

BLUEGRASS AREA DEVELOPMENT DISTRICT
AREA AGENCY ON AGING
AND
INDEPENDENT LIVING



***REQUEST FOR LETTERS OF INTEREST AND
STATEMENTS OF QUALIFICATION***

FOR

Title III B, C-1, C-2,

Fiscal Years

July 1, 2025 – June 30, 2026

July 1, 2026 - June 30, 2027

July 1, 2027 – June 30, 2028

Title III B, C-1, C-2 Services Coversheet

Legal Name of Organization	Lexington-Fayette Urban County Government		
Address	200 East Main Street, Lexington, KY 40507		
Program Contact Person	Kristina Stambaugh	E-Mail	kstambau@lexingtonky.gov
Fiscal Contact Person	Theresa Reynolds	E-Mail	teresar2@lexingtonky.gov
Phone Number	(859) 278-6072	Fax	(859) 277-4843
Website Address	www.lexingtonky.gov		

Legal Form of Organization

Check Designation

Non-Profit		Community Based Organization	
For-Profit		Faith Based Organization (Nonprofit)	
Other (Describe Legal Existence: Inc., LLC, Partnership etc.)		Government	X

Federal Tax ID #	61-0858140	KY State Tax ID #	CT34100
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Geographic Area To Be Served

Check Designation

Anderson		Bourbon		Boyle		Clark		Estill	
Fayette	X	Franklin		Garrard		Harrison		Jessamine	
Lincoln		Madison		Mercer		Nicholas		Powell	
Scott		Woodford							

Program Applying For

Check Designation

	Title III B, C-1, C-2		Fayette County C-1, C-2 Meal Delivery Only	X	Fayette County Title IIIB
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Linda Gorton

Mayor

Name of Authorized Official

Title

Linda Gorton

2/12/2025

Signature of Authorized Official

Date

Title III B, C-1 & C-2 Program

Request for Letter of Interest/Qualification (RFI)

July 1, 2025 – June 30, 2028

Bluegrass Area Development District/ Area Agency on Aging & Independent Living

699 Perimeter Dr.
Lexington, KY 40517
859-269-8021
www.bgadd.us
www.bgaail.org

Mission Statement:

- Advocate on behalf of older and disabled Kentuckians to address issues that affect their quality of life in the Bluegrass Area Development District. Develop community-based systems of care that promote independence and protect the quality of life of older persons and young functionally impaired adults;
- Promote citizen involvement in the planning and delivery of services;
- Coordinate with other agencies and community service providers to ensure the efficient and effective integration of services for the aging and functionally impaired population;
- Provide leadership for continued involvement of older and functionally impaired persons in the mainstream of the Bluegrass District;
- Support and promote the rights and dignity of the elderly and functionally impaired in Long Term Care Facilities and in the Bluegrass Community.

Introduction and Statement of Purpose:

In accordance with the Older Americans Act of 1965 and regulations thereto, Bluegrass Area Development District (BGADD) is the designated Area Agency on Aging and Independent Living in the Bluegrass District. The Area Agency on Aging and Independent Living (BGAAAIL) is responsible for administering federal and state-funded programs and services for individuals age 60 and older.

The geographical region for which services are available for eligible persons include: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott and Woodford Counties in Kentucky.

BGADD is seeking interest from organizations experienced and qualified to provide Title III Supportive Services, Congregate and Home Delivered Meals for the target populations described under KRS 205.204, KRS 205.455-205.465, 910 KAR 1:170, 910 KAR 1:190, and 910 KAR 1:220. These regulations may be found at www.lrc.ky.gov/kar/titles.htm.

The period in which services are to be performed is July 1, 2025 – June 30, 2026, with the option to extend the provision of services for subsequent fiscal year(s) up to a maximum of three (3) years, contingent upon the availability of funding, satisfactory performance of services, compliance with the provisions of the awarded contract and mutual agreement by both parties. BGADD reserves the right to extend the procurement period as necessary to ensure the continuous delivery of services for seniors in the region. The type of contract and payment method will be a firm fixed unit price. Payment is based on services authorized by BGADD and delivered by the successful provider(s) or its subcontractor(s). All costs incurred prior to the date of the contract award are not allowable for reimbursement from BGADD through this process.

BGADD has no legal liability for payment of funds or award of a contract until funds are made available to BGADD for this procurement and notice of such availability, to be confirmed in writing by the Bluegrass Aging and Independent Living Director, is provided to the Contractor.

ExParte contact with any member of the Bluegrass Aging Advisory Council, BGADD staff and/or BGADD Board of Directors in an effort to provide information or influence a recommendation outside a scheduled public meeting established by BGADD shall be grounds for disqualification of the proposal from further consideration of funding.

All organizations, if funded shall give priority to low-income, rural and minority seniors in the delivery of its services funded through BGADD. Applicants must meet the minimum requirements and complete the application document in its entirety, with submission of documents as requested, to be eligible for consideration of funding.

