



Request for Proposals

Fiscal Years 2024-2026

Title III-B Access Services

Assisted Transportation
Information & Assistance/Options Counseling
Telephone Reassurance
Transportation

Title III-C Nutrition Services

Congregate Meals
Home Delivered Meals

- January 9, 2023 – RFP/Applications Available
- **January 20, 2023 – Letters of Intent Due (via Grants Portal)**
- February 1, 2023 – Bidder's Conference/Technical Assistance
- **March 17, 2023 – Grant Applications Due (via Grants Portal)**
- After May 16, 2023 – Award Announcement
- October 1, 2023 – Service Begins

Applications Available at
<https://agesmart.smartsimple.com>

NOTICE TO APPLICANTS

AgeSmart Community Resources is seeking proposals for the following services.

Title III-B Access Services

Assisted Transportation
Information & Assistance/Options Counseling
Telephone Reassurance
Transportation

Title III-C Nutrition Services

Congregate Meals
Home Delivered Meals

Service Areas: Bond, Clinton, Madison, Monroe, Randolph, St. Clair and Washington Counties

An interested organization must submit a **Letter of Intent** (LOI) via AgeSmart Grants Portal by **January 20, 2023**. Refer to section **III.B. Submitting a Letter of Intent**. Failure to submit a Letter of Intent by the deadline may result in the rejection of the application.

Services provided with Older Americans Act funds must be available to all persons 60 and older in a service area. There can be no charge for services. No Older Americans Act service may be means-tested. Therefore, an applicant must have an established system for the confidential collection of contributions (program income) for each service from participants. Services must be targeted to persons with greatest economic or social needs.

The receipt of a grant application package does not commit AgeSmart Community Resources (hereafter referred to as AgeSmart) to make an award. All costs incurred in the preparation of a grant application must be borne by the Applicant. The Board of Directors of AgeSmart reserves the right to reject any or all grant applications.

Submittal of a grant application constitutes acceptance of AgeSmart Service Guidelines found on the AgeSmart grants portal. Any organization receiving a grant award agrees to abide by their responses to questions in the grant application.

Awards are contingent upon the final approval of the AgeSmart Board of Directors. Awards to for-profit organizations require prior approval by the Illinois Department on Aging. Any change to an approved grant award constitutes a revision and must be approved in advance by AgeSmart. All Fiscal Year funding is subject to the availability of funds to AgeSmart, and awards may be revised as funding is revised.

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I. Introduction

A. AgeSmart Community Resources

In accordance with the Older Americans Act of 1965 and associated regulations, AgeSmart Community Resources (AgeSmart) is designated by the Illinois Department on Aging as the Area Agency on Aging for the seven-county region in Southwestern Illinois that consists of Bond, Clinton, Madison, Monroe, Randolph, St. Clair, and Washington counties. AgeSmart is responsible for administering federal and state-funded programs and services for individuals aged 60 and older and their family caregivers in the region.

AgeSmart was established in 1974 as a 501(C) (3) not-for-profit corporation to serve older adults living in Southwestern Illinois. Governed by a volunteer Board of Directors and counseled by an Advisory Council comprised of older adults and community representatives, AgeSmart identifies the concerns of older adults and those who care for them, develops and implements programs to meet their needs, and advocates for necessary resources.

AgeSmart develops a three-year comprehensive plan (Area Plan on Aging), which is reviewed annually. The Area Plan provides detailed information about the growing population aged 60 years and older in the seven-county region and establishes service needs and funding priorities. AgeSmart is guided by the Area Plan to fund a network of local community-based service providers, working to bring resources and service options to older adults and their caregivers throughout the region. The current Area Plan is for FY 2022 through FY 2024. AgeSmart will submit an annual amendment to the current three-year Area Plan to the Illinois Department on Aging in June 2023 for FY 2024. All funding under this Request for Proposal is contingent upon the acceptance of AgeSmart Area Plan on Aging by the Illinois Department on Aging.

