

CAPITAL AREA COUNCIL OF GOVERNMENTS REQUEST FOR APPLICATIONS FOR OLDER AMERICANS ACT GRANTS FOR FISCAL YEARS 2026-2027

Issued 5/19/2025

General Information

The Capital Area Council of Governments (CAPCOG/AAA) is requesting applications (RFA) from organizations seeking funding for providing congregate meals, home delivered meals, transportation demand response services, and senior center operations for individuals 60 years and older in the CAPCOG/AAA region. CAPCOG is a Regional Planning Commission across the state, with CAPCOG/AAA responsible for State Planning Region 12, which consists of Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties. CAPCOG/AAA is a political subdivision governed by Chapter 391 of the Texas Local Government Code and is designated by the state as an Area Agency on Aging (AAA). As an AAA, CAPCOG receives funding from the Texas Health and Human Services Commission (HHSC) to support the Older Americans Act (OAA). This RFA is designed to lead to the awarding of subrecipient grants to a number of organizations across the region in order to support the region's Area Plan for senior services. Grant agreements arising from this RFA are expected to last a total of five years: 10/1/2025 – 9/30/2030, with funding added to the contract periodically as funding is released to CAPCOG/AAA.

Schedule

Table 1. RFA Schedule (all times are Central Standard Time)

Milestone	Time and Date
RFA Issued	5/19/2025
Prospective Applicant Meetings (via Microsoft Teams)	1:00pm 5/29/2025
Letter of Intent Due; Deadline to Request Technical Assistance	4:00 pm, 6/6/2025
Deadline for Questions	4:00 pm, 6/13/2025
Final Responses to Questions Posted	5:00 pm, 6/20/2025
Applications Due	4:00 pm, 7/7/2025
Evaluation of Applications Completed	8/4/2025
Executive Committee Approval of Contracts and FY 2026 Funding	8/13/2025
Anticipated Start Date	10/1/2025

Applicant Conference

CAPCOG/AAA will hold a conference on May 29, 2025, at 1:00 pm via Microsoft Teams. Prospective applicants are encouraged but not required to participate. In order to participate, please e-mail dgarcia@capcog.org and jscott@capcog.org in order to be added to the invite list for the meeting.

Background

As the AAA for State Planning Region 12, CAPCOG/AAA receives grant funding from HHSC to provide a variety of services to older individuals. CAPCOG/AAA awards contracts to service providers throughout the region to provide many of these services, including:

1. Meals served in a congregate setting (“congregate meals”);
2. Meals delivered to a person’s home (“home-delivered meals”);
3. Support for senior center programs and activities (“senior center operations”), and
4. On-demand transportation (“demand response transportation”).

Through this RFA, CAPCOG/AAA is seeking to award contracts for fiscal years 2026 (10/1/2025 – 9/30/2026) with the option to renew annually through 9/30/2030 to provide these services. Organizations awarded contracts pursuant to this RFA will be considered “subrecipients” of CAPCOG/AAA’s grant funding. This means that the organization must abide by the same rules and regulations that apply to CAPCOG/AAA as the primary recipient of the funding, and that CAPCOG/AAA is responsible for monitoring the organization for compliance. Funding sources CAPCOG/AAA receives that are available to fund these four services include:

- OAA Title III-B: Supportive Services;
- OAA Title III-C1: Congregate Meals;
- OAA Title III-C2: Home-Delivered Meals;
- Nutrition Services Incentive Program (NSIP); and
- State General Revenue (SGR).

The amount of funding awarded for FY 2025 and CAPCOG/AAA’s current estimate of the funding anticipated to be made available for each service each year is shown in the table below. Actual funding awards will be made annually based on funding availability and information provided by subrecipients each year on the services being provided, the target populations being served, the costs of providing the services, and the other funding sources available to support those services.

Table 2. Funding Awarded in FY 2025 and Estimates for FY 2026-2027

Service	FY 2025 Awarded	FY 2025 Projected Expenditures	FY 2026 Estimate	FY 2027 Estimate
Congregate Meals	\$1,448,320	\$1,290,718	\$1,316,000	\$1,316,000
Home-Delivered Meals	\$3,999,999	\$3,999,999	\$3,627,000	\$2,631,000
Senior Center Operations	\$269,346	\$269,346	\$245,000	\$178,000
Demand Response Transportation	\$170,000	\$170,000	\$155,000	\$112,000
Total	\$5,887,666	\$5,730,063	\$5,219,000	\$4,237,000

As the table above indicates, CAPCOG/AAA expects reduced funding available for all four services for FY 2026 and FY 2027 based on current assumptions. FY 2027 funding amounts should represent “sustainment” levels of funding available for these programs.

