The Formula Grant (Green) Guide

**Please retain!**

.

**This is a guide for determining eligible Formula Grant costs.**

**It notes many (but not all) allowable costs, along with requirements and/or suggestions regarding programs and services. Contents are subject to change based on best practices and input from COAs.**

to Eligible Costs and Allowable Practices

*(Referenced in state contract language.)*

FY 2018 Formula Grants

8-17

**A. TYPICAL** **STAFF/INSTRUCTOR/CONTRACT/STIPEND**

**WORKER JOB DESCRIPTIONS**

A1. Title.

A2. Supervision received or exercised.

a. title of person to whom this person reports; when or how often

b. the type & frequency of written and/or verbal reports

A3. General statement of duties.

A4. Specific responsibilities or characteristics of job.

a. at least six (6) directly observable tasks or functions

b frequency (e.g. daily, flexible) and length/timing of service(s)

c. target population

d. where performed

A5. Minimum qualifications.

a. the minimum knowledge, skills and/or abilities for the Council on Aging position **…** (*not*the incumbent's background)

b. equivalent knowledge, skills, abilities and/or desirable characteristics

c. confidentiality – required for employees, volunteers, stipend workers

d. other criteria, e.g., licensure/membership, car access, computer familiarity, ServeSafe, etc.

e. **iCORI** applies to clinicians, instructors, COA board / volunteers…. Criminal History Systems Board (617-660-4600). (iCORI check is good for **two years**.)

Regulations & Information 🡪 [**http://www.mass.gov/cjis**](http://www.mass.gov/cjis)

A6. (*Optional)* Orientation; in‑service training or support. See also section B9.

A7. Salary rate/range; stipends.

1. Note rate per hour, week, class or other measure. For (fitness) session/s, note rate per hour. There is a variance among communities re: instructors as employees, independent vendors and contractors …and how payment or reimbursement is handled. (This may/will include 1099s or other reporting practices.)

b. Fringe benefits should be identified (see Attachment B, notes).

c. ***Rate of pay/reimbursement to be set by municipality***; however, it should not exceed “community standard” i.e., what the municipality would (be willing to) pay in the absence of state grant funding. Current MA minimum wage is $11.00/hour.

e. Note the average/minimum number of hours of service provided by stipend workers. Stipends may carry tax obligations (if for more than out-of-pocket costs).

f. Must have written job descriptions for stipend workers.

-2-

A8. *(Optional)* : Objectives / Measurable Outcomes

a. number of ***unique*** elders/clientsserved ("unduplicated count"), number of units of service to be provided ("duplicated count") e.g., *hours of service, contacts, intakes/referrals, riders (****one way*** *trip count), meals served or delivered, in‑home visits, copies distributed, repairs completed, volunteers recognized, assistance applications completed, blood pressures read, flu shots administered, etc.*

Outcome/s (performance criteria) should be measurable, realistic, doable. For personnel and direct services, outcomes are based on services received or provided, knowledge/ information gained, needs met, etc.  *This is* ***not*** *the same as implementing a program!!* Does the program/service meet the need(s) **you** defined…how **you** (director) measure success? Note that “evidence/client based outcomes” are often required for competitive social service funding.

A9. *(Optional)* Work plans time frame/s (typically monthly or quarterly) to meet objectives. Work plans are **not** a/the daily schedule of activities.

A10. *(Optional)* (Retain on file). Contracts/agreements should include a (draft) copy of the contract, along with the application and job description(s).

a. Contract shall note applicable fringe benefits, e.g. vacation, sick/personal leave, health insurance, worker/s and unemployment compensation, licensing, etc.

b. Identify start/end dates and how work is invoiced and paid.

c. Where appropriate, require a work plan (see A9). Note products (e.g., reports, surveys, studies, etc.) ***and*** where records are kept.

d. Avoid actual (as well as appearance of) conflict of interest. Cf. **MGL Ch. 268A**

e. termination for cause, notice provided

f. subcontracting

g. political activity; "force majeure" ‑‑ causes beyond the COA’s control/anticipation,

etc.; amendment of contract and other considerations.

h. Elder Affairs suggests municipal legal counsel review of contracts

i. (if applicable). Ensure (confidential) collection/deposit/offsetting of revenue, including accounting and use of offset revenue (MGL Ch.44, sec. 53E ½)

j. Seealso G9, General Remarks, “Standard Job Description”.

