

VENTURA COUNTY AREA AGENCY ON AGING
2015-16 NEW GRANTS WORKSHOP

GRANT APPLICATION DEADLINE: The application and attachments must be received by VCAAA on or before 4:00 p.m. on Monday, May 11, 2015. Consult RFP for complete timeline.

TIPS FOR THE APPLICATION PROCESS

1. PLEASE read/review the entire request for proposal (RFP), application and budget forms.
2. Complete the application checklist **after** the rest of the application has been completed. Use the checklist as a guide for making the appropriate number of copies and compiling the application package.
3. The terms, “grantee” and “contractor,” are interchangeable and have the same meaning.
4. The terms, “application” and “proposal,” are interchangeable and have the same meaning.
5. It is the applicant’s sole responsibility to ensure that the application is received by the due date and time. Proposal packages received after the deadline may not be considered. However, the VCAAA reserves the right to extend the deadline, if necessary. If the deadline is extended, all grantees will be notified by email.
6. It is recommended that grant packages be hand delivered during regular business hours or sent by certified mail. Applications sent by facsimile or e-mail will **not** be accepted. VCAAA’s Grants Administrator will confirm, by email, receipt of the application.
7. Applicants are encouraged to review the VCAAA Contractor Manual, before completing the application. The manual can be viewed at: <http://vcportal.ventura.org/VCAAA/newscenter/publications/2014-15ContractorsManual.pdf>

REQUIRED FORMAT OF GRANT PROPOSAL

Proposals must be completed using the format specified below.

- The original and all copies must be printed on **ONE-SIDED** white paper, 8.5” wide x 11” high. **TWO-SIDED COPIES WILL NOT BE ACCEPTED.** Applications not following this directive will be evaluated as non-compliant. Please pay attention to the number of copies requested on the checklist. Please do not provide more or less than what is requested.
- Excluding required signatures, the application **MUST BE TYPED, INCLUDING THE BUDGET.** For the application, the preferred type font is 12 characters per inch; however, 10 characters per inch will be accepted.
- Applicants are strongly encouraged to be concise in completing the application. Bullet points are fine in lieu of full sentences.
- Applicants should focus on the scope of work, describing WHAT the proposal is about (in compliance with the program description in the RFP); HOW proposed activities will be accomplished; WHO will provide grant funded services (staff, volunteers, etc.); WHEN services will be provided (timeline); and WHERE services will be provided. Do NOT provide any narrative on the need for the proposed services.
- Please follow the format and flow of the application form. Please do not redesign the application form.
- Proposal packages must be **stapled or fastened with binder clips only.**

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TERMINOLOGY AND DEFINITIONS

APPLICATION	
Applicant name	Page 1. This is the parent agency to be responsible for the grant. The contact person should be the person authorized by agency resolution to execute the application.
CFDA	Page 1. The title of the program under which the Federal award was funded in the Catalog of Federal Domestic Assistance: <u>Title III B: 93.044</u> , Supportive Services, Senior Seniors and Title III B Ombudsman and Transportation <u>Title III E: 93.052</u> , Family Caregiver Programs
Client donations	Page 5. Grantees are required to have written procedures for allowing the client to make a donation to the grant funded program or service.
Client eligibility	Page 5. Reminder: No fee can be charged for Older Americans Act funded services, and client eligibility cannot be based on income, although efforts should be made to serve individuals in Targeted Populations. Refer to RFP for more information on Targeting.
Client evaluations	Page 5. Grantees are required to have written procedures for providing an opportunity for clients to submit a written evaluation of the <i>specific grant funded program or service</i> .
Collaborations	Page 7. If the applicant organization is collaborating <u>formally or informally</u> with an organization to provide any grant-funded or grant-related services, the collaborating agency must be listed in the appropriate section of the application.
Contingency requirements	An applicant that is awarded the grant may be required to meet contract contingencies, <i>if applicable</i> . These may include, but not be limited to: current business licenses; articles of incorporation, certificates of insurance reflecting the type and coverage levels specified in the RFP; fire inspection; building and safety certificates for a site where services will be provided; floor plan where services will be provided; proof of ownership or lease agreement or project site; current health certificates; subcontractor agreements; and proof of compliance with grantee security awareness training.
Cover letter	Page 2. Cover letter must be from a leadership representative of the applicant organization (e.g., the director, president, board president or city manager).
Letters of support	Page 2. Include letters of support from three (3) unaffiliated references , e.g., peer organizations, local governments, advisory councils or commissions, other organizations that have awarded grants to the applicant, professional organizations, client organizations, etc. Please do NOT include a letter of support from an organization that is also competing for the same grant.
Public relations	Page 4. All grantees are expected to publicize their grant funded program or service so that eligible clients know about the service. This can be done via the periodic issuing of press releases to local print media (e.g., the Ventura Star), in newsletters, flyers

