFQ documents as clarified or revised in writing.

1.6 REQUIREMENTS FOR SIGNING APPLICATION

- Each applicant represents that this document has been read and is fully understood.
- The Summary Information Page (See Exhibit A) of the RFQ must be signed by an individual authorized to legally bind the agency submitting the RFQ.

1.7 LETTER OF INTENT

Letter of Intent is due by September 16, 2024, to the Programs@aaapp.org email address. This is mandatory for acceptance of application. There is no prescribed format for this Letter of Intent but should include the name of the agency intending to submit an application in response to this RFQ and a simple statement of intent.

1.8 APPLICATION SUBMISSION

Applications containing all items required herein, signed by the appropriate authorized representative of the agency on the Summary Information Sheet must be received on or before **September 30, 2024, at 3:00 PM EST** to be considered. **Late submissions will not be considered.**

It is the responsibility of the applicant to ensure that the Application is received by the AAAPP on time at the right location. The AAAPP will confirm receipt of all applications in electronic communication.

The Area Agency on Aging of Pasco-Pinellas, Inc. requires **3 (three)** copies of each Request for Quote response, **and an electronic copy stored on a flash drive** must be submitted. At least one (1) of the copies **must** contain original signatures, in blue ink, of an official of the potential provider agency who is authorized to bind the provider to the agency's quote.

The remaining copies must be a complete photocopy (or original). All copies must be submitted at the same time in an envelope or container marked "Request for Quote."

All pages should be appropriately numbered. Please see Exhibit A for the complete application and all required formats. Applications shall be submitted with responses or submissions for all listed items, as they appear in Exhibit A.

- **1:** Signed Summary Information Page
- **2:** Program Narrative
- **3:** Audited Financial Statements
- **4:** Certification of Operating Funds
- **5:** Insurance Coverage

- **6:** Match Commitment
- **7:** Availability of documents
- **8:** Contract Module

1.9 RIGHTS OF AREA AGENCY ON AGING OF PASCO-PINELLAS IN REQUEST FOR QUOTES PROCESS

In addition to all other rights of AAAPP under Florida law, the AAAPP specifically reserves the following:

- the right to rank submissions and negotiate with the most qualified applicant(s).
- the right to select the applicants that it believes will serve the best interest of older adults in the planning and service area.
- the right to solicit new submissions.
- the right to cancel this entire procurement process.
- the right to reject any or all applications for sound, documented business reasons.
- the right to reject any submissions as nonresponsive and disqualify without evaluating the submission if it contains substantive exceptions to the terms and conditions of the RFQ that cannot be rectified without affecting the price, quality, delivery or performance of the services being procured.
- the right to waive any informalities or non-material irregularities of a submission.
- to accept non-competitive applications and negotiate price and/or specifications if service is available from only one source, or public emergency exists, or after solicitation where competition is determined to be inadequate.
- the right to request any necessary clarifications, provided that information requested does not change the price, quality, quantity, delivery, or performance time of the services/goods being procured.
- the right to require the applicant to perform the services required on the basis of the original submission without negotiation.

1.10 PUBLIC RECORDS

Proposals received by the AAAPP pursuant to a procurement procedure, in accordance with F.S. 119.071(1)(b), are exempt from public inspection and examination until such time as the Area Agency on Aging of Pasco-Pinellas, Inc. provides notice of decision or within 30 days after proposal opening, whichever is earlier. Information that is confidential and/or exempt from public records disclosure will not be produced, provided that it is legally required that it not be produced or a specific exemption from disclosure exists as determined solely by AAAPP. If you believe you are submitting anything that is confidential and/or exempt from disclosure, you must clearly mark it as set forth in the instructions below. However, the determination of whether something is confidential and/or exempt from disclosure remains in AAAPP's sole discretion.