B. Purpose

The purpose of this Request for Proposals is to solicit applications for the following services:

- Title III-B Assisted Transportation
- Title III-B Information & Assistance/Options Counseling
- Title III-B Telephone Reassurance
- Title III-B Transportation
- Title III-C1 Congregate Meals
- Title III-C2 Home Delivered Meals

The federal [Older Americans Act](#), Sec. 306 (a)(4)(A), requires Title III services to be targeted to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement. Priority is to be given to low-income individuals who are members of diverse populations, have limited

English proficiency, reside in rural areas, and older individuals who are at risk for institutional placement.

In keeping with the intent of the Older Americans Act, the Illinois Act on Aging, and the mission of AgeSmart, funds will be awarded in accordance with the following goals and objectives:

1. To promote independence and dignity for older persons capable of remaining in their own homes, with appropriate help.
2. To develop and implement comprehensive, coordinated systems, for home and community based services. This may be accomplished by collaborating, coordinating and consulting with other community organizations.
3. To remove social and economic barriers to independence for older individuals.
4. To provide services for the most vulnerable older adults that meet their needs.
5. To provide assistance to the caregiver to help maintain the older person at home.
6. To target services to older individuals with greatest economic and social needs with particular attention to low-income minority individuals.

AgeSmart is seeking proposals to provide meals in a manner that is flexible and responsive to consumer needs and preferences, and also cost-effective.

C. Grant Period

This RFP is for FY 2024 which begins on October 1, 2023, and ends on September 30, 2024, with possible extensions for FY2025 and FY2026. Grant extension decisions are solely those of AgeSmart.

D. Available Funds

The services being awarded through this RFP and the estimated funds for FY2024 are:

SERVICES	BOND	CLINTON	MADISON	MONROE	RANDOLPH	ST. CLAIR	WASHINGTON
I&A / Options Counseling	\$ 24,000	\$ 24,000	\$ 114,000	\$ 24,000	\$ 24,000	\$ 102,000	\$ 24,000
Telephone Reassurance	\$ 4,800	\$ 8,400	\$ 49,500	\$ 6,000	\$ 9,600	\$ 57,000	\$ 4,800
Transportation	\$ 32,400	\$ 24,300	\$ 14,250	\$ 9,450	\$ 9,450	\$ 29,700	\$ 8,100
Assisted Transportation			\$ 45,000			\$ 45,000	
Congregate Meals	\$ 17,550	\$ 39,150	\$ 46,650	\$ 13,500	\$ 129,600	\$ 278,700	\$ 27,000
Home Delivered Meals	\$ 140,250	\$ 196,875	\$ 738,000	\$ 99,000	\$ 246,900	\$ 1,315,425	\$ 133,875

The estimated funding levels are based on demographics and service trends. AgeSmart awards will be based on revenue projections for FY2023. Annual Federal and State appropriations and any changes in the Illinois Department on Aging funding formula for the distribution of funds may decrease or increase available funding. AgeSmart reserves the right to revise any or all projections and awards based upon the actual award and receipt of Federal and State funding.

E. Eligible Applicants

Any public, governmental, private not-for-profit, or proprietary organization is eligible to apply. Funding of proprietary organizations must be pre-approved by the Illinois Department on Aging. Subcontracting is not permitted under this grant.

G. Technical Assistance

All questions regarding this RFP should be directed to RFP@AgeSmart.org. Written questions should include the inquirer's name and organization. AgeSmart will provide a general overview of the process and technical assistance on the use of the Grants Portal.

Virtual Bidders' Conference/Technical Assistance Session
Wednesday, February 1, 2023 10:00 a.m.

The meeting link will be sent to the applicants who successfully submitted a Letter of Intent via the AgeSmart Grants Portal.

Attendance to the Bidders' Conference is not mandatory.
However, new applicants are highly encouraged to attend.

II. Requirements

A. Minimum Requirements

Applicants must meet the following criteria. Applications that do not meet these criteria will be deemed unresponsive and will not be considered. Appeals will not be considered for unresponsive applications. Reviewers will ensure that the applicant meets the following criteria:

1. The application package including the budget and all accompanying documents are complete and submitted using the AgeSmart Grants Portal. Proposals submitted via other methods will not be accepted.
2. The applicant demonstrates the ability to administer programs in compliance with AgeSmart requirements as described in this Request for Proposal. Consideration will be given to all of the following items:
 - a. Proposed service activities are allowable (see Service Guidelines).
 - b. Match (Local Cash and In-Kind) is identified and allowable.
 - c. Match is, at a minimum, 15% of the applicant's cost less project income. Applicant must be able to meet the minimum matching requirement of 15% of the net cost of a service in FY 2024. Cash match is preferred over in-kind.