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	and/or posters about the program that are distributed to senior gathering places (e.g., senior centers), etc.
Resolution from legal governing body	<p>Page 1. The resolution must (a) authorize submission of this application and indicate by name the two persons authorized to sign the grant application, including the budget and attachments, <u>and</u> (b) authorize by name the individual who, if funding is awarded, shall sign the grant contract, and for actions and revisions to the project, which may occur during the contract period.</p> <p>NOTE: Non-profit and for-profit organizations are required to provide the same two (2) authorized signatures on the application cover page and budget. If an applicant is unable to include the resolution with the grant application package (because of scheduling issues with its board or city council, etc.), it may be submitted later as a contract contingency if the applicant is awarded the contract.</p>
Subcontractor	<p>Page 8A, Item 13 (amendment to application). If applicable, list in this section the name and address of the proposed subcontractor, and the proposed service to be provided.</p> <p>Note: Any subcontracts to provide program services under the grant contract must be <u>approved in writing</u> by a VCAAA-designated representative and will have no force or effect until so approved. A copy of any executed subcontract or assignment must be forwarded and approved by the VCAAA Fiscal & Contracts Manager BEFORE the beginning of the subcontract or assignment. Subcontracts will be subject to the provisions of the grant contract, including licensing and insurance requirements. The grantee is responsible for monitoring the performance of the subcontractors, and for ensuring that subcontractors are compliant with grant contract requirements, including licensing and insurance requirements.</p>
Targeting	Page 5. All grantees are required to make an effort to give priority to provide the program or service to individuals in the Targeted Populations. Refer to RFP.
BUDGET – GENERIC TERMS	
CONSULTANTS, TOTAL (costs)	Consultant costs is a specific line item on the budget form. Include the cost of subcontractors (if applicable) under Consultants.
EQUIPMENT, expendable*	Expendable property is typically consumed within one year or less or has an expected service life of less than one-year. Example: materials and supplies.
EQUIPMENT, non-expendable*	Non-expendable property is durable, lasting for a year or longer, with a value of \$300 or higher. Non-expendable property must be accounted for throughout its useful life. Example: furniture, computer equipment.
VCAAA GRANT column	The amount of grant funds proposed to be used for each applicable line item.
In-kind contributions (IN-KIND MATCH column)	In-kind contributions refer to the value of non-cash contributions donated to support the project or program (e.g., property, service, etc.). In-kind contributions made to the project throughout the year must be (1) identifiable in project records with supporting documents (i.e., voucher, letters, etc.); (2) be necessary to the achievement of the

