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**SECTION 300:**

 **AREA AGENCY ON AGING**

 **FUNCTIONS AND**

 **RESPONSIBILITIES**

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**SECTION 300: AREA AGENCY ON AGING FUNCTIONS AND RESPONSIBILITIES**

# 301. Purpose of Section

This section describes the functions and responsibilities of the Area Agency on Aging.

# 302. Major Responsibility Requirements of the Area Agency

A. Develop a comprehensive coordinated service delivery system to meet the needs of older persons in the Planning and Service Area; and

B. Serve as the advocate and focal point for older persons in the Planning and Service Area.

# 303. Service System Development

A. The Area Plan

A major step in the development of a comprehensive coordinated service delivery system is the development of an Area Plan. Each Area Agency is responsible for preparing a multi-year Area Plan with annual updates which identify and prioritize the needs of older persons and specify what services will be provided to meet those needs. Plans are based upon local needs assessments.

The Area Plan has three objectives:

1. To serve as a planning document which describes priority needs, and sets forth objectives and action steps to be undertaken by the Area Agency on behalf of older persons in the Planning and Service Area;

2. To fulfill a formal commitment to the State Department on Aging as to the manner in which the Area Agency plans to utilize Older Americans Act and Illinois General Revenue Fund monies and carry out its administrative functions; and

3. To serve as a "blueprint for action" which represents a commitment by the Area Agency to fulfill its roles as the planner/catalyst/advocate on behalf of older persons.

Basic to the development of the plan is a thorough knowledge of the demographics of the Planning and Service Area, including census and local population statistics on those persons age 60 and older, minority elderly, low-income elderly, etc. Other important plan components include:

1. An assessment and prioritization of older persons' needs in the area;
2. Identification of services and programs to meet these needs;
3. Identification of gaps in services and factors which impede the effective or efficient delivery of services;
4. Identification of alternative solutions, activities or services to fill unmet needs, bridge gaps and/or correct deficiencies in the service delivery system for older persons.

The Area Plan identifies the programs, services and activities to be undertaken while the plan is in force. Services may include congregate meals, home-delivered meals, nutrition education, outreach, transportation, homemaker, home health services, chore services, health screening, legal services, etc. Coordination of these community-based and in-home services with designated community focal points for service delivery is also to be set forth in the plan.

The plan must assure that the Area Agency spends an adequate portion of its Older Americans Act and General Revenue Fund allotment to provide specified services, unless the Area Agency can document to the State Department that services from other sources meet the needs of older persons in the Planning and Service Area for that category of service.

B. Designation of Community Focal Points for Service Delivery

The Area Agency is required to designate, if feasible, a focal point for comprehensive service delivery within each community. The Area Agency must specify in the Area Plan those communities in which it proposes to designate and develop focal points. In making the determination, the following items must be considered:

1. Communities with the largest concentration of older persons and persons with greatest social or economic need;
2. Service delivery patterns, including those funded under the Older Americans Act as well as from other sources;
3. Location of multi-purpose senior centers;
4. Geographic boundaries of communities and neighborhoods; and
5. Location of the facility.

C. Area Agency Budget

The Area Agency also includes information on the administration of the proposed budget for the Planning and Service Area. The budget must include proposed expenditures for administration, planning, advocacy activities, program development and service provision under the plan. In order to demonstrate Area Agency efforts to coordinate resources from other agencies, the plan must indicate the amount of resources (other than Older Americans Act funds and non-federal matching funds) which support the development of a comprehensive and coordinated service delivery system in the area.

D. Monitoring and Evaluation

The Area Agency must evaluate an applicant’s risk for noncompliance with applicable statutes, laws, regulations and requirements, and impose conditions and follow-up on awards when necessary; and monitor and evaluate service providers for fraud, waste, and abuse, compliance and performance in delivering services. To enhance this process, the Area Agency develops written policies and procedures based on Older Americans Act requirements and implementing regulations. These policies and procedures reflect the procedural requirements specified by the State Department on Aging. The Area Agency provides technical assistance, which includes on-site contact with local service providers, in-service training, and workshops.

