SENIOR RESOURCES
AGENCY ON AGING

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TITLE III GRANT APPLICATION PACKET – FY 2011

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FUNDING INFORMATION

The Senior Resources Agency on Aging is issuing this grant application packet for Title III funds of the Older Americans Act for services to be delivered during Federal Fiscal Year 2011. It is the purpose of Title III funds to encourage and assist agencies to coordinate resources in order to develop greater capacity and foster the development and implementation of comprehensive and coordinated systems to serve older individuals to:

- ► secure and maintain maximum independence and dignity in a home environment
- ► remove individual and social barriers to economic and personal independence
- ► provide a continuum of care for vulnerable older individuals, and
- ► secure the opportunity for older individuals to receive managed in-home and community-based long term care services.

The Senior Resources-Agency on Aging will entertain applications from agencies that have designed programs to facilitate accessibility to and utilization of the current service system. Successful programs will use available resources efficiently and with a minimum of duplication.

There are two sources of funding under Title III. Title III B is earmarked for supportive services and senior centers. Title III D is targeted for evidence based health promotion programs.

SERVICE CATEGORIES

All Management Information System (MIS) service types have been assigned a service category. Each application should address only one service category, i.e. Access, In-home, or Health & Dental. For example, if applying for transportation (transportation category), friendly visiting (in-home category), and health education (health category), please submit three separate applications.

Title III B

SERVICE CATEGORIES	MIS SERVICE TYPES	FUNDS AVAILABLE
Access	Benefits Counseling Benefits Education Caregiver Counseling Case Management Employment Counseling Energy Related Assistance Housing Counseling Information & Assistance Language Translation Outreach	$222,011
Transportation	Assisted Transportation Medical Transportation Transportation	

In Home	Chore Companion Foot Care Friendly Visiting Home Health Aide Homemaker Hospice Personal Care Aide Personal Emergency Response Personal Reassurance Respite	$200,526
Legal	Legal Assistance Specialized Legal Assistance	$50,131
Adult Day Care	Day Care	$50,131
Health	Caregiver Support Groups Caregiver Training Health Assessments Health Counseling Health Education Health Screening/Clinic Medical Visit Mental Health Counseling Nursing Visits Nutrition Assessment Nutrition Counseling Social Support Services Temporary Inpatient Care – Institutional Temporary Inpatient Care – Non-Institutional Therapeutic Activity	$171,879
Dental	Dental Clinics	
Other Community Services	Continuing Education Direct Volunteer Services Employment Assistance Family Life Education Food Buying Club Food Pantry Foster Care Home Repair & Renovation Housing Alternatives Money Management Personal Assistance Credits Public Education Recreation Senior Center Use Shopping Services Training Volunteer Opportunities Weatherization	$0

Title III D

SERVICE CATEGORY	MIS SERVICE TYPES	FUNDS AVAILABLE
Disease Prevention & Health Promotion Services	Dental Clinics Health Assessments Health Counseling Health Education Health Screening/Clinic Medication Management Mental Health Counseling	$51,055

TITLE III FUNDING SPECIFICS

There are two sources of funding under Title III – Title III B (Supportive Services & Senior Centers), and Title III D (Evidence Based Health Promotion Programs). The following are specific regulations that relate to each of the separate titles.

TITLE III B Supportive Services

Title III B is for the planning and the provision of supportive services and multipurpose senior centers in order to:

- Secure and maintain maximum independence and dignity in a home environment for older individuals capable of self care with appropriate supportive services;
- Remove individual and social barriers to economic and personal independence for older individuals;
- Provide a continuum of care for vulnerable older individuals; and
- Secure the opportunity for older individuals to receive managed in-home and community based long term care services.

Supportive Services are defined as:

1. health (including mental health), education and training, welfare, informational, recreational, homemaker, counseling, or referral services;
2. transportation services to facilitate access to supportive services or nutrition services, and services provided by an area agency on aging, in conjunction with local transportation service providers, public transportation agencies, and other local government agencies, that result in increased provision of such transportation services for older individuals;
3. services designed to encourage and assist older individuals to use the facilities and services (including information and assistance services) available to them, including language translation services to assist older individuals with limited English speaking ability to obtain services under this title;
4. services designed

   (A) to assist older individuals to obtain adequate housing, including residential repair and renovation projects designed to enable older individuals to maintain their homes in conformity with minimum housing standards;

   (B) to adapt homes to meet the needs of older individuals who have physical disabilities;

   (C) to prevent unlawful entry into residences of older individuals, through the installation of security devices and through structural modifications or alterations of such residences; or

   (D) to assist older individuals in obtaining housing for which assistance is provided under programs of the Department of Housing and Urban Development;

5. services designed to assist older individuals in avoiding institutionalization and to assist individuals in long-term care institutions who are able to return to their communities, including—

   (A) client assessment, case management services, and development and coordination of community services;

   (B) supportive activities to meet the special needs of caregivers, including caretakers who provide in-home services to frail older individuals; and

   (C) in-home services and other community services, including home health, homemaker, shopping, escort, reader, and letter writing services, to assist older individuals to live independently in a home environment;

6. services designed to provide to older individuals legal assistance and other counseling services and assistance, including—

   (A) tax counseling and assistance, financial counseling, and counseling regarding appropriate health and life insurance coverage;

   (B) representation—

      (i) of individuals who are wards (or are allegedly incapacitated); and

      (ii) in guardianship proceedings of older individuals who seek to become guardians, if other adequate representation is unavailable in the proceedings; and

   (C) provision, to older individuals who provide uncompensated care to their adult children with disabilities, of counseling to assist such older individuals with permanency planning for such children;

7. services designed to enable older individuals to attain and maintain physical and mental well-being through programs of regular physical activity, exercise, music therapy, art therapy, and dance-movement therapy;

8. services designed to provide health screening (including mental health screening) to detect or prevent illnesses, or both, that occur most frequently in older individuals;

9. services designed to provide, for older individuals, preretirement counseling and assistance in planning for and assessing future post-retirement needs with regard to public and private insurance, public benefits, lifestyle changes, relocation, legal matters, leisure time, and other appropriate matters;

10. provision of services and assistive devices (including provision of assistive technology services and assistive technology devices) which are designed to meet the unique needs of older individuals who are disabled, and of older individuals who provide uncompensated care to their adult children with disabilities;

11. services to encourage the employment of older workers, including job and second career counseling and, where appropriate, job development, referral, and placement, and including the coordination of the services with programs administered by or receiving assistance from the Department of Labor, including programs carried out under the Workforce Investment Act of 1998 (29 U.S.C. 2801 et seq.);

