

OLD COLONY PLANNING COUNCIL - REGION IV- AREA AGENCY ON AGING

OCPC FFY 2026/2027 Title III Proposal Guidelines (Pre-Application on Pages 6-9)

1. **GOAL:** Title III funds are awarded under the auspices of a Four-Year Area Plan for the purpose of creating a coordinated and comprehensive system of community-based elder services in the Old Colony Planning Council AAA Planning and Service Area. The OCPC Planning and Service Area is comprised of the following communities:

Abington	Halifax	Plymouth
Avon	Hanover	Plympton
Bridgewater	Hanson	Rockland
Brockton	Kingston	Stoughton
Carver	Lakeville	Wareham
Duxbury	Marshfield	W. Bridgewater
E. Bridgewater	Middleborough	Whitman
Easton	Pembroke	

Title III funds are intended to be used to provide direct services to older adults aged 60 and over living in the communities listed above. Particular emphasis is placed on serving special target populations, providing services and programs that help to maintain individuals in their own homes and communities, fill existing service gaps, and are not available through other sources. Programs must operate for twelve (12) months. The Area Agency on Aging federal fiscal year begins October 1 and ends September 30.

2. **TARGET POPULATION:** The Older Americans Act mandate requires that Title III funding be used to target services to the following groups of elderly: **elders with the greatest economic need (with particular attention to low-income minority elders), elders with the greatest social need (with particular attention to low-income minority elders), elders with severe disabilities, elders with limited English-speaking ability, and elders with Alzheimer's disease or other related disorders (and their caretakers).** The ability and commitment of the applicant agency to serve these target populations will be considered when reviewing proposals.

Greatest economic need is defined by the "poverty guidelines" which are issued annually in the Federal Register by the Secretary of Health and Human Services. The guidelines for federal fiscal year 2025 are as follows:

<u>Size of Family Unit</u>	<u>Annual Income</u>
1	\$14,580
2	19,720
3	24,860
4	30,000

See these guidelines for more information:

<https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

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Greatest social need is defined as a need caused by non-economic factors which include physical and mental disabilities, language barriers, and cultural, social, or geographical isolation including that caused by racial or ethnic status which restrict an individual's ability to perform normal tasks, or which threaten such individual's capacity to live independently.

Minority elders are those individuals who belong to the following ethnic/racial groups:
African-American - a person having origins in any of the black racial groups of Africa.

American Indian/Native Alaskan - a person having origins in any of the original peoples of North America, and who maintain identification through tribal affiliation or community recognition.

Asian American/Pacific Islander - a person having origins in any of the original peoples of East Asia, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

Hispanic Origin - a person of Mexican, Puerto Rican, Cuban, Central America or South America or other Spanish culture or origin, regardless of race.

3. **FUNDING PRIORITIES, REQUIREMENTS AND LIMITATIONS:** Title III funding is available for programs which address one or more of the following Area Plan Service Priorities (see page 5 for a description of the service categories.)

- A. Transportation
- B. In-Home Health and Supportive Services
- C. Supportive Services to target populations
- C. Legal Services
- D. Long-Term Care & Assisted Living Services
- E. Regional Nutrition Services (Congregate & Home Delivered Meals)
- F. Medication Management/Healthy Living Services
- G. Mental Health Services & Reduction of Social Isolation
- I. Regional Family Caregiver Support

Programs are approved for a term of two (2) years, with funding allocations for the second year being contingent upon service demand, program performance, grant regulation compliance, and funding availability. Title III funds are intended to be used for the provision of direct services to the elderly. Funding requests for facility renovations and/or equipment will not be considered.

4. **DONATIONS POLICY:** All Title III program participants must be given the opportunity to make voluntary and confidential donations to the cost of Title III program. No person who otherwise qualifies for the program should be excluded from participation due to lack of donation. Grantee agencies will be required to submit a plan detailing the donations policy for their program.

