



**Request for Proposal**

**Instruction Booklet**

**Application for Funding**

Contract Start Date  
January 1, 2019 thru December 31, 2019

**Area Agency on Aging 11, Inc.**  
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# Introduction

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## Request for Proposals

Area Agency on Aging 11, Inc. is requesting proposals for community-based services to be provided to senior citizens (individuals aged 60 years or older) within the following geographical "Planning and Service Area" (PSA 11). PSA 11 consists of four counties---Ashtabula, Trumbull, Mahoning and Columbiana.

Applicants (bidders) will be selected to provide specific contract services under the Older Americans Act (Federal Funds) Title III-B (Support Services) and State Funds--Senior Community Services Funds (SCS).

## The History of the Area Agency on Aging 11, Inc.

Passage of the Older Americans Act of 1965 by the U.S. Congress signified the emergence of aging as a major national policy area and served to stimulate increased public interest in the needs of older Americans. The 1973 amendments to the Older Americans Act established "Area Agencies on Aging" as an integral part of the national aging network. Designated in February 1976, Area Agency on Aging 11, Inc. is a private, non-profit corporation in the state of Ohio and is controlled by a Board of Trustees representative of the public and private sectors and program participants. AAA11 is one of twelve (12) area agencies on aging in Ohio and one of 660 in the United States.

## Roles of the Ohio Department of Aging

The Ohio Department of Aging is the unit of state government designated as the focal point on issues concerning older persons. This designation is required by the Older Americans Act. The Ohio Department of Aging (ODA) performs a wide array of functions intended to provide opportunities which help older persons remain independent in their own homes and communities. These functions include the overall administration of the network of the 12 area agencies on aging and the development of services and systems which strengthen the state-wide program.

# Older Americans Act Funding

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The Older Americans Act of 1965 (re-authorized in 2016) grants funds to states for community planning, advocacy, service development, and training. The Act funds the major federal programs that provide services directly to older Americans. Through the administrative network, it has created the Federal Administration on Aging, State Units on Aging and Area Agencies on Aging. Aging organizations at all levels work to provide older persons with comprehensive and coordinated services meeting a variety of needs. The Act is designed to give communities control over policy and program decisions, to support the best mix of services at the local level.

Area Agency on Aging 11 receives Title III funds through the Older Americans Act to distribute for services to clients in our four-county area. Title III is separated into six categories of services.

1. Title III A- The purpose is to administer funds for the Agency on Aging in regard to supervision and support.
2. Title III B- The purpose is to provide supportive services and senior centers. The major services are transportation, in home services, legal assistance, health and community based services.
3. Title III C1- The purpose is to provide meals in a congregate setting for the elderly, in regard to meals and nutrition education.
4. Title III C2- The purpose is to provide home delivered meals to the elderly who are home bound because of an illness or disability. Services are the delivery of meals and nutrition education.
5. Title III D- The purpose is to provide disease prevention and health promotion services. These programs must be based on an evidence based system.
6. Title III E- The purpose is to provide caregiver support programs through the AAA care coordination program in regard to respite services, education, training, information, links to services and support groups.

## Ohio Department of Aging Funding

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The State Legislature (Ohio General Assembly) created and passed legislation to fund services for frail and impaired senior citizens. The Ohio Department of Aging administers these state funds-"Senior Community Services Funds." The State Legislature has also passed specific legislation for Alzheimer's disease funding intended for research and to provide services to help families, who have a person (60+) diagnosed with Alzheimer's disease or a related disorder, keep their loved one at home.

1. State Senior Community Services Funding- the purpose it to provide specific services for the most frail and impaired elderly not eligible for other programs. These services can include personal care, homemaker, chore, transportation, home delivered meals, housing, and home repair.
2. Alzheimer's Respite Services- The purpose is to provide services to those who have

been diagnosed with Alzheimer's disease or related disorder, to provide caregiver support programs through the AAA caregiver support program. Services include respite services, education, training, information, links to services, and support groups.

## Methods of Service Contracts

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The Ohio Department of Aging Policy requires area agencies on aging to contract for services using one of two contracting methods. The first method of contracting is the "Purchase of Service" contract and the second is "Cost Reimbursement" contract. ODA Policy specifies which services must be "Purchase of Service" contracts and which must be "Cost Reimbursement" contracts.