12. crime prevention services and victim assistance programs for older individuals;

13. a program, to be known as ''Senior Opportunities and Services'', designed to identify and meet the needs of low-income older individuals in one or more of the following areas:

    (A) development and provision of new volunteer services;

    (B) effective referral to existing health (including mental health), employment, housing, legal, consumer, transportation, and other services; and

    (C) stimulation and creation of additional services and programs to remedy gaps and deficiencies in presently existing services and programs;

14. health and nutrition education services, including information concerning prevention, diagnosis, treatment, and rehabilitation of age-related diseases and chronic disabling conditions;

15. services designed to enable mentally impaired older individuals to attain and maintain emotional well-being and independent living through a coordinated system of support services;
16. services designed to support family members and other persons providing voluntary care to older individuals that need long-term care services;
17. services designed to provide information and training for individuals who are or may become guardians or representative payees of older individuals, including information on the powers and duties of guardians and representative payees and on alternatives to guardianships;
18. services to encourage and facilitate regular interaction between students and older individuals, including services for older individuals with limit English proficiency and visits in long-term care facilities, multipurpose senior centers, and other settings;
19. in-home services for frail older individuals, including individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction, and their families, including in-home services
20. services designed to support States, area agencies on aging, and local service providers in carrying out and coordinating activities for older individuals with respect to mental health services, including outreach for, education concerning, and screening for such services, and referral to such services for treatment; and
21. activities to promote and disseminate information about life-long learning programs, including opportunities for distance learning.

TITLE III D Evidence Based Health Promotion Programs

The 2006 amendment to the Older Americans Act modernized health promotion services through the addition of evidence-based prevention programs to prevent and mitigate the effects of chronic disease. Effectively, the amendment changed the objective and focus of TIIID to keeping older adults healthy and active and targeting medically underserved individuals of greatest economic need.

The 2007-2012 Administration on Aging Action Plan, acted to provide the supporting framework necessary for Aging Service networks across the nation to address provisions in the Older Americans Act related to disease prevention. Goal 3 of the action plan, and its supporting strategic objectives empower older adults to stay active and healthy through increasing the use of "evidence-based disease and disability prevention programs" in a community-based setting.

Additionally, Project 2020 developed by the National Association of State Units on Aging and the National Association of Area Agencies on Aging, laid out a three-pronged approach to the delivery of services to older adults; one of these being "evidence-based disease management and health promotion".

Investments in research on the national level over the last decade have improved knowledge of chronic disease and approaches to reducing the incidence and effect on the older adult population. From this research, scientific evidence and interventions have emerged supporting the efficacy of low-cost programs that can help older adults and the disabled to better maintain their health and quality of life. As a result, community-based programs have been adapted from these evidence-based interventions, with many being recognized by national authorities such as the Administration on Aging and the Center for Disease Control.

Program Criteria

The evidence-based program must meet one of the following criteria:

1. The Program is recognized as evidence-based by one of the following authorities on healthy aging or by the Department of Social Services, Aging Services Division:

    - The National Council on Aging – www.healthyagingprograms.org
    - The Centers for Disease Control – www.cdc.gov/aging/index.htm

2. Program must be research-tested and/or clinically evaluated and proven to provide older adults 60 and over with positive health outcomes in a community-based setting.

Sign up for the following training and develop an application based on the training:

FREE Information Sessions:

Wednesday, January 27, 2:00 PM
Location: Commission on the Deaf, 67 Prospect, West Hartford

FREE Workshop Peer Leader Training Dates:

January Training Dates:
Thursday, January 28 9am-3:30 pm
Friday January 29 9am - 3:30 pm
Thursday, February 4 9 am - 3:30 pm
Friday February 5 9 am - 3:30 pm
Location: Marine Headquarters, 333 Ferry Street, Old Lyme (free parking)

OR

March Training Dates:
Tuesday, March 2, 9 am-3:30 pm
Wednesday, March 3, 9 am-3:30 pm
Tuesday, March 9, 9 am-3:30 pm
Wednesday, March 10, 9 am-3:30 pm
Location: Commission on the Deaf, 67 Prospect, West Hartford (free parking)

There is NO FEE for the training. After completing this training you will be certified to co-facilitate Living Well Workshops in your community.

Registration:.
For more information and to register: CALL Sarah Gauger at 860-424-5233 or Cindy Kozak 860-509-7737.

For the FY 11 fiscal year funds under Title III D are available to provide disease prevention and health promotion services and information at multipurpose senior centers, at congregate meal sites, through home delivered meal programs, or at other appropriate sites. For purposes of this RFP, the term “disease prevention and health promotions services” means-

- health risk assessments;
- routine health screening, which may include hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, and nutrition screening;
- nutritional counseling and educational services for individuals and their primary care givers;
- health promotion programs, including programs relating to chronic disabling conditions (including osteoporosis and cardiovascular disease) prevention and reduction of effects, alcohol and substance abuse reduction, smoking cessation, weight loss and control, and stress management;

- home injury control services, including screening of high-risk home environments and provision of educational programs on injury prevention (including fall and fracture preventions) in the home environment;
- screening for the prevention of depression, coordination of community mental health services, provision of education activities, and referral to psychiatric and psychological services;
- educational programs on the availability, benefits, and appropriate use of preventive health services covered under Title XVIII of the Social Security Act (Medicare);
- medication management screening and education to prevent incorrect medication and adverse drug reactions;
- information concerning diagnosis, prevention, treatment, and rehabilitation of age-related diseases and chronic disabling conditions, including osteoporosis, cardiovascular diseases, and Alzheimer's disease and related disorders with neurological and organic brain dysfunction;
- gerontological counseling; and
- counseling regarding social services and follow-up health services based on any of the services described above.

The funds shall not be used to cover services for which payment may be made under Title XVIII of the Social Security Act (Medicare).

GENERAL INFORMATION

All applicants must specifically address one or more of the services listed on A-1 – A-2.

All programs must relate to one or more of Senior Resources Agency on Aging Priority Areas and Objectives as outlined in the Area Plan. These Priority Areas and Objectives can be found on pages A-10 and A-11.

All MIS service types have been assigned a service category. Each application should address only one service category, i.e. Access, In-home, or Health & Dental. For example, if applying for transportation (transportation category), friendly visiting (in home category), and health education (health category), please submit three separate applications.

Priority is given to programs that emphasize services to older persons with the greatest economic or social need.

