



## **POLICY & PROCEDURE – Number 02.401**

### **Title: Older Americans Act & Adult Protective Services Grants Awards Process & Grantee Requirements General, Limited and Emergency**

Adopted: 01/16/86

Revised: 04/19/90, 5/24/01, 11/20/03, 09/22/05,  
01/19/06, 01/15/15

Supercedes: 2.5, 02.402

Combined Policies 02.403, 02.404, 02.406

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#### **I. POLICY**

##### **A. AUTHORITY**

AgeSmart Community Resources Bylaws.

##### **B. POLICY STATEMENT**

(note: combined with 02.402 & sections of 02.404)

AgeSmart, in order to maximize competition in service procurement for Older Americans Act (OAA) & Adult Protective Services (APS), shall procure services through the use of the Grant Application process whenever possible. It is the policy of the Board that AgeSmart proceed with a timely and efficient Grant Application process so that there will be no interruption of services to beneficiaries. It is the policy of the Board to award grants for services to only responsible grant applicants. In order for an applicant to be found responsible, AgeSmart shall consider the following minimum requirements.

The applicant shall:

1. Have adequate financial resources to perform the grant provisions or the ability to obtain them as required for performance. Fifteen percent (15%) match is required with cash match preferred over in-kind; except for EAN which has no match.
2. Meet the performance or delivery schedule of the grant.
3. Have a satisfactory record of performance in delivery of services or in meeting AgeSmart Programmatic and/or Fiscal reporting requirements.
4. Have a satisfactory record of integrity in business dealings with beneficiaries and other businesses/agencies.
5. Be qualified to receive a grant award under applicable laws and regulations.

#### **II. PROCEDURE**

##### **A. PURPOSE**

To ensure reasonable and efficient appropriation of funds are awarded, in a timely manner, whether general, limited or emergency under the Older Americans Act and State of Illinois to AgeSmart for programs and services for beneficiaries in the Planning and Service Area so that there will be no interruption of services.

## B. APPLICABILITY

This policy applies to AgeSmart but does not apply to pilot, demonstration or OAA & APS projects in effect for one (1) year or less. These projects, still subject to requirements, may become operational at the discretion of the Chief Executive Officer (CEO) when funds are available.

## C. REQUIREMENTS

1. The Grant Application process will begin by a Notice of Letters of Intent which will be made accessible to the general public by paid Legal Notice sent to the State designated newspaper. Press releases will also be sent to at least one (1) widely circulated newspaper in each county in the PSA.

*Special Consideration.* A Solicitation for Letters of Intent to apply for limited service(s) or service area(s) may be sent to the state newspaper (legal notice) and one (1) or more newspapers in the county or the area where service is to be provided.

2. The announcement for the solicitation of Letters of Intent will be e-mailed to all current AgeSmart service providers. The notice will also be listed on AgeSmart's website.
3. Upon receipt of the letter of intent, potential grantees can access the application on the website.
4. A Grant Application Conference, and/or technical assistance conferences, may be scheduled for all interested applicants.
5. During the submission process, the potential grantee (sub-sub-recipient) may contact the Executive Administrative Assistant (EAA) to forward questions anonymously to the CEO, Grant/Planning Manager, or Chief Fiscal Officer (CFO).
6. The Grant Application review process is detailed in the application. A review-able application is one in which four (4) copies and one (1) original and all attachments are provided on or before the deadline. The process is as follows:

- (a) Each application will be discussed and reviewed by an AgeSmart Review Panel consisting of, no less than, the Grants/Planning Manager, CFO, and Advisory Council. In the event of the absence of one (1) or more members of the Review Panel, the CEO may designate a replacement for that person or persons. Each participant will sign a confidentiality statement.
  - (b) If a member of AgeSmart Review Panel has a conflict of interest within a particular service area, the member is disqualified from reviewing any application(s) or any competing application(s) for service in that service area. He or she shall not participate in, or remain present, during the review of that application(s) or competing application(s) for service.
  - (c) The Review Panel as a group, or individually (system to be determined by the CEO), will determine if the application meets the minimum standards by using the review instrument. The review instrument shall become a permanent part of the record of review.
  - (d) The CEO or his/her designee shall present the results of AgeSmart review panel to the Advisory Council for a recommendation.
  - (e) The recommendations of the Advisory Council will be presented, by an Advisory Council representative or the CEO, to the Finance Committee of the Board of Directors.
  - (f) The written recommendation of the Advisory Council will be presented by the Finance Committee to the full Board of Directors for approval.
  - (g) If no proposals are received or found to be score-able, the process will be repeated.
7. The Board of Directors, at its regular meeting or at a Special Meeting, shall review and take final action (approve/disapprove) on the recommendations of the Finance Committee.
  8. Should the Board of Directors approve the recommendation of the Finance Committee, the CEO shall forward letters of approval to the respective applicants and proceed to complete the administrative transactions necessary to conclude the process.

Should the Board of Directors disapprove the recommendations of the Finance Committee, the Board of Directors shall direct and

empower the Executive Committee of the Board of Directors to dispose of the business in a legal and responsible manner.

9. Grant Applications will clearly state the following:
  - a. The purpose and the amount of the grant award is contingent upon AgeSmart's receipt of anticipated amounts of Federal Older Americans Act funds and State of Illinois General Revenue Funds. Should the actual amount of such funds received be less than projected, the amount of the grant award may be reduced or the award may be terminated as determined by AgeSmart.
  - b. AgeSmart reserves the right to accept any or all bids received, to negotiate with all qualified applicants, to cancel in part or in its entirety specifications if it is in AgeSmart's best interest to do so. AgeSmart may require the applicant to participate in negotiations and may require the applicant to rewrite the proposed bid as may be agreed upon during the negotiations.
  - c. AgeSmart reserves the right to withdraw the request for Grant Applications at any time and may not award a grant.
  - d. AgeSmart shall not pay any costs incurred in the preparation of a Grant Application.
  - e. The requirements for AgeSmart and its grantees (sub-sub-recipients) include all mandated Public Policy Assurances.
  - f. The Grant Application will require applicants to provide a narration on how service to these particular beneficiaries will be addressed.
  - g. It is the policy of the Board that preference in grant awards for services shall be given to potential grantees (sub-sub-recipients) who demonstrate the willingness and ability to serve those beneficiaries with the greatest economic and social needs with particular attention to low-income minority individuals and older Native Americans.
    - 1.) Each grantee (sub-sub-recipient) shall agree, as a grant condition, to report quarterly, the number of beneficiaries with the greatest economic and social needs served via NAPIS or other reporting criteria as requested and to maintain records of the same.
    - 2.) AgeSmart shall monitor each grantee (sub-sub-recipient) on a quarterly basis to determine the extent the grantee (sub-sub-recipient) is serving the specified beneficiaries.

- 3.) AgeSmart shall, if requested, provide technical assistance to grantees (sub-sub-recipients) on targeting services to the specified beneficiaries.
  
- h. It is the policy of the Illinois Department on Aging (IDOA) that service grants by and between AgeSmart and profit-making organizations shall be subject to prior approval. It is the policy of the Board that grants with profit-making organizations for service provision is discouraged unless there are no other available resources. However, the Board recognizes that contracts with profit-making organizations in the operation of AgeSmart are unavoidable. This policy does not address regular "business as usual" contracts, but rather those relationships with profit-making organizations for service provision to beneficiaries.