BGADD allocates the funds it receives for Aging Direct Services to clients through a network of providers established through the procurement process. Successful applicants will be expected to offer a high-quality service and carry out the services as represented in the application while meeting expected outcomes. BGADD reserves the right to negotiate with eligible applicants with regards to the scope of work, service area, budget and special provisions. All applicants eligible for consideration and meeting specified standards for a successful proposal will be given equal opportunity for negotiation. **BGADD seeks to serve the greatest number of clients with the highest standard of quality care.** BGADD reserves the right to accept or reject any or all proposals meeting minimum requirements for consideration. Upon final selection of successful applications submitted in response to the RLI, all proposals, with the exception of proprietary information, shall become public documents of BGADD and shall be open for review by the public.

Geographic Region

The Bluegrass Area Agency on Aging and Independent Living service area for this procurement process is comprised of the following counties: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott and Woodford. Clients served through the Aging programs must reside in the BGADD region. Madison County has a senior center in Richmond and Berea. Funding and services must be provided in both locations. Based on the Census 2020 projections, Bluegrass is home to 189,683 persons 60 and older. This represents slightly higher than 8% growth rate since 2010.

As the demographics of our communities continue to shift and change, our programs and service network must adjust to meet the needs and provide opportunities for its citizens. In particular, the senior service network must continue to develop and evolve into a system that has the ability to reach all of its older adults who currently need or potentially need services in the home and community setting.

As more individuals choose to remain in the community and their homes, it is the responsibility of the provider network to offer services in a manner that will allow for continued independence. Applicants shall consider if the current services, programs and activities that exist within the community and provider network are appropriate to meet the needs of older individuals utilizing services over the next ten to twenty years. **Applicants are encouraged to evaluate the effectiveness and quality of the current system and offer progressive services to meet the current and changing environment of the future.** It is necessary to maintain the momentum of creating a progressive network of opportunities and assure the availability of services to all members of a community and particularly its older members.

Title III Overview

The Older Americans Act, Section 301.(a)(1), states, "...the purpose of this title is to encourage and assist State agencies and Area Agencies on Aging to concentrate resources in order to develop greater capacity and foster development and implementation of comprehensive and coordinated systems to serve older individuals by entering into new cooperative arrangements...for the planning, and for the provision of, supportive services, and multipurpose senior centers." This network of services is intended to be designed to facilitate older individuals' ability to secure and maintain maximum independence and dignity in a home environment with appropriate supportive services; remove individuals and social barriers to economic personal independence; provide a continuum of care for vulnerable older individuals; and secure the opportunity for older individuals to receive managed in-home and community-based long-term care services.

Thus, Older Americans Act services are intended to be provided through cooperative and collaborative efforts with state and local governments, communities, and other entities interested in assuring the seniors residing in their communities are able to access quality services and are able to live healthy, independent and secure lives as long as they can in the environments of their choice. This collaborative effort is met through a variety of means

including but not limited to a variety of funding sources, donations, in-kind support, facilities, staffing support and volunteers. The goal is to create, maintain and continuously develop a strong network of programs and services that will enrich the lives of seniors in a variety of ways.

A multipurpose senior center serves as a focal point for a designated geographical area to ensure equity and inclusivity as well as provide comprehensive and coordinated service delivery for the older individuals and their caregivers who live in that area. Services should be designed to serve varying populations ensuring equity and inclusion to all Older Adults. Each multipurpose senior center shall have a full-time center director and appropriate number of qualified staff/volunteers to administer programs offered at the center and to provide quality service. At a minimum, a multipurpose senior center shall be open six (6) hours per day and five (5) days per week.

A multipurpose senior center must utilize Title III service funds to provide the following:

- Wellness programs
- Services must be developed in coordination with other community Agencies/Groups
- Strengthening of regional coordination of services (outreach, information & assistance)
- Development of programs to provide community opportunities for older adults
- Arrange and/or assist seniors in transportation to and from the multipurpose senior center
- Arrange and/or assist seniors with non-emergency medical transportation needs

Eligible Populations

Title III B Supportive Services:

The primary consumers for senior programs and services are individuals aged 60 and older, their families, and caregivers as well as other targeted populations as noted in the Older Americans Act (including low-income elders, low-income minority elders, older individuals living in rural areas, older individuals with limited English proficiency, and persons with disabilities) who reside in the Bluegrass Service Area. A potential Title III provider serves and is responsive to all older adults in the community. Members of the community at large are secondary consumers, benefiting from the education and advocacy around aging issues provided by the agency.

Title III C-1 Congregate Meals

The service provider will provide congregate meals that are designed to meet the daily allowance as established by the 910 KAR 1:190 and shall be consumed in the congregate setting located in the eighteen senior centers and additional nutrition sites in the Bluegrass Area. Meals will be prepared by a procured caterer for each county and delivered to the senior center for service daily.