- Congregate meals:
 - 9% reduction for FY 2026 compared to funds awarded in FY 2025
 - 9% reduction for FY 2027 compared to funds awarded in FY 2025
- Home-delivered meals:

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- 9% reduction for FY 2026 compared to FY 2025
- 34% reduction for FY 2027 compared to FY 2025
- Senior center operations:
 - 9% reduction for FY 2026 compared to FY 2025
 - 34% reduction for FY 2026 compared to FY 2025
- Demand response transportation:
 - 9% reduction for FY 2026 compared to FY 2025
 - 34% reduction for FY 2026 compared to FY 2025

After FY 2027, CAPCOG/AAA expects funding to start growing again at approximately 2-5% per year, subject to annual appropriations and state and local growth rates.

A number of HHSC policies beyond CAPCOG/AAA's control may significantly affect the amount of funding available for FY 2026 and FY 2027 relative to the estimates provided above, including:

1. Whether HHSC allows funding awarded in FY 2025 projected to remain unexpended as of September 30, 2025, to be used in FY 2026; and
2. The degree to which HHSC allows CAPCOG/AAA flexibility in transferring funds among various funding categories.

Eligibility and Targeting

Eligible Services

Proposals must include one or more of the following services for older individuals, defined as individuals age 60 or more:

1. **Congregate Meals:** a hot or other appropriate meal served to an older person who is eligible in a congregate setting, such as community centers, schools, restaurants, faith-based locations, and other community gathering places, sometimes including virtual settings.
 - a. Subrecipients must serve at least 5 meals per week to eligible, enrolled individuals.
 - b. For more information about congregate meal services and eligibility, please review HHSC's "Area Agency on Aging Policies and Procedures Manual," section F-1100: Congregate Meals: <https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual/f-1100-congregate-meals>.
 - c. Congregate meal subrecipients must also comply with other requirements for nutrition programs identified in Chapter F (<https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual/chapter-f-title-iii-c-nutrition-services>), including F-1300: Nutrition Screening, Nutrition Education, and Nutrition Counseling; F-1500: Administration of Nutrition Programs; F-1600: Meals; F-1700 Menu; and F-1800: Food Service Requirements.
 - d. See also 26 TAC §213.203: Nutrition Services: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=03%2F28%2F2025&recordId=205188](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=03%2F28%2F2025&recordId=205188).
2. **Home-Delivered Meals:** Hot, cold, frozen, dried, canned, fresh, or supplemental food (with a satisfactory storage life) delivered to an older person who is eligible in their place of residence.

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- a. Subrecipients must serve at least 5 meals per week to eligible, enrolled individuals. For more information about congregate meal services and eligibility, please review HHSC’s “Area Agency on Aging Policies and Procedures Manual,” section F-1200: Home-Delivered Meals: <https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual/f-1200-home-delivered-meals>.
 - b. Home-delivered meal subrecipients must also comply with other requirements for nutrition programs identified in Chapter F (<https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual/chapter-f-title-iii-c-nutrition-services>), including F-1300: Nutrition Screening, Nutrition Education, and Nutrition Counseling, F-1500: Administration of Nutrition Programs; F-1600: Meals; F-1700 Menus; and F-1800: Food Service Requirements.
 - c. Home-delivered meal subrecipients must also perform intake services for home-delivered meals as described in Section D-1020: Intake and D-1040: Consumer Needs Evaluation: <https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual/d-1000-intake-assessment-services>.
 - d. See also 26 TAC §213.203: Nutrition Services: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=03%2F28%2F2025&recordId=205188](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=03%2F28%2F2025&recordId=205188).
3. **Senior Center Operations:** The operation of community facilities where older people gather to pursue mutual interests, receive services, and take part in activities that will enhance their quality of life, support their independence, and encourage their continued involvement in and with the community. For more information on this service, see Appendix II to HHSC’s “Area Agency on Aging Policies and Procedures Manual:” <https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual/appendix-ii-service-definitions-area-agencies-aging>. See also 26 TAC §213.217: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=03%2F28%2F2025&recordId=201634](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=03%2F28%2F2025&recordId=201634).
4. **Transportation Demand Response:** Transportation designed to carry an older person from a specific origin to a specific destination upon request. An older person requests the transportation service in advance of their need, usually twenty-four to forty-eight hours prior to the trip. For more information on this service, see Appendix II to HHSC’s “Area Agency on Aging Policies and Procedures Manual:” <https://www.hhs.texas.gov/handbooks/area-agency-aging-policies-procedures-manual/appendix-ii-service-definitions-area-agencies-aging>. See also 26 TAC §213.201: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=03%2F28%2F2025&recordId=201626](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=03%2F28%2F2025&recordId=201626).

