



JEB BUSH  
GOVERNOR

TERRY F. WHITE  
SECRETARY

## MEMORANDUM

TO: AAA Executive Directors NOTICE #: 122304-1-T-PE

FROM: Terry White  
Secretary

DATE: December 23, 2004

SUBJECT: Notice of Transmittal: Evaluation Criteria for ARC/ADRC Transition Plans

---

The purpose of this Notice of Transmittal is to share the criteria the Department of Elder Affairs will use in evaluating the Aging Resource Center/Aging and Disability Resource Center transition plans submitted by the Area Agencies on Aging. The attachment includes the evaluation criteria and the instructions for screening and scoring the transition proposals.

The Department has separated the evaluation criteria into compliance items and performance items. All plans will be subject to an initial screening by DOEA staff to determine completeness and compliance with the instructions issued on November 1, 2004, as Notice of Instruction #110104-3-I-PE. Plans identified as complete and in compliance will then be forwarded to the DOEA Review Team for scoring of the performance items, on a range from 0-3 as defined in the evaluation criteria instrument.

I am requesting that each AAA submit three hard copies of the ARC Transition Plan, one with original signatures, bound in a manner that can be separated for duplication and addressed to Secretary Terry White. To comply with the statutory deadline, the plans must be submitted **prior to December 31, 2004**. We welcome the submission of an electronic copy of the ARC transition plan to Sandi Smith ([smithsl@elderaffairs.org](mailto:smithsl@elderaffairs.org)) as long as it contains all of the material in the original hard copy, including replication of the signed certification page and letters of support. If you have questions about the evaluation criteria, please submit them in writing to Sandi Smith.

Subject to the conditions set forth in the Acceptance of Proposals, the Area Agencies on Aging with plans proposing to transition to Aging and Disability Resource Centers that receive the three highest score rankings will be selected as ADRCs prior to March 1, 2005. I look forward to working together to implement the Aging and Disability Resource Center pilot sites.

TW/sls

Attachment

cc: Contract Management Unit

4040 ESPLANADE WAY  
TALLAHASSEE  
FLORIDA, 32399-7000

phone 850.414.2000  
fax 850.414.2004  
TDD 850.414.2001