AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Funding Application; Region 10 Area Agency on Agin

Action Requested: County Manager Signature

Parties to the Agreement: Region 10

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Grant Proposal to sustain Information and Referral for Seniors. Attachment A and E need signatures.

Fiscal Impact: $43000

Submitted by: Elizabeth Holena **Submitter's Email Address:** elizabeth.holena@state.co.us

Finance Review: (●) Required ( ) Not Required

Comments:
Renewal, is included in the 2017 adopted budget. No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 4/13/2017

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 4/13/2017 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 4/13/2017

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 4/18/2017

Revised April 2015

ATTACHMENT A

Region 10 Area Agency on Aging Funding Application

Title of Project: Information and Assistance/ ADRC

Organization (name, address, phone, fax and email):	Project Director (name, address, phone, fax and email):
Gunnison County Health and Human Services 225 North Pine Street Gunnison, CO 81230 970-641-3244 970-641-3783(fax)	Joni Reynolds 225 North Pine Street Gunnison, CO 81230 970-641-3244 970-641-3783(fax)
Employer Identification Number (EIN): 84-60007700	Type of Applicant: County [X] Municipality [ ] Private Organization [ ] Non-Profit Organization [ ] Other [ ]
Type of Application: New Continuation X	Dates of Project Funding: From Through **7/01/17** **6/30/18**
Areas Served by Project: Gunnison and Hinsdale county	Type of Service: Information and Assistance Programs

Service Projections				Targeting Projections				
Service Category	Estimated Units of Service	Estimated Clients Served	Cost Per Unit	Estimated First Time Served	Rural Clients	Minority Clients	Low Income Clients	Frail Clients
Info and Assistance	2667/ year	1426/year	$25.40	400	600	150	1000	350

Amount of Funding Requested: $43,000

Description of funding sources and amount of local cash and project income:
From other revenue streams for I & A services: $69,294.00

Estimated in-kind services; amount, source and rate: $4800 annually for rent of office space.

Brief description of project: The Senior Resources Office bridges services currently being provided in our community for seniors and disabled individuals. Gunnison County Senior Resources Office provides a single point for resources, referrals, service coordination and health/safety education so that our community members will have a comprehensive efficient way to gain information and knowledge to promote health and independence.

To the best of my knowledge and belief all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant, will comply with the attached assurances if the funding is awarded.

Typed Name of Authorized Representative	Title	Telephone Number
Signature of Authorized Representative		Date Signed

ATTACHMENT B

Region 10 Area Agency on Aging Project Budget

Title of Project: **Fiscal Year:** 2017-2018

PROJECT BUDGET (Please complete the shaded boxes, the rest will calculate automatically)		
Project Revenues		
Funds Requested **Federal** ☐ State ☑		43,000
Local Cash Match	**1.**	69,294
Local In-Kind Match	**2.**	4,800
Project Income	**3.**	
Total Project Revenues		**117,094**

Project Expenses	
Personnel	112,069
Travel	600
Supplies	225
Fuel	200
Other Direct	
Local In-Kind Match	4,000
Total Project Expenses	**117,094**

NOTE: Total Project Expenses must equal Total Project Revenues

NOTE: Combined revenues from Local Cash & In-Kind Match must equal a minimum of 10% of funds requested	74,094 172%

PLEASE COMPLETE THE FOLLOWING:
(DOLLAR AMOUNTS ONLY)

1. Sources of Local Cash Match

County $69,294

City $

Other $

Total Local Cash Match **$69,294**

2. Sources of In-Kind Match

Personnel $

Rent 4,800

Other $

Total In-Kind Match $4,800

3. Source of Project Income

Client Contribution $

Interest $

Total Project Income **$0**

ATTACHMENT B

Region 10 Area Agency on Aging Project Budget

Title of Project: Senior Resource Office Information and Referral **Fiscal Year:** 2017-2018

PROJECT BUDGET (Please complete the shaded boxes, the rest will calculate automatically)	
Project Revenues	
Funds Requested **Federal** ☐ State ☑	43,000
Local Cash Match **1.**	69,294
Local In-Kind Match **2.**	4,800
Project Income **3.**	
Total Project Revenues	**117,094**