1.11 TRADE SECRET AND CONFIDENTIAL MATERIALS

All submissions become public records as set forth above. Unless a specific exemption exists

from disclosure, all documents submitted will be released in response to a public records request. If the submission includes material which is deemed a trade secret, as defined by Section 688.002, F.S., the following statement should be included in the submission “Trade Secrets as defined by Section 688.002, F.S. are contained in this submission and shall not be used or disclosed except for the purpose of evaluating this submission.” In addition, each and every page that contains information that the applicant contends contains information that is a Trade Secret as defined by Section 688.002, F.S. or is confidential and/or exempt from disclosure requirements of F.S. 119, must be clearly marked and cite the specific statute language that applies to/justifies the legal exclusion, by the applicant prior to submission.

The Area Agency on Aging of Pasco-Pinellas, Inc. also assumes no liability for disclosure or use of unmarked material containing trade secrets or other confidential/exempt material and may use or disclose the data for any purpose and may consider that the information was not submitted in confidence and therefore is a public record pursuant to Chapter 119, Florida Statutes.

Applicants are strongly discouraged from submitting any information that the applicant feels is confidential and/or exempt from public records disclosure as AAAPP will comply with the public records law and will make the determination within its sole discretion as to whether information submitted by an applicant that an applicant claim is exempt from disclosure is in fact, exempt from disclosure. By submitting this application, the applicant submits all information at its own risk and covenants not to sue AAAPP and waives any claim against AAAPP in connection with or as a result of any disclosures by AAAPP of any information contained in the submission. By submitting the application, the applicant agrees that AAAPP may use and disclose all information submitted for any purpose AAAPP sees fit, and that it is within AAAPP’s sole discretion to determine if any information submitted is confidential and/or exempt from disclosure.

1.12 EXPENSES INCURRED IN PREPARING QUOTES

The AAAPP accepts no responsibility for any expense incurred by the Applicant in the preparation and presentation of any submission. Such expenses shall be borne exclusively by the Applicant.

1.13 FUNDING AWARD SELECTION PROCESS

The timetable and description of the Area Agency on Aging of Pasco-Pinellas (AAAPP) requirements under the Older Americans Act for applicant agency contract funding shall be as follows:

- AAAPP develops a written timetable for the contract review process which establishes the date for advertisement of the public hearing(s), advertisement of Request for Qualification (RFQ) notices, due date for applications, the date by which selection of competitive and/or non-competitive applicants for funding is made, and the funded implementation date. The established timetable is made available to all potential applicants and the public.
- A Bidders Conference shall be held in accordance with the established timetable for those service contracts up for bid.

- Applicant agencies shall submit their applications to the AAAPP in accordance with the established timetable and in accordance with instructions provided in this document. Notice of receipt of application shall be confirmed in writing within 30 days of submission.
- If more than one application is received per service type, a Selection Team shall review all submitted applications in accordance with the established timetable. A rating scale will be used to assess the degree to which the applicant's response meets the criteria. Verbal presentations may be required of applicants prior to the Selection Team finalizing their recommendation.
- Any proposals not submitted by the deadline will be rejected.
- The AAAPP reserves the right to reject any or all proposals or waive minor irregularities when to do so would be in the best interest of the AAAPP and the State of Florida. Minor irregularities are those which will not have a significant adverse effect on overall competition, cost, or performance.
- The Selection Team shall submit a ranked list of the top bidders and make recommendations regarding specific bidder(s) for contract award(s) to the Program Planning Committee of the AAAPP Board of Directors.
- The Program Planning Committee will review the Selection Team's recommendations and make recommendations to the AAAPP Board of Directors. If only one application is received, staff will review the application and submit recommendations to The Program Planning Committee.
- AAAPP Board of Directors will award contracts based upon the recommendation made by the Program Planning Committee and on which bidder's or bidders' offer(s) is/are most advantageous to the AAAPP and the State of Florida. The decision to award a contract(s) by the AAAPP Board of Directors shall be final and be made in accordance with the established timetable. Failure by an adversely affected applicant to file with the AAAPP a written notice of protest within 72 hours after posted notice of contract award shall constitute a waiver of hearing procedures and shall not be considered.
- After a final decision is made, AAAPP shall conduct optional Critique Meetings with selected applicant(s) in accordance with the established timetable. Written critiques will be provided to selected applicant(s) at that time.
- The selected applicant(s) shall submit a revised application pursuant to critique requirements. In certain circumstances, special provisions to the contract may be required by AAAPP.
- The initial contract term shall be for a period of twelve (12) months from January 1, 2025 through December 31, 2025. The AAAPP reserves the right to renew the contract on a yearly basis for up to one year, contingent upon satisfactory performance and the availability of funds.