#### 10. *Compliance with Requirements*

AgeSmart and its grantees agree to operate in accordance with the applicable laws, regulations, policies and procedures established by the United States Congress, Secretary of Health and Human Services, the Commissioner of the Administration on Aging, the State of Illinois, the Director of the Illinois Department on Aging, and the Board of Directors of AgeSmart as described in, but not limited to, the following (with the most recent amendments):

- a. Legislation
  - Applicable federal, state and local laws
  - Older Americans Act of 1965 (Public Law 89-73)
  - Native American Programs Act of 1974 as amended through 2000 (Public Law-106-501; formerly H.R. 782)
  - GPRA (Government Performance and Results Act)
  - HIPPA (Health Information Portability and Privacy Act)
  - Public Policy Requirements (assurances and certifications)
  
- b. Program Regulations
  - C45 CFR (Code of Federal Regulations) section 1321.65
  - CCFDA (Catalog of Federal Domestic Assistance) 93.041 (Elder Abuse Title VII)
  - CCFDA 93.041 (Title VII Elder Abuse)
  - CCFDA 93.042 (Ombudsman Title VII)
  - CCFDA 93.044 (Title III-B)
  - CCFDR 93.044 (Ombudsman Title III-B)
  - CCFDR 93.045 (Title III-C)
  - CCFDR 93.052 (Title III-E)

- c. Administrative Regulations (Office of Management & Budget)  
COMB Circular A110 (Uniformed Administrative Requirements)  
COMB Circular A122 (Cost Principles)
- d. Grant Agreement Terms and Conditions as provided by the Illinois Department on Aging
- e. Federal Agency Policy Directives

11. *Standards for AgeSmart and its Grantees*

- a. AgeSmart and its grantees must establish and maintain on file a plan detailing the methods being followed to assure that it operates in full compliance with all applicable Federal, State, and local fire, health, safety, sanitation, and other standards prescribed by law in regulations. AgeSmart and its grantees must provide documentation of licensure when the state or local jurisdictions require licensing for the provision of services.
- b. AgeSmart and its grantees will follow established methods to assure the activities covered by the grant award serve only those individuals and groups eligible under provisions of the Older Americans Act & APS Program.
- c. AgeSmart and its grantees will follow established methods to assure, to the maximum extent, coordination and utilization of the services and resources of other appropriate public and private agencies and organizations.
- d. The grantees shall use contributions to expand services.
- e. AgeSmart and its grantees will follow established methods that will give preference in the delivery of services under the grant award to beneficiaries with the greatest economic or social needs with particular attention to low-income minority.
- f. AgeSmart, as mandated reporters, will report any suspicion of elder abuse and encourage its grantees to do the same.
- g. AgeSmart and its grantees shall, where feasible and appropriate, make arrangements for the availability of services to beneficiaries in emergencies.
- h. AgeSmart and its grantees shall assist participants in taking advantage of benefits under other programs.

- i. AgeSmart and its grantees shall assure that all services funded through grant awards are coordinated with other appropriate services in the community and that other services do not constitute an unnecessary duplication of services provided by other sources.
- j. AgeSmart and its grantees shall follow established procedures which ensure that all services under the grant awards are provided without use of any means tests.

## 12. *Publications*

- a. Any books, reports, newsletters, pamphlets, papers, articles, press releases, publicity or other printed materials for distribution based upon activities receiving support under Titles III/VII of the Older Americans Act & the APS Program (IDOA) must contain an acknowledgement of that support. The following statement should be utilized by the **grantee** to meet this requirement with (special permission): from AgeSmart this statement may be shortened.

### *Grantee Statement:*

Funding for the (Grantee Name) is received from the \*United States Administration on Aging, the Illinois Department on Aging and AgeSmart Community Resources. AgeSmart does not discriminate in admission to programs or activities or treatment of employment in programs or activities in compliance with appropriate State and Federal Statutes. If you feel you have been discriminated against, you have a right to file a complaint with AgeSmart by calling 618-222-2561.[\* for APS, omit "the USAOA"]

## 13. *Termination of Funding*

- a. AgeSmart may terminate awarded funds at any time for violation of any terms and requirements. (Ref. PP 01.011)
- b. AgeSmart shall monitor service performance and shall review each service to assure that adequate progress is being made towards achieving the goals and objectives of the service.
- c. AgeSmart retains the right to require transfer of title for equipment acquired with Title III/VII or State funds with a purchase value determined by OMD Circular 133.

- d. If a contract is terminated or not renewed, the grantee must cooperate with AgeSmart to insure continuity of service delivery.