A11. Other Considerations:

a. Would fees/rates of pay (and benefits, if applicable) likely be supportable by the community ***in the absence of*** state Formula Grant funding?

b. Is work doable by one person? Have volunteers been tried? Is that approach feasible? Is collaboration with other agencies/organizations/resources practicable?

c. Do payments jeopardize housing or (low) income benefits?

**Unallowable**: Unemployment compensation. Longevity pay.

-3-

**B. PROGRAM ITEMS**

B1. **Outreach Recommendations**

Use standard outreach‑‑or intake/assessment‑‑form(s) and record keeping practices with respect to client services and activities.

**Client finding/support. 🡪 Use cable…a lot! Repetition matters…a lot!** (Can reach non-seniors… consider “chair” yoga, caregiver support training, other)

Note case/care management (*if applicable*); be mindful about performing social services for which a license might be required.

Meet **regularly** with fellow professionals, ASAP counterparts.

Stay in contact via local media, cable, web-sites, sister agencies, vets, houses of worship, civic orgs, housing authority, trailer parks, MDs, VNA, bday’s...

**Use annual municipal census** **to help ID at-risk persons**(**!**)… e.g. **power loss** from 2-72 hours…or inability to secure [**med**] transport during prior 12 months.

Consider sand buckets for home (“black ice”) safety. Or **Knox** **Boxes** (var. names)

*(Optional)*. Obtain SHINE certification as backup to SHINE volunteers.

B2. **Supportive Day Care**

Use program standards from Elder Affairs.

Maintain emergency facts (e.g., File of Life) about client medical issues, e.g.,

hypertension, congestive heart failure, diabetes or any condition that may

require emergency services, as well as contacts, insurance, primary care

physician/s. (Files/releases should be kept in a secure location with extra copy

for medical personnel). Police suggest keeping registration **OUT** of glove

compartments! Also suggested: first aid kit, blankets.

Staff/volunteers to receive annual TB testing.

B3. **Support Groups**

\_\_\_ ID outreach, training, objectives, format, administrative duties, back-up.

B4. **Minor Home Repair**/Rehabilitation; (Intergenerational) **Chore Services**

\_\_\_ Work w/fire dept. for **CO** & **fire detector** installs.

\_\_\_ Identify eligibility requirements and screening procedure.

\_\_\_ State the **maximum** benefit (grant dollars) per household.

\_\_\_ Prepare/use a liability waiver (to be signed by participants).

\_\_\_ Note the practice of reimbursement provided to ***elders*** (*not the provider/ contractor/vendor*) ***after*** the work has been completed.

\_\_\_ Formula funds may **not** be used for materials.

B5. **Nutrition**

\_\_\_ Consumables to meet *1/3 RDA values****:*** *note* how these dietary guidelines are being or will be met. **ServSafe certificate on site**?

\_\_\_ Strengthen cooperation between nutrition, fitness/exercise, health screening and related support/wellness programs. (Consider **chair: volleyball, yoga, …**)

\_\_\_ Tie-in to “newcomer” or other outreach, e.g., monthly welcome breakfasts.

\_\_\_ Consider 90+ annual group birthday celebrations as outreach to seniors, families, *media*. (Use invitations as part of your outreach/intake process.)

-4-

B6. **Fitness/Exercise**

Fitness equipment, training and instruction including rhythmic (therapeutic) movement and evidence based activities are permitted. (Check possible *insurance rebates for attendance, as applicable*!) Provide structured intro/supervision for equipment. COAs have rated equipment types (ELD has a variety of responses).