Project Expenses	
Personnel	112,069
Travel	600
Supplies	225
Fuel	200
Other Direct	
Local In-Kind Match	4,000
Total Project Expenses	**117,094**

NOTE: Total Project Expenses must equal Total Project Revenues

NOTE: Combined revenues from Local Cash & In-Kind Match must equal a minimum of 10% of funds requested	74,094 172%

PLEASE COMPLETE THE FOLLOWING:
(DOLLAR AMOUNTS ONLY)

1. Sources of Local Cash Match

County $69,294

City $

Other $

Total Local Cash Match **$69,294**

2. Sources of In-Kind Match

Personnel $

Rent 4,800

Other $

Total In-Kind Match $4,800

3. Source of Project Income

Client Contribution $

Interest $

Total Project Income **$0**

Narrative Description of Proposed Project

Senior Resources Office (Information and Assistance)

SCOPE:

The purpose of Gunnison County Senior Resources Office(SRO) is to provide community outreach and education, preventive health, adult protection and advocacy services to seniors, at-risk adults and their families so they can be more independent, healthy and connected to their community. The Gunnison County Senior Resources Office is dedicated to offering services to individuals of Gunnison County, age 60 and older, without regards to race, color, national origin, sex, or income. Gunnison County provides seniors, and their families, a comprehensive, efficient way to gain knowledge of resources in our community to help them maintain health and independence.

The Senior Resources Office, a division of Gunnison County Health & Human Services, provides information and referral assistance to older adults, family/friends, professionals, and community members. The office also maintains current materials, available in both print and electronic versions, of services and benefits available to seniors in Gunnison County and surrounding areas, including Hinsdale County, Salida and the Western Slope.

The SRO leads coordinated collaborative efforts in the community to create new services to fill "gaps" in areas where demand is greater than the service supply, such as caregiver resources, out of town transportation, dental care and access to care for lower-income, uninsured and underinsured individuals. The SRO also helps identify overlaps or duplications in services in order to avoid resource waste and optimize consumer utilization of available services.

The SRO continues to provide Options Counseling through Aging and Disability Resources for Colorado (ADRC), and includes outreach/information, assistance activities and Medicare Counseling through the State Health Insurance Program (SHIP). Outreach/information and assistance activities include on-site sessions at the Senior Center and Senior Housing complex and facilitating education community presentations on a variety of aging and caregiving related topics.

CAPACITY/CAPABILITY:

Gunnison County will continue to utilize the Senior Resources Office (SRO) to coordinate this project. The SRO has been serving the community since 2002 and is a trusted source for aging-related information, resource assistance and help in navigating the complex systems of public and private insurances and Social Security. The SRO Coordinator and Senior Resource Specialists have experience working in the field of geriatric social work and case management for a combined 20 years.

Senior Resources Office and it's personnel have a proven track record of good coordination, creation and expansion of projects for seniors in the county. We have successfully worked with Region 10 AAA to develop ADRC Options Counseling Services. Gunnison County has the necessary resources to deliver the services noted in this proposal and has the capacity to comply with all regulations and deadlines. All reporting requirements will be coordinated and submitted monthly by the project manager, according to guidelines set by Region 10 AAA.

All budgets and financial reports are maintained by Gunnison County's Finance Department personnel. Due to the size of the documents and in efforts to limit paper consumption, a full copy of Gunnison County's budget and most recent, audited financials may be viewed by visiting Gunnison County's website, http://www.gunnisoncounty.org/129/Finance-Office.

Gunnison County had no outstanding compliance issues from FY2016 Evaluation.

OUTREACH & PARTICIPANT CONTRIBUTIONS:

Outreach will continue to be directed to seniors residing in and visiting Gunnison County, and with other community agencies working with target population of seniors with social and economic need (primarily the Senior Resources Advisory Council). This will be measured monthly by numbers of contacts with these agencies, and the data collected regarding office utilization.