Eligibility for Congregate meals shall be based on the following criteria:

- A person aged sixty (60) or older and the spouse of that person;
- Has a disability and resides at home with the eligible older individual;
- Volunteer providing services during meal hours; or
- An individual under age sixty (60) who has a disability and resides in a housing facility primarily occupied by older individuals at which congregate nutrition services are provided

Title III C-2 Home Delivered Meals

The service provider will provide home delivered meals that are designed to meet the daily allowance as established by the 910 KAR 1:190 and shall be delivered to the home settings located in the Bluegrass area.

Eligibility for Title III Home Delivered meals shall be based on the following criteria:

- A person aged sixty (60) or older or the spouse of that person;
- The person is unable to attend a congregate site because of illness or an incapacitating disability; and
- Does not have a person in the home able to prepare a nutritious meal on a regular basis; or
- Is under age sixty (60), has a disability and resides with a homebound individual aged sixty (60) or over

Organizations submitting proposals must be able to provide all services in the program applying for.

Services are as listed:

Title III B Services

- Information and Assistance
- Advocacy
- Education
- Assisted Transportation
- Friendly Visiting (in home)
- Health Promotion
- Recreation
- Outreach
- Telephone Reassurance
- Transportation

Title III C Nutrition Services

- Title III C-1 Congregate Meals
- Title III C-2 Home Delivered Meals
- Nutrition Education
- Nutrition Counseling (Referral system)

Minimum Requirements to Apply:

Organizations wishing to submit letters of interest must meet the minimum qualifying requirements. Submit response and back up documentation to each of these items explaining how your organization meets the 10 qualifying requirements.

1. Meet all requirements as stated in KRS 194A.010, 194A.050, 205.204(2), 910 KAR 1:170, 1:190 and 1:220.
2. Submit financial statement showing availability of funds to support the cost of providing services to ensure service delivery continues throughout the contracted period and continuation of services occurs until reimbursement for services is made. Indicate if the agency has ever filed for bankruptcy or restructuring under the U.S. bankruptcy code.
3. Must be able to provide the minimum required match toward the overall cost of the program. Complete attached form.
4. Must have a financial management system established and capable of tracking revenue and expenditures by funding stream or program.
5. Organizations must either be registered with the Secretary of State's Office if incorporated, possess a current 501(C) 3 certificate to conduct business as a not-for-profit organization, or shall possess at the time of application, a Business License issued by the Commonwealth of Kentucky. Additionally, organizations shall not be barred from conducting business with the Federal Government as presented on the federal Debarment and Suspension list. Organizations must possess a Federal and Kentucky State tax identification number. Submit a copy of all federal, state and local licenses, certifications, permits and authorities allowing the agency to legally operate the services being proposed.
6. The applicant must have a minimum of three (3) years of experience in the delivery of services to older adults. Explain in detail the level of experience the agency has in operating a senior center. Provide a list of community partners that directly enhance the senior center.
7. Must possess computer hardware and software that meets the minimum standards established by BGADD for purposes of reporting and communicating electronically. Must have in place a reporting system to provide information outcomes and time records for each service delivered. Provider will be responsible for all service input for data records into the mandated Mon Ami database. Any provider failing to maintain the data system or service entry will be terminated. Must ensure an electronic security system in place to comply with HIPPA regulations of privacy.
8. Applicant has secured, or has made arrangements to secure, facilities where services are to be coordinated which meet federal accessibility requirements and OSHA standards for safety and cleanliness. Provide the address of this location.
9. Staff are available to deliver the services as proposed beginning July 1, 2025. Have completed a criminal records check (KRS 216.785, 216.787, 216.793), Central Abuse Registry check, Nurse Aide Abuse Registry check and APS Caregiver Misconduct Registry check with a clean record prior to hire and are licensed or trained as necessary to complete the service to be delivered.
10. Provide or arrange for appropriate general liability insurance coverage which includes premise liability, service liability and product liability.

Provider Responsibilities:

1. Assure the provision of services throughout the county/counties selected to serve. (Title III B funding split between Richmond and Berea in Madison County must be approved by BGADD).
2. Provide the required match. Total amount based on budget for each county being served.
3. Assure that all employees are paid a livable wage for work performed under this contract.
4. Assure that a staff person knowledgeable about aging program services will answer telephone calls from clients, caregivers, BGADD and other providers during normal business hours specified in the application response.
5. Treat clients in a respectful and dignified manner, involve the client and caregiver in the delivery of services and provide services in a timely and safe manner.
6. Assure all employees are trained in HIPPA regulations and insure client confidentiality.
7. Assure all employees are trained annually in Elder Abuse Prevention and Cultural Competency.
8. Assure only employees will be in the client home during service provision. No visitors may accompany an employee to a client's home.
9. Permit staff of BGADD and the Cabinet for Health and Family Services to monitor and evaluate services delivered.
10. Assure that each staff member meets minimum qualifications and training standards established by the Cabinet for Health and Family Services.
11. Assure supervisors participate in training arranged through BGADD or an established subcontractor that meets the same standards for training as required.
12. Maintain written job descriptions for staff and voluntary positions involved in direct service delivery and maintain written personnel policies and wage scales.
13. Designate a supervisor to ensure staff providing services are provided professional supervision and monitor the timeliness and quality of service delivery.
14. Transfer of Client Records- In the event an agreement with BGADD is terminated, copies of all appropriate records of all active clients and/or participant data shall be provided to the new Contractor. The out-going provider must continue to provide services through entire contracted fiscal year.
15. Provide or arrange for appropriate general liability insurance coverage which includes premise liability, service liability and product liability. Provide or arrange for appropriate insurance coverage to protect volunteers from personal liabilities.
16. Provide and/or secure appropriate orientation prior to the delivery of services and continued in-service training annually for staff responsible for the provision of services.
17. Utilize the electronic data system adopted by BGADD and follow BGADD instructions for input and maintenance of client data, case notes and communication with BGADD. Annual service agreement charges and licenses will be covered by BGADD.

18. Follow BGADD procedures for reporting units of service in the Mon Ami system and adjustment of the units and charges for the delivery of services in the event an error is identified. Units in excess of those identified as having been provided will not be approved or paid without prior authorization by the BGADD. If an error is found in reporting and units billed, BGADD must be notified to make needed adjustments immediately. BGADD reserves the right to adjust its policy on adjustments to units of service, if necessary, to comply with its data and reporting requirements to the Cabinet for Health and Family Services.
19. Ensure the accuracy of reports, units of service and clients served on a monthly basis. Provide signed original invoices to BGADD monthly by the 8th of the following month, which will be specified in the contract.
20. Subcontracting is prohibited without prior written approval from BGADD.
21. Notify Adult Protective Services and BGADD when potentially unsafe and/or hazardous conditions exist that may place the client, or others in imminent danger.
22. Notify Adult Protective Services and BGADD when there are suspicions of abuse, neglect or exploitation regardless of suspected perpetrator in accordance with KRS 209.
23. Implement a plan that addresses how clients will be served and the procedures that will be instituted in the event an emergency or disaster occurs. Explain how clients will be assisted during the emergency or unexpected event. Emergency preparedness and service plans shall include services for homebound persons during pandemic illness and reducing the spread of disease through protocols established for the delivery of service. Ensure services will continue in a safe manner in the event bedbugs are found to be in a client's home or in the senior center facility. Ensure all staff has a copy of and/or understanding of the organizations' emergency preparedness plan.
24. Must have a financial audit conducted in compliance with Governmental Auditing Standards to be submitted to BGADD by October following the end of the fiscal year.

Services and Unit Price:

The Title III services will be reimbursed at a firm fixed unit price. This maximum allowable firm fixed unit price has been established based on several factors, such as the current reimbursement rate for services, and the review of the fixed unit price of other providers from similar Area Development Districts in Kentucky. Payment will only be reimbursed for services actually provided. Adjustments will be allowed only when program requirements or regulations are changed which require adjustments to the awarded contract. Applicants may submit firm fixed unit rates less than, but not greater than the amounts listed.

Firm Fixed Unit Price for Title III B Services:

• Advocacy	1 hour = 1 unit	\$ 9.50 per unit
• Counseling	1 hour = 1 unit	\$16.00 per unit
• Education	1 hour = 1 unit	\$ 8.00 per unit
• Employment Services	1 hour = 1 unit	\$ 7.00 per unit
• Assisted Transportation	1 hour = 1 unit	\$36.00 per unit
• Friendly Visiting	1 contact = 1 unit	\$13.50 per unit
• Health Promotion	1 session = 1 unit	\$11.00 per unit
• I & A	1 contact = 1 unit	\$11.00 per unit
• Outreach	1 contact = 1 unit	\$11.00 per unit
• Recreation	1 contact = 1 unit	\$ 6.00 per unit
• Telephone Reassurance	1 contact = 1 unit	\$ 9.00 per unit
• Transportation	1 one way trip = 1 unit	\$ 9.50 per unit

Firm Fixed Unit Price for Title C-1 Congregate Meals:

• Congregate Meal Cost	1 meal = 1 unit	\$ 4.78 per meal (FY25 cost)
• Serving Price		\$ 6.00 per meal

Firm Fixed Unit Price for Title C-2 and Homecare Home Delivered Meals:

• Home Delivered Meal Cost	1 meal = 1 unit	\$ 4.78 per meal (FY25 cost)
• Delivery Price		\$ 8.00 per meal

MATCH

All applicants, both for profit and non-profit, must match ***Title III B, C-1, C-2*** Service Funds by a minimum of **15%**. All match, whether it is cash or in-kind, must meet the following requirements:

- Federal Funds cannot be utilized as match
- It must be an allowable cost.
- It must be included in the accounting records and agency audit.
- It cannot be used to match any other Federal Funds.
- Must be verifiable

Complete the match information on the Resources Used For Service Match Form included in this packet. Match shall be reported monthly, or as requested, and presented to BGADD. Match may be provided as follows:

- A. In-Kind Match:** This is the value of a third-party contribution such as the value of volunteer time, value of space utilized, or the value of supplies contributed to conduct the services. Records to substantiate match reported shall be maintained by the provider.
- B. Cash Match:** Cash match is the amount of the contribution by the Second Party to carry out services. This form of match may be supplies, personnel contributing to the project in addition to the support provided by BGADD for staffing, or cash. Records of match shall be maintained and made available to BGADD upon request.
- C. Match Calculation:**

*Please utilize the following formula to calculate Match for ***Title III B, C-1 and C-2***:*

$(\text{Federal} + \text{State Dollars}) / 0.85 - (\text{Federal} + \text{State})$

General Information Instructions:

1. **Applications are due in the BGADD office by 4:30pm, EST, February 28, 2025. Applications received after this time will not be considered for funding. Applications should be addressed: Attention: Celeste Robinson, BGADD, 699 Perimeter Dr., Lexington, KY 40517 and clearly marked as Title III B & C Services Request for Letter of Interest/Qualifications.**
2. **Please submit the original only. The original must be signed in blue ink.**
3. **Multiple counties can be bid on within each single program packet. The counties being bid on must be clearly marked on the cover page.**
4. **Fayette County Title IIIB Supportive Services is a separate bid from Fayette County Title III C-1, C-2 bid.**
5. **Return only the response to items on Minimum Requirements to Apply and required forms (listed below). Do not return the instructions.**
6. **Clearly indicate the item numbers with response. Pages should be completed on one side only.**
7. **All letters of Interest and Qualifications will be opened and reviewed for completion on March 3, 2025.**
8. **All packets will be reviewed by BGADD staff.**
9. **The applicants who meet all required qualifications will be presented to the Bluegrass Aging Advisory Council on March 12, 2025.**
10. **Recommendations from the Aging Advisory Council will be presented for review and final approval by the BGADD Executive Board on March 26, 2025.**
11. **Applicants will be contacted by written letter announcing their award of funding or non-approval of funding upon completion of the BGADD Executive Board meeting.**
12. **Once the applicant is approved, BGADD will meet with the service agency to discuss the contract, reporting requirements, monitoring by BGAAAIL staff and standard operating procedures and any necessary transition plans for service provision.**
13. **The following pages must be included and signed by all applicants and submitted with the qualification requirement narrative. Signature must be in blue ink.**
 - **Applicant coversheet**
 - **Budget Narrative**
 - **Service Funding Summary**
 - **Resources for Match**
 - **Assurances**
 - **Prohibited Employee and Volunteer**
 - **Terms and Conditions**
 - **Request for Letter of Interest & Qualifications**

Questions should be emailed to Celeste Robinson, Director of Aging at crobinson@bgadd.org.

All inquiries and the responses will be emailed out to all applicants who have notified Celeste Robinson listed above of their request to be included in all email RLI communications. All inquiries must be received by close of business February 17, 2025. No inquiries received after this date will be accepted.

BGADD reserves the right to reject any and/or all applications and to waive any informality in applications where rejection or waiver is considered to be in the best interest of BGADD and not in violation of any law or regulation.

An unsuccessful bidder has the right to an appeal in accordance with the 910 KAR 1:220, General Administration programs for the elderly, Section 16, 910 KAR 1/140.

Included in the application packet is a copy of the BGADD's Appeal Procedures.

BUDGET NARRATIVE

Personnel: Complete the following staffing matrix of staff positions. Identify number of staff/volunteers for each position.

Staffing Matrix

Staff Position (Place an * next to volunteer positions).	# Staff	Hourly Wage or Annual Salary (Paid Staff and Value of Volunteers)	Fringe Benefits (\$)	% of time to Project	Total Amount Requested
Center Director	1	\$89,435.84	\$34,140.70	100%	\$123,577
Admin Specialist Sr.	1	\$60,184.80	\$22,974.58	100%	\$83,159
Social Worker Sr.	1	\$63,478.52	\$24,232.29	100%	\$87,712
Social Worker	1	\$51,962.56	\$19,835.88	100%	\$71,798
Staff Assistant Sr.	1	\$46,556.64	\$17,772.25	100%	64,329

TITLE III SERVICES
FUNDING SUMMARY
ANTICIPATED FUNDING TO SUPPORT SERVICES
FY 2026

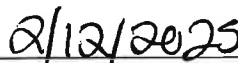
Complete the following information that will provide an overall summary funding available to support proposed services funded, in part, by BGADD. Organizations are cautioned to only represent the resources that may be used to support the proposed service. This information is not intended to be a representation of all funding your organization receives to operate (all programs and services). It is intended to represent all parties and resources that will support the proposed effort.