**Purchase of Service Contract-** A contractual agreement in which a service provider is paid for services based upon a pre-determined price per unit of service delivered.

**Cost Reimbursement Contract-** Grants or contracts in which a provider is paid for services delivered based upon allowable costs related to actual expenditures incurred by providers to deliver a service, regardless of the number of services provided.

**Unit of Service-** A unit of service as defined in the ODA Taxonomy of specific services.

## Multi-year term

The funding is based on a multi-year term.

The AAA11 may terminate the agreement, rather than fulfill all years of the multi-year term, under anyone or more of the following circumstances:

1. The provider does not demonstrate satisfactory performance
2. The AAA does not have funds to pay for the goods or services for a subsequent year.
3. A situation arises that was unforeseen at the time of the AAA and the provider entered into the agreement. Examples of unforeseen situations are changes in the market conditions or changes in the law regulating the goods or services the agreement covers.

# General Instructions

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1. Applications for Social Service Funding must be submitted to Area Agency on Aging 11 no later than 2:30p.m. October 26, 2018. Applications submitted after 2:30p.m will NOT be considered. Questions about the application packet may also be submitted by e-mail until Friday, October 19, 2018 only. Please direct your questions to Sarah Ridel, [planning@aaa11.org](mailto:planning@aaa11.org). Your question will be addressed by the appropriate person and the question and reply will be returned to all applicants via e-mail.
2. The contract for funds awarded is January 1, 2019 through December 31, 2019.
3. Ohio Department of Aging policy requires the Area Agency on Aging to use two methods of contracting one is the "Purchase of Service" contract method and the other is "Cost Reimbursement" method (Refer to the "AAA11 Service Contract Methods", located in the instruction booklet.)
4. Only one (1) application must be submitted in paper format. That application must be signed by the proper authority and must contain all required attachments. The agency will make additional copies if necessary.
5. All documents included in the application must be completed to be considered a valid application. Each applicant must meet the "Portal Requirements" in order to be a valid application for funding.
6. The funding advertised by Area Agency on Aging 11, Inc. is for FY 2019 and is specifically intended to purchase services for senior citizens 60 years of age or older. The mission of the Agency on Aging is to ensure that services are available in the community to assist older adults in remaining independent and living in a home environment and preventing premature institutionalization.
7. All Area Agency on Aging 11 funds require a minimum of 15% local match.
8. The Older Americans Act and the Ohio Department of Aging regulations state that the target population to be served with these funds are persons 60 years of age or older. Priority is to consumers with the greatest economic and social needs with particular attention to those who are low income, low income minorities, who have limited proficiency in the English language, who reside in rural areas and who are at risk for institutional placement.
9. Most services provided through federal and state funding are to be offered at no cost. However, seniors who receive services through these contracts must be made aware that they may contribute to the cost of the service. Participant donations (Program Income) should be encouraged by the service provider. An Older Americans Act

Regulation states that Cost Sharing must be implemented for specific services. The AAA11 Cost Share Policy is included as part of this Application for Funding.

10. Service contract goals must be clearly stated. Service delivery methods must be clearly stated. Methods of targeting low-income minority seniors must be clearly stated.
11. Reporting contract service information to the AAA11 must be completed as required by the Ohio Department of Aging and mandated by the Administration on Aging. The current reporting software program is "WellSky Aging and Disability" (formally known as SAMS).
12. Service Providers shall understand, agree with and comply with the following applicable laws and rules:
  1. American's with Disabilities Act of 1990;
  2. Occupational Safety and Health Act of 1970;
  3. Equal Employment Opportunity Act;
  4. Clean Air Act, as amended, 42USC AA 7401 et seq. If contract exceeds \$100,000
  5. Certify that no funds appropriated by the contract will be used for lobbying ads described in 31 USC 1352;
  6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
  7. Declaration Regarding Material Assistance/ Non-Assistance to a Terrorist Organization (ORC 2909.33); and
  8. Ohio Revised Code- All laws and regulations pertaining to the services provided.