At least annually, awareness and accessibility of the SRO services is re-evaluated by SRO personnel and presented to the Senior Advisory Council for input on increasing visibility and outreach of the program. We will continue to utilize earned media such as Gunnison SRO's website (www.gunnisoncounty.com/seniors), through the inclusion of information in the weekly Senior Scoop in the Gunnison County Shopper publication, local access TV, local newspapers, flyers, newsletters, social media and church bulletins. We maintain informational bulletin boards at the local senior independent living apartments and at the community center where senior programs meet. We also strive to maintain a "list-serve" for those who like to receive regular update from the Senior Resources Office via email.

The office has signage posted regarding the acceptance of donations however no client is denied service due to inability to contribute. Because of the nature of I & A service, no suggested donation amount is noted. All monies collected are reserved for the Senior Resources Office to expand services.

COST & SERVICE UNIT DELIVERABILITY:

We estimate delivering 3,000 Information & Assistance units of service over a twelve month period (July 2017-June 2018), which is an average of 250 per month. In 2016, we delivered an average of approximately 200 units of service per month at a cost of $25.40 per unit. Our current Senior Resources specialists have shifted responsibilities within the department to other areas of support to seniors, such as Home and Community Based Services case management and Adult Protective Services case work and Long Term Care. The numbers captured in this grant request are specific to Information and Referral Services; The SRO has approximately 200 other contacts with seniors each month providing case management, Medicare Counseling and Adult Protection Services. The Senior Resources Office Coordinator will continue to support these specialists and oversee all of the activities related to Senior Resources services. Because of the nature of I&A services we currently do not have need to employ a waiting list and we strive to respond to all inquiries within one business day. If a wait list becomes necessary in the future we will prioritize our responses to targeted populations of frail, homebound, disabled, minority and low-income individuals.

ALTERNATIVE FUNDING:

Currently, funding sources that support Information and Referral (Options Counseling) is approximately $69,294.00 as the County pays for administrative support for ADRC and Medicare Counseling. Alternative funding for other program activities in the SRO include the sub-contract through Delta County to provide Home & Community Based Services (HCBS) case management, and funding from Gunnison County Department of Health & Human Services for the provision of Adult Protective Services and supervision of benefits eligibility personnel. We are continuously exploring options for other funding to ensure consistent revenue for office operations, such as with private foundations.

COORDINATION/COLLABORATION/NETWORKING:

The Senior Resources Office is well-established in the community and has a strong reputation of accurate and efficient service. We continually strive to strengthen our network of supporters to enhance our ability to collaborate with other agencies and municipalities to broaden the scope of services, as needed.

The Senior Resources Advisory Council meets three times per year and members are involved and supportive of the SRO's mission and efforts. Our Advisory Council is made up of members from Gunnison, Lake City, Montrose and Delta to better coordinate local and regional resources. A listing of current Advisory Council members is available upon request.

SRO personnel work closely with the local healthcare community, the Board of County Commissioners, RSVP, AARP and other senior organizations such as Young at Heart and Boomers and Beyond, the City of Gunnison, the Town of Crested Butte, Gunnison County Health & Human Services Commission and Department of Health & Human Services. Because of our strong collaborative efforts, we are able to maximize use of local resources, reduce duplication of services and minimize costs of administrative overhead.

CONTINUOUS IMPROVEMENT:

Gunnison County in involved in a performance improvement initiative called "Managing for Results (MFR)." Performance measures set as part of this initiative revolve around customer satisfaction. One of the SRO result measure goals is that 90% of surveyed individuals receiving home based services reporting an improved quality of life. This is measured by polling consumers of the SRO I & A services with a written, confidential survey. We are meeting our target, with a result of 90% customer satisfaction response.

Also under MFR, the Board of County Commissioners have elevated a "senior-related" performance measure to monitor, which is that 75% of respondents to the biennial Citizen's Survey report that the access to services provided to seniors in Gunnison County are good or excellent. The results of the most recent 2015 survey resulted in a good or excellent response of 71%.

Gunnison County has a formal grievance procedure, which the SRO utilizes. Any grievances, complaints or concerns are brought to a staff member to resolve and that feedback is logged in order to improve our processes in the future.