If using Formula funds for fitness instruction, post a suggested donation to help defray **at least** 20% (or more) of local fair market value/costs.

Participant liability waivers (strongly suggested, not required)

Focus on hydration and reminders regarding awareness of limitations; proper breathing techniques should be mentioned at **each** session. Please refer to the “**Cautions When Exercising**” guide available at/from Elder Affairs.

ID administrative duties including attendance; fee/donation collection & depositing. (*Optional)* survey re: program likes, suggested changes.

Agreement/contract (cf. Sec. A10) with provider is **strongly** recommended.

Note professional affiliations. (Rare for T’ai Chi, Yoga & Zumba - Gold).

B7. **Health Screening; Case Management;** "**Wellness**"

\_\_\_ Keep a **copy of your vendor/provider contract**(s) on file. Note services to be

provided (e.g., blood pressure, glucose testing, podiatric screening, urinalysis).

\_\_\_ Note **follow**-**up** for those considered at‑risk.

\_\_\_ Describe referral relationship with ASAP (if/as applicable). Suggest use of written releases or waivers for those referred.

\_\_\_ Note cost(s) per hour, and per unit of service (if applicable).

B8. **Health and Community Education**; Lectures; Videotapes

\_\_\_ Create a (brief) summary of individual program/learning outcomes.

\_\_\_ Programs should focus primarily on health/well-being of seniors. Funds may **not** be used for medical treatment, massages or podiatric treatment. (**Screening** is permitted).

\_\_\_ Honoraria are **not** intended to be a payment for services: budget accordingly.

\_\_\_ Will **cable TV** or other media promote, record and/or rebroadcast programs? Is captioning possible? Are there accommodations for persons w/ disabilities?

\_\_\_ **NO** intensive (clinical) mental health assessment/counseling.

B9. **Conference/Education:** For (paid) directors/coordinators, maximum of $1000 per year;

Meals costs may not exceed $30/day with Formula funds. Other paid staff may qualify for

this allowance; approval must be secured in advance from Elder Affairs.

Other paid staff and volunteers, including board members, may attend conference/

training events. For such individuals, the total maximum charge to Formula funds will be

$600 per conference; related mileage need not be charged against the $600 maximum

allowance. Overnight expenses must be borne by participants. Elder Affairs will consider modifying the maximum for boards of eleven (11) members or more.

Staff training (e.g., “ServeSafe”, CPR or other skills focused, essential job-related learning) is not subject to the limits identified in this section.

# Unallowable Costs

# General language (ESL) and computer educational/training programs are not allowed,

# except for direct service training needs of staff and/or “dedicated” volunteers.

-5-

**C. TRANSPORTATION/TRAVEL/VOLUNTEER DRIVERS**

C1. General considerations.

1. Vehicles acquired with state dollars must be lift equipped. Equivalent service **may** be allowed (confirm with local ADA committee). Consider “**MV-1**” vans.
2. Disabled and able-bodied elders must have same advance notice period (and cost) to access service.

c. Are alternative services available if COA vehicles are not lift equipped?

C2. **Have you tracked UNMET needs?** This is critical given the competition for vehicles from other public and private nonprofit providers!

Has an EOT van application been submitted?

C3. Mileage reimbursement shall be the ***lower*** *of the local mileage rate* *or the current IRS allowance*. Indicate this rate in your proposal.

C4. Are volunteer drivers **excluded** by the city/town insurance policy? (Check w/ local insurance agent.) Can you register volunteers w/ RSVP or MA Service Alliance?

C5. Is a CDL (Commercial Driver's License) required?

C6. Is CPR or other emergency training available? Provided? Required?

C7. How are rider donations received? Is it confidential? Do you mention that donations secure additional revenue for rides? Does an appropriate municipal (gift) account exist?