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5. **PARTICIPANT SATISFACTION SURVEY:** All Title III programs will be required to conduct a client satisfaction survey a minimum of once each program year and forward all results to the AAA.
6. **REPORTING REQUIREMENTS:** All agencies receiving Title III funding are required to submit monthly cash requisition and program performance reports to the AAA. All Title III grantee agencies are required to submit all relevant fiscal back-up documentation with their Title III cash requisition. Required back-up documentation will include, but not be limited to, payroll records/time sheets, paid bills (utilities, rent, travel expenses), and any other relevant documentation to support reported Title III costs. Grantee agencies are required to provide socio-economic and demographic data on clients served. For documentation purposes, the AAA strongly recommends that grantee agencies ensure that they have a system in place that will allow them to collect and report such data in a timely and accurate manner.
7. **REGIONAL PROGRAMS:** Because of limited Title III resources, the OCPC-AAA seeks to fund regional or semi-regional types of programs. Programs designed to serve the entire region, or a portion of the region should clearly describe efforts/action steps that will be taken to ensure that service will be available to all towns in the proposed service region. Regional programs are expected to coordinate their programs with the existing service network in the region (COA's, State Home Care, other provider agencies) through referrals, outreach, and public education.
8. **LONG-TERM FUNDING:** Applicant agencies are encouraged to identify alternative funding sources in order to reduce their reliance on Title III funding. **In recent times, we realize that inflation has increased costs. Unfortunately, we are not sure if our Title III funding from the Older Americans Act will keep place with these cost increases.** It is for that reason that we encourage returning service agencies, which seek continued funding, to make every effort to reduce their request from the previous year's funding level or limit their request to the amount of their most recent annual award.

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9. **MATCHING REQUIREMENTS:** All service agencies receiving Title III funding must provide a minimum of fifteen percent (15%) **{25% for Family Caregiver Support Program III-E}** of the total program cost in some form of matching share. Matching share may include in-kind contributions of space, equipment, and/or volunteer time, or cash match contributions in the form of paid staff time, supervision, etc.
10. **AFFIRMATIVE ACTION:** All agencies receiving Title III funding must adhere to an affirmative action and equal employment opportunity policy. All proposals must include an agency affirmative action plan.
11. **LETTERS OF SUPPORT:** Applicants are encouraged to submit letters of support from agencies or individuals who are familiar with the proposed program or who will be working in conjunction with the applicant agency to provide the program.
12. **APPLICATION PROCEDURE:** In order to receive consideration for funding, all sections of the proposal must be completed. Those sections of the proposal that do not apply to the proposed program should be identified as such by the applicant and explained in detail. Instructions are provided for each section of the proposal.
13. **TECHNICAL ASSISTANCE:** The AAA staff are available to assist applicants with questions related to the pre-application process and the proposal process.
14. **ADDITIONAL CONSIDERATIONS:** In developing proposals, all agencies are encouraged to consider integrating older workers and volunteers into the program.

Old Colony Planning Council – Area Agency on Aging

Service Priorities for FFY 2026-2027 Area Plan

Transportation -see note below regarding external funding**

In-Home Health and Supportive Services - \$125,000* (urgent assistance) -minimum requirements: 800 units to 200 unduplicated elders).

Legal Services - \$125,000* (minimum requirements: 1,200 units to 200 unduplicated elders).

Regional Family Caregiver Support - \$195,000*

Regional Nutrition Services - \$750,000* (minimum requirements: 450,000 meals for 3,200 unduplicated elders).

Evidence-based Disease Prevention and Health Promotion Programming - \$30,000* (minimum requirements: 155 units to 62 unduplicated elders).

Mental Health Services & Reduction of Social Isolation- \$75,000* (minimum requirements: 2,500 units to 2,300 unduplicated elders).

Supportive Services to Target Populations (low income, frail, minority, disabled, socially and economically isolated, service for persons with Alzheimer's Disease and related disorders) - \$70,000 +*.

*= *Estimated* Total funding available for service category for region (1 year).

**=These Priority Service Categories that are generally funded through separate/outside funding sources. Contact David Klein, AAA Administrator, at dklein@ocpcrpa.org, for more information on service unit categories and requirements.

OLD COLONY PLANNING COUNCIL
Region IV-A Area Agency on Aging
70 School Street
Brockton, Massachusetts 02301
www.oldcolonyplanning.org
(508) 583-1833

OCPC Pre-application for FFY 2026 and FFY 2027 Title III Funding

The Old Colony Planning Council Area Agency on Aging (OCPC-AAA) is accepting pre-applications for funding requests under Title III of the Older Americans Act for federal fiscal year 2026 and federal fiscal year 2027 (beginning, October 1 2025 and ending September 30, 2027). The OCPC-AAA operates on a two-year bidding cycle. Successful applicants will be awarded contracts for one year with the option for the second-year contingent upon service demand, program performance, and funding availability. Funding from the first year to the second is not guaranteed at the same level.