Example: AgeSmart awards \$25,000. The required match is \$4,412
 $\$25,000 \div .85 = \$29,412$
 $\$29,412 - \$25,000 = \$4,412$ (match for which the Applicant is responsible)
Total Funds = $\$29,412 \times 15\% = \$4,412$

3. The Applicant's Board of Directors Chairman or appropriate corporate officer, who has the authority to commit the Applicant organization to legal financial responsibility, must sign the grant application. If someone else signs the grant application, it must be accompanied by a letter of authorization to sign the document and thereby commits the Applicant organization to the financial responsibilities incurred, if a grant is awarded to the Applicant. Any grant application not in compliance with this requirement will not be further examined by AgeSmart and will be rejected outright.
4. **Any grant application received after midnight on the deadline date shall not be considered. Technical assistance will not be available after 12:00 p.m. on March 17, 2023.** AgeSmart reserves the right to extend the deadline for submission of grant applications should such action be in the best interest of AgeSmart and its beneficiaries.

B. General Requirements

1. By the submission of the signed grant applications, the Applicant affirms that they are fiscally sound and/or can obtain financial resources sufficient to perform the terms of their grants, if awarded. AgeSmart reserves the right to require documentation of such fiscal stability before awarding grants, this includes a review of financial policies/procedures and internal controls.
2. Upon signing the grant application, if a grant is awarded, the Applicant affirms its financial ability to operate within AgeSmart's reimbursement system.
3. The Applicant shall 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 a cash match preferred over in-kind.
4. The Applicant shall meet the performance or delivery schedule of the grant.
5. If the Applicant is a prior grant award recipient, the Applicant shall have a satisfactory record of performance in the delivery of services or in meeting AgeSmart Programmatic and/or Fiscal reporting requirements.
6. The Applicant shall have a satisfactory record of integrity in business dealings with beneficiaries and other businesses/organizations.
7. The Applicant shall be qualified to receive a grant award under applicable laws and regulations set forth in AgeSmart Policy 02.401.
8. The Applicant shall have on-site, fully operational Internet, E-mail, FAX, and telephone services (including answering machines/service) with the expertise to operate such systems during stated business hours.
9. All reports must be submitted **electronically**.

10. Upon receiving a grant, the Applicant (Applicant) will be positioned in the Aging Network and as such, the Applicant's staff members are mandated to report suspicion of elder abuse when the reported victim is unable to report for him or herself. The applicant must have a method to assure the background of their volunteers and employees as stated in the assurances.
11. Under the Older Americans Act, program participants should be given the opportunity to contribute to the cost of the service, no means test will be given, and the Applicant shall assure confidentiality for the contribution process.
12. The grant application will be incorporated into the Applicant agreement and work plan for FY2024. Should the grant be extended, it will form the basis for the grant extensions in FY2025 and FY2026.
13. The terms and conditions of a grant award between AgeSmart and the Applicant will include, but are not limited to, the following provisions:
 - a. the grant may be terminated by either party, without cause, upon thirty (30) days written notice;
 - b. the grant application may be revised during the term of the grant, after careful review that includes information gathered during monitoring reviews, reports from NAPIS (National Aging Program Information System); and/or
 - c. the grant application and subsequent grant, should one be awarded, shall not be subcontracted.
14. AgeSmart may terminate the grant based on any default by the Applicant. Termination for cause may result if the Applicant fails to adhere to the requirements and the applicable policies/procedures of the U.S. Administration for Community Living, the Illinois Department on Aging, or AgeSmart. Termination may also result if the Applicant secures the grant or obtains benefits for the Applicant or any other person or entity through:
 - a. means of a false statement or representation;
 - b. means of concealment of any material fact;
 - c. any fraudulent scheme or device; and/or
 - d. Obtaining or attempting to obtain payments under the grant to which the Applicant, client, or others were either not entitled, or in an amount greater than was due.
15. AgeSmart may terminate any grant if, for any reason, including circumstances beyond the control of the Applicant, the Applicant is unable to continue providing the service in a manner consistent with all 1.) State regulations, 2.) Federal regulations, and/or 3.) the applicable policies and procedures of AgeSmart and the provisions of the grant (including commitments made in the grant application). The grant may also be terminated by the dissolution of a corporate Applicant, bankruptcy assignments for the benefit of creditors, or for any other similar reason.

