

**Region VII Area Agency on Aging  
AIP/RFP Timetable  
Draft: Subject to Final ACLS Bureau Guidance  
Fiscal Year 2024**

	<i>Day</i>	<i>Date</i>	<i>Completion Date</i>	<i>Purpose</i>
RFP	Tuesday	April 25, 2023	4/25/2023	Draft FY 2024 Allocation Plan distributed for Review and Comment.
RFP	Tuesday	May 2, 2023		Deadline for written comments on Draft FY 2024 Allocation Plan due at 4 p.m.
RFP	Thursday	April 27, 2023		Committee of the Whole meeting to review comments and prepare recommendation for Final Allocation Plan to Region VII AAA Board.
AIP	Tuesday	May 2, 2023		AIP summary available
AIP	Friday	May 5, 2023		AIP presented to the Advisory Committee – 10:15 a.m.
AIP	Friday	May 5, 2023		Distribute media release/flyers announcing public hearings* (Email and Vendor View message sent to all vendors regarding Zoom meetings.....posted announcement and sign up link on R7 website)
RFP	Friday	May 5, 2023		AAA Board action on FY 2024 <b>Final</b> Allocation Plan.
RFP	Friday	May 5, 2023		Notice announcing availability of funds under the RFP, Letters of Intent sent to interested parties on RFP mailing list.
RFP	Monday Tuesday	May 8, 2023 thru May 30, 2023		RFP Packets mailed to organizations submitting qualified Letters of Intent.
RFP	Friday	May 26, 2023		Deadline for Letters of Intent to be submitted to AAA.
AIP	Thursday	May 18, 2023		Public Hearing Zoom Meeting, 2:00 p.m. ZOOM
AIP	Monday	May 22, 2023		Public Hearing Zoom Meeting, 10:00 a.m. ZOOM
AIP	Tuesday	May 23, 2023		Deadline for written comments on Draft FY2024 AIP by 10:00 a.m.
AIP	Thursday	May 25, 2023		AIP presented to Committee of the Whole
AIP	Thursday	June 1, 2023		AIP presented to Region VII AAA Board of Directors.
RFP	Monday	June 5, 2023		Letter to County Boards of Commissioners advising them of the opportunity to comment on applications.
RFP	Tuesday	June 6, 2023		Deadline for receipt of written questions.
RFP	Monday	June 12, 2023		RFP Workshop – Region VII Conf. Room 2 10:00 am.
RFP	Monday	June 26, 2023		Deadline for completed RFP, copies, & attachments to be submitted to Region VII AAA.
RFP	Monday	June 26, 2023		RFP Staff Training, 11:00 a.m.
AIP	Thursday	June 29, 2023		Mail AIP w/request for approval to Counties and SCIT.

AIP	Thursday	June 29, 2023		Upload FY 2024 AIP to AMPs after Board approval that morning.
RFP	Tuesday Friday	June 27, 2023 thru July 14, 2023		Region VII AAA staff review team conducts independent review of applications.
RFP	Wednesday	July 5, 2023		Comments on RFP applications due from County Board of Commissioners.
RFP	Monday Thursday	July 17, 2023 thru July 20, 2023		AAA staff review, comment, and analysis sessions.
RFP	Friday	July 21, 2023		Staff review and recommendations report compiled for Committee of the Whole.
RFP	Thursday	July 27, 2023		Committee of the Whole
AIP	Monday	July 31, 2023		County Commission approval/passive approval due.
RFP	Thursday	August 3, 2023		AAA Board meeting for action on funding awards.
RFP	Friday	August 4, 2023		Notice of Grant Awards & staff review reports mailed.
RFP	Monday Friday	August 7, 2023 thru August 18, 2023		Contract negotiation sessions
AIP	Friday	August 18, 2023 thru September 15, 2023		Executive Director presents FY2024 AIP to CSA.
RFP	Friday	September 1, 2023		Deadline for corrected contract budgets and/or narrative material to be submitted to AAA.
RFP	Friday	September 29, 2023		All FY 2024 Contracts Finalized.

\*Drafts of the flyers and a media release are attached. Flyers will go to our network of contracted and Purchase of Service providers, state lawmakers offices, professional contacts in the planning and service area and to [www.region7aaa.org](http://www.region7aaa.org). Media releases will go to the primary newspaper in each of the ten counties, plus the Tribal Observer, and news radio WSGW (Saginaw) WMPX/RX (Midland) and WLEW (Thumb).