Application Process:

Interested agencies must submit completed pre-applications (template included in this document) to the OCPC-AAA by April 14, 2025, 4:00 p.m. Pre-applications will be reviewed by the AAA staff who will then invite the submission of full proposals. Preference will be given to the most cost effective and efficient programs that provide direct service provision in at least one of the priority service areas, serve special target populations, fill existing service gaps, help to maintain individuals in their own homes, and provide services that are not available through other sources. Agencies selected to submit full proposals will be provided with a complete proposal packet with accompanying instructions.

Full proposals will in turn be due via email at the OCPC-AAA by 4:00 p.m., May 16, 2025.

Funding decisions will be finalized by the OCPC AAA Advisory Committee and the Board of Directors (Delegates of the Council) of OCPC, and applicants will be notified of the disposition of their proposal by September 2025 based on available federal funding. If you have questions regarding this pre-application process, please contact David Klein at dklein@ocpcrpa.org, Administrator, OCPC-Area Agency on Aging.

PLEASE REVIEW THE TITLE III PROPOSAL GUIDELINES BEFORE COMPLETING THIS PRE-APPLICATION

AS NOTED ABOVE, PRE-APPLICATIONS ARE DUE TO THE OCPC-AAA (dklein@ocpcrp.org) BY 4:00 P.M., April 14, 2025, IN ORDER TO BE CONSIDERED. ELECTRONIC SIGNATURES AND SUBMISSIONS VIA EMAIL ARE ACCEPTABLE AND STRONGLY ENCOURAGED.

Instructions for Completing the FFY 2026/2027 pre-application:

I. APPLICANT AGENCY:

Please provide the name, address, phone number of the agency submitting the preapplication. Also, please provide the name and email address of one or more designated contact persons.

II. PROPOSED PROGRAM:

Please provide the name of the proposed program, a brief narrative description of the program and what it hopes to accomplish (attach additional sheets, if necessary, but brevity is appreciated).

Please indicate the priority service area that the proposed program seeks to address. Refer to page 5 of the proposal guidelines for a listing and explanation of the priority service areas.

- Please list the community or communities to be served by the program.
- Please provide an estimate of the total number of units of service that the program will provide.
- Please provide a realistic estimate of the total number of UNDUPLICATED older adults to be served by the program (older adults are considered NEW only once per annum, in each discrete service category).
- Please provide a realistic estimate of the total number of low-income minority elders to be served by the program.

III. PROGRAM FUNDING:

Please provide the total cost of the proposed program. Total cost should include:

- The amount of Title III funds requested.
- An estimate of the estimated amount of any expected matching or in-kind contributions, or donations towards the program
- The expected Total Annual Cost of the program*

***Please be reminded that all Title III grantees must provide a minimum of 15% of the total cost of the program in some form of matching funds/resources** (note that the total amount of Title III funds requested plus the total amount of matching funds/resources should equal the total cost of the proposed program).

IV. AUTHORIZATION:

Please provide the proper authorization for your agency to submit this pre-application.

OLD COLONY PLANNING COUNCIL

Region IV-A Area Agency on Aging

70 School Street

Brockton, Massachusetts 02301

www.oldcolonyplanning.org

(774) 539-5220

OCPC - Pre-application for Federal Fiscal Year 2026/2027 Title III Funding

I. APPLICANT AGENCY:

Agency Name: _____

Address: _____

Contact Person(s): _____

Phone Number(s): _____

Email(s): _____

II. PROPOSED PROGRAM (feel free to respond at whatever length needed):

Program Name and description: _____

Priority area being addressed by the Program: _____

Communities to be served: _____

Continuation of Proposed Program – Service Estimates

Estimated number of total units of service to be provided for each service: _____

Est number of unduplicated older adults to be served for each service: _____

Est number of unduplicated low-income minority older adults to be served: _____

III. PROGRAM FUNDING:

Amount of Title III funds requested = _____

Amount of non-federal matching share provided = _____

**Total annual cost of Program = _____

****Please note that the total amount of Title III funds requested plus the total amount of matching funds/in-kind resources or donations should equal the total cost of the proposed program.**

IV. AUTHORIZATION:

Authorization for council on aging pre-applications should come from the chief local elected official, the chairperson of the council on aging, or the COA Director. Authorization for non-profit organizations and for human service provider agencies should come from the Executive Director, President, or Chairperson of the Board of Directors.

Signature

Typed Name and Title

Date: _____