

Questions regarding the 2011 Older Americans Act Title III-B/D and Title III-E Request for Proposal

1. If a project has been funded under a collaborative partnership contract in past years and now is applying individually what year of funding are they considered for purposes of the funding ratio for III-B and E?
Any project that has been previously funded under Older Americans Act dollars would adhere to the match ratio guidelines outlined in the RFP.
2. We have been receiving Title III funding as a partnership in the past but will now be applying separately. Are we considered a new grantee or as previously funded in regards to both the ratio of match and for new persons served?
Applicants with continued funding under Older Americans Act dollars would be considered a previously funded project. Persons served are considered new at the start of each contract year of funding.
3. For organizations LESS THAN \$500,000 revenues, "Annual Agency Audit" is not clear. Accounting firms think of an "audit" as a very thorough, formal process typically for large organizations and costs several thousand dollars. Can we have them do a "review" or some other process that would suffice? In our case they have approved our internal financial control policies/procedures, review our books, and complete our annual 990 form. "Audit" is defined in Websters online as: "a formal examination of an organization or individual's accounts or financial situation". The requirements of the CMCOA Older Americans Act funding policy state that "For organizations receiving total federal funds of less than \$500,000 an annual agency audit will be provided to CMCOA that includes a "Statement of Functional Expenses" by program and fund source as well as including in-kind expenses and revenue as a separate line item within said schedule or as a footnote." All projects that receive funding are required to complete an annual agency audit.
4. How is the fidelity bond different than liability insurance and do we need both?
Fidelity Bond: insurance purchased by an employer to protect against financial loss from dishonest acts by persons entrusted with valuable property or funds.
Liability Insurance: insurance covering the insured against losses arising from injury or damage to another person or property. Yes, both are required.
5. We have not done an official audit in the past. Will we need to do any special kind of audit or will we be able to have qualified volunteers do the audit?
This program is funded with federal financial assistance funds and state funds. The contractor of this program is considered a subrecipient of Title III federal financial assistance, subject to audit requirements under OMB Circular A-133 and Government Audit Standards which state the following: "organizations receiving total federal funds of \$500,000 or more, will complete an annual audit in accordance with the Single Audit Act of 1984 as amended in 1996, and the revised OMB Circular A-133 dated June 24, 1997." For organizations receiving total federal funds of less than \$500,000 an annual agency audit will be provided to CMCOA that includes a "Statement of Functional Expenses" by program and fund source as well as including in-kind expenses and revenue as a separate line item within

said schedule or as a footnote. The Contractor shall be responsible for annual audits to be completed and submitted within 180 days following the end of the project year. All records related to the federal financial assistance funds will be retained for at least a period of three years after the audit is resolved by CMCOA. All records related to state financial assistance funds will be retained for six years after completion of the funding period.

6. Is there a specific accounting system that is required for this grant? We currently use Money. Will we need to switch accounting systems if we are awarded the grant?
The Contractor must establish and maintain an accounting system that adequately identifies each revenue source and the application of funds. The accounting records must contain information pertaining to projects, grants or subgrant awards, and all authorizations, obligations, unobligated balances, assets, liabilities, outlays, expenditures and revenue. Each funding source shall bear only reasonable and allowable costs. An adequate audit trail shall be maintained. All transactions and other significant events are to be clearly documented. The documentation is to be readily available for examination by persons authorized by the MBA.

The Contractor will utilize an accounting system that determines as accurately as possible the actual costs to provide the service(s) by funding source. This accounting system provides the means to gather fiscal data necessary to:

- a. Determine the value of a unit of service;
- b. Meet competition;
- c. Determine the bid price;
- d. Determine if funds were generated in excess of allowable costs or if a loss occurred.

The Contractor must establish and maintain adequate internal control systems and standards that apply to the entire operation of the organization. Specific requirements include:

- a. Maintenance of current charts of accounts.
- b. Maintenance of current accounting policies and procedures manual that includes a complete description of the organization's financial management functions.
- c. Separate fund accounts identified with the accounting system to account for grant funds.
- d. Methods for adequate identification of receipts and expenditures for each grant, contract or subcontract for each fund.
- e. Adequate documentation supporting all accounting entries.
- f. Monthly reconciliation of bank accounts, with records kept on file.
- g. Monthly trial balance prepared to ensure accounting records are posted correctly and the book (general ledger) is balanced.
- h. Written inventory control procedure kept on file.
- i. Employee duties and responsibilities separated so no one employee has sole control over cash receipts, disbursements, and reconciliation of bank accounts.