Funds cannot be used to replace existing non-federal sources.

Matching funds or resources must not be obtained from other federal funding sources with the exception of Community Development Funds and may not be used to match any other federal funds.

Any costs incurred by the potential recipient prior to an award by the Senior Resources Agency on Aging are not reimbursable.

Unless otherwise noted, **all projects must begin** services under the approved project by **October 1, 2010**.

OLDER AMERICANS ACT REQUIREMENTS

1. All projects must provide the area agency, in a timely manner, with statistical and other information which the area agency requires in order to meet its planning, coordination, evaluation and reporting requirements established.

2. All projects will afford older persons the opportunity to contribute for all or part of the costs of the project's services. All projects will inform each recipient that there is no obligation to contribute and that the contribution is purely voluntary. The recipient is accountable to Senior Resources for income generated by AAA supported activities. Records of the receipt and disposition of program income must be maintained by the recipient in the same manner as required for the AAA funds that gave rise to the income. Such income is subject to disposition and use at the option of Senior Resources.

3. Projects shall not means test for any service for which contributions are accepted.

4. All projects must protect the privacy and confidentiality of each older person with respect to his or her contributions.

5. All projects will use all collected contributions to expand the service for which the contributions were given and to supplement (not supplant) funds received.

6. All projects must establish appropriate procedures to safeguard and account for all contributions.

7. Projects may not deny any older person a service because the older person will not or cannot contribute to the cost of the service.

8. With the consent of the older person or his or her representative, projects will bring to the attention of appropriate officials for follow-up, conditions or circumstances which place the older person, or the household of the older person, in imminent danger.

9. Where feasible and appropriate, projects will make arrangements for the availability of services to older persons in weather related emergencies.

10. Projects will assist participants in taking advantage of benefits under other programs.

11. Projects will assure that persons age 60 or over who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated, shall be given priority in the delivery of services.

12. Projects will assure that the proposed project intends to satisfy the service needs of older persons with severe disabilities, those living in rural areas and those with limited English proficiency.

SUMMARY OF AREA PLAN OBJECTIVES IN PRIORITY ORDER

PRIORITY AREA A: ACCESS AND INFORMATION

Goal 1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will endeavor to facilitate access to the array of health, social and other supports aimed at meeting the needs of the aging population, their families and care providers in Eastern Connecticut.

Objective A.1.1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will facilitate, maintain and enhance linkages to the spectrum of services available to residents of the eastern planning and service area.

Objective A.1.2: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will distribute information on key services and resources that may benefit older adults, their families, care providers and stakeholders in aging services in Eastern Connecticut through the provision of educational sessions aimed at consumers, providers and other stakeholders as deemed appropriate.

PRIORITY AREA B: HOME AND COMMUNITY BASED SERVICES

Goal 1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will work to enhance the capacity of the aging network to address region's growing need for home and community-based services as a means to both maximize existing resources and prevent the onset of undesired institutionally based care in Eastern Connecticut.

Objective B.1.1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will document the existence of locally accessible home and community-based services and distribute information on the availability of such services.

Objective B.1.2: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will provide specific services to ensure that older adults can remain in the community safely.

PRIORITY AREA C: HEALTH AND WELLNESS

Goal 1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will strive to ensure the aging community's ability to achieve optimal health and the promotion of long-term wellness in Eastern Connecticut.

Objective C.1.1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will help the aging community enhance their ability to obtain optimal health status.

PRIORITY AREA D: ELDER ABUSE

Goal 1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will facilitate the prevention, detection and appropriate response to the abuse of seniors in Eastern Connecticut.

Objective D.1.1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will work to increase the number of persons aware of elder abuse issues and educated on how to respond.

PRIORITY AREA E: VULNERABLE POPULATIONS

Goal 1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will strive to meet the needs of vulnerable populations of older adults (*older adults in greatest economic and social need; older adults at risk for institutional placement; older adults who are low income minorities; older adults with limited English proficiency; older adults residing in rural areas; older adults with Alzheimer's disease and related disorders; older adults with severe disabilities*).

Objective E.1.1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will endeavor to enhance the capacity of vulnerable older adults.

PRIORITY AREA F: ADVOCACY

Goal 1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will cement its role as the region's lead advocate for the aging community.

Objective F.1.1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will advocate for older adults, their families and care providers in the local, statewide, regional and national arenas.

PRIORITY AREA G: EMERGENCY PLANNING

Goal 1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will support the safety and well-being of older adults during crisis situations.

Objective G.1.1: Throughout the period covered by this Area Plan, **Senior Resources-Agency on Aging** will strive to increase the region's capacity to meet the needs of older adults during an emergency.

PREPARATION OF PROPOSALS

Throughout the application instructions you are told to use the pages of the application as presented. The Board of Directors of the Senior Resources Agency on Aging has asked staff to stress to you the importance of complying with this request. Please note the following. If you do not comply, your application will be returned to you.

1. The application pages are pre-numbered. **DO NOT CHANGE THESE NUMBERS. DO NOT ADD PAGES. DO NOT ADD NUMBERS.**

2. If you retype the application form for use on your computer, **TYPE THE PAGES EXACTLY AS THEY ARE PRESENTED HERE. (Same font (Arial 11) same format).**

3. **DO NOT ADD PAGES IN THE BODY OF THE APPLICATION.**

4. **KEEP YOUR RESPONSES LIMITED TO THE SPACE PROVIDED IN THE APPLICATION PACKET. BE CONCISE AND CLEAR IN YOUR RESPONSES.**

5. **HAVE AN INDIVIDUAL NOT INVOLVED IN YOUR PROGRAM REVIEW YOUR APPLICATION TO ENSURE THAT YOU ARE UNDERSTOOD.**

6. **HAVE A FINANCIAL PERSON REVIEW YOUR MATH. TRIPLE CHECK TO ENSURE THAT ALL NUMBERS ADD CORRECTLY, AND CORRESPOND TO THE LINE ITEM BUDGET, AND THE BUDGET NARRATIVE.**

Your application will be reviewed upon receipt to ensure that it complies with the above. If not, it will not be forwarded to the Board of Directors until it complies. You will be given one week to correct the application.