VOLUNTEERISM:

The Senior Resources Office does not currently directly use volunteers for I & A service provision, but we do refer those interested in volunteering to local organizations that need and utilize volunteers.

DESCRIPTION OF NEED, OBJECTIVES AND MEASURABLE OUTCOMES

Our goals and objectives are similar to our prior year's goals which were met with success, and are still pertinent and applicable.

Goal 1 - Expand utilization of local services in the community, including (but not limited to) Senior Transportation Services, Homemaker/Personal Care Services, Caregiver Support and Education programs, Dental Prevention Program, Legal Assistance, Housing Resources, and Medication Management.

- Objective A – Increase awareness of and expand outreach efforts and availability of direct Options Counseling and Information and Assistance service
  - *Measurement 1* – Establish a schedule to provide services on-site at local Community/Senior Center (target is one day per week minimum)

Measurement 2 - Maintain monthly contact logs and ARCH data reporting forms, which denote basic demographic information of customer and information requested.

- Objective B – Increase availability of educational and consumer protection programs by facilitating presentations at various community meetings and senior group gatherings (i.e. AARP, CRSEA, Young At Heart senior lunch program, Boomers and Beyond, Mountain View Senior Apartments)

  Measurement - Maintain records of presentations given to and meetings attended with various community groups

- Objective C - Ensure publicity of Information and Assistance service through local media

  Measurement - Maintain records of advertising methods and meetings attended with various community groups (i.e. local newspapers (The Senior Scoop), www.gunnisoncounty.com/seniors, Church Bulletins, community newsletters, print media boards, SRO publications)

Goal 2 - Meet funding reporting requirements

- Objective A - Collect and submit timely monthly options counseling, information and referral data and donation reports

  Measurement - Maintain records of monthly consumer reports to Region 10 AAA

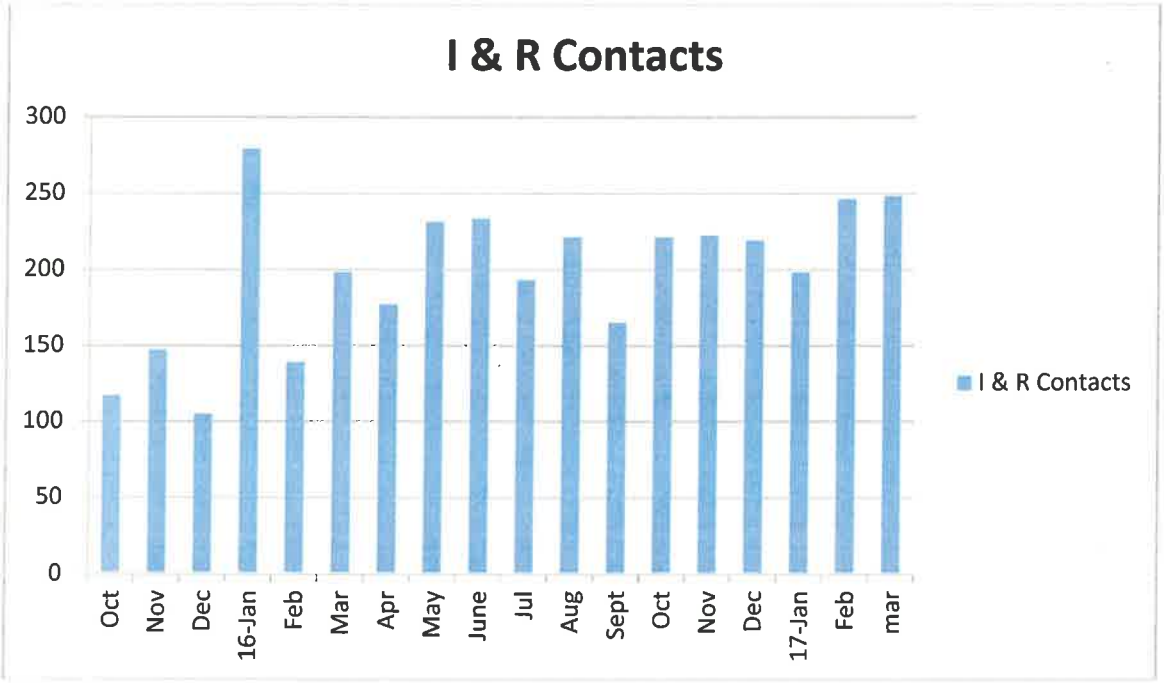
- Objective B - Monitor budget and finance reports on a monthly basis