Signed contracts are required prior to contract service implementation.

1.14 CONFLICT OF INTEREST

The applicant represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The applicant further represents that no person having any such interest shall be employed by the applicant during the agreement term and any extensions.

The applicant shall promptly notify the AAAPP point of contact, in writing, by electronic correspondence, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Applicants judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the applicant may undertake and request an opinion of the AAAPP as to whether the association, interest or circumstance would, in the opinion of the AAAPP, constitute a conflict of interest if entered into by the applicant. The AAAPP agrees to notify the Applicant of its opinion, by certified mail, within thirty (30) days of receipt of notification by the Applicant.

1.15 HEARING PROCEDURES FOR BID PROTESTS

Any party who is substantially affected by the Area Agency on Agency's intended decision to award a contract must file a written notice of protest with the Area Agency on Aging within 72-hours after posting of the Notice of Intent to Award. Written notices must be hand delivered or sent certified mail, return receipt requested and received by the Area Agency on Aging within the 72-hour timeframe indicated above. See Exhibit D.

Written protests must be addressed or hand delivered to:

Ann Marie Winter, Executive Director
Area Agency on Aging of Pasco-Pinellas, Inc.
9549 Koger Boulevard, Suite 100
St. Petersburg, FL 33702

In the event any pending bid protest will result in a disruption in service delivery to elderly clients, the Area Agency on Aging reserves the right to contract on an emergency and interim basis, to maintain the delivery of services in place until such time when the protest is resolved.

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1.16 TIMETABLE

August 9, 2024	AAAPP Board of Directors Program Planning and Development Committee Meeting
August 19, 2024	AAAPP Board of Directors Meeting Review of Request for Qualification Timetable
August 20, 2024	Interested parties memo distributed RFQ Legal Notice posted on AAAPP website
August 21, 2024	RFQ Legal Notice posted on Florida Administrative Register
August 30, 2024	RFQ available online at: http://www.agingcarefl.org
September 9, 2024	AAAPP Advisory Council meeting
September 12, 2024, 11:00am	Bidders Conference via Web Conference: https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OWQ1YzBmOWMtMDkyMy00MmY3LWI0MTAtNjcxZDk0MmQxYTg0%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252283b3093f-a5ce-4e92-b5ee-ad14342917db%2522%252c%2522Oid%2522%253a%25226c601bf5-ca52-464b-ac31-bcd481b11923%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=00daae48-7e4c-4b12-8661-ed67fa9ea247&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true
September 13, 2024	Answers to questions available online at: http://www.agingcarefl.org
September 16, 2024	Letter of Intent due and to be submitted electronically to programs@aaapp.org .
September 30, 2024, 3:00pm	OAA/LSP RFQ Applications due to be submitted at: Area Agency on Aging of Pasco-Pinellas, Inc. 9549 Koger Blvd, Suite 100 St. Petersburg, FL 33702 *Opening of RFQs immediately following
TBA	Selection Team Meeting
TBA	Program Planning and Development Committee Meeting
November 18, 2024	AAAPP Board of Directors Meeting – Approval of Proposed Applicant Agencies and Final Allocations Notice of Award posted on AAAPP website
November 19, 2024	Notice of Award posted on Florida Administrative Register
January 1, 2025	Services Initiated

2.0 SCOPE OF WORK

2.1 PURPOSE

The purpose of this Request for Qualification (RFQ) is to secure one (1) provider for the provision of Homemaker services funded by the Older Americans Act/Local Services Program to be delivered to persons sixty years and older within the geographic area of East Pasco County only. The geographic area of East Pasco is considered any location in Pasco County East of U.S. Highway 41.