Remarks: Cost sharing (via Regional Transportation Authorities--RTAs) should be investigated

and/or demonstrated. Grantee must provide an opportunity for confidential contributions.

Note/indicate the type/s of outreach used to promote transportation services. Monies

may be used for CPR training (if not available gratis thru local public safety or similar offices).

No "contributions" to/for provider agencies. Written agreements‑‑specifying minimum

activity/service units‑‑must be developed, signed and retained locally.

**Unallowable**: Ambulance funds, "cultural" (or recreational) bus trips. No mileage for

attending local/ municipal meetings at which your professional presence is expected.

Insurance for volunteer drivers.

**D. NEWSLETTER/BROCHURE. Also SURVEYS, MANUALS, and other PRINTING.**

D1. Is a (COA) **copy machine** used for this purpose? (See below, section E2.)

Private firms that print newsletters in exchange for advertising. COAs may also generate

their own income from ads (perhaps through “Friends of COA…”)

Prisons and (vocational) schools may print for a nominal charge, or the commercial market.

D2. How is **newsletter** funded?

A nominal/full subscription fee should be considered. “Older elders” prefer hard copy.

Consider an annual mailing/survey to all seniors, including non‑subscribers.

-6-

D3. How is **news**(**letter**)distributed?

a. bulk mail; bar coding; carrier route presort & on-line, web-site

b. private nonprofit sponsorship (e.g., “Friends of COA…”)

c. multiple copies to locales frequented by seniors (e.g., library, grocery stores, post office, town/city hall, housing authority, drug and book stores, beauticians/barber shops, doctor’s offices, favored restaurants, …)

d. muni dept. heads, fincom/warrant com, "Friends of," elder network, local media

D4. You are **required** to acknowledge Elder Affairs support (in each issue/copy) in printed materials produced and/or distributed with Formula funds. ***Note this in your “Att. B”****.*

D5. COA sponsored **surveys** mayrequire approval of the state’s **Elder Rights Review Committee** (depending on the type of research and personal data collected). Please contact Elder Affairs **prior to conducting a survey** that seeks personally identifiable information.

# E. EQUIPMENT/SUPPLIES/FURNISHINGS, OTHER

E1. \_\_\_ Provide specifications and unit cost(s). Be aware of local public health code/s with respect to dishwashers and/or other food service related items.

E2. \_\_\_ How are the item/s related to the stated objectives? Is purchase cost‑effective?

a. Use of copy machines for COA newsletter reproduction is typically discouraged.

b. Is purchase appropriate based on frequency of use? Does equipment provide creative **opportunities** for seniors? Is joint purchasing possible/appropriate? Is a bid list available? (A public bid list is not necessarily the lowest price, but may be a municipal requirement.) Donations may be sought via your newsletter “wish list”; asking vendors would likely be inappropriate (state ethics commission) **1-888-485-4766**.

E3. \_\_\_ Is the use totally by COA? Who else will share? Formula grant funds may only be used

to support the **percent of actual use by/for seniors**.

E4. \_\_\_ ELD requests three estimates for equipment (on-line OK) per municipal guidelines.

E5. \_\_\_ Computers and proprietary software, including annual fees, is allowed for typical office/program needs (e.g., data collection, client tracking, outreach, scheduling, annual reports, presentations and related purposes).

a. determine compatibility with other municipal equipment / networking

b. system data should be backed up! Use a “burner” or other secure means.

c. **Equipping a “computer lab” is prohibited.** Group training is not covered or

recommended. COA computer (or laptop) use shall be for staff and/or dedicated volunteers (for work on behalf of the COA).

d. “Are You OK?” (RUOK) systems require joint participation with public safety offices.

E6. \_\_\_\_ (Stacking) chairs (as well as sofas) should be designed for **sturdiness** and **ease of seating and rising; stable; have no protruding features,** **washable** and at least **#250** capacity. 🡪Check with (local) nursing home/s for suggested distributors (and features)….