# General Bid Information

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1. The request for proposal is being issued on the basis of the presumed availability of funds from the state and/or federal government. The Area Agency on Aging 11, Inc., hereafter AAA11, will not be liable should funds be eliminated or reduced.
2. Completion of a proposal does not imply that AAA11 will fund a proposal. Proposals are subject to review by representatives of the Board and staff of AAA11 and outside parties as AAA11, at its sole discretion, may invite to review proposals.
3. At its sole discretion, AAA11 may negotiate the unit price, or any other factors, including, but not limited to, the total funds, the composition of those funds, and the amount and type of match, prior to determining to enter or not to enter a contract based on proposal.
4. Decisions to fund a contract are at the sole discretion of AAA11. AAA11 may choose to reject or not to fund one or more proposals, whether solicited or unsolicited, at its sole discretion, if it believes it is in the best interest to do so.
5. AAA11 retains the right to increase a provider's unit rate during the existing of a multi-year provider agreement.
6. The prior year(s) service production, projected service levels, as well as any service data supplied, is to be used as a guideline for proposals. They do not necessarily reflect final dollar amounts or service levels. AAA11 does not guarantee the accuracy of such data.
7. AAA11 may at its sole discretion, determine that it is in its best interest to interview certain applicants. No applicant however, is in anyway guaranteed an interview whether their proposal is accepted or rejected.
8. Persons completing a proposal are cautioned to reflect service goals, expenditures and other information accurately. Proposals will be judged on a number of factors including but not limited to, the past performance of the applicant, the anticipated performance of an applicant and the accuracy of the information submitted, procurement for person direction. A proposal may be accepted as submitted or negotiated based on the information provided and the proposal, as submitted or negotiated, will become part of the service contract by reference. Performance during the contract year will be judged based on the entire contract document.
9. Applications will be evaluated on the following items:
  - 1) Budget = 35 Points
  - 2) Goals/Targeting = 25 Points
  - 3) Quality of Service= 20 Points

- 4) Capacity of Service = 15 Points
- 5) Contract Compliance = 5 Points

# **Ohio Department of Aging Administrative Rules**

## **Provider Agreements**

<http://aging.ohio.gov/Rules>

The above link will direct you to the Ohio Department of Aging rules website.

As written in application for Title III funding, all applicants will be required to comply with all applicable service specifications and conditions of contracting, failure to comply may result in termination of contract.

## **Older Americans Act**

[173-3-06 OAA: requirements to include in every AAA-provider agreement](#)

Effective: 8/1/16

[173-3-06.1 OAA: adult day service](#)

Effective: 9/1/16

[173-3-06.2 Chore service.](#)

Effective: Dec. 1, 2013

[173-3-06.3 Home maintenance, modification, and repair services.](#)

Effective: Dec. 1, 2013

[173-3-06.4 Homemaker service.](#)

Effective: Dec. 1, 2013

[173-3-06.5 Personal care.](#)

Effective: Jan. 1, 2014

[173-3-06.6 Transportation service.](#)

Effective: March 12, 2011

[Related forms...](#)

## Portal Requirements

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Portal requirements are specific requirements of the applicant organization submitting a request for proposal. All portal requirements must be met before the proposal will be considered. **Failure to provide the following will result in AAA11 not considering the proposal.** Area Agency on Aging 11, Inc. at its sole discretion, may waive or allow an applicant to remedy one or more of these issues provided there is either, 1) no competition for the particular dollars, 2) all applicants failed to meet one or more requirements or 3) evidence supports the applicants effort to meet a requirement in a timely manner but another party, outside its control, failed to respond within the deadline.

- Timeliness-** The application for funding will not be accepted if it arrives after the deadline specified. The deadline for the submission of the Application for Funding is Friday, October 26, 2018 no later than 2:30p.m. The location for delivery is the Area Agency on Aging 11 corporate offices in the Eastwood Mall, 2<sup>nd</sup> Floor, Ste. 2685, 5555 Youngstown-Warren Road, Niles, Ohio 44446.
- Audits-** The organization's most recent audit (minimum 2017 or later) for a non-profit corporation must be submitted. The most recent State audit for governmental entities must be submitted. An independently prepared financial statement, no older than the end of the previous corporate year, must be submitted for for-profit entities.
- Tax Returns-** The applicant must submit the most recent filed federal tax return. Tax returns submitted must be current to the last filing deadline for the last filed return plus an extension.
- Certificate of Good Standing-** A 2018 copy of a certificate of good standing from the Ohio Secretary of State is required. The website to request this document is [www.sos.state.oh.us](http://www.sos.state.oh.us).
- Payroll Taxes-** A copy of Form 941 filed June, 2018 is required. A statement or other agreement regarding any back taxes owed to either the federal or state governments is required if it pertains to payment agreement with the taxing agency and must be current or must be under dispute between the taxing authority and the organization.
- Insurance-** Evidence of a current liability policy of \$1,000,000 is required.
- Worker's Compensation-** A copy of a current workers compensation certificate.
- Other-** The organization must certify, in letter format, addressed to Area Agency on Aging 11, Inc. that it is not banned or otherwise sanctioned by the federal or state governments or any agency thereof. AAA11, based on its accounting firm's sole analysis of the information provided can determine that there is a reasonable expectation that the applicant can financially fulfill the terms of the contract for one year, i.e. the applicant is financially stable.

