



# REGION VII AREA AGENCY ON AGING



WILLIAM SANDERS, CHAIR

BOB BROWN, EXECUTIVE DIRECTOR

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLA

**TO:** Parties Registered on the RFP Mailing List  
**FROM:** Bob Brown, Executive Director *BB*  
**DATE:** May 5, 2023  
**SUBJECT:** Call for Letters of Intent

The Region VII Area Agency on Aging is accepting *Letters of Intent* from public, private for-profit and non-profit incorporated entities interested in applying for FY 2024 (October 1, 2023 - September 30, 2024) funds to provide services for persons age 60 and older. The counties included in Region VII AAA are: Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac and Tuscola.

Attached are the geographic service areas, proposed allocations, and the service categories for which funds will be awarded through the competitive FY 2024 Request for Proposal process.

Please note that the section noted for the Allocation Plan for Multi-Year providers is only available to providers who have received the Multi-Year Contract. Letters of Intent from other providers will not be accepted for those programs.

All Region VII Area Agency on Aging contractual obligations are subject to the availability of State and Federal funds. (Please note: The funding levels for each service category published in the attachments labeled Annual Allocation Plan for Contracted Services FY 2024 are *subject to change* due to availability of funds from the state and federal government.)

A *Letter of Intent* form is enclosed. Instructions are included on the reverse side of the form. If interested in participating in the FY 2024 Request for Proposal (RFP) process, the *Letter of Intent* form must be completed and submitted to Region VII Area Agency on Aging office on or before 4:00 p.m. on Friday, May 26, 2023.

Please note that these are contracted funds available for the fiscal year beginning October 1, 2023. If you participate in a Purchase of Service program with Region VII AAA or the MI Choice Waiver Program, you are not obligated to take part in this process to participate in those programs.

If you would like additional information, please contact Connie Garcia, Contract Manager, at (989) 893-4506 or 1-800-858-1637.

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## LETTER OF INTENT

### INSTRUCTIONS

1. Organizations wishing to be considered for FY 2024 funding through the RFP process must submit a *Letter of Intent* form. Only one form should be submitted per organization. Public entities, non-profit corporations and for-profit corporations are eligible to participate.
2. To complete the form, fill in the organization name, full address and other identifying information in the top section. In the chart section, indicate the service area number(s), counties and service categories for which your organization intends to apply. The information included in the chart section must correspond to the information presented in the attached memorandum.
3. *Letters of Intent* which identify service categories that are not listed for a specific service area cannot be accepted by Region VII Area Agency on Aging.
4. **Letters of Intent are due** at the Region VII Area Agency on Aging office, 1615 S. Euclid Avenue, Bay City, Michigan 48706 **by 4:00 p.m. Friday, May 26, 2023**. Region VII AAA reserves the right to reject *Letters of Intent* that are not submitted on the proper form, are incomplete or are received after the deadline.
5. Applicants will be notified of the status of their *Letter of Intent* within two (2) weeks of receipt by Region VII AAA. Further instructions and/or application materials will be provided at that time.
6. The Region VII Area Agency on Aging reserves the right to accept or reject any or all *Letters of Intent* and funding proposals submitted thereafter as part of the bid process.
7. Funds awarded through the Region VII AAA require a 10% local match, which may be either cash or in-kind.
8. Questions concerning the *Letter of Intent* should be directed to Connie Garcia, Contract Manager, at (989) 893-4506 or 1-800-858-1637.