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# Area Agency on Aging, Inc.

S P E C I A L I S T S I N A G I N G

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## REQUEST FOR PROPOSAL (RFP)

### Program Manager – Older Adults Home Modification Grant

Issued by: Region IV Area Agency on Aging

Issue Date: May 19, 2025

Proposal Due Date: June 13, 2025

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## 1. Introduction

Region IV Area Agency on Aging (Region IV AAA), serving the older adult population of Berrien, Cass, and Van Buren Counties in Michigan, invites proposals from qualified individuals or organizations to serve as a Program Manager for the Older Adults Home Modification Grant (OAHMG) program. This grant, funded by the U.S. Department of Housing and Urban Development (HUD) and administered locally, aims to support low-income older adults by providing non-medical home modifications that promote aging in place.

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## 2. Scope of Work

The selected Program Manager will oversee the implementation, coordination, and evaluation of the Older Adults Home Modification Grant program, including but not limited to:

### *Program Coordination*

- Manage day-to-day operations of the home modification grant project.
- Coordinate services with contractors, occupational therapists, and case managers.
- Maintain compliance with all HUD and Region IV AAA program requirements.

### *Client Services*

- Coordinate with the Information & Access team to manage the client intake, eligibility, and referral process.
- Ensure person-centered service delivery that prioritizes safety, accessibility, and client satisfaction.

### *Reporting and Documentation*

- Maintain accurate program records, case files, and documentation.
- Prepare and submit reports in accordance with grant requirements and Region IV AAA standards.
- Monitor key performance indicators and track project outcomes.

### *Budget Oversight*

- Collaborate with fiscal staff to monitor program budgets and expenditures.
- Ensure appropriate use of funds and timely submission of invoices.

### *Community Engagement*

- Serve as liaison with local partners, contractors, and community organizations.
  - Coordinate with Communications and Outreach to promote program awareness and referral pathways.
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### 3. Minimum Qualifications

- Bachelor's degree in social work, public health, gerontology, project management, or related field (Master's preferred).
  - Minimum 3 years of experience in program management, preferably in aging services, housing, or home modification.
  - Demonstrated knowledge of older adult needs, aging in place strategies, and community resources.
  - Strong organizational, interpersonal, and communication skills.
  - Proficiency in data management and reporting systems.
  - Must pass background checks and possess a valid driver's license.
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### 4. Proposal Requirements

Please submit a complete proposal including:

- Cover Letter
  - Statement of Qualifications
  - Detailed Work Plan
  - Approach to managing the OAHMG program
  - Timeline and milestones
  - Budget Proposal
  - Hourly rate or salary expectation
  - Estimated total cost for 12-month contract
  - References
  - Contact information for three professional references.
  - Sample Reports or Relevant Work (optional but preferred)
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### 5. Evaluation Criteria

Proposals will be evaluated based on the following:

Criteria	Weight
Experience and Qualifications	30%
Work Plan and Approach	25%
Cost Proposal	20%
References and Past Performance	15%
Communication and Responsiveness	10%

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### 6. Submission Instructions

Submit proposals electronically in PDF format by **5:00 pm on June 13, 2025** to:

[amandadrew@areaagencyonaging.org](mailto:amandadrew@areaagencyonaging.org)

Subject Line: RFP Submission – Program Manager – OAHMG

Questions may be submitted to the same email address by June 6, 2025

Responses will be shared via email with all known interested parties.

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### 7. Timeline

Milestone	Date
RFP Release	May 19, 2025
Deadline for Questions	June 6, 2025
Proposal Submission Deadline	June 13, 2025
Interviews (if needed)	June 16 – June 20, 2025
Award Notification	June 27, 2025
Contract Start Date	June 30, 2025

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## **8. Additional Information**

Region IV AAA reserves the right to reject any or all proposals, to waive informalities or irregularities in any proposals received, and to accept the proposal deemed most advantageous to the agency. This RFP does not commit Region IV AAA to award a contract or to pay any costs incurred in the preparation of a proposal.