  Measurement - Maintain records of monthly reimbursement requests to Region 10 AAA

We believe that these goals continue to be realistic and expect to meet these goals and objectives fully. As the aging population continues to grow, more requests are made for information and assistance to help navigate the complex systems of elder care and long term caregiving challenges. Our service area is primarily Gunnison County however we also serve several individuals with ties to Hinsdale County.

The SRO office is located within the Family Services Center, which meets ADA accessibility requirements, including a flat entry doorway with hands-free opener, accessible restrooms, and TTY capability.

The graph below demonstrates the types and volume of information and services being requested by those who contact the Senior Resources Office. This helps provide data when evaluating demand for services and helps identify needs for service enhancement or overlaps in services. The graphs only contain data on I & R and do not account for the other monthly contacts that include Long Term Care, Single Entry Point and Adult Protection.


I & R Contacts
300
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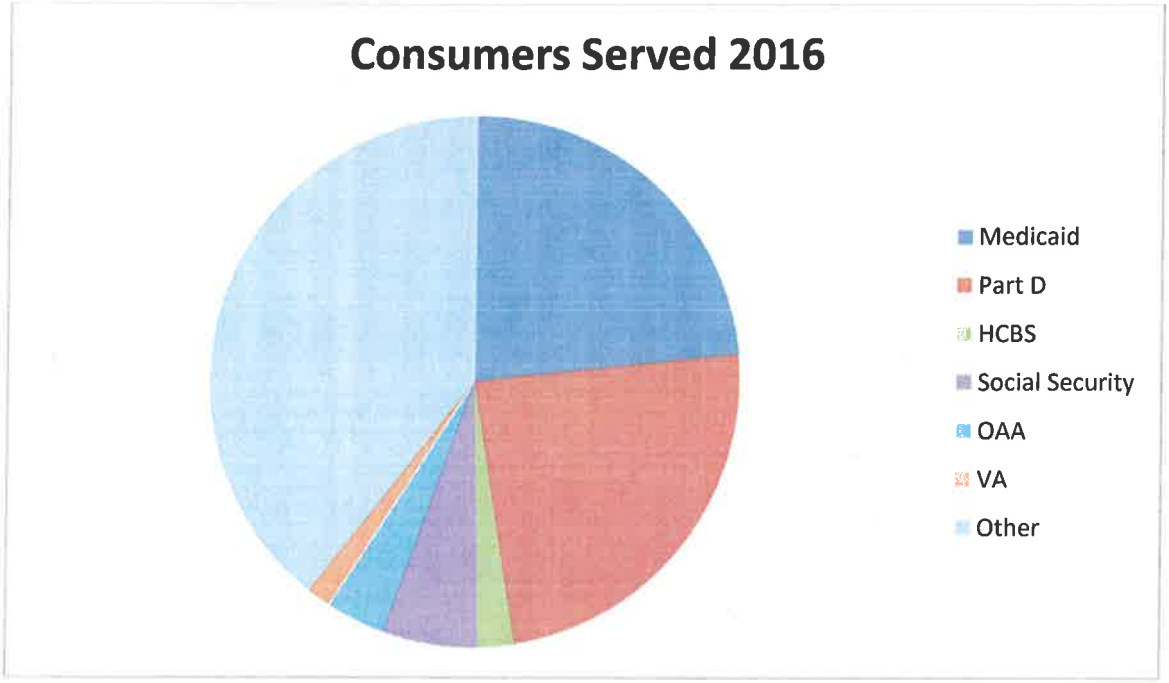
I & R Contacts


Consumers Served 2016
Medicaid
Part D
HCBS
Social Security
OAA
VA
Other

John Messner
County Commissioners
Title: Commissioner of District 1
Phone: 970-901-6708