DATES TO REMEMBER

January 29, 2010	Technical Assistance Session at Senior Resources Agency on Aging, 4 Broadway 3rd Floor Norwich, CT. Call Kathy Chase, Grants Administrator, at 1-860-887-3561 or 1-800-690-6998 ext 113 to reserve a seat.
February 19, 2010	Completed draft application (pages 1-16 only, stapled) due to Senior Resources Agency on Aging by 3:00 p.m.
Jan. – Mar., 2010	Technical Assistance
March 26, 2010	Final application and all copies due (see page A-10 and/or B1) to Senior Resources Agency on Aging by 3:00 p.m.
June 3, 10, 17, 2010	Grant hearings
June 24, 2010	Board decisions expected to be made
September 10, 2010	Grantee orientation meeting (All new grantees are required to attend)

APPLICATION SUBMISSION REQUIREMENTS

All applicants are required to submit **one completed copy** of a **full draft** application **(pages 1-16 only, <u>stapled</u>)** to Senior Resources Agency on Aging on or before **February 19, 2010 by 3:00 p.m**.

Final copies:

- One (1) single sided original, signed, complete application with all attachments and addendum, (**<u>do not staple</u>**).
- Thirty (30) reviewers' copies single sided of pages 1 – 16 (**stapled**)

Copies must be submitted to Senior Resources Agency on Aging on or before **March 26, 2010 by 3:00 p.m**. **DO NOT SUBMIT FINAL COPIES UNTIL AFTER THE DRAFT HAS BEEN REVIEWED AND YOU ARE NOTIFIED BY SENIOR RESOURCES STAFF THAT IT IS READY FOR SUBMISSION.**

Postmarks are not sufficient documentation of meeting the deadline. Lost or misdirected mail will not be considered delivered mail.

It is strongly recommended that all documents, specifically the draft copy and final copies of the applications, be mailed return receipt requested or hand delivered. **(<u>No facsimiles or electronic copies will be accepted</u>).**

A draft copy of the application is mandatory in order to assure that budgets and other aspects of the application are technically accurate before submittal to the Board of Directors for review. Staff will be available for technical assistance on an as-needed basis. New applicants are strongly urged to call the office to set up an appointment for technical assistance.

Once draft copies of the applications have been reviewed by staff, applicants will be notified of necessary changes or revisions. **DO NOT SUBMIT FINAL COPIES UNTIL AFTER THE DRAFT HAS BEEN REVIEWED AND YOU ARE NOTIFIED BY SENIOR RESOURCES STAFF TO DO SO.**

All applicants are required to make a brief presentation to Senior Resources Agency on Aging Allocations Committee. The **month of June** has been set aside for this purpose. You will be notified at a later date of the day and time for your review.

Submission of an application does not commit Senior Resources Agency on Aging to award a grant, to pay any costs incurred in the preparation of a proposal under this request, or to procure a contract for services or supplies. Senior Resources Agency on Aging reserves the right to accept or reject any (or all) proposals received as a result of this request, to negotiate with all qualified service providers or to cancel, in part or in its entirety this request for proposal, if it is in the best interest of Senior Resources Agency on Aging to do so.

LATE FEES

The Board of Directors of Senior Resources Agency on Aging will impose a $25.00 per day late fee for each application missing the deadlines, as outlined above.

APPLICATION REVIEW PROCEDURES

Applications are reviewed by staff for technical accuracy and by the Allocations Committee for applicability to the Area Plan and recommendations for funding, and by the Board of Directors for final funding decisions.

POLICIES AND PROCEDURES

Following, you will find the appropriate portions of Section 200 of the Senior Resources Agency on Aging policy manual, “Application Procedures,” as reference to policies directly governing applications, appeal procedures, matching requirements and other concerns of particular interest to applicants. For a complete copy of the Policies and Procedures Manual, contact Senior Resources Agency on Aging.

200.00 APPLICATION AND REVIEW PROCEDURES

200.10 Eligible Applicants

Public or private non-profit agencies and organizations and municipalities within the planning and service area are eligible applicants. Applications from profit-making organizations may be considered only if it can be clearly demonstrated in the application that the profit-making organization can provide services in a superior manner and at competitive rates to other available public or private non-profit service providers. Any contract awarded to a profit-making organization must have prior approval of the Connecticut Department of Social Services Elderly Services Division.

200.20 Eligible Programs

In order to apply for ECAAA funds, an applicant must demonstrate that the proposed service will meet one or more objective in the Area Plan and is not a duplication of an existing service.

200.30 Conditions

Federal support will not be used to replace existing non- federal resources.

Efforts must be in place to obtain support from private sources and other public organizations for services funded by the Area Agency on Aging.

Funding priority is given to programs which emphasize services to older persons with the greatest economic and social need. "Greatest economic need" means the need resulting from an income level at or below the poverty threshold established by the Bureau of Census. "Greatest social need" means the need by non-economic factors which include physical and mental disabilities, language barriers, cultural and social isolation including that caused by racial or ethnic status which restricts an individual's ability to perform normal daily tasks or which threaten his or her capacity to live.

200.40 Request for Proposal Process

The Request for Proposal (RFP) is usually issued in January. Applications for funding are due in early spring. Review process is conducted with the ECAAA decision generally made in June or July. All programs funded are expected to become operational in October. The RFP contains a copy of the ECAAA Area Plan objectives for the appropriate fiscal year.

200.50 Application Review Procedures

Applications shall be submitted in a form acceptable to the ECAAA and shall be hand delivered or posted by other assured delivery method and received no later than the close of business on the date set forth as advertised in the Request for Proposal. ECAAA establishes deadlines in the application process to ensure equity and uniformity.

Applications are reviewed by staff for technical accuracy, the Allocations Committee for recommendations and the Board of Directors for final funding decisions. Reviews may include:

1. Funding based upon the ECAAA's Area Plan objectives.

2. Service availability to socially and economically needy.

3. Agency's ability to deliver service in a financially accountable manner.

4. Evidence of coordination with appropriate agencies to prevent duplication of effort and enhance referral.

5. Concreteness, that is, ability to measure progress through meaningful objectives.

6. Efforts to obtain other funding.

Determination of final funding allocations will be based, in part, upon necessary and reasonable costs and past performances.

200.60 Multi-Year Awards

The ECAAA may select service providers for a multi-year award. Under a multi-year award, an agency will be designated as the service provider for more than one fiscal year. The multi-year award will be for all ECAAA funded services for which the service provider is approved.

The multi-year award period shall not exceed three years. Funds under a multi-year award will be awarded on a year to year basis only. All ECAAA award obligations are subject to the availability of State and Federal funds.

