



SERVICE GUIDELINES

TITLE III-B RESIDENTIAL REPAIR AND RENOVATION (Large)

December 2024

DEFINITION

Residential Repair and Renovation : Is assistance to older persons to maintain their homes in conformity with minimum standards or to adapt homes to meet the needs of older persons with physical problems. All repairs or renovation must meet local established standards and ordinances.

Older Person: Someone who is 60 years of age or older.

“Frail” is defined in the Older Americans Act as an older individual who is **functionally impaired** because the individual:

- a. Is unable to perform at least two activities of daily living (ADL) without substantial human assistance, including verbal reminding, physical cueing, or supervision; or
- b. Due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual.

ELIGIBILITY

Please note that, in accordance with the Older Americans Act (the Act), persons age 60 or over who are frail, homebound by reason or illness or incapacitating disability, or otherwise isolated, shall be given priority in the delivery of services. Thus, to determine eligibility for these services, it will be necessary to demonstrate that recipients meet some standards for “frail.”

Eligible persons are those you are 60 years of age or older.

Eligibility for the modification of a frail older person’s home is determined by an in-home assessment to determine eligibility and the need for RRR.

UNIT OF SERVICE

Each home repaired or renovated constitutes one unit of service. The cost of renovation may vary depending on the modification or renovation needed.

SERVICE REQUIREMENTS

- The grantee will be required to complete and retain a file for each consumer who is assessed. The file should contain a **Participant Application Form**, and a **Landlord Approval form (if needed)**. Once the modification/repair/installation is complete, the grantee should follow up with the consumer to assure client satisfaction. The **Receipts for Goods Services Form** should be used. The Grantee shall retain documentation of item(s) supplied to consumers, and copies of all receipts in the case file, along with appropriate case notes.
- The grantee is expected to market the service and use all of the granted funds. Failure to use all of the funds will require return of the unspent administrative funds
- The Grantee may use volunteers, paid help, or staff for the installation of the item(s) needed. The Grantee should ensure that all items purchased meet any required quality standards, also that any necessary liability insurance is in place. The Grantee should have the consumer sign a waiver of liability, called the Statement of Acceptance form, after installation/delivery of each item(s).
- Within one week of installation and/or delivery of equipment, the Grantee is required to provide telephone follow-up to assure consumer receipt and satisfaction with equipment. This follow-up should be documented in the case notes.
- Quarterly reports tracking persons and units will be submitted.
- Grantees will use the AgeSmart logo on facilities, webpages, newsletters and brochures. All logo and branding standards will be made available to Grantees. Along with branding the following statement must be used by Grantees:

Funding for Grantee is received from the United States Administration for Community Living, the Illinois Department on Aging and AgeSmart Community Resources. Grantee 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.
- The Grantee shall conduct pre-employment criminal background checks for all employees of AgeSmart-funded programs. The Grantee shall also conduct criminal background checks on volunteers participating in AgeSmart-funded programs with access to confidential client information, including, but not limited to, addresses, social security numbers, financial info, etc.

- Grantees must conduct regular public outreach, at least once per month, to inform the community about the availability of the service. Acceptable methods for public outreach include, but are not limited to, mass or social media announcements, presentations, public displays, brochure distribution in community spaces, or other effective strategies aimed at reaching a broad audience.

PROGRAM ACTIVITIES

- The grantee may use volunteers or paid contractors for the modification or renovations needed.
- No fewer than three bids are required for a cost greater than \$5,000.
- The grantee should ensure that all items purchased meet any required quality standards and also that any necessary liability is in place.
- The grantee is expected to promote the service and use all of the granted funds.

The DOCUMENTATION

The grantee is required to complete and retain a file for each client who is assessed. Grantee shall retain documentation of item(s) supplied to clients, bids obtained, and copies of all receipts in the consumer file.

The following forms are to be used:

- RRR Participant Application Form
 - Required for all participants
- RRR Request to Exceed Funding Limits
 - Only needed if project exceeds \$5000
- RRR Landlord Approval Form
 - Only needed if Participant rents their residence
- RRR Receipt for Goods Services Form
 - Required for all participants after modification/installation/repair is completed

FOLLOW-UP

Within one week of the completion of the modification/installation/repair, the grantee is required to provide a follow-up visit to assure completion of the modification/installation/repair and to assure client satisfaction. At this time the RRR Receipt for Goods Services Form should be completed with participants.

REIMBURSEMENT

The grantee will be reimbursed following the submission of a Reimbursement Request. Reimbursement requests consist of letter/email stating that Provider Agency is requesting reimbursement in the amount of \$XXXX and all appropriate receipts and/or invoices are included/attached. The reimbursement request must be submitted by the 5th of the following month.

Fiscal Guidelines for all Title-III Programs

Program Income

Program Income is defined as contributions made by recipients of service and interest on such contributions.