For more details on each of these services, please refer to the sample contract provided as part of this RFA and the service definitions posted on CAPCOG/AAA’s website at https://www.capcog.org/wp-content/uploads/2025/04/FY2025-Service-Definitions-9.18.24_Approved.pdf.

Eligible Organizations

A SUBRECIPIENT for these services must be one of the following types of organizations:

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1. A not-for-profit corporation organized under Chapter 22 of the Texas Business Organizations Code;
2. A transit district authorized under Chapter 458 of the Texas Transportation Code to provide transportation services within the CAPCOG/AAA region;
3. Any general-purpose local government or other political sub-division of the state with territory in the CAPCOG/AAA region.

Eligible Service Area

The CAPCOG/AAA region covers 8,575 square miles and encompasses the following geographic areas:

1. Bastrop County;
2. Blanco County;
3. Burnet County;
4. Caldwell County;
5. Fayette County;
6. Hays County;
7. Lee County;
8. Llano County;
9. Travis County; and
10. Williamson County.

Applicants must propose service in one or more of these counties, and will only be paid by CAPCOG/AAA for services provided in these counties if awarded a contract. Proposals must include a description of the organization's overall service area, including the counties or parts of counties in the CAPCOG/AAA region that it proposes to serve.

For congregate meals and home-delivered meals, CAPCOG/AAA generally intends to award contracts with mutually exclusive service areas. If more than one applicant proposes to provide these services to the same geographic area, CAPCOG/AAA will select whichever applicant is best situated to advance the goals of the region's Area Plan for that area. Proposals that specifically target a specified, underserved, consumer group within the targeting populations listed in the "Target Population" list below may be considered, for example meal programs that provide specific culturally appropriate diets, such as kosher or halal meals.

Term of Contract

CAPCOG/AAA plans to award a five-year contract to each selected SUBRECIPIENT for a performance period of October 1, 2025, to September 30, 2027, with the option for annual extensions through September 30, 2030.

Target Population

In accordance with 42 U.S.C. §3026(a)(4)(B), the target population for these services is individuals who are 60 years of age or older ("older individuals") who meet one or more of the following criteria:

1. Older individuals residing in rural areas;
2. Older individuals with the greatest economic and social needs:
 - a. Income at or below the poverty line;
 - b. Physical and mental disabilities;
 - c. Language barriers;

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- d. Cultural, social, or geographic isolation, including isolation caused by racial or ethnic status that:
 - i. Restricts the ability of an individual to perform normal daily tasks; or
 - ii. Threatens the capacity of the individual to live independently;
3. Older individuals with severe disabilities;
4. Older individuals with limited English proficiency;
5. Older Individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
6. Older individuals at risk for institutional placement;
 - a. specifically including survivors of the Holocaust;
 - b. An older individual is considered “at risk for institutional placement” if the individual is unable to perform at least 2 activities of daily living without substantial assistance (including verbal reminding, physical cuing, or supervision); and
7. As required by the OAA, particular attention should be given to low-income minority individuals and older individuals residing in rural areas.

For the purposes of this RFA, CAPCOG/AAA uses the following data and definitions to assess target populations in each county:

1. A “rural area” is any geographic area outside of the boundaries of “Urban Areas” as defined by the U.S. Census Bureau in July 2023 (<https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>).
2. Older individuals with income at or below the poverty line are those listed as “Below poverty level” in “Table S1701: Poverty Status in the Past 12 Months” from the U.S. Census Bureau’s *American Community Survey*.
3. Older individuals with physical and mental disabilities are listed as “With a vision difficulty,” “With a cognitive difficulty,” “With ambulatory difficulty,” and “with a self-care difficulty” in “Table S1810: Disability Characteristics” from the U.S. Census Bureau’s *American Community Survey*.
4. Older individuals with language barriers are those that are reported to speak English less than “very well” in “Table S1601: Language Spoken at Home” from the U.S. Census Bureau’s *American Community Survey*.
5. Older individuals at risk for institutional placement are those ;