The ECAAA Board of Directors reserves the right to determine which applicant agencies will receive a multi-year award. Consideration in designating service providers for multi-year awards may include, but not be limited to, the following:

1. The applicant agency has been an approved ECAAA service provider for the past five (5) years;

2. The applicant agency has not been placed on probationary status in the past five (5) years;

3. The applicant agency has not had major or multiple assessment or audit findings or have been cited more than once for the same finding in the past five (5) years;

4. The applicant agency has not had a history of difficulties in the past five (5) years in service delivery and/or contract management as identified by funding agencies other than ECAAA.

The ECAAA reserves the right to re-issue the RFP in any or all geographic service areas and for any or all services if it is determined that a new RFP is in the best interest of the ECAAA and/or the client population.

200.61 Multi-Year Award Renewals

Service Providers who are approved for and operate under a multi-year award must submit the materials required by the Senior Resources - Agency on Aging for funding renewal by the established RFP deadline for proposals. All materials must be complete and accurate. The renewal materials must include but not be limited to the following:

1. Application Face Sheet and Signature Page
2. Budget
3. Budget narrative
4. Targets
5. All Programmatic Changes

Other application materials will be carried forward. Any proposed changes are subject to Senior Resources - Agency on Aging approval.

A funding award to a service provider approved for and operating under a multi-year award may be automatically renewed after the first year if the following conditions are satisfied:

1. The proposed unit cost for subsequent award years does not increase for each service category.

Requests for an increase in unit cost must be presented to the Board of Directors each year and will be determined at the discretion of the Board;

2. The proposed levels of service (units) for subsequent award years do not decrease by more than 5% for each service category;

3. The proposed number of clients to be served in subsequent years does not decrease by more than 5% for each service category;

4. There is no significant change in the service provider's administrative or organizational structure or in the staffing pattern for each approved service category;

5. The service provider has not has major or multiple audit or assessment findings during the previous year.

One or more of the following conditions will require a conference session between the service provider and the Senior Resources - Agency on Aging to evaluate the continuation of the multi-year award and any special conditions thereof:

1. The service provider proposes an increase in the unit cost for an approved service program(s) in any subsequent award year;

2. The proposed service level (units) and/or clients level is reduced by more than 5% from the first year;

3. There are changes in the service provider's administrative or organizational structure;

4. The service provider has outstanding audit or assessment findings.

200.62 Re-Solicitation

The ECAAA will re-issue the RFP for any or all of the service categories approved for a multi-year award under any one or more of the following conditions:

1. The designated service provider demonstrates inadequate performance, including but not limited to, unsatisfactorily resolved audit or assessment finding; inability to attain program objectives with regard to service and client levels; and violation of generally accepted accounting procedures.

2. There are irreconcilable differences between the service provider's proposed unit costs, service levels and/or client levels and the ECAAA's acceptable cost, service and client levels.

3. There is a major change in the administrative authority or organizational structure of the designated service provider agency.

4. Subsequent amendments to the ECAAA's Area Plan delete or otherwise modify the scope of fundable services within the region or re-designate service areas within the region.

5. Significant changes in the scope or nature of the service to be provided as related to State or Federal requirements are clearly set forth in the RFP.

200.70 Emergency Grants

Agencies may submit emergency grants outside of the normal grant process with the understanding that all requests must be presented to the Board of Directors in writing and in person and that the maximum award for emergency grants will not exceed $5,000.

200.90 Matching Requirement

Matching funds or resources for ECAAA funds must not be obtained from other federal funding sources with the exception of Community Development and Revenue Sharing funds.

Matching Requirements are as follows:

1st year	85% ECAAA funding 15% non-federal cash or in-kind resources
2nd year	80% ECAAA funding 20% non-federal cash or in-kind resources
3rd year	75% ECAAA funding 25% non-federal cash or in-kind resources

<u>Cash or in-kind resources to be used as match must be documented in writing</u>. If an agency other than the applicant is to provide such match this must also be documented in writing by the other agency. Personnel match must be documented based upon actual rate of pay for a particular position. Volunteers should be valued at a minimum wage unless justification for a higher rate is made and approved by ECAAA Staff. Building space must be documented in terms of the actual rental value of comparable space by a real estate agent, or based on actual rent paid.

201.00 Administrative Costs
Administrative costs are not to exceed 20% of the total program costs.

202.00 Pre-Agreement Costs
Any costs incurred by the potential recipient prior to the award of an ECAAA grant or contract by the ECAAA are not reimbursable; except in the case of senior center renovation funds. Limited prearrangement costs for specific items may be allowed on an individual basis.

203.00 Indirect Costs

Indirect costs are not allowable. Indirect costs are those costs which are not readily identifiable with the ECAAA grant activities alone and cannot be documented in that portion which would be charged to the ECAAA project.

204.00 Project Income

Project income is defined as contributions from program participants. Project income must be used to provide additional services to program participants. Project income may not be used to meet the matching requirements outlined in Section 200.80. Outreach projects, due to the nature of the service, are exempt from this requirement.

204.01 Other Income

Other income including, but not limited to, town funds, fundraising, non-federal grants and private donations may be secured to support the project. These types of income can be used to meet the matching requirements outlined in Section 200.80.

205.00 Appeals Procedure

An applicant for a grant or contract from the ECAAA whose application is 1) rejected or 2) approved in an amount substantially less (25% or more of ECAAA request) than requested, may appeal the decision on one or more of the following grounds:

1. That the application did not receive equal and fair consideration.

2. That the Agency's normal approval process was not followed.

3. That one or more of the members of the Board of Directors had a conflict of interest and did not act in fairness.

The purpose of the hearing is to receive additional factual evidence and testimony to that submitted in the original notification of adverse action including expert opinion testimony, related to the question of why the action of the Area Agency on Aging was wrong.

The following procedures will apply:

A written request for an appeal hearing must be received within ten (10) calendar days of receipt of written confirmation of action taken by the Area Agency on Aging. Written request for hearing must include substantiation of grounds for the appeal. A hearing will be scheduled for a date within sixty (60) calendar days from the date of receipt of the written request for hearing.

At this meeting the applicant filing the appeal will be given the opportunity to present reasons for the appeal with pertinent proof substantiating the grounds for the appeal as listed above.

The Board will then make a final decision, which can only be appealed to the Connecticut Department of Social Services Elderly Services Division. The Connecticut Department of Social Services Elderly Services Division will hear an appeal only on the issue of process utilized by the Area Agency on Aging in making the initial decision. Content issues cannot be appealed to the Department.