# **APPLICATION FOR FUNDING EVALUATION TOOL**

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The Area Agency on Aging 11, Inc. RFP process includes an application evaluation tool to compare competitive applications. This process allows the AAA to examine competitive bids, using the same criteria, and make a recommendation for funding based on the results of the point system in this document. Applications will be evaluated on the following items:

1) Budget = 35 Points

**AAA 11 Unit Cost- 20 points**  
**Budget/ Narrative-5 points**  
**Total Unit Cost- 10 points**

2) Goals/ Targeting = 25 Points

**Planned Units of Service/Cost- 10 points**  
**Planned Total Clients-4 points**  
**Identify and target priority populations- 3 points**  
**Outreach to new consumers-3 points**  
**Waitlist management-5 points**

3) Quality of Service= 20 Points

**Consumer satisfaction/ Program Effectiveness - 5 points**  
**Service delivery plan in emergency- 5 points**  
**Compliance with 12 month service delivery- 5 points**  
**Person Centered consumer service- 5 points**

4) Capacity of Service = 15 Points

**Geographic service area- 5 points**  
**Staffing/Staff to Client Ratio- 3 points**  
**Service History-3 points**  
**SAMS/Data entry- 2 points**  
**Collaboration- 2 points**

5) Contract Compliance = 5 Points

**History of Organization- 1 points**  
**Grievance Policy- 1 points**  
**Sign off on compliance-1 points**  
**Cost share policy- 1 points**  
**Agency Sanctions- 1 points**

## APPLICATION FOR FUNDING EVALUATION TOOL

Applicant Organization \_\_\_\_\_ Bid Spec # \_\_\_\_\_

Category	Measurable Issues	Point Value	Comments	Points Given
<b>Contract Compliance</b>	History of Organization	1		
	Grievance Policy	1		
	Sign off on Compliances, Terms and Conditions	1		
	Cost Share Policy	1		
	Agency Sanctions	1		
	<b>Total</b>	5		
<b>Budget</b>	AAA 11 Unit Cost	20		
	Budget/Narrative	5		
	Total Unit Cost	10		
	<b>Total</b>	35		
<b>Service Goals/ Targeting</b>	Planned units of service/Cost	10		
	Planned total clients	4		
	Identify and target priority populations	3		
	Outreach to new consumers	3		
	Waitlist Management	5		
	<b>Total</b>	25		
<b>Quality of Service</b>	Consumer satisfaction/ Program Effectiveness	5		
	Service delivery during an emergency	5		
	Compliance with 12 month service delivery	5		

	Person Centered Methodology utilized in consumer delivery	5		
	<b>Total</b>	20		
<b>Capacity of Service</b>	Geographic Service Area	5		
	Staffing/staff to client ratio- chart and narrative	3		
	Service History- past 3 years	3		
	SAMS/ Data Entry	2		
	Collaboration	2		
	<b>Total</b>	15		
		<b>100</b>	<b>GRAND TOTAL</b>	

**Comments**

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# Consumer Contributions

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Area Agency on Aging 11, Inc. has adopted a client contribution policy to be in compliance with the Older Americans act as revised and the Ohio Department of Aging guidelines. The AAA11 client contribution policy is designed to request recipients of services, funded in whole or part, with Title III funds under the Older Americans Act and/or the Senior Community Service Block Grant funds distributed by the Ohio Department of Aging to contribute to the cost of the services either by voluntary donation or cost sharing. The AAA11 cost sharing policy utilizes a sliding fee scale, which is based upon the federal poverty guidelines to determine the amount a recipient is requested to contribute toward the cost of the services.