Funding Source	Amount FY 2026	Service Funded to Support Effort
BGADD Funding	\$147,451	Title IIIB – Supportive Services
Applicant Resources	\$283,124	Title IIIB – Supportive Services
Other:		
Other:		
Total Funding Available	\$430,575	Title IIIB – Supportive Services

Note: Identify if there are special provisions to a source of funding that would require use of funds for special purposes only. Example: funding source requires entity to use grant for senior transportation for medical transportation only.



Signature of Authorized Official



Date

RESOURCES USED FOR SERVICE MATCH FORM **FY 2026**

Title III RESOURCES USED FOR MATCH

Source of Match (Who provides income)	Items of Match and Service (Describe what it is)	Program Income	Local Cash	Local In-Kind
LFUCG General Fund	Personnel Costs	0.00	\$283,124	0.00
Total Program Income		0.00		
Total Local Cash			\$283,124	
Total Local In-Kind				0.00

I certify that all items of match included in this budget have been reviewed and have determined these items appear to be allowable according to Federal and State laws and regulations. Also, providers of match are made aware of Federal and State laws and regulations regarding match and have certified that their match is allowable. See previous information related to cash match.

Linda Gordon
Signature of Authorized Representative

2/12/2025
Date

Bluegrass Area Agency on Aging
and
Independent Living

Certification Of Assurances and Compliance With General Provision

Bulleted items are requirements of all organizations awarded a contract.

By submission of a proposal, the applicant agrees, if awarded, to the following provisions:

- Continuation as a provider of services is contingent upon satisfactory performance of services.
- The organization understands that more than one agency may be awarded a contract for service delivery. The agency is not assured of a specific amount of units or funding.
- The organization will provide BGADD with a certificate of insurance for public liability insurance, automobile liability, workers compensation, property insurance, and when applicable, volunteer insurance.
- A fidelity bond will be properly executed. The bond shall be sufficient to cover maximum sums handled quarterly under the contract with BGADD. **Please attach a copy of your agency's current fidelity bond as an attachment to the proposal.**
- Applicants receiving State or Federal funds through the Department for Aging and Independent Living Services will complete a financial and compliance audit in accordance with state requirements.
- The applicant will collect, account for and expend Program Income in accordance with 2CFR, Part 200, and other pertinent law and regulation.
- The price(s) negotiated will remain as funded through June 30, 2028, contingent upon continued availability of funding and delivery of services as contracted.
- The applicant possesses the legal authority to apply for the contract. As appropriate, the organization certifies that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application to provide such additional information as may be required.
- The applicant agrees to assure compliance with the applicable Federal and State Laws, regulations, BGADD policies and procedures and the executed contract to be realized if awarded funds to operate proposed services.
- The applicant agrees to adhere to appropriate federal and/or state guidelines pursuant to the program of services for which the contract is awarded, particularly, the Older Americans Act of 1965 as Amended in 2006, and its regulations. Kentucky Administrative Regulations pertaining to aging services.

- The applicant agrees to adhere to the *BGADD Policy and Procedures* and fire, health safety, sanitation standards prescribed in law or regulation, and the Kentucky Department of Aging and Independent Living.
- The applicant is solely responsible for outreach and recruitment, of employees for all services.
- The services shall be available throughout the contract year(s) and provided in a manner consistent with provisions of State and or Federal Regulations and as applicable, the Older Americans Act.
- Comply with all provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) in providing services to older handicapped individuals.
- Comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and, in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, religion, sex or national origin, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal and state financial assistance and will immediately take any measures necessary to effectuate this agreement.
- Comply with the provisions of the Federal Fair Labor Standards Act.
- Comply with the requirements that safeguards be established to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
- Assure maintenance of such accounts and documents as will serve to permit expeditious determination to be made at any time of the status of funds within the contract, including the disposition of all monies received from BGADD and the nature and amount of all charges claimed to be against such funds.
- Assure the maintenance of records and reports as outlined by *BGADD*. Reports shall be submitted in a format prescribed by BGADD if awarded a contract.
- The organization agrees to participate with BGADD in the gathering of uniform statistical data regarding services delivered through all funded services.
- Assure that BGADD and the Kentucky Department of Aging and Independent Living (DAIL) and representatives will be permitted to conduct formal monitoring. Client, personnel, financial, and service delivery records will be monitored.
- Assure that BGADD, the Commonwealth and/or authorized representatives shall have access to and the right to examine all financial and programmatic records, books, papers or documents related to this program at any time during the contract period and such records will be available for review until three years after all matters pertaining to the contract (i.e. audit, settlement of audit exceptions, disputes) are resolved in accordance with the applicable federal and/or state laws. Participant records, either randomly selected or those filing a grievance, may be visited by DAIL or BGADD staff as part of the monitoring process.