Pursuant to s. 287.057, F.S., all financial assistance awards and contracts more than \$35,000 shall be competitively bid at least every six years. A Request for Proposal was completed in 2020 for contract years 2021-2026 and an applicant was named as the successful provider of Homemaker services under the Older Americans Act. In June of 2024, the selected provider gave notification that they would be terminating their contract and would no longer be providing Homemaker services any further in Pasco County. In August of 2024, a new Homemaker provider was competitively secured and awarded the Older Americans Act contract beginning September 1, 2024; however, this awarded provider only serves the West portion of Pasco County. The geographic area of West Pasco is considered any location in Pasco County West of US Highway 41. The goal of this RFQ is to define the scope of work to be accomplished and convey the requirements and expectations of a provider under the Older Americans Act. The Older Americans Act contract procured through this RFQ process is for the period of January 1, 2025 – December 31, 2025. This contract may be renewed on a yearly basis for up to one additional year (January 1, 2026 – December 31, 2026), contingent upon satisfactory performance, appropriate renewed application, and the availability of funds. The proposed unit rate for each year of the contract (two years) must be provided. The contract amount and service levels will be negotiated prior to the renewal of the contract.

Older Americans Act providers have the responsibility for outreach, targeting and prioritization, establishing eligibility, completing assessments for registered Older Americans Act services, as applicable, having the ability to maintain the Enterprise Client Information Registration and Tracking System (eCIRTS) database, or any statewide database that may be implemented during the contract period, including records, and receiving referrals from the Aging and Disability Resource Center.

There are approximately 37 active Older Americans Act clients receiving Homemaker services that reside in the defined geographic location of East Pasco. There are approximately 511 seniors on the waitlist for Older Americans Act Homemaker services that reside in the defined geographic location of East Pasco

2.2 HOMEMAKER SERVICE DESCRIPTION

Homemaker service is defined as the accomplishment of specific home management duties by a trained homemaker. Duties may include, but are not limited to, housekeeping; laundry; cleaning refrigerators; clothing repair; minor home repairs; assistance with budgeting and paying bills; client transportation; meal planning and preparation; shopping assistance; and routine house-hold activities. A unit of service is one (1) worker hour directly spent at client's residence performing above-described homemaker duties. Travel time can be counted if the homemaker transports the client or performs essential errands for the client as approved

by the job order. Clients (and/or their caregivers/designees) and homemakers shall be provided with copies of the tasks authorized by the service coordinator or homemaker supervisor. Providers shall maintain a written record of activities and report any unusual incidents or changes in the client’s appearance or behavioral changes.

2.3 HOMEMAKER PROVIDER QUALIFICATIONS

Homemaker service providers may be home health or hospice agencies licensed or exempt under Chapter 400.464, Florida Statutes. Providers may also be independent vendors or employees of agencies registered with the Agency for Health Care Administration.

2.4 INSURANCE REQUIREMENTS

The selected applicant(s) will maintain, through the entire period of the contract, adequate coverage of insurance. The applicant must include copies of the certificate of insurance coverage. Minimum coverage should include liability, worker’s compensation, employee bonding, and director’s and officer’s liability insurance.

TYPE OF COVERAGE	MINIMUM \$ COVERAGE
Worker’s Compensation - covering all persons employed for such work with statutorily required limits.	In compliance with state of Florida laws
Employers’ Liability - including bodily injury caused by disease and, where applicable, in compliance with any other statutory obligation pertaining to the compensation of injured employees	\$500,000 each accident \$500,000 disease, policy limit \$500,000 disease per employee
Comprehensive General Liability – covering: <i>Personal Injury</i> on an “occurrence” basis <i>Property Damage</i> Liability on an “occurrence” basis	\$3,000,000 aggregate \$1,000,000 \$1,000,000
Directors and Officers Liability	\$1,000,000 aggregate
Automobile Liability - on all owned, non-owned or hired vehicles and equipment used in performance of the work provided for in this agreement	\$1,000,000 for bodily injury \$1,000,000 for property damage

2.8 MINIMAL CONTRACT TERMS AND CONDITIONS

The Contract for Older Americans Act and Local Services Program will be a fixed unit rate agreement. Selected applicant(s) shall be reimbursed for units of service as reported in eCIRTS (the statewide client database), not to exceed the total award. All services must be provided within the parameters of the standard contract and approved Service Provider Application. A sample contract can be found in Exhibit E.

