

Northwestern Illinois Area Agency on Aging



Request for Proposals for Fiscal years 2012-2014

July 11, 2011

Older Americans Act and
State of Illinois Funds

Due Date: August 19, 2011 at 4:00 p.m.

Northwestern Illinois Area Agency on Aging
1111 S. Alpine Road, Suite 600
Rockford, Illinois 61108

815/226-4901 or 800/542-8402 (voice)
815/226-8984 (fax)

E-mail: jhenderson@nwilaaa.org
Website: www.nwilaaa.org

Northwestern Illinois Area Agency on Aging does not discriminate in admission to programs 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 a right to file a complaint with NIAAA. For information call the Senior HelpLine 1-800-252-8966 (Voice & TTY) or contact Grant Nyhammer, NIAAA Executive Director at (815) 226-4901 or 1-800-542-8402. If you prefer, you can also contact Grant by sending him a fax at (815) 226-8984 or sending him an email at gn@nwilaaa.org.

Funded By Older Americans Act and Illinois General Revenue Funds
from the Illinois Department on Aging

Northwestern Illinois Area Agency on Aging

Request for Proposals for FY 2012-2014

Page

Table of Contents

3	Glossary
4	Northwestern Illinois Area Agency on Aging description
4	Purpose of the Request for Proposals
5	Eligible Applicants
5	Period of Award
6	Priority Services Open for Bid
8	NIAAA Allocation Process
8	FY12-14 Funding and Service Levels
9	FY12 Title B/GRF, III-D and III-E Services Open for Bid by Service and County and People/Unit Projections
9	FY12 Title III-C-1 and C-2/GRF Services by Service Area Open for Bid and People/Unit Projections
10	Population to be Targeted and Served
11	Targeting Objectives by Title III OAA Title
12	Requesting an Application Packet
12	Informational/Assistance Meetings
12	Deadline for Questions
13	Application Due Date
13	Application Instructions/Specifications
14	Review of Applications
15	Requirements for Funding

Glossary of Terms

AAAs	Area Agencies on Aging (NIAAA is one of thirteen in Illinois)
Area Plan	NIAAA's three plan for funding services in Area 01
AoA	Administration on Aging (federal aging agency)
Area 01	NIAAA's service area which is comprised of Boone, Carroll, DeKalb, Jo Daviess, Lee, Ogle, Stephenson, Whiteside and Winnebago Counties.
FY	The federal fiscal year which for 2012 begins on October 1, 2011.
GRF	General Revenue Funds from the State of Illinois
GEN	Greatest economic need – clients below the poverty level
GSN	Greatest social need – clients who are: minority, 75+, living alone, or non-English speaking
HDM	Home Delivered Meals (service funded by NIAAA)
I&A	Information and assistance counseling (service funded and provided by NIAAA)
IDOA	Illinois Department on Aging (state agency)
Manual	NIAAA Service Provider Manual (has information to assist grantees)
NGA	Notification of Grant Award (grant contract between NIAAA and the grantee)
NIAAA	Northwestern Illinois Area Agency on Aging
NSIP	Nutrition Services Incentive Program (a federal meal program)
PID	Public Information Document (summary of area plan)
RFP	Request for Proposal (this document)
OAA	Older Americans Act (federal law which created NIAAA and the aging network)
TES	Training, education, support for the caregiver services
Title III-B	Community based services (services to prevent premature institutionalization)
Title III-C1	Congregate Meals (NIAAA funded service)
Title III-C2	Home Delivered Meals (NIAAA funded service)
Title III-D	Health Promotion (NIAAA funded service)
Title III-E	Caregiver services (NIAAA funded service)

**NORTHWESTERN ILLINOIS AREA AGENCY ON AGING
REQUEST FOR PROPOSALS FOR FY2012-2014
TITLE III-B, III-C, III-D AND III-E OLDER AMERICANS ACT AND
STATE OF ILLINOIS GENERAL REVENUE FUNDS**

**NORTHWESTERN ILLINOIS AREA AGENCY ON AGING
AND THE AREA PLAN ON AGING**

The Northwestern Illinois Area Agency on Aging (NIAAA) is a not-for-profit organization designated by the Illinois Department on Aging (IDOA) as the funding agency for aging services for the northwestern Illinois region known as Area 01. Area 01 is comprised of nine counties which are: Boone; Carroll; DeKalb; Jo Daviess; Lee; Ogle; Stephenson; Whiteside, and Winnebago Counties. The NIAAA Board sets policy and makes decisions about programs/funding and is advised by an Advisory Council composed of members from throughout Area 01.

