



REGION VII AREA AGENCY ON AGING



DARRYL THOMAS, CHAIR

BOB BROWN, EXECUTIVE DIRECTOR

TO: Parties Registered on the RFP Mailing List

FROM: Bob Brown, Executive Director BB

DATE: May 10, 2024

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 2025 (October 1, 2024 – September 30, 2025) 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 2025 Request for Proposal process.

Please note that the section notes 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 2025 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 2025 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 24, 2024.

Please note that these are contracted funds available for the fiscal year beginning October 1, 2024. 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.

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

**Region VII Area Agency on Aging
Letter of Intent Form**

**INTENT TO APPLY FOR FY 2025 OLDER AMERICANS ACT AND
OLDER MICHIGANIANS ACT MONIES**
(Instructions on reverse side)

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: () _____

Director: _____

Contact Person/Title (if other than Director): _____

Contact Person email: _____

Type of Organization: ___ private non-profit; ___ private for-profit;
 ___ public; ___ other _____

RFP form will be sent electronically. No paper forms will be available. ___ electronic

Indicate the services for which you intend to apply. Refer to the enclosed memorandum, which includes a list of fundable service categories by geographical area.

Service Area No.	County(ies)	Service Category

- **COMPLETED LETTER OF INTENT MUST BE RETURNED TO REGION VII AREA AGENCY ON AGING BY FRIDAY, MAY 24, 2024 AT 4:00 P.M.**

LETTER OF INTENT

INSTRUCTIONS

1. Organizations wishing to be considered for FY 2025 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 24, 2024.** 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.

**REGION VII AREA AGENCY ON
1615 S. EUCLID AVENUE
BAY CITY, MI 48706**

FY 2025 FINAL

County	Service Category	Final FY 2024	Final FY 2025
Bay -1	Congregate Nutrition	\$80,491	\$80,491
1	Home Delivered Meals	295,079	299,511
11	Case Coordination & Support	64,185	68,685
11	Homemaking	73,200	75,450
11	Personal Care	21,009	26,009
11	Respite Care	10,054	12,880
11	Adult Day Care	86,890	88,896
11	Caregiver Training	17,292	17,986
11	Caregiver Training	17,292	17,986
	SUBTOTAL	\$665,492	\$687,893
Clare - 2	Congregate Nutrition	\$34,762	\$26,094
2	Home Delivered Meals	137,828	134,245
12	Case Coordination & Support	26,289	23,576
12	Personal Care	21,616	21,787
12	Homemaking	38,859	37,409
12	Respite Care	17,653	16,600
12	Senior Center Staffing	-	7,087
12	Caregiver Training	7,876	7,876
	SUBTOTAL	\$284,883	\$274,674
Gladwin - 3	Congregate Nutrition	\$31,420	\$23,487
3	Home Delivered Meals	120,442	120,442
13	Case Coordination & Support	23,249	21,221
13	Personal Care	11,126	12,116
13	Homemaking	19,180	20,759
13	Respite Care	15,539	11,922
13	Senior Center Staffing	6,507	6,379
13	Adult Day Care	21,495	21,495
13	Caregiver Training	11,193	9,413
	SUBTOTAL	\$260,151	\$247,234
		Proposed	
County	Service Category	FY 2024	
Gratiot - 4	Congregate Nutrition	\$28,412	\$26,362
4	Home Delivered Meals	93,824	98,258
14	Case Coordination & Support	32,570	23,819
14	Home Repair	17,904	17,038

14	Chore	13,330	7,465
14	Homemaking	12,898	23,300
14	Personal Care	25,505	22,012
14	Respite Care	16,164	8,946
14	Senior Center Staffing	11,384	7,160
14	Adult Day Care	22,757	24,763
14	Caregiver Training	11,692	10,565
	SUBTOTAL	\$286,440	\$269,688

Isabella - 5	Congregate Nutrition	\$40,690	\$40,690
5	Home Delivered Meals	96,694	106,677
15	Case Coordination & Support	35,958	35,958
15	Personal Care	22,939	26,063
15	Homemaking	28,539	28,539
15	Respite Care	16,530	16,530
15	Adult Day Care	36,191	38,197
15	Caregiver Training	16,255	16,255
	SUBTOTAL	\$293,796	\$308,909

Midland - 6	Congregate Nutrition	\$57,962	\$57,962
6	Home Delivered Meals	189,541	194,935
16	Case Coordination & Support	40,135	46,533
16	Transportation	21,835	25,000
16	Personal Care	11,000	16,674
16	Homemaking	31,238	36,912
16	Home Repair	25,096	26,962
16	Respite Care	21,937	22,290
16	Adult Day Care	51,360	54,858
16	Caregiver Training	20,859	20,859
	SUBTOTAL	\$470,963	\$502,985

Saginaw - 7	Congregate Nutrition	\$132,916	\$132,916
7	Home Delivered Meals	437,007	444,450
17	Case Coordination & Support	103,270	112,574
17	Senior Center Operations	13,000	13,000
17	Senior Center Staffing	22,038	24,616
17	Adult Day Care	139,661	156,832
17	Caregiver Training	54,496	54,496
	SUBTOTAL	\$902,388	\$938,884

County	Service Category	Proposed FY 2024	
Huron - 8	Congregate Nutrition	\$32,506	\$31,581
8	Home Delivered Meals	160,258	160,258
18	Case Coordination & Support	24,174	24,174
18	Transportation	12,696	14,681

18	Chore	4,780	4,780
18	Caregiver Training	8,776	8,776
18	Personal Care	13,130	13,130
18	Respite Care	6,658	6,658
18	Homemaking	26,024	25,857
18	Senior Center Staffing	19,166	17,664
	SUBTOTAL	\$308,168	\$307,559
Sanilac - 9	Congregate Nutrition	\$34,686	\$34,686
9	Home Delivered Meals	167,410	171,411
19	Case Coordination & Support	25,163	26,954
19	Transportation	10,924	10,924
19	Chore	5,077	5,640
19	Caregiver Training	11,230	11,230
19	Personal Care	20,131	20,441
19	Respite Care	8,119	8,119
19	Homemaking	29,256	30,547
19	Senior Center Staffing	22,805	22,805
	SUBTOTAL	\$334,801	\$342,757
Tuscola - 10	Congregate Nutrition	\$23,096	\$23,096
10	Home Delivered Meals	190,787	200,000
20	Case Coordination & Support	34,290	39,796
20	Transportation	11,351	14,731
20	Chore	7,418	8,998
20	Caregiver Training	12,193	12,193
20	Personal Care	24,179	33,282
20	Respite Care	6,300	9,724
20	Homemaking	36,685	40,161
20	Senior Center Staffing	26,950	26,950
	SUBTOTAL	\$373,249	\$408,931
	Total of County Allocations	\$4,180,331	\$4,289,514
Saginaw - 21	Personal Care	134,000	148,564
21	Homemaking	108,912	123,602
21	Respite Care	45,784	50,004
	Saginaw In-Home Subtotal	\$288,696	\$322,170
Saginaw - 22	Minority Outreach/Advocacy	75,000	75,000
Saginaw -23	Senior Center Staffing/Minority	13,150	13,150
"	Outreach/Transportation	34,194	34,194

Thumb - 24

Minority Outreach/Advocacy
Special Programs Subtotal

20,000

20,000

\$142,344

\$142,344