- A. Program income includes, but is not limited to:
1. Contributions of recipients of service and interest on such contributions.
 2. Income from service fees obtained through the use of a sliding fee scale or suggested fee schedule.
 3. Proceeds from the sale of personal or real property with an acquisition cost of less than \$5,000.
 4. Usage or rental fees.
 5. Sale of assets purchased with grant funds with an acquisition cost of less than \$5,000.
 6. Royalties on patents and copyrights.
- B. The following specific revenues shall **not** be included as program income:
1. Interest income on State funds whether earned on advances or the "float". This does not include interest on contributions made by recipients of service under a project which is considered program income.
 2. Rebates, discounts, and recoveries.
 3. Income earned by individuals or a group of project participants, when such income accrues directly to the participants.
 4. Revenues raised by a grantee or contractor which is a government under its governing powers, such as taxes, special assessments, etc.
 5. Tuition and related fees received by an institution of higher education for a regularly offered course taught by an employee performing under a grant or contract.
 6. Proceeds from the sale of personal or real property with an acquisition cost of more than \$5,000.
 7. Sale of assets purchased with grant funds where the acquisition cost was more than \$5,000.
 8. Contributions made by representatives of service recipients, relatives, non-related individuals, or entities, on behalf of service recipients are not program income, but are considered to be local cash.
 9. Organized fundraising activities carried out by Title III grantee agencies.

Allowable Uses of Program Income

A. Additional Costs Alternative.

Under this alternative, the income is used for costs which are in addition to the allowable costs of the project or program but which nevertheless further the objectives of the Federal statute under which the grant was made.

Examples of purposes for which the income may be used are:

1. Expanding the program.
2. Continuing the program after grant ends.
3. Supporting other programs that further the broad objectives of the statute.
4. Obtaining equipment or other assets needed for the program or for other activities that further the statute's objectives.

Award recipients under an Area Plan must receive prior approval by the Area Agency on Aging for costs borne with program income under this alternative.

B. Additional Requirements

1. All program income earned under Title III must stay with the service provider who earns it.
2. All program income earned under Title III, Part B, Part C-1, Part C-2 and Part E must be used only for services allowable under the part from which it was earned except as provided in (6) below.
3. All program income must be expended prior to requesting federal funds from the Department on Aging and must be expended within the fiscal year in which it was earned.
4. All program income received in the form of "cash" must be expended as it is earned to minimize cash draw down.
5. Program income earned as a result of services provided with Title III, Part B or Part E assistance may be used for any service which that contractor is authorized to provide with Title III-B or Title III-E funds.
6. Program income earned as a result of services provided with Title III C-1 or III C-2 must be used:
 - a. To increase the number of meals served by the project involved,
 - b. To facilitate access to such meals, or,
 - c. To provide other supportive services directly related to nutrition services.

C. Special Requirements for Providers Receiving Section 5311 Funds from the U.S. Department of Transportation

All transportation providers receiving support from Section 5311 and Title III-B and/or Title III-E must report rider donations as program income. Program income collected should be reported under Section 5311 and Title III-B and/or Title III-E only to the extent and in direct proportion to each funding source's financial participation. Thus, the same rider donations shall not be reported in the same amount as program income under both funding sources.

Accountability for Program Income

A. Program income must be deposited into an appropriate bank account or converted to money orders on a regular basis.

B. Cash participant contributions should be counted by two (2) persons, placed in a safe, secure place until deposited, deposited intact, and deposit receipts compared with count sheets. Such standards require the accurate recording of amounts collected at the project and site levels and subsequent use of these funds.

C. Grantees must account for program income on an on-going basis, and must report such income to the Area Agency on Aging through the established financial reporting system.

D. Accounting records and reports submitted by a recipient to the Area Agency on Aging should provide a clear audit trail on all program income and its uses. Account records and reports should accurately reflect the receipt of such funds **separately** from the receipt of Federal funds, grantee funds, and the use of such resources.

E. Although interest income earned on General Revenue and/or local funds by non-profit organizations is not considered program income, project grantees should maintain adequate accounting records on any interest income earned. The Department must approve the Area Agency on Aging's proposed use of General Revenue Funding interest income as an activity which will further the purpose of the project and the Act.

F. Rebates, discounts, and recoveries on leases should be treated as applicable credits and credited to the Federal grant accounts.

Voluntary Contributions

Each service provider must:

1. Provide each older person with an opportunity to voluntarily contribute to the cost of the service;
2. Protect the privacy of each older person with respect to their contribution;
3. Establish appropriate procedures to safeguard and account for all contributions; and
4. Use all contributions to expand the services of the provider under this part and supplement (not supplant) funds received under the Older Americans Act.

The service providers that receive funds under this part shall not means test for any service for which contributions are accepted or shall not deny any older person service because the older person will not or cannot contribute to the cost of service. Contributions made by older persons are considered program income.