First Appointment: January 2017
Term Expiration: January 2021

Jonathan Houck
County Commissioners
Title: Vice-Chairperson, Commissioner of District 2
Phone: 970-275-9625

First Appointment: January 2013
Term Expiration: January 2017

Phil Chamberland
County Commissioners
Title: Chairperson, Commissioner of District 3
Phone: 970-209-3715

First Appointment: January 2011
Term Expiration: January 2019

ATTACHMENT C

Project Budget Instructions

This budget should reflect only your budget for the services you propose. You will need to use acceptable accounting methods to determine the appropriate costs for the services you propose. The revenue amounts and sources you show on this form must match those shown on the cover page.

Project Revenues

Funds Requested

- Federal - Older Americans Act federal funding request for the project year
- State - Older Coloradans Act state funding request for the project year

Local Cash Match - Include all non-federal funds (municipal and county) that are used for payment of allowable costs charged to the project. Other cash match is all other funding sources (foundations, service clubs, other grants). The match must not be used to match any other federal or state funds.

Local In-Kind Match - Includes personnel (staff and volunteers), facility utilization, services, or goods donated by the applicant or third party, which are allowable costs of the funding award for which no cash reimbursement is required. The Local In-Kind Match must not be used to match any other federal or state funds.

Program Income - Total voluntary client contributions, interest and other projected income.

Total Project Revenues - The total of all of the above revenue items.

Project Expenses

Personnel - Includes salaries, wages and benefits for employees.

Travel - Travel by staff and/or volunteers that will be required to provide service.

Equipment - Equipment refers only to items costing $500 or more and having a useful life of more than one year. **All Title III equipment expenditures must be included as part of the application.**

Supplies - These costs may include materials, printing, office supplies, postage, etc.

Fuel - Energy source for vehicles utilized in providing older adult services.

Other Direct - Includes capital expenditures and all other expenses not directly applicable to any other line item such as rent, utilities, insurance, repairs/maintenance, audit expenses, etc.

Local In-Kind Match - Includes personnel, rent, services, or goods donated by the applicant or third party, which are allowable costs of the funding award for which no cash reimbursement is required.

Total Project Expenses - The total of all of the above expense items.

Local Cash, In-Kind, Project Income

List all sources of local cash match, in-kind match, program income and the total amount from each source. Totals must match the amounts listed in the “Project Budget”.

Note: Total Project Expenses must equal Total Project Revenues

ATTACHMENT D

Definitions

General Definitions

ADL (Activities of Daily Living): The inability to perform one or more of the following activities of daily living without personal assistance: transferring in and out of bed/chair, toileting, walking, dressing, bathing, hygiene and eating.

Alternative Funding: Additional funding sources generated to assist with project service development and implementation.

Cost per Unit: Total Project Expenses (Budget Form-Attachment B) divided by Total Estimated Units of Service (Funding Application-Attachment A).

Estimated Clients Served: Total number of "unduplicated clients" served over project fiscal year. An individual is counted only once during the fiscal year. An individual shall be counted separately if they use multiple services in the same fiscal year.

***Estimated First Time Served*:** Total number of new "unduplicated clients" receiving project services.

Estimated Units of Service: Total number of units provided over project fiscal year. Units are defined utilizing Service Category Definitions.

Federal Poverty Guidelines 2014: Annual income for a family unit of one - $11,670. Annual income for a family unit of two or more - $15,730 (Source: SUA Policy Directive 13-05, February 5, 2014).

Frail: Persons aged 60+ who are determined to be functionally impaired due to

(A) Inability to perform at least two (2) activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision or,

(B) A cognitive or other mental impairment requiring substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to self or others.

Goals: Broad statement of direction for the organization and anticipated project outcomes.

***Greatest Economic Need*:** The need resulting from an income level at or below the federal poverty threshold guidelines established for 2014.

Greatest Social Need: The need resulting from non-economic factors, such as physical and mental disabilities, language barriers, cultural, social or geographic isolation, including that caused by racial or ethnic barriers.

