

**Region VII Area Agency on Aging
AIP/RFP Timetable
Final per ACLS Bureau Guidance
Fiscal Year 2025**

	<i>Day</i>	<i>Date</i>	<i>Completion Date</i>	<i>Purpose</i>
RFP	Friday	April 19, 2024		Draft FY 2025 Allocation Plan distributed for Review and Comment.
RFP	Wednesday	April 24, 2024		Deadline for written comments on Draft FY 2025 Allocation Plan due at 4 p.m.
RFP	Thursday	April 25, 2024		Committee of the Whole meeting to review comments and prepare recommendation for Final Allocation Plan to Region VII AAA Board.
AIP	Tuesday	May 7, 2024		AIP summary available
AIP	Friday	May 10, 2024		AIP presented to the Advisory Council – 10:00 a.m.
AIP	Friday	May 10, 2024		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 10, 2024		AAA Board action on FY 2025 Final Allocation Plan.
RFP	Friday	May 10, 2024		Notice announcing availability of funds under the RFP, Letters of Intent sent to interested parties on RFP mailing list.
RFP	Monday Tuesday	May 13, 2024 thru May 28, 2024		RFP Packets mailed to organizations submitting qualified Letters of Intent.
RFP	Friday	May 24, 2024		Deadline for Letters of Intent to be submitted to AAA.
AIP	Thursday	May 16, 2024		Public Hearing @R7 in person &/ Zoom Meeting option, 2:00 p.m.
AIP	Monday	May 20, 2024		Public Hearing Zoom Meeting, 10:00 a.m. ZOOM
AIP	Tuesday	May 21, 2024		Deadline for written comments on Draft FY2025 AIP by 10:00 a.m.
AIP	Thursday	May 23, 2024		AIP presented to Committee of the Whole
AIP	Thursday	June 6, 2024		AIP presented to Region VII AAA Board of Directors.
RFP	Monday	June 3, 2024		Letter to County Boards of Commissioners advising them of the opportunity to comment on applications.
RFP	Tuesday	June 4, 2024		Deadline for receipt of written questions.
RFP	Tuesday	June 11, 2024		RFP Workshop – Mandatory for ACLS Providers – Region VII Conf. Room 2 10:00 am.
RFP	Monday	June 24, 2024		Deadline for completed RFP, copies, & attachments to be submitted to Region VII AAA.
AIP	Thursday	June 27, 2024		Mail AIP w/request for approval to Counties and SCIT.
AIP	Thursday	June 27, 2024		Upload FY 2025 AIP to AMPs after Board approval that morning.

RFP	Tuesday Friday	June 25, 2024 thru July 19, 2024		Region VII AAA staff review team conducts independent review of applications.
RFP	Wednesday	July 3, 2024		Comments on RFP applications due from County Board of Commissioners.
RFP	Monday Thursday	July 15, 2024 thru July 19, 2024		AAA staff review, comment, and analysis sessions.
RFP	Tuesday	July 23, 2024		Staff review and recommendations report compiled for Committee of the Whole.
RFP	Thursday	July 25, 2024		Committee of the Whole
AIP	Monday	July 29, 2024		County Commission approval/passive approval due.
RFP	Thursday	August 8, 2024		AAA Board meeting for action on funding awards.
RFP	Friday	August 2, 2024		Notice of Grant Awards & staff review reports mailed.
RFP	Monday Friday	August 5, 2024 thru August 16, 2024		Contract negotiation sessions
AIP	Friday	August 16, 2024 thru September 13, 2024		Executive Director presents FY2025 AIP to CSA.
RFP	Friday	September 6, 2024		Deadline for corrected contract budgets and/or narrative material to be submitted to AAA.
RFP	Friday	September 27, 2024		All FY 2025 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. 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).