Funds available through this Request for Proposal (RFP) are distributed through IDOA to NIAAA based upon state funding formula and an approved FY12-14 NIAAA Area Plan on Aging (Area Plan) for Area 01. The Area Plan is a funding vehicle to distribute funds from IDOA to NIAAA. The Area Plan includes demographic information, needs assessment data and service delivery priorities for Area 01. All funding described in the RFP is contingent upon the acceptance of NIAAA's Area Plan by IDOA.

PURPOSE OF OLDER AMERICANS ACT/ILLINOIS GENERAL REVENUE FUNDS

The essential mission of the Older Americans Act (OAA) is to foster maximum independence by providing a wide array of social and community services to older persons targeting those in poverty, minority, living alone, frail, over age 75, limited English proficiency, rural and at risk of institutional placement. The OAA provides funding for delivery of social, nutritional, and other supportive services to older persons under a provision of the OAA that is known as "Title III".

The OAA is expected to be reauthorized in 2011 which may require changes or additional requirements for services not described in this RFP.

PURPOSE OF THE REQUEST FOR PROPOSALS

The purpose of this RFP is to solicit grant applications for the delivery of services in Area 01 for federal fiscal years 2012-2014. The federal fiscal year for 2012 begins October 1, 2011.

NIAAA proposes to distribute the OAA Title III and State of Illinois General Revenue Funds (GRF) funding for services to persons aged 60 and older, caregivers and grandparents raising grandchildren in the nine counties comprising Area 01.

Services open for bid in this RFP include all or portions of this nine county area. This RFP is distributed widely to comply with federal requirements for an open competitive application process. The RFP has been advertised in the authorized State of Illinois newspaper and through additional means.

ELIGIBLE APPLICANTS

NIAAA invites applications from public, governmental, private not-for-profit agencies or proprietary organizations. Funding of proprietary organizations must be pre-approved by IDOA. Grantees are prohibited from receiving a profit from the grant award.

Federal regulations state that organizations are eligible to participate in OAA programs without regard to their religious character or affiliation, and those organizations may not be excluded from the competition for OAA grant funds simply because they are religious. 45 C.R.F. § 87.

PERIOD OF AWARD

The results of this RFP will determine the grantees NIAAA intends to fund for specified services for NIAAA's three-year Area Plan period Fiscal Years 2012-2014. NIAAA's fiscal year coincides with the federal fiscal year which is October 1 through September 30. Since NIAAA receives appropriations on an annual basis, funding levels are determined annually for each fiscal year (i.e. FY12, FY13, FY14).

Grant awards for FY12 are for the period October 1, 2011 through September 30, 2012 with NIAAA having the option of extending the grant annually for FY13 and FY14. Extensions are dependent upon satisfactory performance by the grantee as determined in the grant. Should a grant not be extended, NIAAA has the option of having an RFP for services not extended.

PRIORITY SERVICES OPEN FOR BID

As explained in NIAAA's FY12-14 Public Information Document (available online at www.nwilaaa.org), the following are the OAA Title III and GRF priority services to be funded through this RFP:

<u>Service</u>	<u>Funding Source</u>
Caregivers	
Information and Assistance	Title III-E
Training/Education/Support Group	Title III-E
Grandparents Raising Grandchildren	
Information and Assistance	Title III-E
Older Adults	
Congregate Meals	Title III-C-1/GRF, Nutrition Service Incentive Program (NSIP)
Health Promotion	Title III-D
Home Delivered Meals	Title III-C-2/GRF, NSIP
Information and Assistance	Title III-B/GRF/Community Service GRF
Legal Assistance (all counties)	Title III-B/GRF
Medication Management (all counties)	Title III-D
Transportation	Title III-B/GRF

The following is a summary description of the above services open for bid:

<u>Service</u>	<u>Description</u>
Health Promotion: Title III-D	Services to promote better health among older persons by providing education on health topics to keep older persons healthy and active.
Information and Assistance: Title III-B/GRF Title III-E Caregiver and Grandparent	A service for older individuals that: A) provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; B) assesses the problems and capacities of the individuals; C) links the individuals to the opportunities and services that are available; and D) to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals by establishing adequate follow-up procedures. I&A service will be provided in the office (telephone and face-to-face), during home visits and in other service locations convenient for the client.