IADL (Instrumental Activities of Daily Living): The inability to perform one or more of the following activities necessary for independent living without personal assistance or stand-by assistance, supervision or cues: meal preparation, housework, laundry, shopping, medication management, appointment management, money management, access resources, transportation and telephone usage.

***Low-Income Clients*:** All persons aged 60+ with an annual income at or below the established poverty guidelines (refer to Federal Poverty Guidelines 2014).

Minority Clients: Persons aged 60+ who are African American, American Indian/Alaskan Native, Asian/Pacific Islander, or Hispanic.

Minority Organizations: Not for profit organizations with a controlling board comprised at least fifty-one percent (51%) of individuals in the racial and ethnic categories listed above or a private business concern that is at least fifty-one percent (51%) owned by individuals in the racial and ethnic categories listed above.

***NAPIS* (*National Aging Program Information System*):** National reporting system used to record Older Americans Act services.

***Objectives*:** Objectives should be specific, measurable, achievable, realistic within available resources and time-bound to the fiscal year for project services.

Rural Clients: Older individuals that reside in any area not defined as urban. Urban areas mean (1) a central place and its adjacent densely settled territories with a combined minimum population of 50,000 or (2) an incorporated place or a census designated place with 20,000 or more inhabitants (Delta and Montrose Counties).

***Service Category*:** Specific older adult services the project is planning to provide that are available under NAPIS service definitions (see below). **Note: Projects shall choose the minimum number of service categories necessary to provide services. Multiple service category use may result in separate contracts for each service category.**

NAPIS Service Category Definitions & Units of Service

- *Caregiver Support Services:* Provides services and supports under five sub-categories that enable caregivers to provide care for an older adult while maintaining their own quality of life. Sub-categories include: Information, Access Assistance, Individual Counseling, Respite Care and Supplemental Services.

- *Congregate Meals*: One meal equals one unit of service. Provision of a meal that meets all OAA requirements, to an eligible individual at a nutrition site, senior center or some other congregate setting.

- *Education (Legal)*: One hour equals one unit of service. Providing legal instruction, training, or informational workshops to clients in order to increase their knowledge of legal issues and/or services.

- *Education (Group Outreach*): One occurrence equals one unit of service. Use of flyers, brochures, pamphlets, newsletters, speaking engagements, etc., initiated by a provider to identify clients and to encourage the use of existing services and benefits.

- *Health Promotion*: One hour equals one unit of service. Programs that promote health and well being including programs for multigenerational participation that may include art therapy, dance therapy, dental, hearing, immunization, medication management screening and education, insurance counseling, music therapy, physical fitness and vision.

- *Home-Delivered Meals*: One meal equals one unit of service. Provision, to an eligible individual at that person's place of residence, of a meal that meets NAPIS definitions.

- *Homemaker:* One hour equals one unit of service. Providing assistance to persons with the inability to perform two or more of the instrumental activities of daily living (IADL's).

- *Information and Assistance*: One contact equals one unit of service. Contact with an individual/ or website inquiry that provides the individual with current information on opportunities and services available to the individual within their communities and links the individual to the services.

- *Legal Assistance*: One hour equals one unit of service. Legal advice, counseling and/or representation provided to an individual by an attorney or other person under the supervision of an attorney.

- *Nutrition Education*: One-session equals one unit of service. Provision of a program to promote better health by providing accurate and culturally sensitive nutrition information and education to consumers and overseen by a dietitian or individual of comparable expertise.

- *Ombudsman Services:* One complaint equals one unit of service. Actions taken that identify, investigate, or seek to resolve complaints made by or on behalf of an older individual who resides in a long-term care facility, relating to action, inaction or decisions of providers or public agencies that may adversely affect the health, safety, welfare or rights of such residents.

- *Transportation*: One, one-way trip equals one unit of service. Provision of a means of going from one location to another. Does not include any other activity.

ATTACHMENT E

Assurance of Compliance
(must be signed and returned with application)

A. The Respondent has a financial accounting system adequate to handle the accounting of all income and expenditures.

B. The Respondent will submit fiscal reports to the Region 10 Area Agency on Aging (AAA) by 4:30 p.m. the **12th of each month** of the agreement period (or prior business day if the 12th falls on a weekend or holiday).