Financial Information

Annual Awards and Notices of Funding Availability

Funds will be awarded to each selected subrecipient annually, with notice expected to be provided to subrecipients by September 1, a month prior to the start of the fiscal year. However, these amounts represent estimates of the total funding available in the following year and will not likely be available at once at the beginning of the fiscal year since HHSC does not release all of its funding to CAPCOG/AAA at the beginning of the fiscal year. Instead, CAPCOG/AAA receives a series of “Notices of Funding Availability” (NFAs) throughout the year, with the final installments being released often 8-9 months into the fiscal year.

Subrecipients will only be able to request 1/12 of the annual funding award each month, subject to the additional limitations of the NFAs.

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Due to these constraints and the fact that CAPCOG/AAA can only request reimbursement from HHSC for funding that has been released to CAPCOG/AAA, funding to subrecipients will also need to be released periodically throughout the year depending on the amount of funding that has been released to CAPCOG/AAA.

Annual Rate-Setting Process

Each year, SUBRECIPIENT shall complete a rate-setting spreadsheet provided by CAPCOG/AAA that will be used as the basis for an agreed-upon reimbursement rate for the following year and for the number of units that CAPCOG/AAA will authorize for the following year.

- For Congregate Meals, Home-Delivered Meals, and Transportation, the rate-setting sheet will calculate an average per-unit cost, known as the “whole unit rate” (cost per meal, cost per ride) for providing that service, and the reimbursement rate that CAPCOG/AAA will pay, which will be no more than 85% of the agreed-upon “whole unit rate.”
- Any eligible meal or transportation units that SUBRECIPIENT provides within the CAPCOG/AAA region must also be reported, and constitute additional match. Except for units paid for with program income, these units may subsequently be reimbursed by CAPCOG/AAA if additional funding becomes available.
- For Senior Center Operations, the rate-setting sheet will calculate the reimbursement rate based on the ratio of the Title III-B funding provided by CAPCOG/AAA to total eligible Senior Center Operations costs, excluding any costs that may be assigned to nutrition or transportation to avoid duplication. The maximum reimbursement ratio that CAPCOG/AAA will provide is 85%.

At Risk Contracting

Contracts supported with these OAA and State General Revenue funds and let by CAPCOG/AAA will be based on a “unit rate” budget for congregate meals, home-delivered meals, and transportation services. Additionally, nutrition contracts will be let on an “at risk” basis. “At risk” means the service provider is responsible for delivering service units at the unit rate in the contract negotiated with CAPCOG/AAA, regardless of the actual costs incurred for delivering that service. As part of CAPCOG/AAA’s annual monitoring process, we will require validation of the unit rate negotiated for that year to ensure that the subrecipient is meeting match requirements. The exception to this is Senior Center Operations, which is a “cost reimbursement” contract.

Cash Reserves and Other Funding Sources

A subrecipient must have sufficient financial resources to provide “front-end” money to operate on a reimbursable basis.

Due to uncertainty as to the timing of the releases of funding to CAPCOG/AAA, subrecipients should be able to cash-flow the services with other financial resources for a minimum of three months.

The application will ask applicants to indicate the amount of restricted and unrestricted cash reserves and funding from other sources available to cash-flow the program.

Program Income

As required in the OAA, subrecipients must provide an opportunity for consumers receiving OAA-funded services an opportunity to voluntarily contribute to the cost of providing that service. This funding is

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considered “program income,” meaning money generated as a direct result of receiving grant funding, and must be applied to eligible expenses before requesting reimbursement from CAPCOG/AAA.

Match Requirements

CAPCOG/AAA requires at least a 15% cash match for all funding awarded pursuant to this RFA. Cash match can come from donations, third-party contributions, or any other non-federal source. Program income is not an allowable source of match.