Caregiver I&A is provided to family caregivers of any age who are caregivers of persons age 60 and over. Grandparent I&A is provided to grandparents age 60 and older raising their grandchildren.

Legal Assistance: Title III-B/GRF

Legal assistance shall include arranging for and providing assistance in resolving civil legal matters and the protection of legal rights, including legal advice, research and education concerning legal rights and representation by an attorney-at-law or a trained paralegal professional (supervised by an attorney) and/or a law student (supervised by an attorney) for an older person (or his/her representative). It is preferred that the successful applicant for this grant will be the sole provider of legal services within Area 01.

Medication Management:
Title III-D

Services to educate and assist older persons to use medication properly, to manage health problems, and to prevent incorrect medication use and adverse interactions.

Nutrition Services: (Congregate and Home Delivered) Title III-C-1/GRF and C-2/GRF

Provision of nutritious meals in a congregate meal site or to older persons who are homebound because of illness or incapacitating disability or are otherwise isolated.

Training/ Education/Support:
Title III-E
Caregivers of Age 60 and Over

These services are provided to caregivers of those age 60 and older to assist in making decisions and solving problems relating to their caregiving roles. Support groups are the development, implementation and maintenance of support groups for family caregivers and/or grandparents raising grandchildren which emphasize coping strategies, peer support and resource education. Support groups are led by staff or trained volunteers. Caregiver training and education provide family caregivers and grandparents raising grandchildren with opportunities to acquire knowledge and skills which address their role as a caregiver through group lectures, classes, workshops or conferences.

Transportation: Title III-B/GRF

Transporting older persons to and from community facilities and resources for purposes of acquiring/receiving services, to participate in activities or attend events in order to reduce isolation and promote successful independent living. Service may be provided through projects specially designed for older persons or through the utilization of public transportation systems or other modes of transportation.

More detailed information about these services is contained in the NIAAA Service Provider Manual which will be available at NIAAA' website (www.nwilaaa.org) or by request.

NIAAA ALLOCATION PROCESS

NIAAA allocates funds for specific services and counties within Area 01 according to the following factors:

- Allocations made by OAA and IDOA for services eligible for funding under each category;
- Priorities set by NIAAA Board's for services for which it has discretion;
- NIAAA 's geographic funding formula for FY12 Title III services which is weighted by the following factors:

41.0%	weight to 60+ Population
25.0%	weight to 60+ Population in Poverty
10.0%	weight to 60+ Minority Population
7.5%	weight to 75+ Population
7.5%	weight to 60+ Living Alone
<u>9.0%</u>	weight to Rural Population
100.0%	

FY12-14 FUNDING AND SERVICE LEVELS

All funding is contingent upon the IDOA's acceptance of NIAAA's Area Plan. If the Area Plan is approved, NIAAA awards will be based on revenue projections from the Federal government and IDOA. **Actual annual Federal and State appropriations and adjustments in the IDOA funding formula for the distribution of funds may decrease or increase available revenues for the award period.**

NIAAA reserves the right to revise any projection or award based upon actual receipt of sufficient funds to meet its obligations, or any legislative, administrative, or judicial rule, order or regulation requiring and/or necessitating a revision or reconsideration of funding decisions.

The following two tables of this RFP contain projected funds available by county (as of the date of publication of this RFP) and people and unit projections.

**FY12 TITLE B/GRF, III-D AND III-E SERVICES OPEN FOR BID
BY SERVICE AND COUNTY AND PEOPLE/UNIT PROJECTIONS**

Title	B I & A	B Trans.	B Legal	D Health Promotion	D Med. Mgmt.	E I & A	E Grand- parent I & A	E TES*
<u>COUNTY</u>								
Boone	\$14,603	\$6,470	\$5,000	\$1,485		\$5,500	\$1,000	\$1,250
Carroll	10,806	4,788	3,700	1,099		4,070	740	925
DeKalb	24,241	10,739	8,300	2,466		9,130	1,660	2,075
Jo Daviess	14,311	6,340	4,900	1,456		5,390	980	1,225
Lee	19,568	8,670	6,700	1,990		7,370	1,340	1,675
Ogle	24,533	10,869	8,400	2,495		9,240	1,680	2,100
Stephenson	30,667	13,587	10,500	3,119		11,550	2,100	2,625
Whiteside	33,295	14,751	11,400	3,386		12,540	2,280	2,850
Winnebago	120,039	53,182	41,100	12,209		45,210	8,220	10,275
Total PSA 01	\$292,063	\$129,396	\$100,000	\$29,705	\$11,287	110,000	\$20,000	\$25,000
Projected People	30,000	1,000	400	2,500	50	2,500	200	250
Projected Units	100,000	20,000	1,000	3,000	150	5,500	500	750