16. Upon termination, the Applicant shall be paid for all work satisfactorily completed up to and including the date of termination, pending any outstanding obligations in accordance with the grant agreement.
17. The sole liability of AgeSmart is to make payment for appropriate delivery of service. These payments are contingent upon such funds as they are made available by the General Assembly of the State of Illinois and/or the Federal Government for the conduct of the program. Any expenditure for which claim is made that does not meet all Federal and State Laws and rules and regulations shall be disallowed by AgeSmart and shall be the sole responsibility of the Applicant. AgeSmart will deduct any disallowed costs from payments due to the Applicant and may collect and/or bring an action to collect for any balance due.
18. AgeSmart and its Board of Directors, officers, agents, and employees shall be held harmless by the Applicant for:
 - a. Worker's Compensation Insurance to protect the Applicant from any liability under the Worker's Compensation Act, as a result of any Applicant activity;
 - b. any liability for the employees of the Applicant becoming unemployed;
 - c. any health benefits provided to employees of the Applicant; and/or
 - d. any and all liabilities, demands, claims, damages, suits, costs, fees and expenses incident thereto for injuries or deaths to persons and of loss of, damage to, or destruction of property because of the Applicant's negligence, intentional acts, or omissions. In the event of any demand or claim, AgeSmart will notify the Applicant and may elect to defend any claim against AgeSmart, its Board of Directors, officers, agents, and employees, and bill the Applicant for any costs incurred.
19. The Applicant agrees to host AgeSmart's CEO or designee at a meeting of the Applicant's Board of Directors, if requested by the Applicant or AgeSmart.
20. The Applicant understands that copies of the Quarterly Management Letter and any other documents deemed appropriate by AgeSmart may be copied to the Chairman of the Applicant's Board of Directors or other appropriate parties.
21. The purpose and the amount of the grant award are contingent upon AgeSmart's receipt of anticipated amounts of Federal Older Americans Act Funds and the 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.
22. The Applicant must maintain general liability insurance sufficient to protect them and assure the on-going solvency of the Applicant organization.

23. 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 application as may be agreed upon during the negotiations.
24. AgeSmart reserves the right to withdraw the request for grant applications at any time and may not award a grant.
25. AgeSmart shall not pay any costs incurred in the preparation of a grant application.
26. AgeSmart's commitment and priority are to serve beneficiaries with the greatest social and economic needs with an emphasis on low-income minority beneficiaries. Census and statistical data on beneficiary populations in the specified service areas will be utilized by AgeSmart to determine the location of beneficiaries with the greatest economic and social needs.
27. AgeSmart stipulates that preference in grant awards will be given to those Applicants who demonstrate the willingness and ability to serve beneficiaries with the greatest economic and social needs with particular attention to low-income minority individuals and Native Americans.
 - a. Greatest Economic Needs are defined as the needs resulting from an income level at or below the poverty threshold established by the most recent information available through the Census Bureau.
 - b. Greatest Social Needs are defined as the needs caused by noneconomic factors which include physical and mental disabilities; language barriers; and cultural, social, or geographic isolation, including isolation caused by racial or ethnic status, that restricts the ability of an individual to perform normal daily tasks; or threatens the capacity of the individual to live independently.
28. The Applicant shall agree, as a grant condition, to report via AgingIS or other reporting methods as requested the number of beneficiaries with the greatest economic and social needs served.
29. AgeSmart shall, if requested, provide technical assistance to Applicants on targeting services to beneficiaries with the greatest social and economic need.
30. AgeSmart reserves the right to enter into a cooperative agreement, instead of a grant, if AgeSmart feels that substantial involvement by AgeSmart is necessary to best serve beneficiaries.