1. For congregate meals, home-delivered meals, and transportation demand services, the reimbursable rate will be no more than 85% of the agreed upon unit rate (cost per meal or cost per trip) for the subrecipient providing that service.
2. Any meals or trips eligible for reimbursement by CAPCOG/AAA beyond the amount CAPCOG/AAA has authorized for reimbursement will also be counted as additional match and must be reported to CAPCOG/AAA. Sometimes, CAPCOG/AAA has extra funding that it can award to reimburse the subrecipient for these eligible services.
3. For senior center operations, CAPCOG/AAA will only reimburse the agreed upon percentage of eligible expenses each month, which may not exceed 85%.
4. Reimbursement rates will be updated annually as part of the rate-setting process.

Method of Payment

Payment shall be made for services rendered and billed by the SUBRECIPIENT and received by CAPCOG/AAA on a cost reimbursement basis for senior center operations, and a fixed unit price performance basis for congregate meals, home delivered meals, and transportation on a monthly basis.

Other Requirements

Documentation and Reporting Requirements

Submission of all required fiscal and programmatic reports shall be made in accordance with the report due dates established by CAPCOG/AAA. Maintain fiscal records to support reimbursement in conformity with the established procedures. All fiscal and programmatic reports shall continue to be due throughout the entire contract period even though no additional services may be reimbursable.

Submission of requests for funds on prescribed forms shall be made in accordance with CAPCOG/AAA rules and policies. The total of all program reports including the final program report shall support and be reconciled to all funds received during the contract period. Under no circumstances shall requests for funds be submitted later than October 31, for the previous fiscal year, or after the final program report is submitted unless indicated otherwise by a funding source.

Audit

Subrecipients who receive combined federal funds in excess of \$750,000 per year must obtain audits from independent auditors which are in compliance with auditing standards set forth in 2 CFR PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (“Uniform Guidance”). Audits are due to the CAPCOG within the earlier of 30 calendar days after receipt of the auditor’s report(s), or no later than 9 months after the close of SUBRECIPIENT’S fiscal year as required under 45 CFR Part 75, §75.507(4)(c).

In addition, SUBRECIPIENTS agree to permit CAPCOG, HHSC, the State Auditor’s Office, or an auditing entity acting on behalf of the CAPCOG/AAA, to conduct audits of the SUBRECIPIENT’S financial records

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and to obtain other records, documents, materials, and information deemed necessary by the CAPCOG/AAA to ascertain complete compliance with the provisions of the contract.

Application Process

Letter of Intent

Eligible organizations that are interested in proposing are requested to submit a letter of intent to propose in order to ensure appropriate contact persons are added to the bidders list and can receive updates, addenda, or other communications, and to ensure adequate resources are allocated to review proposals. Letters of Intent (LOI) are due by email to jscott@capcog.org, dgarcia@capcog.org, and ahoekzema@capcog.org by 4:00 pm Central Time June 6, 2025.

Updates and Additional Information

Updates and additional information related to this RFA may be obtained from the CAPCOG/AAA website, www.capcog.org, under “[Probably should put this on the Aging Services division page].” Questions regarding this RFA may be emailed to jscott@capcog.org, dgarcia@capcog.org, and ahoekzema@capcog.org by 4:00 pm, on June 13, 2025. Responses will be posted as questions are received, with a final response to questions posted online by 5:00 pm, June 20, 2025.

Application Submission

Applications must be submitted by email to jscott@capcog.org, dgarcia@capcog.org, and ahoekzema@capcog.org and received by CAPCOG/AAA no later than **4:00 p.m. Central Time, Monday July 7, 2025**. Please do not submit items that are not specifically requested by CAPCOG/AAA. Adding these items slows the review process as these items must be removed prior to review. Applications or related documents submitted after the deadline will not be accepted. CAPCOG/AAA is not liable for any costs incurred by an applicant in preparing and submitting a proposal.

Checklist

A complete application must include all of the following elements:

1. Application for CAPCOG/AAA Older Americans act Grants for Fiscal Years 2026-2027
2. Completed Rate-Setting Worksheet
3. Certification Forms

Amendment or Withdrawal of Application

An applicant may withdraw its application if there is a material mistake in the application and resubmit it with the mistake corrected before the due date. CAPCOG/AAA may waive an error or omission from a application if the error or omission is not material. CAPCOG/AAA may also seek written clarification about the application if necessary.

Selection Process

CAPCOG/AAA staff and selected members of CAPCOG/AAA’s Aging Advisory Council (AAC) will review applications and select which applicants to recommend awarding contracts to and how much funding to award for FY 2026. In the event that there is more than one organization proposing to serve a particular geographic area, the review committee may select a single organization to serve that area.