- * TES = caregiver training, education, support
- The NIAAA Board has discretion to consider a 10% variance in distribution
- NIAAA prefers, for quality purposes, to have one provider for legal and one provider for medication management services for all counties in Area 01

**FY12 TITLE III-C-1 AND C-2/GRF SERVICES
OPEN FOR BID AND PEOPLE/UNIT PROJECTIONS**

<u>SERVICE AREAS</u>	Congregate (Title III-C1)	HDM (Title III-C2)	HDM (GRF)	NSIP*
Boone, Lee, Ogle, Winn. Carroll, Jo Daviess, Steph., Whiteside	304,268	486,755	316,080	153,917
DeKalb	151,637	242,582	157,523	170,624
	41,265	66,015	42,867	53,448
TOTAL	497,170	795,352	516,470	377,989
Projected People	6,000	2,500	n/a	n/a
Projected Units	150,000	430,000	n/a	n/a

- HDM= Home Delivered Meals

- NSIP = Nutrition Services Incentive Program Allocations. The above NSIP funding is a projection which is contingent on the yet to be determined Congressional allocation, the number of meals provided nationwide, and the number meals served throughout Illinois. The NSIP will be revised when the actual FY12 NSIP award is received
- The above figures reflect a 40% transfer from congregate (Title III-C1) to home delivered meals (Title III-C2).

POPULATION TO BE TARGETED AND SERVED

Eligible Groups Any person age 60 years of age or older may receive Title III services. For Title III-E services, a caregiver is defined as an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual. A grandparent (step-grandparent or relative of a child by blood or marriage) is defined as a person who is 55 years of age or older and lives with the child and is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregivers. A grandparent may have a legal relationship to the child (i.e. legal custody or guardianship) or may be raising the child informally.

There is no citizenship or residency requirements for Title III/GRF funded services.

Targeting

The target groups for the above services are older individuals:

- In greatest economic need;
- In greatest social need;
- Living in rural areas;
- with severe disabilities and at risk of institutionalization;
- with limited English proficiency; or
- with Alzheimer's disease or related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals).

Greatest Economic Need (GEN) - Greatest economic need means the need resulting from an income level at or below the poverty line as defined by the Office of Management and Budget and adjusted by the Secretary of Department of Health and Human Services (DHHS) in accordance with the Community Services Block Grant Act.

Greatest Social Need (GSN) - The need caused by non-economic factors which include the following: a) physical and mental disabilities; b) language barriers; and c) 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. GSN groups are minority, 75+, living alone and non-English speaking.

Title III-D Targeting: Services are to be provided in the individual's home, congregate meal sites, through home delivered meal programs, or at other appropriate sites. Priority service areas are areas that are medically underserved and in which there are large numbers of older at risk individuals who have the greatest economic need for service.

Title III-E Targeting: Priority shall be given to older individuals in GEN and older individuals providing care and support to persons with mental retardation and related developmental

disabilities (as defined in 102 of the Developmental Disabilities Assistance and Bill of Rights Act (U.S. C. 6001).

TARGETING OBJECTIVES

The OAA requires NIAAA to set specific objectives for providing services to older persons in the above targeted groups. NIAAA’s annual targeting objectives for funded providers are three times the proportion of target group older adults (minorities, low income minorities, and poverty) in Area 01.

NIAAA’s Title III targeting objectives for FY12 are:

TARGETING OBJECTIVES BY TITLE III OAA TITLE

Target Group	Title III-B	Title III-C	Title III-D	Title III-E
Total Projected to be Served	33,000	6,500	2,500	3,500
Minority	2,500	500	200	350
Black, not Hispanic	1,750			265
American Indian/ Alaskan Native	20			5
Asian/Pacific Islander	60			10
Hispanic	670			70
White, not Hispanic	30,500			3,150
Greatest Economic Need:	4,500	1,500	500	300
Greatest Social Need	15,000			1,300
Low Income Minority	1,200	250	100	200
Rural	12,000	2,800	1,000	1,000
Living Alone	13,000			500
Limited English	300	50	25	50
At Risk of NH	4,000	780	300	100