205.10 Appeal Reserve Fund

In the event an appeal is filed under policy 201.00, the Board of Directors of ECAAA will notify each grantee that 10% of its award will be withheld pending resolution of the appeal. These funds will be used as a financial reserve for those applicants for grants or contracts seeking redress under the appeals process. Successful appellants will be awarded grants and contracts using the reserve fund. Any remaining balance will be allocated on a prorated bases to all previously designated grant recipients for the current fiscal year.

206.00 Acceptance of Award

An applicant offered a grant or contract may accept or reject the offer within 45 days of the date of issuance by returning the signed acceptance of award issued by the Area Agency on Aging or by rejecting the award in writing. Should no correspondence indicating either acceptance or rejection be received within the 45 day period, the Area Agency on Aging will consider the offer rescinded on the 46th day and will so notify the applicant in writing.

207.00 Late Application Fees

In the event of an application being submitted late, a $25 per day late fee will be imposed. If an application is more than 5 working days late, it will not be accepted.

The Request for Proposal includes a page which must be signed and returned by each applicant acknowledging and agreeing to pay the $25 per day late fee for all missed deadlines.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Read the instructions carefully **before** completing the application. Applications that are incomplete or submitted late may be rejected with no right of appeal. As noted in the instructions, be concise and limit the application to requested length. It is necessary for all applicants to use the attached forms when submitting an application for funding consideration.

The following number of collated applications must be submitted to the Senior Resources Agency on Aging on or before **March 26, 2010 by 3:00 p.m**.

1. **ORIGINAL COPY – One (1) single sided original, signed, complete application with all attachments. DO NOT STAPLE**
2. **REVIEWER'S COPIES – Thirty (30) single sided copies of pages 1 – 16. STAPLED**

As these packets are distributed to the Board of Directors and the allocation committee, **any material beyond the required pages will be removed and discarded, regardless of content**. Submit completed application in the following order:

CHECK LIST (Include in **ORIGINAL** copy only)

FACE PAGE (Include in **ALL** copies)

1. SERVICE PROPOSED (Include in **ALL** copies)
2. IDENTIFICATION OF TARGET POPULATION (Include in **ALL** copies)
3. SERVICE SCHEDULE AND LOCATION (Include in **ALL** copies)
4. PROPOSED GEOGRAPHIC AREA (Include in **ALL** copies)
5. SERVICE ACTIVITIES (Include in **ALL** copies)
6. EVALUATION OF PROGRAM (Include in **ALL** copies)
7. OUTREACH ACTIVITIES (Include in **ALL** copies)
8. OTHER FUNDING SOURCES (Include in **ALL** copies)
9. COLLABERATIVE EFFORTS (Include in **ALL** copies)
10. PROGRAM PUBLICITY (Include in **ALL** copies)
11. PRIOR FISCAL YEAR EVALUATION (Include in **ALL** copies)
12. SERVICE TARGETS (Include in **ALL** copies)
13. TARGET CHANGES (Include in **ALL** copies)
14. SIGNIFICANT CHANGES FROM PREVIOUS BUDGET (Include in **ALL** copies)
15. CLIENT CONTRIBUTION (Include in **ALL** copies)
16. UNIT COST (Include in **ALL** copies)
17. PERSONNEL PAGE (Include in **ALL** copies)
18. TOTAL PROGRAM BUDGET (Include in **ALL** copies)
19. BUDGET SUMMARY (Include in **ALL** copies)
20. DOCUMENTATION OF FUNDING SOURCES (Include in **ALL** copies)
21. BUDGET NARRATIVE (Include in **ALL** copies)

ATTACHMENTS (Include in **ORIGINAL** copy only)

CHECK LIST – Check the boxes that are applicable to the applicant's submission.

Include with original application only.

FACE PAGE

1. Enter agency, contact person, address, phone number, email address, and fax number.
2. Service category: enter the service category, such as: transportation, in-home, health, dental, etc.
3. Program Period
4. Number of Years Funded (If first time applying – enter 0; if funded one year and applying for second year – enter 1, etc.)
5. Budget Summary: this section is completed automatically

6. – 13. Self explanatory

The person who is legally authorized to bind the applicant agency (i.e. Board President or Treasurer) should sign this application.

1. PROPOSED SERVICE

Explain the service to be provided and state briefly what you plan on accomplishing with the Title III funding

2. TARGET POPULATION

Identify the target population(s) proposed to be reached by these services.

3. PROGRAM PERIOD

Explain how often the service(s) will be provided and what facility it will be provided in.

4. PROPOSED GEOGRAPHIC AREA

Check off all areas to be covered by this program.

5. SERVICE ACTIVITIES

Explain activities planned in order to provide the proposed service(s).

6. EVALUATION OF PROGRAM

Explain what tool will be used to evaluate the program and state the time table of evaluation

7. OUTREACH ACTIVITIES

Describe outreach activities including type and frequency. Include specific activities that will reach the target populations.

8. OTHER FUNDING SOURCES

List other funding sources being used for this program. Include funds that are pending or being pursued.

9. COLLABORATIVE EFFORTS

Explain any collaborative efforts with other agencies (programming, borrowed space, volunteers, etc). Include time frame.

10. PROGRAM PUBLICITY

Describe all publicity efforts to be used for informing the community of the available services.

11. EVALUATION OF PREVIOUS FISCAL YEAR

If Title III funding was received in fiscal year 2009 (October 1, 2008 to September 30, 2009), describe the success or failures of the program. Include an explanation of differences from the actual budget submitted in the grant.

12. SERVICE TARGETS

There are specific individual population groups which have been identified through the legislative process as being necessary service targets. The following groups have been identified in this context:

1. older individuals residing in rural areas;
2. older individuals with greatest economic need (with particular attention to low-income minority individuals);
3. older individuals with greatest social need (with particular attention to low-income minority individuals);
4. older individuals with severe disabilities;
5. older individuals with limited English-speaking ability;
6. older individuals with Alzheimer's disease or related disorders (with neurological and organic brain dysfunction and the caregivers of such individuals).

Service Targets - For each service proposed, indicate the service name across the top row. This information is provided in the Reference Material entitled "MIS Service Types."

2009 Target and 2010 Target – If the program was funded previously by Senior Resources Agency on Aging, show the targets set for FY' 09 and FY '10. These will be used for comparison purposes only. **If the program was not previously funded by Senior Resources Agency on Aging, <u>leave these sections blank</u>**.

2011 Target – Set targets for each of the following categories:

Units of Services – Estimate the number of units that will be provided to all clients during the program period. Be sure to use the unit of service (hour, day, visit) that is specified in the Service Definitions in the Reference Material provided with application. [For example, case management units are "One Hour", health education units are "One Session". Ex: a session with 300 people is one unit not 300 units.]

