

NORTH CENTRAL AREA AGENCY ON AGING, INC. (NCAAA)

OLDER AMERICANS ACT TITLE III FUNDING OVERVIEW

1. STATEMENT OF PURPOSE

The purpose of Title III, as specified in the Older Americans Act, is to promote the development of a comprehensive and coordinated service system for older persons. The primary goals of this system are:

- To secure and maintain independence and dignity in a home environment for older persons capable of self-care with appropriate supportive services.
- To remove individual and social barriers to economic and personal independence for older persons.
- To provide a continuum of care for vulnerable older persons.

2. ROLE OF THE AGENCY

The North Central Area Agency on Aging, Inc. (NCAAA) is one of five Area Agencies on Aging in Connecticut established under Title III. NCAAA has the responsibility for fostering the development of comprehensive and coordinated service systems for older persons. As such, the major functions of NCAAA are:

- Needs assessment
- Establishment of priorities
- Bilateral planning
- Service coordination
- Resource development
- Evaluation
- Collection and dissemination of information
- Leadership and advocacy

3. FUNDING CONDITIONS

A. Eligibility Factors

The application must meet three basic eligibility factors. These are:

- (1) The prospective service provider must be an incorporated, nonprofit, for-profit, private, or public entity, agency, or organization. [Note: Grants/contracts with profit-making organizations require approval from the Connecticut State Unit on Aging.]

- (2) The proposed program must be designed to meet the needs of older persons (age 60 or older) and/or family caregivers.
- (3) The prospective provider must service individuals in one or more of the 38 towns in the North Central Connecticut area.

B. Funding Requirements

- (1) The awarding of Title III funds is contingent upon NCAAA's receipt of federal and state funding. Grants/Contracts are awarded for a maximum period of twelve months; however NCAAA reserves the right to select certain service providers for a multi-year contract or award. Funding after the first program period may be provided pending performance, current priorities, and availability of funds.
- (2) Title III funds should be used to demonstrate the value of particular projects. Once Title III funding ends, the project cost should be assumed by local communities, agencies, or organizations. NCAAA strongly discourages the use of Title III funds for lease or purchase of equipment due to the extensive monitoring requirements.
- (3) Title III funds may not be used for lobbying purposes.
- (4) One-Time-Only funding requests for special projects that are consistent with NCAAA's Area Plan goals and objectives may be submitted for consideration during the standard Request for Proposal (RFP) process. Funding requests must be \$5,000 or less. Such special projects may be funded out of Title III funds, if and when available. Awards are dependent upon final approval by the NCAAA Board of Directors. If One-Time-Only funding is secured, additional requests for the same project will not be considered in the future.
- (5) The award period is October 1, 2021 through September 30, 2022.

C. General Requirements

Recipients of awards are subject to a number of requirements by NCAAA. The specifics of these requirements are covered in the 'Standard Assurance, Compliances, and Conditions' section of the grant application. The purpose of these requirements is to ensure program and financial accountability.

D. Reporting Requirements

- (1) Service providers are expected to complete monthly project service and financial reports in a timely manner. Project service reports must conform to the requirements of the federally designated National Aging Program Information System (NAPIS) and the Management Information System

(MIS) used to capture required data, as administered by the Connecticut State Unit on Aging in accordance with the schedule for reporting established by NCAAA.

- (2) Financial reporting and responsibilities involve several aspects:
 - a. an annual audit of Title III funds by NCAAA;
 - b. ongoing documentation of non-federal cash and in-kind match;
 - c. ongoing documentation of contributions from program participants and other program income; and
 - d. identification in the service provider's accounting system of Title III funds, non-federal match from other funds, and client contributions or other program income.
- (3) Participation in on-site monitoring visits is required.

E. Non-Federal Match Requirements

- (1) A non-federal match is required.
- (2) The match must comprise of at least 15% of the project budget in the first year of funding, 30% of the project budget in the second year of funding, and 50% of the project budget in the third year of funding. Any project funded for more than three fiscal years must include a 50% non-federal match in the project budget. Please note that minimum non-federal match for programs funded with Title III-E dollars is 25% of the project budget.
- (3) The match can be provided in any combination of cash and/or in-kind resources. Matching resources shall be accepted as part of the award recipient's match when they are identifiable and documented.
- (4) Client contributions cannot be used to meet non-federal matching requirements.
- (5) If there is insufficient non-federal match, the Title III funds will be adjusted based upon the award requirement.

F. Audit Requirements

All service providers must comply with Federal OMB Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

4. SUBMISSION REQUIREMENTS & APPLICATION DUE DATE

Proposals are due no later than FRIDAY, MARCH 19, 2021 at 11:59pm EST. Applications must be completed online and can be accessed from the NCAAA website at www.ncaaact.org. No paper applications will be accepted.

Federal Fiscal Year 2022 NCAAA Title III B, D, E Request for Proposal (RFP) Timetable

RFP Process Opens	February 1, 2021
Technical Assistance Session	February 17, 2021
Application Final Filing Date	March 19, 2021 by 11:59pm
Allocation Committee Review & Applicant Presentations	May 18, 20, 25, and 27, 2021
NCAAA Advisory Council Recommendations	June 16, 2021
NCAAA Board of Directors Approval	June 23, 2021
Notification of Funding Status to Applicants	July 2021
Title III Project Period Begins	October 1, 2021

5. REVIEW PROCESS

The North Central Area Agency on Aging’s Board of Directors sets overall policy for the agency and makes decisions based on input from the Advisory Council and the Allocations Committee. All applications will be reviewed in relation to and conformity with the mandates of the Older Americans Act, the State Unit on Aging, and local needs assessments.

The amount awarded to each program will be based on the relative merit of the respective proposal and the availability of funding. Applicants will receive written notice of the approval or rejection of their proposal. Any applicant, whose application is rejected, approved with conditions, or approved for an amount less than the amount requested, may appeal the decision if appeal process conditions apply.

6. APPEAL PROCESS

A. The Board of Directors’ decision may be appealed only if one or more of the following conditions apply:

- (1) The applicant feels the proposal did not receive equal and fair consideration.
- (2) NCAAA’s normal approval process was not followed.
- (3) One or more of the Allocations Committee, Advisory Council, or Board of Directors had a conflict of interest and did not abstain from voting.

B. The procedure to initiate an appeal is as follows:

- (1) The applicant has ten (10) working days from the date of the notification letter is received to request, in writing, a hearing.

- (2) The written request must identify one of the aforementioned conditions as the basis for the appeal.
 - (3) A hearing will be scheduled within ten (10) working days following NCAAA's receipt of the applicant's written appeal request.
 - (4) A hearing will be conducted by an Ad Hoc Committee, appointed by the NCAAA Board of Directors.
 - (5) A decision will be rendered within three (3) working days after the hearing. The decision will be conveyed via registered mail to the Chairperson of the Board of Directors of the applicant agency and the applicant agency's authorized agent.
 - (6) The decision of the Ad Hoc Committee will be reported to the NCAAA Board of Directors.
- C. The Ad Hoc Committee will be composed of five persons: Two (2) members of the NCAAA Board of Directors and three (3) members of the NCAAA Advisory Council. Board representation and the Chair of the Ad Hoc Hearing Committee will be selected by the President of the Board.
- D. The decision of the Ad Hoc Committee is final. Any applicant who feels that NCAAA did adhere to the hearing process can submit an appeal request to the Connecticut Department of Aging and Disability Services, State Unit on Aging. If the request is granted, the Commissioner of the Department of Aging and Disability Services will either uphold or reject the Ad Hoc Committee decision based on adherence to the hearing process.