REQUESTING AN APPLICATION PACKET

The application packet includes this Request for Proposal, the NIAAA Application for Funds, and the Instructions for the Application. The NIAAA Service Provider Manual (Manual) is available online at www.nwilaaa.org. The Manual contains more detailed information about services and administrative requirements which will be incorporated into the Notification of Grant Award (NGA). Each applicant should be aware of the requirements contained in the Manual before applying for funds. To request an application packet, contact:

Northwestern Illinois Area Agency on Aging
1111 S. Alpine Road, Suite 600
Rockford, IL 61108
Phone: (815) 226-4901 or 1-800-542-8402 Fax: (815) 226-8984
Email: bstoffregen@nwilaaa.org

INFORMATIONAL/ASSISTANCE MEETINGS

Application packets will also be distributed at a informational meeting on July 19 at 1:00 p.m. at NIAAA for all potential applicants. The meeting will include a review of the FY12-14 Request for Proposals, Application for Funds and the Manual. Attendance at the meeting is strongly encouraged.

In order to have sufficient handouts, potential applicants are encouraged to register in advance by emailing bstoffregen@nwilaaa.org by July 17, 2011.

NIAAA will make available the services of a sign language interpreter and/or other accommodation services to persons with disabilities upon request. Requests for accommodations must be made by July 17, 2011.

DEADLINE FOR QUESTIONS

Questions on the RFP, Application for Funds, and the Manual will be answered through July 29, 2011. After July 29, 2011, NIAAA will not respond to questions regarding completion of the application and will refer applicants to the instructions and/or clarifications which will be posted on NIAAA's website (www.nwilaaa.org).

APPLICATION DUE DATE

The applicant is responsible for ensuring the application is **received by postal mail or hand delivered by 4:00 p.m. on August 19, 2011.**

**Northwestern Illinois Area Agency on Aging
1111 S. Alpine Road, Suite 600
Rockford, IL 61108**

Hand-delivered applications will be accepted during NIAAA's office hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Facsimile (FAX) transmissions or email applications will not be accepted.

- Applications received after the established deadline will be returned to the applicant and will not be reviewed, evaluated or scored.
- It is the applicant's responsibility to ensure the application is received by NIAAA by the deadline. NIAAA is not responsible, and will make no exceptions, for the failure of delivery, the influence of weather, or any other unforeseen circumstance which causes an application to be submitted after the deadline.
- NIAAA is not responsible for applications that are lost, misdirected or late due to the U.S. Postal service or any other delivery company. Dates or times applied by the Postal Service or other delivery company will not be considered as proof of receipt.
- NIAAA reserves the right to extend the deadline for submission for all applicants if it is in the best interests of NIAAA and its beneficiaries.

APPLICATION INSTRUCTIONS/SPECIFICATIONS

All applications must be submitted in the format of the NIAAA Application for Funds following NIAAA instructions. Complete instructions for application submission are included in the Application for Funding.

Any application that does not comply with the mandatory requirements of the RFP may be disqualified. All applications shall be considered as submitted and may not be corrected, amended or revised except as determined by NIAAA. Applicants will not be permitted to correct deficient applications.

In order to obtain a higher score, applicants should not commit themselves to specific activities outlined in the application which they are not capable of providing. If the applicant is awarded a grant to provide services, the commitments made in the application become part of that grant and the applicant will be held responsible for those commitments.

NIAAA reserves the right to issue clarifications and/or revisions to any part of this RFP. All requirements of the RFP including any clarifications and revisions are binding with successful applicants.

The competitive application process is governed by laws and regulations enforced by Federal, State and local law enforcement agencies. If there is an indication of any formal or informal efforts by competing applicants to influence proposed costs and/or service areas, NIAAA will ask appropriate agencies to investigate.

Applications may be withdrawn following written notice to NIAAA. NIAAA is not responsible for costs of preparing the application by an applicant and will not accept such requests.

NIAAA reserves the right to negotiate applications with all applicants for any part of the services described in an application prior to execution of the grant. NIAAA may negotiate with an applicant to increase or narrow the scope, geographic area or proposed program as needed.

NIAAA will maintain copies of all applications received for purposes of documenting the RFP process. All applications and supporting documents received will become the property of NIAAA and will be governed by NIAAA's policy for disclosure of information.