Unduplicated Clients – Estimate the total number of clients to be served during the program period.

The following categories are the Unduplicated Client figures broken down into more specific population categories.

Unduplicated Low Income Clients – Estimate the number of Low Income Clients to be served during the program period. Use the census information provided in the Reference Material as a guide.

Unduplicated Minority Clients – Estimate the number of Minority Clients to be served during the program period. Use the census information provided in the Reference Material as a guide.

Unduplicated Low Income Minority Clients – Estimate the number of Low Income Minority Clients to be served during the program period. Use the census information provided in the Reference Material as a guide. This figure should not be greater than either the Low Income Client figure or Minority Client figure.

Unduplicated Near Poor Clients – Estimate the number of Near Poor Clients to be served during the program period. Use the census information provided in the Reference Material as a guide. NOTE: Targets being set for the "Near Poor" category should include clients that fall into the Low Income category as well.

Unduplicated Rural Clients – Estimate the number of Rural Clients to be served during the program period. Use the census information provided in the Reference Material as a guide.

13. TARGET CHANGES

If target numbers are different from the previous fiscal year, explain why.

14. SIGNIFICANT CHANGES TO THE BUDGET

If the program is currently funded by Title III funds, discuss any significant changes from the previous budget.

15. CLIENT CONTRIBUTIONS

All clients must be given the opportunity to contribute to the cost of the services received. Specify how the provider intends to inform clients of the need for contributions.

16. UNIT COST

Determine unit cost for each category being reported on MIS.

Column A – Show the service name for each MIS category recorded on the Service Target page of this application.

Column B – Show the unit of measure for the service type that is stated in the reference material supplied with the application. (Reference Material Pages 1 – 10) Only units stated will be accepted. (Ex: One Hour, Session, One Way Trip, etc.)

Column C – Show the total units proposed for 2011.

Column D – From the budget, determine the net costs associated with each service type. Net costs are to include Title III (column A from page 8), non-federal cash match (column B from page 8), and non-federal in-kind match (column C from page 8) only. Do not include other cash or client donations.

Column E – Divide Column D by Column C.

Column F – From the budget, determine the total Title III (column A from page 8) costs associated with each service type.

Column G – Divide Column F by Column C.

If your service has private and state rates indicate it in the table at the bottom of the page.

17. PERSONNEL PAGE

List all paid personnel associated with the proposed program.

1. For each paid position:
   a. enter total annual salary for each position that works on this program.
   b. enter total hours per week that each position works on this program.
   c. enter amount being paid for each salary in the appropriate funding source(s).

2. For each in-kind position:
   a. enter total hours per week and weeks per year which will be allocated to the Title III program.
   b. enter the value of each in-kind salary.

18. LINE ITEM BUDGET

<u>GENERAL INFORMATION AND INSTRUCTIONS</u>

Matching funds or resources for ECAAA funds must not be obtained from other federal funding sources with the exception of Community Development and Revenue Sharing funds.

Matching Requirements are as follows:

1st year	85% ECAAA funding 15% non-federal cash or in-kind resources
2nd year	80% ECAAA funding 20% non-federal cash or in-kind resources
3rd year	75% ECAAA funding 25% non-federal cash or in-kind resources

<u>Cash or in-kind resources to be used as match must be documented in writing</u>. If an agency other than the applicant is to provide such match this must also be documented in writing by the other agency. Personnel match must be documented based upon actual rate of pay for a particular position. Volunteers should be valued at a minimum wage unless justification for a higher rate is made and approved by ECAAA Staff. Building space must be documented in terms of the actual rental value of comparable space by a real estate agent, or based on actual rent paid.

Non-federal resources may be included as part of the grantee's matching cost only when they:

- are documented by signed vouchers
- are not used to match any other federally assisted programs
- are allowed costs and are clearly necessary to the operation of the program (e.g. if the service or property was not donated, the applicant would have to pay for it in order to operate the program.)
- are not paid for under any other federal program and
- are from a non-federal source with the exception of Community Development funds

DISTINCTION BETWEEN CASH MATCH AND IN-KIND MATCH

Cash match is cash from non-federal sources needed for the operation of the proposed program. In-kind match (or in-kind contributions) refers to property or services which benefit the program and which are contributed by non-federal third parties without charge to the program. Additional explanation is provided in Budget Narrative Instructions.

DETERMINATION OF FEDERAL REQUEST

To determine how much federal cash can be requested, first estimate the net cost, including in-kind resources. Assuming that the net cost is $20,000, the maximum amount of federal share would be 85% of $20,000, or $17,000. Of the remaining $3,000 it may be either non-federal cash or in-kind. **You are not required to have in-kind in the budget**.

Second year applicants may request up to 80% of the net cost. Of the balance of 20% it may be either non-federal cash or in-kind.

Third year applicants may request up to 75% of the net cost. Of the 25% balance it may be either non-federal cash or in-kind.

Determination of final funding allocation will be based, in part, upon necessary and reasonable costs and past performances.

AGENCY BUDGET

If there are shared costs between the proposed program and other agency operations or programs, submit an agency budget for the same year as the proposed program. This budget should itemize how shared costs were derived. Itemization should be presented in narrative form. Agency budgets are to be included with attachments.

AUDITS

A Title III recipient must have itself audited at the end of the first year; after which audits usually are made annually, but not more than two years apart. If bi-annual audits are to be conducted, the audit must cover at least to the last audit. Audits must be performed on an organization-wide basis, with appropriate testing of grant related transactions. Audits must be conducted according to the federal requirements noted in OMB Circular A-128 for governmental recipients and OMB Circular A-133, for non-governmental recipients. Packets outlining standards, guidelines, and regulations that are to be used when preparing audited financial statements for Title III recipients are available. Please have your agency's accounting firm contact the Senior Resources Agency on Aging to obtain said packet, if necessary.

LINE ITEM BUDGET SPECIFICS

This budget page reflects only the costs associated with the program for which Title III funds are requested.

Project costs should be shown as Title III (column A), Non-Federal Cash (column B), Non-Federal In-Kind (column C), Other Cash (column D), Client Donations (column E), and then a Total of these in column F.

TITLE III: This column is to reflect costs being paid out of the Title III funds requested from Senior Resources.

NON-FEDERAL CASH MATCH: This column is to reflect costs being paid out of the non-federal cash match.

NON-FEDERAL IN-KIND: This column reflects property or services that benefit the program and are contributed by non-federal third parties without charge to the program.