*Spot welds can be problematic; avoid plastic end caps; prefer “squarish” or rectangular backs over round backs (to drape purses, coats…).*  A slight Adirondack tilt is more comfortable but must allow elders to arise easily. 🡪 Mix arm/non-arm types…?

-7-

Check local codes!**]** Cardboard filler/stiffening creates repair issues. Ask a mix of elders to “**pre-test**” furnishings prior to purchase.

Cafeteria/round tables (w/wheels) may cost more, but are easier to maneuver/store. Legs to be “lockable” & non-protruding…people may need to stabilize themselves.

*NOTE:*  Elder Affairs strongly suggests consulting “Consumer Reports” for photography, audiovisual equipment, etc. Funds may be used to subscribe to that publication.

## To secure (free) durable medical equipment, check out [www.dmereuse.org](http://www.dmereuse.org),

## call 1-800-261-9841 or email to: [info@dmerequipment.org](mailto:info@dmerequipment.org).

## 

**Unallowable**:

Grant funds may **not** be used for DVDs/Blu-rays or similar electronic equipment (except for educational purposes), BINGO equipment, arts and crafts supplies or instruction, novelty items, Personal Emergency Response Systems (e.g., "LifeLine"), pool tables, outdoor or

indoor grills, hearing aids or fire/smoke/CO detectors. No musical instruments or piano tuning.

Highly visible house numbers are allowed but require equal ***non-elder*** participation ***with non-Elder Affairs funds***.

**F. RENOVATIONS/Senior Center SITE IMPROVEMENTS**

**Improvements must be necessary for the health, safety and/or well‑being of participants and/or energy conservation**. Cosmetic improvements (e.g., paint) are not allowed. Blinds may be considered for energy conservation and for confidentiality of support groups.

Site improvements shall comply fully with the rules and regulations of the MA Architectural Access Board (the **CODE**). Contact local building inspectors, the Board itself or the Secretary of State's office for information. The web-site is at **521 CMR…,** which contains individual components of the regulations. You maypurchase a copy from the Secretary of State’s office or go to <http://www.mass.gov/eopss/docs/dps/aab-regs/521029.pdf> and related sites for information relating to floors, changes in level, carpeting, padding, ramp widths, railings, doors, lavatories, grab bars and other features. Fixtures must be operable with a CLOSED FIST.

You must ensure minimum five-year use and occupancy from the date of completion of renovations or improvements (if Formula funds are being used toward that end).

If less than one hundred percent occupancy is by the COA, local resources must contribute a proportionate share based on the local non-senior population. Local procurement procedures must be observed. Formula funds may not be used for landscaping, lawns or benches.

Parking improvements will be considered only for “handicapped” pickup/ drop‑off area.

-8-

**G. ADMINISTRATION, TRAINING, VOLUNTEER SUPPORT and CONTRACTS**

G1. \_\_\_ If funds are for cash match, identify the program(s) and/or purpose(s) for which match will be used. Include a summary or copy of the relevant program proposal.

G2. \_\_\_ Include a/the site rental agreement if applicable. Note if full or part‑time, and shared

Use solely/primarily by the COA. Note (estimated) cost per square foot.

G3. \_\_\_ (Formal, in-service) staff and/or volunteer (including board) training is strongly

encouraged with regard to sustaining and/or enhancing service breadth and responsiveness. Light refreshments may be purchased with Formula Grant money as part of formal board/staff training.

Conference attendance must conform to the guidelines provided in the Formula Grant announcement (and/or section B9, above.)

G4. \_\_\_ COA’s may not expend more than $16.50 annually in Formula dollars for volunteer

recognition per year. No gifts or gift cards (except within formal volunteer

recognition and within the $16.50 annual limit). No alcohol related expenses. Volunteers must (*typically*) serve at least **twenty** (**20**) recorded hoursto be eligible for volunteer recognition. COAs are *encouraged* to offer training/educational/ information component(s) in concert with volunteer recognition.