Funded applications are available for inspection by the general public after completion of the award process.

If the application is accepted, the applicant will be responsible for all errors and costs associated with the application resulting from failure or neglect to comply with instructions and specifications. NIAAA will in no case be responsible for any errors resulting from such failure or neglect.

This RFP does not commit NIAAA to award a grant, to pay any costs incurred in the preparation of an application to this request, nor to procure or contract for services. NIAAA reserves the right to reject any or all applications prepared in response to this request.

If no applicant is identified for service in a specified area, NIAAA reserves the right to solicit for a sole source provider of service.

Requirements included in this RFP are based on actual legislative language included in the reauthorization of the Older Americans Act in 2011, and the Federal Register Rules and Regulations pertaining to Grants for State and Community Programs on Aging for the implementation of this law. Any further amendments to the Act and/or regulations, actions required by other Federal or State laws, court order, and/or administrative/executive directives, will be binding on all applicants. NIAAA has adopted as policy all requirements stated in this document and will enforce the same during the grant period, except as directed by the Federal and State governments, or court of law.

REVIEW OF APPLICATIONS

The NIAAA Board of Directors will consider criteria contained in the Application for Funds review process and scoring criteria when making funding decisions. The NIAAA Board of Directors will make decisions on the awarding of grants and has the final authority in the selection of grantees.

Grants will be awarded to successful applicants based primarily upon an evaluation of a written application submitted to NIAAA during a competitive procurement process. Selection of

applicants is based upon a multi-stage process defined in the Application Review Process and Criteria included in the Application for Funding.

Applicants should note that it is important that all sections of the application and attachments are correctly completed. An application with major portions incomplete or incorrectly completed may not be processed.

The application is designed to evaluate the quality of service which will be provided. There are two parts in Section 3 of the application that are each worth 50 points apiece. The scoring is as follows:

Applicant Information	50 points
Service Specific part	50 points
Bonus points for Minority Applicant	<u>5 points</u>
Maximum potential score	105 points

Points may be deducted if required attachments are not included. For currently funded grantees, points may be deducted from the earned score if there are serious ongoing programmatic problems or reporting issues.

A minimum of 50 points must be received for the application to be considered for funding by the NIAAA Board of Directors. The NIAAA Board may set aside funds until an acceptable application is received. If the same score is achieved by two (2) or more applicants, the current applicant in good standing will be selected.

APPEALS

Decisions on applications will be mailed to the applicant. An applicant organization, if eligible for appeal, must appeal in writing within ten working days after notification of its status. The appeal should be sent by certified mail. A copy of the NIAAA appeal procedure is contained in the NIAAA Service Provider Manual, Chapter 1.

NOTIFICATION OF GRANT AWARD

Notification of Grant Award (NGA) will be issued prior to October 1, 2011 subject to receipt of a NIAAA's award from IDOA. Approved applicants may need to submit a revised application prior to issuance of a NGA.

REQUIREMENTS FOR FUNDING

Grantee responsibilities for funding are included in the Application and the Manual. Depending on the service provided, the relevant portion of the Manual will be incorporated into the NGA. Applicants should, therefore, be familiar with the requirements contained in the Manual for the services for which they are applying. These requirements include:

- Grantees must administer programs in accordance with the OAA, NIAAA's Area Plan on Aging, and all applicable regulations, policies and procedures established by the NIAAA, IDOA and the Administration on Aging.
- Grantees must have written policies and procedures as specified in the NIAAA Service Provider Manual.

- The application for funding (i.e. the budget, projected number of units of service, etc.) will become part of the NGA and grantees will be required to meet with projections.
- Grantees must have adequate cash flow for two months of program operation.
- Applicants must obtain private and other public support for Title III services. At a minimum, 15% match must be identified in the grantee's budget. Title III-E applicants must identify 25% match. Applicants may not use Title III funds to replace funds from non-federal sources.
- Grantees must collect information related to client outcomes required by NIAAAA, IDOA or the Administration on Aging.
- Grantees must cooperate with NIAAAA in the establishment and maintenance of a computerized program data system as prescribed by NIAAAA. Grantees must comply with the National Aging Program Information System (NAPIS) and use NapisPac software. Grantees must maintain and make available to NIAAAA upon request such financial and other records as are required to comply with federal and/or state agency which pertain to services rendered. Required program and financial reports are contained in the NIAAAA Service Provider Manual.