OTHER CASH: This column reflects costs being paid out of all other sources of funding not used as match, such as, town funds, fundraising, etc.

CLIENT DONATIONS: This column reflects costs being paid out of client donations.

TOTAL: Add columns A – E to total across.

ADMIN COSTS AND DIRECT SERVICE COSTS: The total of each line item should be broken down into either ADMINSTRATIVE COSTS (column G) and/or DIRECT SERVICE COSTS (column H). Direct service costs are those that can be specifically identified to the delivery of service to the client. Administrative costs are costs incurred for the common purpose of benefiting more than one activity and not directly assignable on an equitable basis without some underlying allocation rationale. Costs that involve arbitrary decision-making or require efforts disproportionate to benefits derived shall be classified as administrative.

At the bottom of the page, show the percentages of each column against the total budget. **ADMINISTRATIVE COSTS ARE NOT TO EXCEED 20% OF THE TOTAL PROGRAM COSTS.**

DO NOT change any of the printed line items. If an item is not reflected, use the "Other" category, noting the purpose of the expense.

ROUND ALL FIGURES TO THE NEAREST DOLLAR THROUGHOUT THE BUDGET.

19. BUDGET SUMMARY

a. Total Program Costs: enter grand total of program cost from the budget (column F)
b. Client Donations: funds received from clients used to support program (column E)
c. Other Cash: funds which are necessary to support the program but are ineligible to be used as match or which surpass the required level of match (column D)
d. Net Cost: equals total Program Cost less Client Donations and Other Cash, subtract (b) and (c) from (a). This figure will be used on page 5 column E
e. Non-Federal Cash Match: enter appropriate amount and percentage based on program year listing all other cash used as match (column B). Total Cash Match must equal or exceed the required match as outlined on page A-12
f. Non-Federal In-Kind Match: enter appropriate amount and percentage based on program year (column C)
g. Title III Request: enter requested amount and percentage based on program year (column A)

20. DOCUMENTATION OF FUNDING SOURCES

Other Cash – specify the source and amounts of any additional resources used to support the program, such as: town funds, fundraising, and client donations.

Non-Federal Cash Match – specify the source and amounts of any non-federal cash used to match Title III funds.

Non-Federal In-Kind Match – for each line item listed as in-kind on Line Item Budget, explain how its valuation was computed on Budget Narrative using the following considerations: if in-kind match in whole or in part are personnel, list in-kind staff on Personnel Page.

Donated Services:

- volunteer services should be valued at rates consistent with those ordinarily paid for similar work in the applicant agency. If this does not apply, the services should be valued at rates consistent with those paid by other employers for similar work in the same labor market.
- donated services of an employee paid by another non-federal source should be valued at the employer's regular rate of pay.
- for donated services, list hourly rate, number of hours and purpose of donated service to be provided to the project.

Donated Space, Equipment and Supplies:

- these shall be valued at the market rate. Signed donation agreements for all contributions should be available for review.

21. BUDGET NARRATIVE

For each line item on Line Item Budget, provide a concise explanation of how the cost was derived. For the salaries line item, fill out Personnel Page. **Round all figures to the nearest dollar**. Denote all in-kind explanations with an asterisk (*). If more than one program shares the expense, indicate the total cost and explain how the proposed program's share of the cost was derived.

FRINGE: list each benefit separately and the percentage of each benefit. Benefits include FICA, Workman's Compensation, Health Insurance, and Annuity. List any other benefits. If all staff does not receive the same amount of fringe, explain in the space provided.

TRAVEL: note the number of miles to be driven and the cost per mile.

RENT: indicate square footage and cost per square foot per year. Note if any utilities are included in the rental cost.

TELEPHONE: specify the base rate and estimate the amount to be spent per month on long distance calls.

UTILITIES: compute each utility cost.

VEHICLE OPERATIONS: Calculate the cost of operating vehicles (gas and oil) charged to this service component. Do not use this line item for major repairs or tune-ups. Explain how this cost was derived.

EQUIPMENT: Equipment is defined as non-expendable property which has a useful life of more than one year and cost $1,000 or more. Itemize type of equipment and estimated cost**.** **Equipment purchased wholly or in part by Title III funds must be listed on the inventory form and must be tracked as Title III equipment on a yearly basis until the life span of the equipment expires.**

REPAIRS/MAINTENANCE: Calculate costs of repairs/maintenance to office/program space or vehicles.

CONFERENCE/TRAINING: Calculate all costs associated with attendance of professional conferences and/or training charged to this component.

CONTRACTUAL SERVICE: If you plan to subcontract any part of this project, provide the following information:

a. name of subcontractor
b. activity to be subcontracted
c. cost

Include a copy of each proposed subcontract as an attachment with the original application only. All subcontracts with for-profit organizations must have prior approval from the Department of Social Services Elderly Services Division.

INSURANCE: List total cost, percentage charged to the proposed program, and how this percentage was derived.

POSTAGE: Explain how estimated cost was calculated.

SUPPLIES/PRINTING: Office Supplies refer to consumable office items with a useful life of less than one year. Other Supplies may include medical, dental and site supplies. Explain how estimated cost of each item was calculated.

DUES/SUBSCRIPTIONS: Calculate the cost of allowable membership dues and subscriptions charged to this service component. Explain how this cost was derived.

AUDIT: Note the total cost and the charge to the proposed program, describing how it was derived, and the percentage of the total cost.

OTHER: Itemize and explain the cost of any items not included above.

PLEASE DOUBLE CHECK ALL FIGURES! BE CERTAIN THAT ALL FIGURES TOTAL CORRECTLY. BE SURE THAT THE FIGURES IN THE NARRATIVE CORRESPOND TO THE LINE ITEM BUDGET, THE BUDGET SUMMARY AND THE FACE PAGE.

REQUIRED ATTACHMENTS

1. Standard Assurances – with original signature
2. Certificate of Fire Safety Regulations – (Include only if services are provided in a public facility)
3. Accounting Systems Certification Statement (Private Non-Profit)
4. Recent Audit
5. Job Descriptions for all staff listed on Personnel Page
6. Board of Directors list
7. Proof of non-profit status (if applicable)
8. Organizational chart
9. Subcontracts requiring Senior Resources Agency on Aging approval (if applicable)
10. Copy of Insurances: Workman's Compensation, Liability, and Vehicle (if transportation is a provided service)
11. Agency Budget – if costs are shared among programs
12. Participant Grievance Procedure
13. Copy of Agency 501(c)(3) tax exemption certificate