3.0 APPLICATION REQUIREMENTS

All submissions MUST contain the following items. All pages should be appropriately numbered

and identified by the complete company name in the header and/or footer. **See Exhibit A for application format and narrative requirements.** **Omission of a signature on the Summary Information sheet may result in rejection of your quote.**

3.1 1: Summary Information Sheet

This section must be completed by every applicant using the format provided. It must be signed by an authorized representative of your agency. Please note that you must include your proposed unit rate(s) in this document (section 4). Quotes will include proposed unit rates for:

- One-hour of Homemaker service

Note: Currently there are approximately 39 clients, who reside in East Pasco County who receive Homemaker services. The current average of monthly services is 11 hours per month, per client. Each rate must include all applicable costs as required in the Contract Module (See **Exhibit A** for instructions and **Exhibit G** for Contract Module).

3.2 2: Program Narrative

Applicants must answer the questions outlined in the Program Narrative pertaining to the following:

1. Provider qualifications and staff qualifications (please note that proof of required licensure must be included in this section)
2. Targeting and Outreach (see **Exhibit B** for definitions of targeted groups)
3. Identification and Prioritization of Clients (see **Exhibit B** for prioritization procedures)
4. Grievances, complaints and process for reducing or terminating services (see **Exhibit C** for Grievance procedure)
5. Client Confidentiality
6. Quality Assurance
7. Current/Proposed Job Descriptions, Qualifications, and Training

3.3 3: Audited Financial Statement

Include your most recent audited financial statements, attesting to the reliability of the applicant’s financial and administrative system must be provided as an attachment to the proposal.

3.4 4: Certification of 60 days of Operating Funds

A Certification of 60 days of Operating Funds must be provided in a signed statement.

3.5 5: Insurance Coverage

Applicants are required to include documentation of actual current insurance coverage. The selected applicant(s) will maintain, through the entire period of the contract, adequate coverage of insurance. The applicant must include copies of the certificate of insurance coverage. Minimum coverage should include liability, worker’s compensation, employee bonding, and director’s and officer’s liability insurance.

TYPE OF COVERAGE	MINIMUM \$ COVERAGE
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Worker's Compensation - covering all persons employed for such work with statutorily required limits.	In compliance with state of Florida laws
Employers' Liability - including bodily injury caused by disease and, where applicable, in compliance with any other statutory obligation pertaining to the compensation of injured employees	\$500,000 each accident \$500,000 disease, policy limit \$500,000 disease per employee
Comprehensive General Liability – covering: <i>Personal Injury</i> on an “occurrence” basis <i>Property Damage</i> Liability on an “occurrence” basis	\$3,000,000 aggregate \$1,000,000 \$1,000,000
Directors and Officers Liability	\$1,000,000 aggregate
Automobile Liability - on all owned, non-owned or hired vehicles and equipment used in performance of the work provided for in this agreement	\$1,000,000 for bodily injury \$1,000,000 for property damage

3.6 6: Match Commitment Documentation

Match of 10 percent is required for Older Americans Act funds. If applicable, no match is necessary for the LSP portion of the total funding. To determine the amount of match required for the proposed services, divide the total allocation of the funds by point nine (.9). For example, if the program allocation is \$30,000, divide by point nine (.9) equaling \$3,333,33 then multiply by .1 In this case, the required match is \$3,333 which is equal to 10 percent of the total funding. The match requirement may be satisfied by in-kind contributions including materials, commodities, transportation, office space, other types of facilities, or personal services, and contributions of money or services from functionally impaired elderly persons. The appropriateness of all match is determined through evaluation by the Area Agency on Aging. Federal dollars may not be used as match.

3.7 7: Availability of Documents

The Availability of Documents form must be signed to assure that the listed documents are maintained in the administrative office of the provider and will be filed in a manner that ensures ready access for inspection by the AAAPP or its designee(s) at any time. Signing the document also assures that the Provider will furnish copies of these documents to the AAAPP upon request.

3.8 8: Contract Module

Using the instructions provided in **Exhibit A** and the worksheets found in **Exhibit G**, applicant must include completed spreadsheet in submission. Electronic submission must include Exhibit G in Excel format.

End of Document