March 18, 2022

**Instructions for Letters of Intent to apply for fiscal year 2023-2025 funding**

1. Overview

The Senior Alliance (TSA), Area Agency on Aging 1-C, issues this notice describing the conditions under which Letters of Intent will be received for funding of the program categories listed in section II during fiscal years 2023-2025. When submitting Letters of Intent potential applicants should consider the projected growth of the 60 and over population in the service area.

1. Fiscal Year 2023-2025 Program Categories
   1. Adult Day Services
   2. Caregiver Education, Support and Training
   3. Caregiver Legal Aid
   4. Community Transportation
   5. Elder Abuse Prevention Services
   6. Evidence-Based Disease Prevention Programs
   7. Friendly Reassurance
   8. Home Delivered Meal Program Assessments
   9. Kinship Caregiver Legal Aid
   10. Legal Aid
   11. Long Term Care Ombudsman
   12. Nutrition Programs Administration
   13. Nutrition Programs Meal Preparation
   14. Medication Management
   15. Senior Center Staffing
2. State Standards Requirement

Funded programs will be required to meet the minimum standards set forth by the Michigan Bureau of Aging, Community Living and Supports, which are available at: <https://www.osapartner.net/pubsitedocs/OPERATING-STANDARDS-SERVICE-PROGRAMS-Feb-2022.pdf>

1. Letter of Intent Requirement

All prospective applicants for fiscal year 2023-2025 (October 1, 2022 – September 30, 2025) funding for the above listed programs (section II) must submit a “Letter of Intent” prior to submitting a formal application. TSA will solicit full proposals only from those applicants who submit a complete Letter of Intent by the submission deadline noted in section VII. The format and content of the Letter of Intent should conform to the guidelines outlined in section VI.

1. Funding Availability

**Final funding levels for fiscal year 2023 have not yet been finalized.** Tentative fiscal year 2023 funding levels for each program are listed below. Funding is subject to change based on federal and state funding awards and decision of TSA’s Board of Directors.

1. Adult Day Services $ 161,633
2. Caregiver Legal Aid $ 40,000
3. Caregiver Education, Support and Training $ 30,000
4. Community Transportation $ 25,875
5. Elder Abuse Prevention Services $ 14,193
6. Evidence-Based Disease Prevention Programs $ 68,855
7. Friendly Reassurance $ 20,000
8. Home Delivered Meal Program Assessments $ 145,000
9. Kinship Caregiver Legal Aid $ 18,875
10. Legal Aid $ 60,931
11. Long Term Care Ombudsman $ 83,000
12. Nutrition Programs Administration $ 333,188
13. Nutrition Programs Meal Preparation $2,998,691
14. Medication Management $ 35,000
15. Senior Center Staffing $ 72,775
16. Letter of Intent Content

Letters of Intent must include a basic description of the program to be proposed, the population intended to be served, attributes of the applying agency, identification of an anticipated need for partners or sub-contractors, as well as any innovative and/or sustainability aspects. Letters of Intent must not exceed one page in length.

VII. Letter of Intent Submission Deadline

**Letters of intent must be received by The Senior Alliance via e-mail no later than 4:00 p.m. on Wednesday, April 13, 2022.** Send all Letters of Intent to: [rfp2022@thesenioralliance.org](mailto:rfp2022@thesenioralliance.org).