Definitions of Grants and Cooperative Agreements used are from Public Law 95-224 – February 3, 1978. *Grants* Section 5: Each executive agency [in this case AgeSmart] shall use a type of grant agreement as the legal instrument reflecting a relationship between the Federal Government and a State or local government or other recipient [in this case the Applicant] whenever – (1) the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the State or local government or other recipient [Applicant] in order to accomplish a public purpose of support or stimulation authorized by Federal statute [Older Americans Act], rather than acquisition, by purchase, lease, or barter, of property or services for the direct benefit of use of the Federal Government; and (2) no substantial involvement is anticipated between the executive agency [AgeSmart], acting for the Federal Government, and the State or local government or other recipient [Applicant] during performance of the contemplated activity.

Cooperative Agreements Section 6: Each executive agency [in this case AgeSmart] shall use a type of cooperative agreement as the legal instrument reflecting a relationship between the Federal Government and a State or local government or other recipient [in this case the Applicant] whenever – (1) the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the State or local government or other recipient [Applicant] to accomplish a public purpose of support or stimulation authorized by Federal statute [Older Americans Act], rather than acquisition, by purchase, lease, or barter, of property or services for the direct benefit of use of the Federal Government; and (2) substantial involvement is anticipated between the executive agency [AgeSmart], acting for the Federal Government, and the State or local government or other recipient [Applicant] during performance of the contemplated activity.

31. The partnership between AgeSmart and its Applicants can have powerful marketing and fundraising results for all. In particular, we believe that co-branding is critical to the success of the network. By agreeing to the grant terms, the Applicant agrees to display the AgeSmart brand or brands to ensure a unified and consistent identification of the relationship between the organization and AgeSmart.

Applicants will use the AgeSmart logo on facilities, web pages, newsletters, and brochures. Brands and logos are available for specific funded services and include *ComeIn! To Good Food and Good Company* for all congregate providers, and Choices 4 Community Living for all Information and Assistance providers. All logo and branding standards will be made available after the grant is awarded. Along with branding the following statement must be used by successful Applicants:

Funding for (Applicant) is received from the United States Administration for Community Living, the Illinois Department on Aging and AgeSmart Community Resources. (Applicant) 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 the right to file a complaint with AgeSmart Community Resources by calling 618-222-2561.

32. Applicants shall develop written policies and procedures which assure compliance with appropriate laws, regulations, standards, policies, and procedures. During a compliance review, an Applicant must produce a copy of its policies and procedures.
33. Applicants shall treat all personal information from consumers as confidential, in locked receptacles, and are prohibited from releasing such information without documented oral or written consent, unless requested by AgeSmart. If requested by AgeSmart, the information will be kept confidential pursuant to AgeSmart Policy. Beneficiary confidentiality may be superseded in exceptional situations such as a court order or when it is necessary to protect the health or well-being of the beneficiary or others. HIPAA (Health Insurance Portability & Accountability Act of 1996) guidelines shall be followed as appropriate.
34. If Applicant performance is found to be lacking in quality and/or not meeting service delivery expectations:
 - a. The Applicant may be put on probation which may include substantial involvement with AgeSmart to improve service;
 - b. The Applicant may have their grant changed to a Cooperative Agreement;
 - c. The Applicant may be suspended; and/or
 - d. The Applicant may be terminated.
35. AgeSmart expects open communication with Applicants to best serve the beneficiaries in the Planning and Service Area (PSA), therefore, it is the expectation that AgeSmart be notified should circumstances arise that would endanger or seriously affect the program. Failure to communicate such circumstances would be considered a breach of trust and could result in severe sanctions and potentially the termination of the grant.

III. Application

Interested organizations must create an organizational account on AgeSmart's **Grants Portal**, <https://agesmart.smartsimple.com>. The application, budget, and required attachments must be submitted via AgeSmart's grants portal.

- Organizations that currently receive funding through AgeSmart must review their organizational information and update the organization profile.
- Organizations that do not currently receive funding through AgeSmart must create an account on AgeSmart's grants portal.

A. Creating an Account

1. Go to the Grants Portal. <https://agesmart.smartsimple.com>
2. Click "Register"
3. Follow the prompts and complete the account setup.
One user account per organization is allowed.

