

THE MONROE COUNTY COMMISSION ON AGING FUNDING RULES AND REGULATIONS

1. To be funded, programs must serve seniors age 60 and older who are residents of Monroe County.
2. Agencies providing programs and services receiving County Millage Funding must submit monthly and year-end programmatic and financial reports showing how millage money is spent. These reports need to be entered into the PeerPlace System no later than the 25th of the *following* month in which they are due. Calendar year end reports are due to the Commission on Aging office on or before February 25th of the new year. Agencies receiving millage dollars must provide a monthly programmatic and financial accounting of the millage dollars and program income generated from the clients by those millage dollars. Programmatic reports must show number of units and clients served as well as the program income generated by the client from the millage dollars. The Commission on Aging supplies these reporting forms.
3. Agencies must report immediately the discontinuation of a millage-funded program in writing to the Commission on Aging no less than three weeks before the program is discontinued.
4. Agencies making staff changes during the year that are funded by the Commission on Aging are required to notify the Commission on Aging of their intent to change or restructure staffing before the changes are implemented. If the change requires a line item transfer, a formal request must be submitted to the Commission prior to the change and a formal line item transfer request and revised budget spreadsheets must be submitted one week prior to the meeting by 5 p.m. to discuss the issues requiring the redirection of funds. Once transfers are approved, revisions must be entered into PeerPlace. Failure to comply will result in suspension of funding.
5. The Monroe County Commission on Aging prohibits millage-funded agencies from making unilateral line item transfers without the express permission of the Commission on Aging. If a millage-funded agency finds a need to transfer funds within their approved budget, the agency must request time on a Commission on Aging agenda and submit a formal line item transfer request and revised budget spreadsheets one week prior to the meeting by 5 p.m. to discuss the issues requiring the redirection of funds. Once transfers are approved, revisions must be entered into PeerPlace. Failure to comply will result in suspension of funding.

6. Commission on Aging agencies who publish newsletters are required to publish the following disclaimer on their newsletters: "Views and comments expressed in this newsletter are not necessarily the views and comments of the Monroe County Commission on Aging. The Monroe County Commission on Aging is a governmental agency, which funds community senior programming through millage dollars."
7. All funded agencies of the Commission on Aging shall return any unused portion of millage funds after the close of a calendar year in which they were awarded. Unspent funds shall be returned to the Commission on Aging within thirty (30) days of submission of the final financial and programmatic report for the previous calendar year. If an audit follows the close of the year and unused funds cannot be returned until the close of the audit, the Commission expects that any unused millage dollars shall be placed in a temporary/restricted account until they can be returned to the County.
8. Any funded agency that seeks outside grant funding for new programming shall have an alternative plan for continuance prior to the end of the grant. A millage-funded agency should not expect that the Commission on Aging will continue to fund programs and/or staff resulting from the implementation of new grant funding that is discontinued. A millage-funded agency may present their request to the Commission for new programming and match funding, as has been the practice in the past. It should not be expected that the Commission would fund any new programs over and above what it had funded during the current budget year. New funding to agencies is contingent upon available funding and current senior need.
9. Agencies requiring local match dollars from the millage for AAA 1-B grants must present a request in writing to the Commission on Aging Director one month prior to the regular scheduled Commission on Aging Meeting before the grant is due.
10. Agencies requesting to be placed on the Commission on Aging agenda at a regular scheduled or special meeting must submit their written request along with supporting documents for inclusion into the board packet no later than one week in advance of the meeting by 5 p.m.
11. Agencies receiving millage dollars must sign annually the Commission on Aging Contract for Services and Unit Definition Contract. Those providers doing business under a fee-for-service agreement must sign yearly, a new fee-for-service contract with the Commission on Aging for each program being funded with Commission dollars.
12. Programs receiving millage funding must have a plan to recover cost share from the clients they serve.

13. Service agencies must maintain a record of the unduplicated number of clients served according to name, date of birth, age, street address, phone numbers and municipality. The commission reserves the right to request this information at any time for administrative and billing purposes.
14. Agencies must submit to (or provide an audit as approved by the Commission on Aging) annually, an independent third party audit of the agency showing full disclosure by program, all sources of revenue, expenses, program income, fundraising and fund balance/asset changes. The Commission's funding must be clearly denoted under the revenue sources. A completed IRS 990 should also accompany the audit (if applicable). The Commission will pay for the cost of the audit.
15. The Commission on Aging will not fund any programs in the following categories: purchase, construction or renovation of buildings, food purchase, senior adult education classes, recreational bus trips, dinner theaters, decorations, craft supplies, film, greeting cards, gift certificates, or 100% of the cost of any program. The Commission will no longer fund line items to cover the cost of unreimbursed depreciation, legal expense, or loan interest incurred by a funded provider. The Commission on Aging reserves the right to make changes to this list as funding issues arise.
16. Service agencies are encouraged to develop, support, and participate in local coalitions of service programs in the County in order to avoid duplication of service and maximize resources to the older adult.
17. Service agencies must have a procedure in place to gauge client satisfaction and provide it upon request of the Commission on Aging.
18. Service agencies must have an emergency management procedure in place which is coordinated with the local Emergency Management Office and/or the AAA 1-B, for the protection and/or evacuation of frail, disabled seniors and/or home care workers in the event of an official disaster, a weather related crisis, or a hazardous environmental condition.
19. Service agencies must maintain a monthly record of units of service provided along with type of service, and client demographic data and program income received. Services provided by contracted agencies must be provided according to the approved Commission on Aging service definition and contracted unit definition of service.
20. Service agencies must follow generally accepted accounting standards and meet any other fiscal requirements established in the 45CFR Part 74, by OSA.

21. Service agencies must adhere to the OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Institutions" or "State and Local Governments", which require annual financial audits.
22. Matching funds for new programs and services are always considered. Matching dollars and support are given to programs that target the needs of the most frail and low-income.
23. New programs should have a plan to become partially self-sufficient in the future in order to be considered again for funding.
24. Agencies must continue to work on flexibility and innovation in programs and budgeting in order to maintain the most competitive per unit cost of the service without compromising service quality. Agencies must continue to look for additional sources of grants and revenue as funding streams become diminished or exhausted.
25. These funding policies, procedures and regulations supersede all other policies and guidelines previously written and dispensed by the Commission on Aging.

Effective 03-10-2010-all other copies of this policy are obsolete.