



## **East Tennessee Human Resource Agency**

*East Tennessee Area Agency on Aging and Disability*

9111 Cross Park Drive; Suite D-100  
Knoxville, Tennessee 37923

### **SENIOR CENTER REQUEST FOR PROPOSAL**

TO DELIVER:

SENIOR CENTER SERVICES AND TITLE IID UNDER OAA

Issued: February 17, 2026

**Application Deadline: March 31, 2026, 4:00 pm EST**

Contract Period: July 1, 2026 – June 30, 2027

*TO APPLY, PLEASE OBSERVE THE FOLLOWING INSTRUCTIONS:*

- *Type the proposal.*
- *Before delivery, be sure the proposal bears an original, authorized signature.*
- *Maintain a copy of your proposal for your records.*
- ***Submit a signed and dated original to Aaron Bradley via US Postal Service at the address listed above and an electronic copy via email to Melissa Cameron at [MCameron@ethra.org](mailto:MCameron@ethra.org)***
- *Questions about this RFP may be directed to Aaron Bradley at [ETAAAD\\_RFP\\_Questions@ethra.org](mailto:ETAAAD_RFP_Questions@ethra.org)*

## **Time Frame**

The initial contract term will begin July 1, 2026 or immediately upon execution of the contract through June 30, 2027, with the option to renew for three (3) additional one-year periods beginning July through June, with the same terms and conditions and satisfactory performance of all criteria and subject to the availability of funds for each renewal period. The optional renewal periods will be upon mutual written consent of both parties. The Provider must be prepared to begin immediately upon receipt of a fully executed contract and written Notice to Proceed from the Agency.

## **Purpose of Senior Centers**

Through the Older American's Act, Title I, Section 102 (36) U.S.C, the term "multipurpose senior center" means a community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental and behavioral health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals.

The Area Agency on Aging and Disability (AAAD) serves as the agency designated by the Tennessee Department of Disability and Aging (TNDAA) to administer a comprehensive and coordinated system of services for adults age 60 and over and adults with disabilities, including Senior Centers, as a part of the system within the boundaries of a defined planning service area (PSA).

When choosing a site, each AAAD will carefully consider giving preference to location in areas with the greatest incidence of older individuals with social or economic need, with particular attention to low-income older persons (including low-income minority, older individuals, older individuals with limited English proficiency, and older individuals living in rural areas).

Special consideration shall be given to transportation accessibility, neighborhood safety and security of participants and staff, convenience for collocation of services, and availability of supportive and nutritional services to be provided at the Senior Center.

A Senior Center may be: **1)** a *single purpose* agency with programs and activities designed and operated only for the benefit of adults age 60 and over; or **2)** a *multi-purpose* agency with a broad spectrum of services, which shall include, but not limited to, provision of health, social, nutritional, and educational services and the provision of facilities for recreational activities for adults age 60 and over.

## **General Requirements of Senior Centers**

The following general requirements apply to all Senior Centers delivering services under OAA:

1. Organizations eligible for state and federal funds for the operation of a senior center must be chartered in the State of Tennessee as a non-profit corporation or be a division of a city or county government. A Senior Center which is part of a city or county government must operate in accordance with policy and procedures of the city or county government. Governmental agencies must be created by statute, resolution, or ordinance. The city or county government must have policy and procedures that address the administrative and fiscal policies that govern the operation and management of the Senior Center.
2. A Senior Center which is chartered as a non-profit corporation must have a governing entity that is responsible for the overall operation and fiscal integrity of the organization with a written set of by-laws that defines the governing entity and establishes its organizational structure.
3. The Senior Center must submit an annual report to the AAAD. Non-profit Senior Centers must also include a copy of the Senior Center's 990 Form for the most recent fiscal year. (Note: these are also requirements of the TN Secretary of State for Non-Profit Corporations).
4. The Senior Center must administer a satisfaction survey and submit the results to the AAAD annually.
5. The Senior Center must post:
  - a. Participant Grievance Procedures
  - b. Title VI Civil Rights Notice
  - c. Equal Employment Opportunity Poster
  - d. Public Accountability Poster (800# TN Comptroller's Office)
  - e. Call 911 for Emergency
  - f. Location of First Aid Kits, Fire Extinguishers and other supplies
  - g. Monthly Calendar of Events
6. The Senior Center must provide a ten percent (10%) local match for all federal funds and a fifty percent (50%) match for all state funds.
7. The Senior Center must assure that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of services or in the employment practices of the Senior Center on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Senior Center shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

8. The Senior Center must have policies and procedures to ensure fiscal integrity of the organization.
9. The Senior Center must record participant information using the questions on the Participant Registration Form and must enter it into the state-approved database and update as changes occur. Some AAADs may require Senior Centers to update annually to ensure that their membership contact information is kept up to date.

