



Date: March 1, 2019

Re: Notice of Funding Availability:
FY 2020-2022 Request for Proposals – Nutrition Services

This notice is being sent to all organizations that currently receive funding through AgeOptions, and to all organizations on AgeOptions' Project Registry.

This notice of available grant funds is for the following Federal Older Americans Act programs and services administered by AgeOptions (the designated Area Agency on Aging for Cook County, Illinois outside the municipal boundaries of the City of Chicago):

Nutrition Services:

- Congregate Meals
(funded through Federal Older Americans Act Title III-C1 and Nutrition Services Incentive Program (NSIP))
- Home Delivered Meals
(funded through Federal Older Americans Act Title III-C2, Illinois General Revenue Funds and Nutrition Services Incentive Program (NSIP))

This notice is an official statement that AgeOptions is seeking proposals for the above referenced services to be provided in suburban Cook County, Illinois. The Request for Proposal (RFP) outlines the Area Agency's planning principles, funding plans, basic and general requirements, scoring criteria, and service standards.

The Request for Proposal and accompanying documents are posted to the AgeOptions Grants Portal*. Information about how to access the AgeOptions Grants Portal is posted to the AgeOptions website at <http://ageoptions.org/gallery/nutritionrfp/> and shown below:

- Interested organizations must create an organizational account on AgeOptions' grants management portal.
- Organizations that currently receive funding through AgeOptions were asked to confirm their organizational information and then were sent log-in information to access their organizational accounts. It is the potential applicant's total and sole responsibility to assure receipt of the log-in information and the Request for Proposals.

The Area Agency on Aging of Suburban Cook County, since 1974

- Organizations that do not currently receive funding through AgeOptions must register with AgeOptions. To register, e-mail rfp@ageoptions.org with the following information:
 - Legal Name of Organization
 - Address (street address, city, zip code)
 - Phone number
 - Federal Employer Identification Number (FEIN)
 - The full name, title, e-mail address and phone number of the designated contact person

AgeOptions will create your organizational account and send an e-mail to your designated contact person with the log-in information. It is the potential applicant's total and sole responsibility to assure receipt of the log-in information and the Request for Proposals. **The deadline to register is April 5, 2019.**

**If you need a reasonable accommodation, please e-mail RFP@ageoptions.org or contact Paula Bartolozzi, Grants Administrator at 708-383-0258. Requests for reasonable accommodations will be accepted up to seven (7) business days prior to the proposal deadline.*

Applicants need to review all materials to ensure that requirements are understood. AgeOptions reserves the right to issue clarifications of any of the requirements outlined in these documents. Such clarifications will be binding on all applicants.

AgeOptions is seeking proposals from organizations for service provision or management in Fiscal Year 2020 (for the period October 1, 2019 - September 30, 2020) under the AgeOptions Area Plan on Aging. AgeOptions reserves the right to extend these grants for additional years based on availability of funding, performance of recipients and agreement of recipient agencies to such an extension. Applicants will be expected to clearly identify the programs/services and geographic area for which they are applying in the application. (Service management results when a grantee uses an outside caterer for food production. Each applicant for service management may choose its own outside caterer from a list of approved caterers. The list of approved caterers is included in the Nutrition RFP accompanying documents.)

Technical Assistance

Please plan to join us for a technical assistance session to learn more about the process. The sessions will be held as follows:

New Applicant Technical Assistance Session:

- March 7, 2019 (9:30am - Noon) at AgeOptions, 2nd floor Training Room (1048 Lake Street, Oak Park, IL 60301)

Identical Technical Assistance Sessions:

- March 7, 2019 (1:30 - 4:00pm) at AgeOptions, 2nd floor Training Room (1048 Lake Street, Oak Park, IL 60301)
- March 11, 2019 (1:30 - 4:00pm) WEBINAR; details in RFP document
- March 12, 2019 (9:30am - Noon) WEBINAR; details in RFP document

Final Technical Assistance Session (optional):

- April 16, 2019, (3:00 - 4:00pm) WEBINAR; details in RFP document

Available Funds

Funds are based on revenue projections for FY 2020 from the Federal government and the State of Illinois to the Illinois Department on Aging and from proposed allocations to suburban Cook County. The following may decrease or increase based on available revenues for Fiscal Year 2020: annual Federal and State appropriations; changes in the Federal Inter-State Funding Formula to Illinois; and/or changes in the share of funds retained by the Illinois Department on Aging; and/or adjustments and any changes in the Illinois Department on Aging intrastate funding formula for the distribution of funds.

Non-Discrimination Statement

AgeOptions does not discriminate in admission to program or treatment of employment in programs or activities in compliance with the Illinois Human Rights Act; Section 504 of the Rehabilitation Act; The Age Discrimination Act; the Age Discrimination in Employment Act; and the U.S. and Illinois Constitution. If you feel you have been discriminated against, you have the right to file a complaint with the Illinois Department on Aging. For information, call 1-800-252-8966 (voice and TDD) or contact the AgeOptions Civil Rights Coordinator at 708-383-0258.

Timeline

Item	Date
Request for Proposal Issued	March 1, 2019
New Applicant Technical Assistance Session	March 7, 2019 – LIVE SESSION*
Technical Assistance Sessions (identical sessions)	March 7, 2019 – LIVE SESSION* March 11 and 12, 2019 – WEBINARS*
Grants Portal Training Sessions (identical sessions)	March 15 and 20, 2019 – WEBINARS*
Grants Portal Account requests due	April 5, 2019
Final Technical Assistance Session (optional)	April 16, 2019 – WEBINAR*
Applications due online	April 23, 2019 (midnight)

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Requested application corrections due	April 26, 2019 (midnight)
Final day to withdraw an application	June 4, 2019
Award Announcement	Around July 1, 2019
FY2020 Budget updates due	August 16, 2019
Service Begins	October 1, 2019

*See Request for Proposals document for details and registration links.

Questions?

Please e-mail rfp@ageoptions.org.