7. Under the RFP for Title III-B/D services, we do not see where ramp building or home modification for accessibility fits in. Does that mean it is not being funded at this time or is it loosely included under "chore - safety modifications/grab bar installation"?
As detailed in Appendix B - 2011 III-B Support and III-D Preventive Health Service

Definitions, services that are being sought for contract include Chore as a registered service with a one hour unit of service measure and is defined as providing assistance to persons having difficulty with one or more of the instrumental activities of daily living (IADL) including services such as safety modifications. Any service that is performed under Older Americans Act funding must fall within the service definition.

8. Under the RFP for Title III-B/D services for the "Counseling" and "Home Injury Control Services" is there a formal evidence based process these particular service will require?
No.
9. Assisted transportation lists escorted transportation to medical appointments, social service appointments, and grocery/pharmacy shopping. We have numerous requests for rides to social events, hairdresser appointments, senior dining, educational activities and tax services. Are any of these transports that can be included for this grant?
Escorted transportation service eligible for contracted payment under this funding requires that the transport be for the identified need of medical and social service appointments and grocery/pharmacy shopping. Any service that is performed under Older Americans Act funding must fall within the service definition.
10. What is the status/progress of the new "Rapid Screen"? How will its implementation affect this contract?
The Live Well At Home (www.MNLiveWellAtHome.org) Rapid Screen is an evidence-informed tool that allows professionals, clients or caregivers to quickly screen a person's risk of nursing facility placement based on identified risk factors that typically cause placement. It is a valid tool to use with client in all situations and available for use by any project. CMCOA is interested in the wide distribution of the Live Well At Home Rapid Screen tool as it has proven helpful and effective with clients in a home and community based services setting. CMCOA will work with funded applicants to incorporate the Live Well At Home Rapid Screen tool into projects intake and assessment process in the 2011 Older Americans Act contract year.
11. Are there any particular tools or methods required or suggested to be used to collect and maintain ADLs and IADLs?
ADL's and IADL's are required information for all National Aging Program Information Systems (NAPIS) registered services. This NAPIS reistration process may also be used for any non-registered service. While no specific tools are required, the information must be collected and reported according to the NAPIS registration documents included in the RFP materials. CMCOA is happy to provide technical assistance to funded projects in reviewing and/or implementing a client tracking tool and/or intake and assessment process.
12. The chairman of our board is the authorized signer for all official documents for our program. Our by-laws read that he can delegate this authority to some other officer or agent of the corporation. Is it acceptable for him to delegate this authority to the director of the program for this grant?
Yes.

13. Do you anticipate any changes in the method of reporting, e.g. a new web-based reporting system for 2011?

The Minnesota Board on Aging along with the regional Area Agency on Aging partners are currently transitioning to a new web-based National Aging Program Information Systems (NAPIS) tracking and reporting tool. The new tool will be implemented in 2011 with some Older Americans Act contractors across the state. CMCOA is committed to working with each contracted project to best meet the needs of the federal NAPIS reporting requirements and each individual organization that is under contract.

14. The new NAPIS guidelines read that mowing, raking and lawn cleanup are no longer covered services under chore. We have been providing this service to numerous elderly for several years. These individuals have no one else to provide the service and they cannot afford to hire these chores done because of the cost involved. In our community you are required to keep your lawn cared for or it is hired done by the city and added to your water bill. There is considerable cost for us in getting these lawns done in upkeep to the lawnmowers and gas etc. in addition to the time spent by staff arranging these services. Is there any possibility that the CMCOA would reconsider having these services covered under chore?

As detailed in Appendix B - 2011 III-B Support and III-D Preventive Health Service Definitions, services that are being sought for contract include Chore as a registered service with a one hour unit of service measure and is defined as providing assistance to persons having difficulty with one or more of the instrumental activities of daily living (IADL) including services such as heavy housekeeping, minor home repair and maintenance, safety modifications/grab bar installation, Snow shoveling/ice removal. It does not include services of: lawn care, leaf raking, or gardening. Any service that is performed under Older Americans Act funding must fall within the service definition.