

## ELDER OPTIONS

### PSA 3

# Community Care for the Elderly Lead Agency Designation and Related General Revenue Programs & Older Americans Act Requests for Proposals

## Questions & Answers

### Question 1:

Are there specific templates for the Letter of Interest and Letter of Intent for these applications?

### Answer 1:

The CCE RFP Notice of Intent to Submit a Proposal should be submitted on the form provided as **Appendix-II-Notice-of-Intent-to-Submit-Proposal** at <https://agingresources.org/2025-cce-rfp/>

Guidance regarding the OAA RFI Letters of Interest and Statements of Qualification is provided in the **Elder Options 2025 OAA RFI** at <https://agingresources.org/2025-oaa-rfi-rfp/>

### Question 2:

Our agency currently operates two Adult Day Health Care Centers. While we do provide hot nutritious meals to members that are either seniors and/or disabled I am not sure this is considered congregate meal. I see that the RFI says that all interested parties should be able to provide the full array of OAA supportive services. Do our meals provided at the Adult Day Health Care Centers satisfy the C-1 and C-2 required services measure?

### Answer 2:

Regarding an OAA application, the applicant must be prepared to provide current services in all of the programs, as listed on page 4 in the posted OAA RFI. As noted, an acceptable contractor must be capable of providing the full array of OAA supportive, nutrition, and caregiver services (Titles IIIB, C-1, C-2, and IIIE) in the specific county of interest. The county of interest for the current posting is Putnam.

The current provider agency contracts with a meal vendor for their congregate and home delivered meals. Meals may be fresh (hot or cold, as applicable), frozen, or shelf stable.

There are currently two meal sites in operation in Putnam County. One at Barry Manor in Palatka and one at the Walker Center in Hawthorne (located between Hawthorne and Interlachen). At times in the past, there was a site in Crescent City, a second site in operation in Palatka, and a partnership with the Edgar Johnson Senior Center in Palatka.

The new service provider should be prepared to establish or maintain delivery systems for home delivered meals throughout the county.

Review of Chapter 5 (Older Americans Act Title IIIC) at the following link will provide specific expectations for these services: <https://elderaffairs.org/publications-reports/programs-services-handbook/> There are also chapters for Titles IIIB and IIIE at this location that may be reviewed for the services funded through those programs. Appendix A provides service descriptions. Other chapters and appendices on this page will provide additional information regarding requirements and guidance.

**Question 3:**

Does the organization chart count against the 2 page limit or can it be an attachment? For services we don't currently provide like home meal delivery, should the plan for incorporating those additional c1 and c2 services be a part of the 2 page narrative or also an attachment with references?

**Answer 3:**

A staffing chart may be provided either as part of the Letter of Interest and Statement of Qualification or as an attachment to it.

A plan to incorporate services not yet provided is not required in this document. Agencies who submit this document will receive information, after the January 8 deadline, regarding the application process. The application process provides the opportunity for this level of information.