(A) Sliding Fee Scale:

The sliding fee schedule below which determines the percentage of the actual (or partial) contracted cost of a unit of service or a good received that AAA11 shall suggest that a consumer pay based upon the consumer individual income as a percentage of the federal poverty level found in the federal poverty guidelines.

RECIPIENT'S INCOME % OF POVERTY LEVEL.....	SUGGESTED COST SHARE % OF SERVICE COST
149% and below.....	0%
150-174%.....	10%
175-199%.....	20%
200-224%.....	30%
225-249%.....	40%
250-274%.....	50%
275-299%.....	60%
300-324%.....	70%
325-349%.....	80%
350-374%.....	90%
375% + .....	100%

\*\*Federal Poverty Guidelines used in this policy relate to those guidelines distributed by the U.S. Department of Health and Human Services.

(B) Cost Sharing Services:

All services subject to cost sharing include Adult Day Services, Chore Services, Home Maintenance and Modification or repair services, Homemaker Services, Personal Care Services, Emergency Response Systems and Home Medical Equipment.

(C) Voluntary Contributions

A provider may develop a suggested contributions schedule for voluntary contributions. Each provider shall allow consumers to contribute toward any service that the provider furnishes. The provider may solicit consumers to contribute to services and shall encourage consumers to contribute if the consumer's self declared income is at or above 180% of the federal poverty level found in the federal poverty guidelines.

All services subject to voluntary contributions include information and assistance, outreach, benefits counseling, case management, disease prevention, health promotion or volunteer placement, education, training or support group service provided through the Alzheimer's Respite Care Program or National Family Caregiver Support Program, a meal service, ombudsman, elder abuse prevent, legal assistance and transportation service.

(D) AAA11's contracted providers shall implement and administer a consumer contribution policy that includes:

- (1) A requirement to determine the consumer's individual income solely by the consumer's self declaration of income with no requirement for verification.
- (2) A procedure for collecting consumer cost sharing payments from consumers.
- (3) A requirement to distribute written materials to consumers that explain the services subject to consumer cost sharing, the procedure for sharing cost, the sliding fee schedule, that a provider may not decline to provide a service because a consumer fails or refuses to share costs.
- (4) A requirement to provide a receipt to a consumer or family caregiver who makes a payment.
- (5) A procedure for safeguarding and accounting for all cost sharing funds collected.
- (6) A requirement to retain records of all cost sharing funds collected.
- (7) A requirement to keep the consumer declaration of income (or non declaration of income) and cost sharing payment history confidential.
- (8) A requirement to use the funds collected from cost sharing to expand the capacity to provide the service for which the funds were given, unless the funds are used to expand the pool of funds from which the care coordinated services are paid.

## Fee Collection of Consumer Contributions:

AAA11 will ensure that all funds collected through the Cost Sharing requirement will be used to provide the same type of services in the County where collected.

This Policy requires that all Care Recipients and/or Caregivers will be notified of the Cost Sharing Requirement prior to service delivery. The Policy will be explained to them, and a Cost Sharing Sliding Scale will be presented to them to determine the Care Recipients percentage of the total service cost. The percentage of Cost Sharing is based solely on the income of the Care Recipient, not the Caregiver income, or total family income. This Policy also requires that each Care Recipient and/or Caregiver be informed that services will not be stopped for failing to donate their Cost Sharing percentage of service costs. The client will also be informed that the funds collected will be used to increase service delivery to help other needy seniors.

Collection Responsibility: This Policy ensures the collection of Cost sharing funds from Care Recipients will be separately accounted for by the “Responsible Party”.

Responsible Party: The “Responsible Party” is the organization responsible for the coordination of service and direct service delivery for the Client (Care Recipient).

Family Caregiver Support Program: AAA11 is the responsible party for the Family Caregiver Support Program and will ensure the accountability of funds collected through Cost Sharing.

Title III / S.B.G. Service Contracts (RFP Bid Process): Individual Service Providers will be granted as the Responsible Party under the AAA11 Title III/ S.B.G. Service Contract. The Service Provider will have the responsibility of client notification, and collection/accountability, and distribution of funds. The AAA will monitor this activity along with the overall contract monitoring.