Factors that will be considered include:

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1. Potential program effectiveness: assessed on the basis of the number of participants aged 60 and over to be served during the fiscal year and effectiveness at serving target populations.
2. Cost effectiveness: assessed on the basis of proposed per-unit cost of service for and cost per client.
3. Performance history: Performance history will be assessed on the basis of the respondent's history of providing Older Americans Act services. Specific attention will be given to the number of findings, severity of findings, and timeliness and accuracy in submitting program and fiscal reports
4. Quality assurance activities: Quality assurance activities will be assessed on the basis of the plan for ensuring client satisfaction and ability to use satisfaction data to improve program services.
5. Staff capability: Staff capability will be assessed on the basis of depth and breadth of staffing, clarity of job descriptions, and job qualifications reflected in the application for the professional and technical staff persons who would work on the project.

Each applicant will either be selected to be recommended a contract or not. Funding recommendations may be based on a variety of factors, including (but not limited to):

1. Overall funding availability;
2. The relative importance of each service type within the scope of the region's Area Plan;
3. The number of targeted individuals within the organization's service area;
4. The distribution of consumer needs evaluation (CNE) scores for the service population;
5. The proposed and existing costs of providing the service;
6. Other resources available to the organization for the service;
7. Existing funding levels and rates if currently receiving funding from CAPCOG/AAA.

CAPCOG/AAA's review committee will make recommendations to CAPCOG's Executive Committee, which is expected to approve the awarding of contracts and FY 2026 funding amounts at its August 13, 2025, meeting. Prior to that meeting, CAPCOG/AAA will provide all applicants notice of the recommendation being provided to the Executive Committee.

Attachments to this RFA

The following attachments are included in this RFA.

1. Application Form
2. FY 2026 Rate-setting worksheet
3. FY 2026 Rate-setting worksheet instructions
4. Supplemental application data spreadsheet
5. Sample Contract
6. Rate-setting worksheet instructions
7. Certifications Forms:
 - a. Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, And Historically Underutilized Business Policy;
 - b. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions;
 - c. Certification Regarding Lobbying;
 - d. Certification Regarding Boycotting Israel; and
 - e. Conflict of Interest Questionnaire (IF APPLICABLE) - Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with CAPCOG to file a conflict-of-interest questionnaire (CIQ) if they have an

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employment or other business relationship with an CAPCOG officer or an officer's close family member.

Additional Information

CAPCOG/AAA may request in writing additional information from an applicant relating to the application and the proposer agrees to furnish it within a reasonable time.

Use of Copyrighted Material in Proposal

CAPCOG/AAA reserves an irrevocable, nonexclusive, and royalty-free right to use, reproduce, and copy, for a governmental purpose, all copyrighted material included in the proposal.

Potential Changes in Contracts Post-Award

Changes in state and/or federal legislation, rules, or regulations may result in a requirement to renegotiate contracts at any time prior to or during the contract period. Substantive changes to project content, procedures or budgets during the life of the contract may be accomplished by negotiating these modifications with CAPCOG/AAA. CAPCOG/AAA will also pursue any necessary and appropriate contract modifications should legal or other changes occur in the project to sufficiently alter the original terms of the contract. No further solicitations or will be required in such cases.

Application Resources

Rural/Urban Area Boundaries and Data

In order to view current Rural/Urban Area boundaries, go to the U.S. Census Bureau's "TIGERweb" map application at: <https://tigerweb.geo.census.gov/tigerweb/>. In the "layers" selection, check the box for "urban areas" to see the boundaries of urban areas within the region. A general map of the area with Urban Areas and Counties is reproduced below for reference. Any area not classified as "Urban" is classified as "Rural."

CAPCOG/AAA REQUEST FOR APPLICATIONS FOR OLDER AMERICANS ACT GRANTS, MAY 19, 2025

- ACS Table 1701: Poverty Status in the Past 12 Months:
<https://data.census.gov/table/ACSST5Y2023.S1701?g=050XX00US48021,48031,48053,48055,48149,48209,48287,48299,48453,48491>
- ACS Table 1810: Disability Characteristics:
<https://data.census.gov/table/ACSST5Y2023.S1810?g=050XX00US48021,48031,48053,48055,48149,48209,48287,48299,48453,48491>

Applications due by email to jscott@capcog.org; dgarcia@capcog.org; and ahoekzema@capcog.org, no later than 4:00 pm, July 7, 2025