E. Training and Technical Assistance

The Area Agency must provide training and technical assistance within the Planning and Service Area. This may be accomplished through in-service training at universities, orientation sessions for corporate board and advisory council members, workshops or conferences for service provider staff, monthly staff meetings, project director meetings, etc. The training activities directly impact the level or productivity and efficiency of Area Agency staff, advisory council, and corporate board, and service provider staff and advisory/governing entities. Staff development and training of service providers and advisory councils must be reflected in the Area Plan.

F. Summary

Programs funded under the Area Plan provide the foundation for developing the comprehensive and coordinated service delivery system required by the Older Americans Act. The major objectives of this system include:

1. Securing and maintaining maximum independence and dignity in a home environment for older persons who are capable of self care with appropriate support services;
2. Removing individual and social barriers to economic and personal independence;
3. Preventing unnecessary or premature institutionalization;
4. Helping older persons become involved with other people, thereby reducing isolation and loneliness; and
5. Helping older persons enjoy better health through improved nutrition.

The Area Plan is a blueprint for action to achieve these objectives, which emphasize the Area Agency's overall objective of advocacy on behalf of older persons.

# 304. Advocacy/Leadership Responsibilities

In a broad, comprehensive, and systematic manner, the Area Agency advocates for older persons by working with Federal, State and local officials, elderly constituents, service providers, and the private/voluntary sector to plan and coordinate the delivery of services.

# 305. Procedure for Establishing Annual Funding Priorities

Funding priorities are established by the governing body of the Area Agency on Aging. These funding priority decisions are based on established Federal and State funding priorities, fundable services as identified by the Older Americans Act, and the needs of older persons in the 16-county service area as identified through needs assessments and community-specific input.

# 306. Securing Funds and Relative Requirements

A. Request for Proposal:

1. The Area Agency on Aging distributes Title III Older Americans Act and Illinois General Revenue Fund (GRF) monies for fundable services to persons aged 60 and over who reside in the following Illinois counties (Planning and Service Area 05): Champaign, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Macon, McLean, Moultrie, Piatt, Shelby, and Vermilion.

Services fundable by the Area Agency are: adult day care, case management, counseling, chore/housekeeping, congregate meals, education, employment assistance, escort, friendly visiting, health screening, home-delivered meals, home health, homemaker, housing assistance, information and assistance, legal assistance, multi-purpose senior centers (development and operations), outreach, recreation, telephone reassurance, transportation, individual needs assessment, residential renovation and repair, crime prevention and victim assistance.

2. Applicant agencies must be private, not-for-profit corporations, local units of government, or profit-making corporations. Prior approval from the Illinois Department on Aging must be received by the Area Agency before funding a profit-making corporation.

Preference for funding is given by the Area Agency on Aging to not-for-profit corporations and local units of government. Positive consideration will be given to minority-operated not-for-profit corporations proposing to provide services consistent with the requirements set forth by the Area Agency's Request for Proposal.

3. The Request for Proposal is a document promulgated by the Area Agency wherein local community organizations are invited to submit applications for the provision of fundable services to older persons residing in Planning and Service Area 05. Within the Request for Proposal document, the following are outlined:

1. the grant application process
2. pre-award risk management assessment
3. the grant review process
4. criteria for funding selection

4. Funding decisions will be made on the basis of rating all applications using all applicable criteria as outlined in the Request for Proposal. The Area Agency's Corporate Board has the right to (a) set standard funding contingencies for all service providers and/or service provider-specific contingencies as deemed appropriate; and (b) attach specific conditions to the awards of those service providers posing risk.

5. The Area Agency reserves the right to negotiate with all applicants for all or any part of the application submitted under the Request for Proposal process.

6. The Area Agency reserves the right to reject any proposals received as a result of the Request for Proposal.

7. All decisions are contingent upon the availability of funds to the Area Agency.

8. Grant/contract awards as a result of a Request for Proposals may be extended for a two-year period unless otherwise outlined in the Request for Proposals. Such extensions of grant/contract awards will be based on the availability of funds and the performance of service providers (service provision and compliance with federal, state and Area Agency rules and regulations).