

The Monroe County Commission on Aging Criteria and Procedures for Budgetary Application Review

1. All applications submitted to the Monroe County Commission on Aging for millage funding must meet the following criteria before consideration for funding.
 - A. **All twelve (12) complete copies of the application and worksheets submitted on legal size paper (8.5x14), not hole punched, , with original, and authorized signatures on the summary budget.**
 - B. **Submission of one copy of the budget application to the office electronically.**
 - C. Copies of the budget application submitted to the Monroe County Commission on Aging office by the published deadline.
 - D. **The Commission on Aging will not fund any line items under the “Miscellaneous” category.**
 - E. **The Commission on Aging will not accept any applications that are not on the appropriate COA budget forms, nor will they accept the application if the budget form has been altered from its original format.**

2. All applications, which meet the above specifications, will be reviewed and rated on the following:
 - A. Adherence to the Commission on Aging’s Service Standards.
 - B. Quality service to older adult’s age 60 years of age and older with a client-centered approach.
 - C. Demonstration of direct service to targeted senior populations.
 - D. Cost efficiency and expanded service volume through effective budgeting, use of additional public and/or private community resources.
 - E. Flexibility and innovation in service delivery.
 - F. Completeness, accuracy and legibility in application presentation.
 - G. Past performance, in service delivery and in budgetary allocations.

3. Applications will be reviewed by an Application Review Committee and/or the director appointed by the Chairman of the Monroe County Commission on Aging.

4. Millage dollars will be recommended by the Monroe County Commission on Aging for agencies whose applications and past performance satisfy the above criteria, and are favorable to the goals of the Commission on Aging for cost effectiveness and delivery of quality service to seniors. The highest degree of frailty being of highest priority. Recommendations are made on availability of funds. In cases where no suitable application is found for service delivery, the Commission on Aging reserves the right to send a second request for proposal.
5. All applicants will receive written notice of allocation recommendations, which will be **e-mailed** five (5) business days after the board meeting in which the Commission meets to make its final funding recommendations. All applicants at that time will have five (5) business days or date as designated to notify the Commission on Aging Director to request an appeal. **Service providers receiving funds from the Commission on Aging must submit a revised budget to the Commission on Aging showing the final line item request based on the COA recommended allocation and/or appeal.**
6. The Monroe County Commission on Aging reserves the right to adjust a funding allocation at any point during the year, and/or issue a new application for any service before the end of the calendar year based on the following considerations:
 - a. Inadequate provider performance.
 - b. Significant changes in the scope, structure, or nature of the service provider, the service to be provided as related to local program requirements and conditions, position vacancies and/or funding availability.
 - c. Unauthorized line item transfers or expenditures.
7. New program funding availability may be considered and a new application for service may be issued before the end of the calendar year based on the following considerations:
 - a. Community need based on target populations and Commission on Aging mission.
 - b. Current Commission on Aging funding availability.
 - c. Service duplication.

*Effective 04-08-03
Revised 05-14-08
Revised 07-09-09*

**The Monroe County Commission on Aging
Criteria and Procedures for Budgetary Application Review
Acknowledgement Signature Page**

Sign and return along with your original application.

I have read, and accept, and acknowledge the Monroe County Commission on Aging Criteria and Procedures for Budgetary Application Review.

Agency Director

Date

Agency