## **Additional Applicant Requirements / Assurances**

1. Documentation: The Senior Center shall document individual participation. SDDA Aging and Disability Program & Policy Manual, 5-8(2)
2. Background Checks: Senior Centers shall comply with Tennessee Code Annotated § 52-2-1002 on completing background checks for employees and volunteers.
3. Compliance: All provider agencies will comply with all federal and state laws and regulations. DDA Aging and Disability Program & Policy Manual,2-4-.01(2)(e)
4. Authorization: Service providers may expend federal and state funds only for those services for which they have received authorization through a contract with the AAAD. DDA Aging and Disability Program & Policy Manual, 14-2-.09(2)(g)
5. Service Description Adherence: Service providers receiving state appropriations or OAA funds must comply with DDA contracting guidelines, program standards and service descriptions. DDA Aging and Disability Program & Policy Manual,4-2-.04(1)(b)(ii)
6. Eligibility: Services shall be provided only to consumers who meet eligibility criteria. DDA Aging and Disability Program & Policy Manual, 14-2-.02(1-2)
7. Gratuities/Favors: No service provider agent shall solicit or accept gratuities, favors, or anything of monetary value from

a consumer, service provider, contractor, or potential contractor. DDA Aging and Disability Program & Policy Manual,4-2-.04(1)(h)(i)

8. Confidentiality: Each service provider must have procedures to protect the confidentiality of information collected about consumers. The procedures must ensure that no information about a consumer is obtained or disclosed by a service provider in a form that identifies the person without the "informed written consent" of that person or of his or her legal representative. Disclosure may be allowed by court order, or when securing client-related services, benefits, or rights. All consumer information must be maintained in controlled access files. (Exception: A written release of information when making a referral for Adult Protective Services is not required). DDA Aging and Disability Program & Policy Manual, 2-6-.10
9. Insurance: Each service provider shall either provide a statement of self-insured status or procure and maintain payment of premiums on policies of insurance coverage to (A) adequately protect personal and real property whose acquisitions cost was borne in whole or in part as a direct charge to Title III or state funds from loss or damage; and (B) adequately cover all claims which may arise related to accidents involving personal injuries and/or use of products and services under the area plan. DDA Aging and Disability Program & Policy Manual,2-6-.07
10. Bond: All service providers must obtain sufficient bond coverage for protection of the AAAD and DDA from theft, forgery, embezzlement, and fraud losses by the service provider agency, any of its agents or employees, full or part-time. DDA Aging and Disability Program & Policy Manual,2-6-.07
11. QA: Quality Assurance will be an ongoing process in which all entities including DDA, AAAD, service providers and consumers will play a role. DDA Aging and Disability Program & Policy Manual,14-2-.09(1)(c)
12. Monitoring: Service providers will be monitored by the AAAD at least annually using monitoring tools approved by DDA that are based on DDA's Aging Program and Policy Manual. DDA Aging

and Disability Program & Policy Manual,18-1-.01

13. Voluntary Contributions: Service providers shall provide service recipients with an opportunity to contribute to the cost of their service. Services shall not be denied because the older individual or family caregiver will not or cannot make a voluntary contribution. 45 CFR §1321.9 & DDA Aging and Disability Program & Policy Manual,4-2-.09(2)(b)
14. Emergencies: Service providers shall, where feasible and appropriate, make arrangements for the availability of services to older individuals and family caregivers in weather-related and other emergencies. DDA Aging and Disability Program & Policy Manual,4-2-.09(2)(c)
15. Benefits: Service providers shall assist participants in taking advantage of benefits under other programs. DDA Aging and Disability Program & Policy Manual,4-2-.09(2)(d)
16. Abuse/Neglect/Exploitation Reporting: Service providers shall comply with all state laws relating to mandated reporting of abuse, neglect, and/or exploitation and shall immediately make a report to appropriate officials for follow-up, conditions or circumstances which place the individual, or the household of the individual, in danger. DDA Aging and Disability Program & Policy Manual,14-2-.09(2)(k)
17. Incorporation: Service providers, either private for-profit or not-for-profit organizations, must be incorporated under the laws of the state in which their principal place of business is located. DDA Aging and Disability Program & Policy Manual, 4-2-.04(1)(f), 2-5-.0(3-4)

## **Senior Center Service Definitions**

The Senior Center must provide at least (1) one or more of the following services during hours of operation:

**Health Education** - Individual and/or group sessions that assist participants to understand how their lifestyle impacts their physical and mental health and to

develop practices that enhance their total well-being. Includes programs relating to prevention and reduction of chronic disabling conditions, (including osteoporosis and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight control and stress management.