- Assure that a mechanism exists for providing a backup in the event staff assigned to provide services are unable to work.
- Assure that each older person will be given an opportunity to voluntarily contribute to the cost of the service.
- Assures that it will follow the federal, state, and local procurement laws, regulations, policies and procedures as pertaining to this program.
- Assure that formal complaint procedures are available for applicants/participants of services in accordance with policies and procedures of BGADD.
- Assure that a client satisfaction survey will be completed to obtain the views of participants about the services requested or received, and a summary report submitted to BGADD by the 31st of April during the contract period.
- Assure that personal information obtained from individuals in conjunction with the project shall not be disclosed in any form identifying the individual without written consent of the individual concerned.
- Assure that a procedure will be developed for monitoring the services to ensure those appropriate services are delivered in a timely manner. This procedure must have prior approval by the BGADD/AAAIL and must be implemented by the end of the first quarter of the current contract period
- Assure that the organization will employ and train persons in the administration and delivery of the applicable services. Assurance that the delivery of service shall be only by staff and volunteers trained to deliver those services. New staff shall receive an orientation and shall be trained prior to assuming responsibilities or receive on-the-job training from qualified agency staff. Existing staff shall receive training on job-related topics at minimum of once per year.
- Assure that a Criminal Records check will be completed for all staff, both paid and voluntary in compliance with KRS 216.785, 216.787, and 216.793 Criminal Records Check and required background screenings.
- Assure compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.1857 (h), Section 508 of the Clean Air Act 1368), Executive Order 11738, and environmental Protection Agency regulations (40 CFR Part 15). This applies to contracts in excess of \$100,000.
- Assure compliance with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- KRS 45A.485 requires the contractor to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the contractor within the previous five (5) year period of the provisions of KRS Chapters 136,139, 141, 337, 338, 341, 342. These statutes relate to the state sales and use tax,

corporate and utility tax, wages and hours laws, occupational and safety and health laws, unemployment insurance laws, and workers' compensation insurance laws.

- The applicant assures that neither it nor its principals and or/or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- Assures that the organization will comply with the computer hardware and software standards described in this proposal and have employed sufficiently trained staff to operate computer software applications.
- Assures that the organizational audit has not identified questioned cost(s) in the last three (3) years or if identified, all questioned costs have been appropriately resolved. Provide an explanation of questioned costs and resolution to the findings as a part of this application.
- Assure that priority for services is given to those elderly who are of greatest economic and social need, older minority persons, frail elderly, rural elderly, older individuals with severe disabilities, older person with limited English speaking ability, caregivers of older persons with Alzheimer's or related disorders and Older Native Americans.
- Assure that any changes occurring with an approved bid be submitted to BGADD within a 30-day period.
- Service provider must assure that the director or designated staff person will attend Aging Advisory Council Meetings.
- Assure that service provider will meet as needed with the BGADD staff and Assessment/Case Management team to guarantee service needs are met, discuss concerns and other items deemed necessary for the provision and coordination of services.
- Assure that if awarded the proposal, your agency will develop and implement a plan that your agency staff will follow during weather related emergencies and submit to BGADD for review and approval.
- Assure that all HIPPA laws (Health Insurance Portability and Accountability Act of 1996) and the BGADD Policies and Procedures pertaining to HIPPA will be followed.

Linda Horton

Signature of Authorized Official

2/12/25

Date

PROHIBITED EMPLOYEE AND VOLUNTEER ACTIVITIES

Agencies receiving funds for any service shall clearly prohibit their staff and volunteers from involvement in any of the following activities:

- Direct service employees shall not be accompanied in the home of the client. The only exceptions are the service provider's supervisory or training personnel or BGADD personnel.
- Employees/volunteers shall not seek or accept personal gifts and/or favors from a client. Staff shall not purchase items from participants. Per LFUCG COA policy 38R, acceptance of gifts value should be \$35 or less.
- Employees/volunteers shall not operate a client's personal vehicle.
- Employees/volunteers shall not borrow money or personal property from a client.
- Employees/volunteers shall not loan money to nor accept money from or on behalf of a client.
- Employees/volunteers shall not consume or take client's belongings.
- Employees/volunteers shall not charge BGADD programs for time spent on political activities nor shall they discuss their political views or try to influence the views of clients or participants.
- Employees/volunteers shall not be under the influence of intoxicating beverages, drug(s) or chemicals, other than those prescribed for the employee by a licensed physician, while acting on behalf of a BGADD program.
- Employees/volunteers shall not transport a client using BGADD funds without program authorization.
- Employees/volunteers shall not perform financial management for a client including, but not limited to, completing tax returns, transacting banking business, balancing check books, issuing and/or cashing personal checks, acting under a power of attorney, or selling and/or buying personal and/or real property, unless specifically funded or approved by BGADD. Social workers may provide financial education and counselling.
- Employees/volunteers shall not accept payment for services performed for a client that would normally be provided as a family member (such as receiving payment from a service provider for providing respite services to your parent).
- Employees/volunteers shall not violate client confidentiality by divulging client specific information.
- Employees/volunteers shall not propose and/or participate in any sexual activity with a client.
- Employees/volunteers shall not take part or have an interest in any award of any client referral or other client transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the employee or their immediate family member has a financial or other interest in any of the competing firms.