B. Submitting a Letter of Intent (LOI)

1. Log in to the **Grants Portal > Funding Opportunities > Select the FY2024 Older Americans Act Title III-B or III-C.**
2. Click **Save Draft.**
3. Complete **General Information** tab > Submit.
4. Once your LOI is approved, your draft application will be available under "My Applications" section of the grants portal.

C. Submitting an Application

1. Log in to the **Grants Portal > My Applications > In Progress**
You will complete one proposal for each service.
2. Complete your application. A program narrative is required for each service you are applying for. All components of the application must be completed and submitted via AgeSmart Grants Portal.
 - Program narrative
 - Budget (Refer to "Budget Instructions")
 - Attachments
3. You must download the budget template from the grants portal. Complete it offline and upload it to the grants portal. The template and instructions are available on the Budget section of the application.
4. Complete your organization profile.
You must provide information about your organization and upload the required attachments. (See Section V.)

IV. Evaluation of Applications

A. Preferences

Preference is given to an Applicant organization that:

1. Has cash match;
2. Is a minority provider (MINORITY PROVIDER: a not-for-profit organization whose controlling Board is at least 51% minority individuals, or a business concern that is at least 51% owned by one or more individuals who are either African American, Hispanic origin, American Indian/Native Alaskan/Native Hawaiian, Asian American/Pacific Islander, or a publicly owned business having at least 51% of its stock owned by one or more minority individuals and having its management and daily business controlled by one or more minority individuals.);
3. Has had a previous AgeSmart grant and provided excellent service (EXCELLENT SERVICE: quality service that meets all service guidelines and meets or exceeds projected units and persons served while maintaining fiscal and operational responsibility, does not have a history of probationary status and strives to serve those with greatest social and economic needs.);
4. Seeks to provide creative service within prescribed parameters (ex. An uncommon solution to a common problem);
5. Is a currently funded applicant that:
 - a. has submitted timely and accurate reporting;
 - b. does not have audit findings;
 - c. met AgeSmart program and fiscal standards in the last monitoring;
6. Has a history of providing the proposed service in the service area;
7. Is focused on serving those with greatest social and economic needs;
8. Is a member of the Alliance of Information and Referral Systems, Inc., (AIRS) and/or has a staff member(s) who is certified in AIRS-Aging. (Information and Assistance grant applicants ONLY.);
9. Is a member of the National Association of Nutrition and Aging Services Programs (NANASP) or Meals on Wheels America(MOWA). (Nutrition Services grant applicants ONLY.); and/or
10. Is a MOWA Certified Nutrition Program. (Nutrition Services grant applicants ONLY.)

B. Review of Applications

1. A grant application will be considered reviewable if it:
 - is submitted via AgeSmart grants portal on time, no later than 4 p.m., **March 17, 2023**;
 - meets the application standards as stated in the RFP;
 - contains all appropriate attachments;

2. A grant application may be considered ineligible, if:
 - the application does not meet the minimum requirements;
 - the Applicant has filed for bankruptcy under Chapter 7 of the U.S. Bankruptcy Code or other applicable law, code, or rule;
 - the Applicant has an outstanding audit exception with the Federal Government, State of Illinois, or AgeSmart (An outstanding audit exception is an exception for which the Applicant has exhausted all administrative and/or judicial remedies and refuses to comply with any resulting demand for payment.);
 - the Applicant is otherwise ineligible to receive funding from the Federal or State government.

3. The budget will be evaluated in the following criteria:
 - proposed project income that is logical, reasonable, and consistent with previous years
 - proposed in-kind income that is logical, reasonable, and consistent with previous years
 - the percent of the match and the percent of local cash
 - client projections that are achievable given the proposed outreach activities
 - unit projections that are achievable given the proposed outreach activities and the applicant's past history
 - a proposed unit rate that is logical, reasonable, and within a range appropriate to available funding and network history

4. Each reviewable application will be discussed and reviewed by an AgeSmart Review Panel. In the event of the absence of one 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.

5. If a member of the 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.

6. The Review Panel as a group, or individually will numerically score each reviewable application by service using the review instrument.

The proportional points for each category of the application are displayed in the following tables. Meeting the Preferences criteria will raise the applicant’s score.