Sliding Fee Scale Form: A standard form will be used by all Responsible Parties in the process of notifying each client about the AAA11 Policy, and determining the percentage of cost share for the client.

Cost Share Reminder Memorandum: A standard “Cost Share Reminder Memo” will be used, by all Responsible Parties, to remind the Care Recipient of their agreed to percentage of total service cost.



## CLIENT COST SHARE REMINDER

### MEMORANDUM

Dear Client:

We are pleased to be able to provide services for you. We hope that these services are meeting your expectations and assisting you and your family.

Prior to receiving services, our Representative discussed the Cost Share requirement of the Older Americans Act with you, and/or your primary caregiver. During that visit a Cost Share percentage, for services, was agreed upon. You agreed to share in the total cost of services at 20% per month.

This reminder indicates a month total cost of services you received. You received \$1,000.00 of Services for October of 2017.

For this period of service, you have agreed to contribute \$200.00 = (20% x \$1,000.00).

Thank you for Cost Sharing. The funds you contribute for Cost Sharing will help other families in need receive services.

Services will not be stopped for failure to donate your Cost Sharing percentage.

## REPORTING

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WellSky Aging and Disability formally known as SAMS (Senior Assistance Management System);

The WellSky advanced intake form is what is used to collect consumer's data. This form contains information you retain for the WellSky software program. It is vital that your organization properly and promptly report consumer information. Providers may also collect information by completing the Basic Assessment form.

***The information listed must be included in your WellSky data: Name, Date of Birth, Gender, Ethnic Race, Ethnicity, Lives Alone status, poverty status, high nutritional risk status (only meal delivery providers), rural, (ADL's or IADL's, if you are a direct service provider, ie. PCS, HMK, Adult Day Care, Chore).***

Having complete and accurate data in the system allows for appropriate reporting to The Ohio Department of Aging and the Administration for Community Living.

Your reports will be due quarterly usually sent by email to Don Dockry, Chief Financial Officer. It is important that your monthly financial report matches the WellSky monthly report. If your agency is selected, more information will be distributed regarding WellSky Aging and Disability requirements.

# **Service Provider Appeal Process**

## **Policy**

AAA11 shall provide an opportunity for a hearing to any service provider or potential service provider (hereinafter complainant) whose application for funding is denied or whose grant or contract is terminated.

## **Procedures**

### **107.02 Appeal Time Lines**

Within fifteen (15) calendar days following notification of an adverse action, a complainant may forward a written appeal notice to AAA11. The appeal notice must contain a request for and specific reasons for the appeal.

By no later than fifteen calendar (15) days following the receipt of the appeal notice AAA11 will establish a date, time and place for the appeal hearing and communicate that information to the complainant by certified mail. The appeal hearing shall be held no later than thirty (30) calendar days of the receipt of the appeal notice, unless both parties agree to waive this deadline.

Within fifteen (15) working days following the hearing a written decision shall be issued. The decision shall be sent by certified mail to the complainant.

At its next meeting, AAA11 Board of Trustees will vote to accept or reject the decision. The complainant will be notified within (5) working days of the Board's action. If the decision of the hearing panel or the vote of the Board of Trustees is against the complainant, she or he may appeal to the Ohio Department of Aging.

### **107.03 Appointment of the Hearing Panel**

The President of the Board of Trustees of AAA11 will appoint up to three persons to hear the appeal. Staff members of AAA11 shall not serve on the hearing panel. At least one person on the hearing panel shall not be a member of the Board of Trustees or Advisory Council.

### **107.04 Appeal Hearing**

Generally, AAA11 and the complainant shall be limited to half (½) hour presentations. The complainant's presentation should be germane to the issues presented in the appeal notice. The person(s) hearing the appeal may ask unlimited questions. The person(s) hearing the appeal will accept documents germane to the issues presented in the appeal notice. If the complainant wishes to be represented by an attorney, she or he must inform AAA11 in writing by certified mail delivered at least three working days prior to the hearing.

### **107.05 Waiver of AAA11 Appeal**

AAA11, at its sole discretion, may waive this procedure. In that case, the appeal shall be taken to the Ohio Department of Aging.

## **Demographics/Census Information**

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The demographic information for Ashtabula, Columbiana, Mahoning and Trumbull County can be viewed on the United States Census website at [www.census.gov](http://www.census.gov).