- Employees/volunteers shall not commit theft of a client's belongings, including prescription drugs.
- Employees shall not administer prescription or over-the-counter medication to a client.

With the exception of Licensed Home Health Agencies and Adult Day Health Models (prescribed in 902 KRS 20:066), the following procedures shall not be performed:

- Employees shall not administer oral prescription medications or apply topical prescription medications, except for the administration of Narcan/naloxone when administered by a trained employee providing first aid.
- Employees shall not perform tasks that require sterile technique.
- Employees shall not administer irrigation fluids to intravenous lines, foley catheters or ostomies, or enemas.
- Employees shall not administer food or fluids via feeding tubes.
- Employees shall not engage in the treatment of open wounds for clients, except when providing basic first aid..

Linda Horton

2/12/25

Signature of Authorized Official

Date

TERMS AND CONDITIONS FOR OFFICAL APPLICATION

Terms and Conditions: It is understood and agreed by the undersigned that:

1. Funds contracted as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedure of this state and the Administration for Community Living of the US Department of Health and Human Services.
2. Any changes in this proposal must be submitted in writing by the applicant and after approval by the Bluegrass Area Development District/ Area Agency on Aging & Independent Living shall be deemed incorporated into and becomes a part of this agreement.
3. The Assurance of Civil Rights Compliance applies to this proposal when approved.
4. Funds awarded by the Bluegrass Area Development District/ Area Agency on Aging & Independent Living may be terminated at any time for violation of any terms and requirements of this agreement.

Name and Title of individual authorized to commit applicant organization to this agreement.

Linda Gorton

Signature

Mayor

Title

2/12/25

Date

**BLUEGRASS AREA DEVELOPMENT DISTRICT
LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS
FY 2026, 2027, 2028**

Official Name of Agency Lexington-Fayette Urban County Government

Name & Title of Contact Person Kristina Stambaugh, Director - Aging & Disability Services

Address of Agency 200 East Main Street

Lexington, Ky 40507

IRS ID # 61-08585140

Telephone # (859) 278-6072

The applicant certifies by signing this proposal that no officer, employee or other representative of the applicant, including persons who were without salary or other payment for their services, either directly or indirectly, received assistance from any officer, employee, or appointee of the Cabinet with completion and development of the application being submitted for the aforementioned services. The signee further agrees that the Area Development District shall reject said application if such communication has transpired.

Linda Horton

Signature

Mayor

Title
2/12/25

Date

This page must be completed and attached to the proposal. Failure to do so shall result in the rejection of your proposal.

Budget Allocations for Title III per County

County	Title III B	Title C-1	Title C-2	ESMP
Anderson	\$39,927.00	\$ 6,803.00	\$ 13,907.00	\$16,102.00
Bourbon	\$42,119.00	\$ 7,563.00	\$ 15,463.00	\$17,904.00
Boyle	\$49,493.00	\$ 10,074.00	\$ 20,595.00	\$23,847.00
Clark	\$53,677.00	\$ 11,516.00	\$ 23,542.00	\$27,259.00
Estill	\$39,662.00	\$ 6,722.00	\$ 13,741.00	\$15,911.00
Fayette	\$147,451.00	\$ 63,627.00	\$130,081.75	\$115,000.00
Franklin	\$ 63,642.00	\$ 14,900.00	\$ 30,462.00	\$35,272.00
Garrard	\$ 41,389.00	\$ 7,321.00	\$ 14,967.00	\$17,329.00
Harrison	\$ 43,448.00	\$ 8,017.00	\$ 16,390.00	\$18,978.00
Jessamine	\$ 62,911.00	\$ 14,688.00	\$ 30,034.00	\$34,773.00
Lincoln	\$ 51,818.00	\$ 10,884.00	\$ 22,251.00	\$25,764.00
Madison	\$ 93,600.00	\$ 25,168.00	\$ 51,456.00	\$59,578.00
Mercer	\$ 46,039.00	\$ 8,908.00	\$ 18,211.00	\$21,086.00
Nicholas	\$ 29,898.00	\$ 3,401.00	\$ 6,954.00	\$ 8,051.00
Powell	\$ 33,617.00	\$ 4,665.00	\$ 9,536.00	\$11,042.00
Scott	\$ 56,334.00	\$ 12,423.00	\$ 25,396.00	\$29,406.00
Woodford	\$ 46,039.00	\$ 8,908.00	\$ 18,211.00	\$21,086.00

Amounts shown are FY25 allocations. All funds will be adjusted to reflect FY26 once received from the Cabinet for Health and Family Services/Department for Aging and Independent Living.