C. The Respondent either uses SAMS (Social Assistance Management System) or has an intake and reporting system sufficient to report numbers of clients served, characteristics of clients served and units of service provided by service type on a monthly basis.

D. The Respondent will maintain such accounts and documents as will serve to permit determination at any time of the status of funds within the Award, including the disposition of all moneys received, and the nature and amount of all charges claimed to be against such funds.

E. The Respondent will not use the cash and/or in-kind match for Older Americans Act (OAA)/Older Coloradans Act (OCA) funding to fulfill matching requirements for other Federal or State funds. Cash and/or in-kind match contributed shall not consist of Federal funds or general program income, except as provided in 45 CFR 74.53.

F. The Respondent agrees to include all local cash, which is used for payment of allowable costs and assures that this local cash will be included in total budget and entered in cash budget column.

G. The Respondent agrees to include in their in-kind budget, all services, goods or property donated by a third party which are allowable costs of the funding award and for which cash reimbursement is not required.

H. A self-evaluation system will be developed which will provide for adequate feedback from the recipients of services, the results of which must be made available upon request to Region 10 AAA for planning and evaluation.

I. Any subcontracts held or initiated by the Respondent, which involve expenditures to be charged to the Region 10 AAA contract, will be reviewed and approved by Region 10 AAA prior to contract initiation.

J. The Respondent will advertise the availability of services to elderly persons, families of elderly person, service providers and the general community.

K. The Respondent will provide participants a voluntary opportunity to contribute to the cost of the service and

   a. Protect the privacy of each participant with respect to his or her contributions;
   b. Establish appropriate procedures to safeguard and account for all contributions; and
   c. Use all contributions to expand the services of the project.

L. Funds contracted as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of the Region 10 AAA, the State of Colorado, and the Administration on Aging of the U.S. Dept. of Health and Human Services.

M. The Respondent will make substantial efforts to obtain support from private sources and other public organizations for services funded by OAA/OCA.

N. The Respondent will not use OAA/OCA funds to duplicate the services that may be funded through Medicaid, Medicare, Title XX or other available federal, state or local sources.

O. The Respondent understands that failure to submit requested financial and program reports or other information or failure to comply with any other requirements of the Award may result in a suspension or termination of the project. Funds awarded as a result of this application may be terminated for violations of any terms and requirements of this funding award.

P. The Respondent understands that funds awarded are contingent upon receipt of funds by Region 10 League for Economic Assistance and Planning, Inc. from the State of Colorado and the Federal Government, pursuant to the Annual and 4 Year Plan.

Q. The Respondent understands that if there is Federal Title III cash unearned at the time the funding award is terminated, the unearned amount will be returned to the Region 10 AAA.

R. The Respondent understands that activities conducted under the AAA project with federal funds are subject to "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" ("Final Guidance"), located at Title 2 of the Code of Federal Regulations ("C.F.R.").

S. The Respondent understands that activities conducted under the AAA project are subject to audit. If costs are disallowed, the proportion of Federal funds disallowed must be returned to Region 10 League for Economic Assistance & Planning, Inc. If applicant receives more than $750,000 in federal funds from any source, including pass-through of AAA funds, a single audit may be required under the OMB Uniform Guidance Subpart F. Copies of any audits conducted shall be made available to Region 10 AAA.

T. The performance of the services required hereunder shall be under the supervision of a Project Director. At any time a Project Director is not assigned to this contract, all work shall be suspended until the Organization assigns a mutually acceptable replacement Project Director.

U. The Respondent will give priority for the provision of services to elderly persons (60 and older) with the greatest social and economic need and minority clients.

V. The Respondent will comply with all applicable State and local health, fire, safety, building, zoning and sanitation laws, ordinances and/or codes.

W. The Respondent agrees to comply with all requirements of Title VI of the Civil Rights Act of 1964, including, but not limited to, provisions for providing information on services to persons with limited English proficiency (LEP). Respondent agrees to provide, upon request, copies of the Organization's Title VI plan and LEP plan.

* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	* TITLE
* APPLICANT ORGANIZATION	* DATE SUBMITTED