7. The Review Panel will review and discuss each application and determine a consensus score. The applications with the highest scores will be recommended for funding to the AgeSmart Board of Directors.
8. The Board of Directors shall review and take final action (approve/disapprove) on the recommendations. Should AgeSmart’s Board of Directors disapprove of the recommendations, the Board of Directors shall direct and empower the Executive Committee of the Board to dispose of the business in a legal and responsible manner. Services would be re-bid or negotiations with other applicants would be held.

Section	Possible Points	%
Needs Statement	6	8%
Program Plan & Design	18	23%
Outreach	8	10%
Innovation	6	8%
Performance History, Overall Organization	11	14%
Performance History, Specific to Proposed Program	10	13%
Budget	21	26%
Total	80	100%

C. Awarding of Grants

1. AgeSmart reserves the right not to award a grant for a service in a specific service area if, in the opinion of AgeSmart, the service is no longer needed in the said service area, no qualified grant applications were received for the service in the said service area, or provision of the service in said service area would be fiscally irresponsible.
2. AgeSmart, at its option, may work with an Applicant to revise the Grant Application to align with AgeSmart priorities and goals and to negotiate regarding service delivery.
3. After the evaluation of grant applications has been completed and AgeSmart’s Board of Directors has awarded grants, AgeSmart will notify each Applicant in writing of the acceptance or rejection of their grant application after May 16, 2023.
4. An award may be made to a for-profit organization only with prior approval of the Illinois Department on Aging.

Conditional Approval:

Grant applications may be approved with additional requirements or conditions when AgeSmart deems it is in the best interest of AgeSmart and the target population.

Obligations:

The issuance of a Notification of Grant Award (NGA) officially obligates funds for the Fiscal Year. Grant awards establish actual payments of such funds, subject to the availability of funding received by AgeSmart. Federal and State funding levels as a result of legislative action that necessitates grant revisions prior to or during the Fiscal Year may affect changes in the final grant amount. AgeSmart reserves the right to re-negotiate a grant at any time if it is felt that the Applicant is not meeting expectations.

Applicants may be advanced one-twelfth of the award in the first month of the fiscal year, subject to available funds. Funds based on utilization via agreed-upon unit rates are awarded upon receipt of fiscal and NAPIS reports for Assisted Transportation, Transportation, and Nutrition services. Other services are paid one-twelfth throughout the year upon successful meeting of service requirements and after completion of program reporting.

D. Administration:

1. Applicants must submit Audits, Financial Reports, Program Reports, and other reports as may be required by AgeSmart, the Illinois Department on Aging, or the U.S. Administration for Community Living.
2. Applicants must utilize AgingIS to keep track of consumer demographics and service utilization and must be able to demonstrate proficiency in the use of the system.
3. All Applicants shall comply with the Illinois Department on Aging and AgeSmart requirements for audits.
4. AgeSmart has the responsibility to ensure that all Applicants receiving Older Americans Act (Federal) and General Revenue Funds (State) funding operate in compliance with the Federal, State, and AgeSmart conditions of their grant awards. As a result, AgeSmart shall monitor Applicants and conduct quarterly monitoring reviews to determine that Applicants are operating in accordance with applicable program and fiscal performance standards.

V. Attachments

The attachments listed below must be submitted via AgeSmart’s grants portal > **Organization Profile.**

Required Items
Organizational Chart
A Certificate of Good Standing
Tax Status Letter
Job descriptions of staff and volunteers who will be involved in the proposed service
A current listing of Board of Directors and Advisory Council members.
Most recent financial audit
Most recent IRS 990 or 990-T Form or another appropriate tax form as filed with the IRS
Program Accessibility Self Evaluation (Must be completed for each Congregate dining site if an applicant proposes multiple locations)
Disaster Coordinator Contact Sheet
3 Letters of Recommendation/Reference - New/Past-funded Applicants Only

VI. Appendices

The following appendices are available on www.AgeSmart.org

- A. Service Guidelines
- B. AgeSmart Policy 02.401 (OAA Grants Award Process and Applicant Requirements)
- C. AgeSmart Policy 02.405 (Appeal of Awards)