

REQUEST FOR BID PROPOSALS

HAWKEYE VALLEY AREA AGENCY ON AGING

LEGAL ASSISTANCE FOR OLDER IOWANS

APRIL, 2010

I. Description of the AAA and OAA

The Hawkeye Valley Area Agency on Aging (HVAAA) has been designated by the Iowa Department on Aging as the Area Agency on Aging for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Grundy, Hardin, Marshall, Poweshiek and Tama Counties in Iowa. Purpose of this RFP is to solicit proposals to provide legal assistance to individuals age 60 and older in the HVAAA ten county area. AoA programs and services funded under the Older Americans Act (OAA) are designed to empower older persons to remain independent, healthy, and safe within their homes and communities, for as long as possible. Legal assistance and elder rights programs work in conjunction with other AoA programs and services to maximize the independence, autonomy and well-being of older persons.

II. Statement of Purpose/mission

The overall mission of the Title III-B legal assistance program is to provide quality advice, representation, and referral to those Iowans, age 60 and over, with the greatest social and economic need. Hawkeye Valley Area Agency on Aging has \$25,000 in funds to expend on this service for the fiscal year beginning July 1, 2010 and ending June 30, 2011.

The broad purposes of the legal assistance program in Iowa are:

- To protect the autonomy, dignity and independence of vulnerable older persons.
- To focus outreach and services particularly directed toward the most socially or economically needy older persons—those least able to advocate on their own behalf—to assist them to:
 - understand their rights;
 - exercise choice;
 - benefit from services, opportunities and entitlements;
 - meet essential needs of income, shelter, health care and nutrition; and
 - maintain rights promised and protected by law.
- To assist vulnerable older persons in preventing legal problems through education and outreach.
- To be accessible in each county throughout the HVAAA ten counties.
- MEANS TESTING PROHIBITION: UNDER NO CIRCUMSTANCES SHALL A PERSON 60 YEARS OF AGE OR OLDER BE DENIED LEGAL SERVICES ON THE BASIS OF HIS OR HER INCOME OR ASSETS.

III. Understanding of the Problem

Briefly in writing describe how your agency understands the legal needs and legal issues affecting older persons and is knowledgeable in these areas of law. Describe how successful targeting would be achieved.

IV. Scope of Work

- a. Service Activities/Tasks
 - i. Legal advice and representation
 - ii. Community education
 - iii. Outreach activities—insure that the targeted population is reached through a plan of outreach activities
- b. Plan for targeting services—provide detail of how you will target services & give priority to older persons in greatest economic need (poverty or low-income, with particular attention to low-income minority); Greatest social need (isolated, frail, homebound, illiterate/low literacy, institutionalized); Severe disabilities, including mental health issues; Limited English proficiency; Alzheimer’s disease and related disorders (and the caretakers); At risk of institutionalization; At risk of homelessness; At risk of or under guardianship

As specified by the OAA of 1965 as amended, AAA’s and providers will give priority to legal assistance related to: Income, Health care, Long-term care, Nutrition, Housing and utilities, Defense of guardianship, Protective services, Abuse, neglect and exploitation, Age discrimination

V. Reporting and other required activities

Reports must be submitted to Hawkeye Valley Area Agency on Aging by the tenth (10th) day of the month following the end of each three month period of the contract.

Reports required:

1. Quarterly Legal Assistance Reports
2. Expenditure reports /Billing requests.
3. Match Report (Form will be provided)

VI. Capacity of the organization

Explain the capacity of your organization to undertake this project including any special qualifications for working with older clients.

VII. Budget

Provide an itemized budget

- i. Voluntary contribution process—explain how this would be done and the process for collecting contributions
- ii. Match Requirement of 15% of total funds either cash or in-kind in the amount of \$3750. Federal funds cannot be used to match federal funds.

VIII. Timelines

Release Date of RFP	April 16, 2010
Proposal Due Date	May 17, 2010
Award Notification	May 26, 2010
Anticipated Contract Start Date	July 1, 2010

X. The Area Agency on Aging shall award funds to the legal assistance provider that most fully meets the following standards:

- A. Has staff with expertise in specific areas of law affecting older persons in economic or social need.
- B. Demonstrates the capacity to provide effective administrative and judicial representation in the areas of law affecting elders with economic or social needs.
- C. Demonstrates the capacity to deliver legal assistance to isolated and homebound elders effectively.
- D. Coordinates the provision of legal assistance with private bar attorneys and legal services corporation state grantees.
- E. A provider shall not require an older individual to disclose information about income or resources as a condition for providing legal assistance. The provider may ask about an older individual's financial circumstances only as a part of the process of providing legal advice or counseling and representation or for the purpose of identifying additional resources and benefits for which the person may be eligible.

- F. Complies with all federal and state laws, regulations and rules which govern ethical and professional conduct and the practice of law.
- G. No provider shall use funds received under the OAA to provide legal assistance in a fee generating case unless other adequate representation is unavailable or there is an emergency requiring immediate legal action. All providers shall establish procedures for the referral of fee generating cases.
- H. While engaged in legal assistance activities supported under the OAA, no attorney shall engage in any political activity or lobbying.
- I. While carrying out legal assistance activities and while using resources provided under the OAA, no provider or employee(s) shall participate in any public demonstration, except as permitted by law in connection with the employee's own employment situation or engage or encourage others to engage in illegal activity.

XI. Criteria for evaluation of proposals

The following rating scale will be used to determine that a prospective entity is the best able to meet the needs of older Iowans.

- A. The experience to do the job with adequate staff to serve the needs of older Iowans in the HVAAA area and staff with the ability and sensitivity to work with older individuals. (20 points)
- B. The ability to balance the needs of older Iowans under the Title III-B contract with the priorities of their primary business. (10 points)
- C. A primary focus on legal issues that impact older individuals and can serve their priority needs. (30 points)
- D. The ability to bring to your network expertise that other prospective providers do not possess in the same degree. (10 points)
- E. Knowledge/awareness of the aging network. (30 points)