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	project's objectives; and (3) the item or service would be purchased, if funds were available to do so. If the purchase of an item (such as a piece of equipment) is used toward the in-kind contribution match, the cost of the item must be fair and reasonable and cannot exceed the amount of purchase. The use of any equipment or other service (e.g., rent) must be proportionate to the time or percentage of use that the item was available to this project. An in-kind match can only be claimed on an expense report AFTER the resource is actually used. <u>An in-kind match cannot be included as a contribution for any other federal program.</u>
Matching funds (MATCH column)	<p>The match (<i>cash and/or in-kind</i>) is a required participating share that applicant must spend or provide to earn Federal/State project dollars. The total match must, at a minimum, be:</p> <ul style="list-style-type: none"> ● Title III E: 25%, of the total project; and ● Title III B: 10%, of the total project. <p><u>The match cannot include any other Federal/State funds. The match shown must apply solely to cash or in-kind services being provided for the specific project.</u></p>
Non-matching funds (NON-MATCH column)	Non-matching funds usually refer to federal dollars for the project, received from other sources. Federal dollars from other sources are considered <i>non-match</i> ; VCAA grant funds are federal monies, and federal dollars from one source cannot be used to match federal dollars from another source. However, showing non-match funds (if applicable) on the budget detail demonstrates applicant's effort to utilize other sources of funding.
Other expenses listed under OTHER COSTS	Any costs that do not fit into the fixed line items of Other Costs should go on the line item labeled Other. Applicant should provide a brief line-item description of "Other" costs.
PROGRAM INCOME column	<p>Program income is revenue generated by the grantee from contract supported activities, and may include: (1) voluntary contributions received from a participant or responsible party as a result of receiving grant funded services; (2) income from usage or rental fees of real or personal property acquired with grant funds; (3) royalties received on patents and copyrights from grant funded activities; and/or (4) proceeds from the sale of items created using grant funds. Examples: Donations from the participants in the grant funded program, sale of commodities, usage or rental fees, and royalties on patents and copyrights. Program income may not be used to meet the matching requirements of this contract.</p> <p>For programs funded by Title III B, Title III C, Title III D, Title III E, Title VII Ombudsman and Title VII Elder Abuse Prevention programs, program income must be spent before contract funds and may reduce the total amount of contract funds payable to grantee in a particular month.</p>
Unallowable costs	<p>Certain costs, by definition, are not allowed. Though not all-inclusive, the below-listed items are representative of unallowable costs.</p> <p>a. Bad debts.</p>

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	<ul style="list-style-type: none"> b. Contingencies - Contributions to a reserve or provision for future events. c. Entertainment - Costs of amusement and social activities except for Older Americans as approved by the service agreement. d. Contributions and donations. e. Fines and penalties. f. Interest. g. Legislative expenses, including salaries and other expenses of the state legislative or similar local governmental bodies such as county supervisors, city councils, school boards, etc. h. Losses - Actual losses which could have been covered by permissible insurance. i. Pre-agreement costs - Costs incurred prior to the effective date of the service agreement. j. Board of Directors' time.
Valuation of donated supplies, equipment or space	If a third party donates supplies, the contribution must be valued at the market value of the supplies at the time of contributions. If a third party donates the use of equipment or space in a building but retains title, the contribution must be valued at the fair rental rate of the equipment or space.
Volunteer time, value of	<p>If the project will be utilizing volunteers, the value of the volunteer time must be based upon what the organization would pay the individual if that individual were to be employed. If the service provider does not have employees performing similar work, the rate allocated to valuing volunteer time must be consistent with those ordinarily paid by other employers for similar work in the same labor market. A reasonable amount for fringe benefits may be included in the valuation. To determine the value of a volunteer's time, if the service provider does not have employees performing similar work, these resources may be helpful:</p> <ul style="list-style-type: none"> • Bureau of Labor Statistics wages listed for "<i>Major Occupational Groups in Oxnard-Thousand Oaks-Ventura, CA</i>" at: http://www.bls.gov/oes/current/oes_37100.htm This website lists a variety of occupations and the current median wage, etc. • County of Ventura's Human Resources website: http://agency.governmentjobs.com/ventura/default.cfm?action=agencyspecs • County of Ventura's Living Wage Ordinance website: http://www.livingwage.geog.psu.edu/counties/06111

* VCAAA shall retain title to all equipment purchased wholly or in part using federal or state funds and described as equipment Total Authorized Budget.