**Physical Fitness and Exercise** - Programs providing activities designed to improve strength, flexibility, endurance, muscle tone, reflexes, cardiovascular health and/or other aspects of physical functioning. Includes group exercise, and music therapy, art therapy, and dance-movement therapy including programs for multigenerational participation.

**Recreation** - Providing activities (structured or unstructured) which foster the health and/or social well-being of individuals through social interaction and the satisfying use of leisure time.

**Education** - Activities designed to assist individuals to acquire knowledge, experience, or skills; provided to a group of older persons regarding issues related to their health, welfare, or well-being. Includes sessions to increase awareness in such areas as nutrition, financial management/consumerism, crime or accident prevention, promoting personal enrichment, increasing or gaining skills of a craft or trade.

**Telephone Reassurance** - A telephone service to provide comfort or help to participants, usually staffed by volunteers.

**Please complete the Table on this page by estimating:**

- a)** total unduplicated persons served for a one-year service period
- b)** total units of service for one-year service period

*If you provide additional services not listed below, please add them and the accompanying applicable information at the bottom of the table.*

<b>SERVICE</b>	<b>Total Unduplicated Persons Served</b>	<b>Total Units of Service Provided</b>
Education / Training		
Health Education		
Health Screening		
Physical Fitness / Exercise		
Recreation		
Resource Information		
SHIP / SMP Screening and Reporting		

## **Purpose of Title IIID**

### **Evidence-Based Disease Prevention and Health Promotion Services**

Through the Older American's Act (OAA), Title III, Part D, Section 361 (a), it provides for evidence-based disease prevention and health promotion services and information to be offered at multipurpose Senior Centers, at congregate meal sites, through home delivered meals programs, or at other appropriate sites. Evidence-based disease prevention and health promotion programs reduce the need for more costly medical interventions.

## **General Requirements for Title IIID**

Provision of Title IIID programs under OAA must use one of the following methods to demonstrate the program meets ACL evidence-based requirements:

1. Evidence-based program(s) that have been approved by the U.S. Department of Health and Human Services (DHHS); or
2. Program(s) that meet the criteria for ACL's evidence-based definition. The program must:
  - Have demonstrated through evaluation that they are effective for improving the health and well-being or reducing the disability and/or injury among older adults.
  - Have been proven effective with the older adult population, having used an Experimental or Quasi-Experimental Design.
  - Have research/evaluation results that have been published in a peer-reviewed journal.
  - Have been implemented previously at the community level (with fidelity to the published research) and shown to be effective outside a research setting.
  - Include program manuals, guides, and/or handouts that are available to the public.

## **SENIOR CENTER REQUEST FOR PROPOSAL**

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact (Name & Title): \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Fiscal Contact (Name & #): \_\_\_\_\_

Date of Application: \_\_\_\_\_

Place of Establishment: \_\_\_\_\_

### **I. COVER LETTER**

a) At a minimum, this letter must include the following:

- A statement that the accompanying proposal is in response to this RFP.
- A statement that the service provider is willing, if selected, to execute a contract with the grantee agency: the Area Agency on Aging and Disability (AAAD).
- A statement identifying the individual(s) authorized to finalize a contract with the grantee agency: the AAAD, on behalf of the service provider.

### **II. ORGANIZATIONAL STRUCTURE AND INFORMATION**

#### **Please provide a W-9**

a) Please indicate the status of your agency:

- Single purpose agency (Only serving 60 and older)
- Multipurpose agency

b) Date Established: \_\_\_\_\_

c) Organizational Capacity (For single organization unit responsible for delivering proposed service(s)).

1. Governing Body: (Describe structure and responsibilities. Provide a list of the present membership of the Board of Directors or other governing body of the applicant. The list must include each member's name, address, sex, race and whether he or she is a person with a disability. Also include the method used for selecting and replacing board members.)

2. Organizational Chart: (For single organization unit responsible for delivering proposed service(s)).
3. Experience: (Describe within two pages organizational experience in working with older persons and/or adults with disabilities.)

d) Personnel:

1. Identify the key personnel who will be involved with the program.

- e) Proof of current General Liability Insurance, Workers Comp Insurance and Bond, as required by DDA Aging and Disability Program & Policy Manual, 2-6-.07.

### III. TARGETING

- a) OAA funds are used to serve individuals 60 years of age and older; however, its focus should be on serving persons with the greatest social or economic need. The table below indicates the demographics for the district for which the applicant is applying to serve.

