

**TO:** Direct Service Providers of Title III – B (In-Home) Services  
**FROM:** Jeff Thompson, Area Agency on Aging Director  
**DATE:** August 10, 2021  
**SUBJECT:** Title III – B (In-Home/Homemaker Services) Request for Proposals

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Please submit proposals to provide services through the Northwest Alabama Council of Local Governments Area Agency on Aging (NACOLGAAA), In-Home Homemaker Services Program. NACOLG AAA will adhere to the provisions and procedures set forth by the Area Agency on Aging for awarding contracts or grants. Personal Service Contracts or Contracts with “For Profit” Agencies must be submitted to the Alabama Department of Senior Services before becoming effective. The initial contract term will be October 1, 2021, through September 30, 2022.

Proposals must be received by the NACOLG AAA no later than **September 3, 2021**. Missing information or failure to comply with deadlines may delay or void your contract approval.

We sincerely appreciate your interest in this program and look forward to the receipt of your proposal. If you have any questions or would like an electronic copy of this proposal, please contact Kathy Jo Spears at 1-800-838-5845 or [kspears@nacolg.org](mailto:kspears@nacolg.org).

**TITLE III-B (IN-HOME/ HOMEMAKER)  
SERVICE PROPOSAL  
FISCAL YEAR \_\_\_\_\_**

**AGENCY:** \_\_\_\_\_ **DIRECTOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**HOMEMAKER:**

To provide temporary assistance such as housekeeping, meal preparation, grocery shopping, bill paying, and routine household care.

**Please indicate below the county or counties your agency intends to service:**

\_\_\_\_ Colbert                      \_\_\_\_ Lauderdale                      \_\_\_\_ Winston  
\_\_\_\_ Franklin                      \_\_\_\_ Marion

**Established Maximum Reimbursement Rates:**

Homemaker                                              \$15.00 per hour

The agency understands that Northwest Alabama Council of Local Governments reserves the right to award contracts to more than one provider.

\_\_\_\_\_  
Authorized Agency Official                                              Date

\_\_\_\_\_  
Witness                                              Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

**Does this organization have liability insurance, at a minimum of \$1,000,000, to cover the service(s) to be delivered? \_\_\_YES \_\_\_NO** If **YES**, please provide a copy of the insurance policy.

**Insert  
Current Certificate of Insurance (\$1,000,000 Minimum Amount)**

## SERVICE PROPOSAL NARRATIVE

**Please attach a narrative statement explaining what qualifies you or your agency to provide the services for which you are bidding. Complete one narrative for each proposed service.**

Please include in your narrative:

1. Any licenses/certifications held by your organization
2. Your agency's ability to provide each of the services indicated in your proposal
3. Staffing necessary to perform services
4. Qualifications of your staff and their supervisors (i.e., trainings, certificates, licenses, etc.)
5. Established procedure to address worker absence
6. Any other pertinent information that will further document your agency's ability to perform the services indicated in your proposal.

## TARGETING EFFORT

The 2006 Amendments to the Older Americans Act added the requirement that services be developed and provided with particular attention to the following targeting provisions:

- (I) older individuals residing in rural areas;
- (II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- (III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- (IV) older individuals with severe disabilities;
- (V) older individuals **with limited English proficiency;**
- (VI) older individuals with Alzheimer's disease **and related** disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
- (VII) older individuals at risk for institutional placement;**

The act is also amended to require that ALL SERVICE PROVIDER contracts include details on the presence and needs of the priority target population and how those needs will be met.

**All service providers must have a targeting effort statement. Please provide a narrative statement to describe how you will comply with the targeting effort.**