Geography	Population		Language	Poverty			Rural
	60+ Population	% of 65+ who are minority		% of individuals ages 65+ who speak language other than English at Home	% of individuals ages 65+ who are below 100% FPL	% of total 65+ who are below poverty	
Anderson County	27,480	10%	1.46%	11.5%	12.2%	3.3%	36.5%
Blount County	28,598	8.4%	0.8%	9%	9.1%	0.88%	37%
Campbell County	11,100	7%	1.7%	14%	14%	0.53%	57%
Claibourne County	33,070	7%	1.1%	13%	13%	95%	80%
Cocke County	16,851	9.2%	11.6%	12%	12%	2.2%	68.55%
Grainger County	6,000	6.7	1.60%	11.2%	13%	0.49%	100.00%
Hamblen County	18,250	7%	5%	12.2%	1.2%	1.02 %	23.01%
Jefferson County	17,200	9.5%	1.6%	12.6%	8%	0.71%	60.8%
Knox County	104,000	14.8%	11.6%	11%	12%	1.7%	14.90%
Loudon County	22,189	15%	11.6%	10.1%	9%	1.15%	40.61%
Monroe County	10,242	10%	2.9%	17%	17%	0.21%	77%
Morgan County	5,700	9.1%	1.06%	12%	12%	0.06%	100%
Roane County	19,817	5.4%	2.45%	11%	11%	0.12%	61%
Scott County	9,543	4.1%	0.47%	19%	16.9%	0.88%	83.53%
Sevier County	32,000	15.9%	9.6%	9%	9%	0.25%	53%
Union County	5,580	5.4%	2.02%	11%	11%	0.49%	52.1%

- b) Explain, in detailed narrative format, the applicant's ability to reach the following individuals considering the demographics listed above:

1. Low Income

2. Low Income Minority
3. Rural
4. English Limitation

## **AUTHORIZATION FOR SUBMISSION**

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

Is submitting this proposal to become an approved provider.

\_\_\_\_\_  
{Name of Applicant Organization}

\_\_\_\_\_  
Executive Director / CEO / President Service Provider Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Governing Body

\_\_\_\_\_  
Date

## **SENIOR CENTER - SCOPE OF WORK**

### **I. STATUS PLAN/TARGETING**

	<b>Approximate Number of Individuals 60+ to be Served Yearly</b>	<b>Average Daily Attendance</b>
<b>Total Unduplicated Individuals</b>		
<b>Low Income</b>		
<b>Low Income Minority</b>		
<b>Rural</b>		
<b>English Limitation</b>		

### **II. PROVISION OF SERVICES**

Explain, in detailed narrative format, the types of activities and services that will be provided through the Senior Center and funded using Title IIIB funds.

## **TITLE IIID - SCOPE OF WORK**

### **I. STATUS PLAN/TARGETING**

	<b>Approximate Number of Individuals 60+ to be Served Yearly</b>	<b>Average Daily Attendance</b>
<b>Total Unduplicated Individuals</b>		
<b>Low Income</b>		
<b>Low Income Minority</b>		
<b>Rural</b>		
<b>English Limitation</b>		

### **II. PROVISION OF SERVICES**

Explain, in detailed narrative format, the types of programs that will be provided through the Title IIID funding including training and certification received and a schedule of events.

### **Projected FY 2027 Senior Center (SC) Allocations and Required Match**

The following table reflects the Projected FY 2027 Senior Center (SC) total funding allocations and the corresponding required local match for each county.

<b>County</b>	<b>Projected FY27 SC Total</b>	<b>Required Local Match</b>
Anderson	\$21,940	\$15,322
Blount	\$33,580	\$26,962
Campbell	\$14,945	\$8,327
Claiborne	\$13,395	\$6,777
Cocke	\$14,961	\$8,343
Grainger	\$12,266	\$5,648
Hamblen	\$18,607	\$11,989
Jefferson	\$18,280	\$11,662
Knox	\$81,118	\$74,500
Loudon	\$21,264	\$14,646
Monroe	\$16,638	\$10,020
Morgan	\$11,229	\$4,611
Roane	\$19,271	\$12,653
Scott	\$11,074	\$4,456
Sevier	\$26,618	\$20,000
Union	\$11,313	\$4,695

### **Explanation of Required Match**

Senior Center funding includes a combination of federal Older Americans Act (OAA) Title IIIB funds and state funds. Senior Centers must provide a ten percent (10%) local match for all federal funds and a fifty percent (50%) match for all state funds.

Because each county's total allocation includes a different proportion of federal and state funding, the required match amounts vary by county and are not calculated using a single uniform percentage.

The amounts listed above represent the minimum required non-federal contribution that must be provided in order to fully expend the projected FY 2027 Senior Center allocation.

Allowable match sources may include:

- County or municipal appropriations
- Local cash contributions
- Approved in-kind contributions consistent with federal and state cost principles

### **Compliance and Funding Adjustment**

Senior Centers are responsible for documenting and verifying all local and state match contributions in accordance with federal and state program requirements. Failure to meet the required match will result in a proportional reduction in total allowable expenditures and associated federal and/or state funding. Match contributions must be fully documented, allowable, and auditable under applicable cost principles.