G5. \_\_\_ The formula grant may be used for volunteer liability insurance; however, check with the municipality’s insurance provider directly to see whether such coverage is

*excluded*. Consider registering volunteers with RSVP for this cost. Check CIMA for

volunteer nonprofit driver insurance.

G7. \_\_\_ Retain invoices for professional association membership/s of the COA.

G8. \_\_\_ Provide an opportunity for participants to contribute (voluntarily/confidentially) at least twenty percent (20%) of the cost of conducting the applicable program/activity. This applies particularly to fitness, health screening, nutrition, medical/shopping transportation and certain educational programs. Confirm whether you seek participant contributions in the notes section of the Attachment B budget.

G9. \_\_\_ Follow municipal procurement procedures. Please provide a brief itemization of proposed costs.

G10. \_\_\_ Personnel / service contracts should be retained locally, including a copy of the contract/s; measurable program objectives (outcomes); the job description and minimum qualifications (as applicable); rate of pay/hour or per class–with class length defined; and anticipated program income–if any–*see* item G8. Municipal practices prevail with respect to service costs large enough to be bid. See also General Remarks (following this section).

**UNALLOWABLE**: Program advertising. (Personnel advertising OK; on-line may be considerably cheaper… cf. “*idealist.com*”) No payment for SHINE counselors (except out‑of‑pocket expenses). No international travel without prior written authorization from Elder Affairs.

-9-

**GENERAL REMARKS**

Monies must be expended / services delivered within the authorized fiscal year grant period. Funds unexpended as of the close of business (COB) on June 30th of the current fiscal year may be carried forward and used for eligible costs, but **note** that the **subsequent year’s actual** **payment** to the COA will be reduced by any unexpended amount from the current fiscal year.

Note **Formula** **Grant** paid positions—full/part time, including vendors/contractors‑‑ on the budget sheet. Note TOTAL hours/week and benefits. If Formula funds partially underwrite the position, note the total number of hours being assumed with state funds.

Some vendors (or consultants) may be considered municipal employees, depending on their supervision and responsibilities! *Check with your local personnel board--or legal counsel‑‑to be certain that you are not unnecessarily incurring potential municipal liabilities*.

An ideal job description would help identify priorities, practices and procedures to help clarify "what to do next" in absence of other written instructions. Job descriptions, regular reviews and a (photo\*) ID badge (\**esp. for offsite volunteers, e.g., drivers*)… are **strongly suggested** for volunteers and stipend workers. Know that ELD has samples of a variety of job descriptions… or seek input from current volunteers when creating/revising volunteer job descriptions. 🡪Volunteer hours for knitting/crocheting, and the “Friends of COA” board fund raising are **not** recognized by ELD.

Rates of pay (and benefits, if applicable) should be compatible with community standards: would the pay rate be equal to that paid by the community if Formula Grant funds were not being used?

An individual may hold more than one position, but be certain the municipality is aware of this circumstance. More than one job description should be submitted if major job functions are unrelated. Combined funding (sources identified, along with hours to be worked) should be indicated in the NOTES section of Attachment “B”.

No payment for SHINE counselors (except out‑of‑pocket expenses).

COAs are encouraged to obtain three (written or on-line) quotes (or bids—depending on item/size of expense and/or local requirements) for any contract, e.g., fitness, sign language interpreters, construction/renovation/site improvements, maintenance, health screening, site rental, food service or others. This is not always feasible in rural areas. Formula Grant funds may **not** be used for computer service contracts. Purchase of service contracts should be reviewed for copiers (is it worth the expense vs. individual service calls?) Laser printers are more cost-effective for large scale, black/white printing.

Contracts (and budgets) should identify (anticipated) participant revenues. Some programs have set fees, others contribute confidentially (e.g., no glass jars). The COA board may wish to ratify suggested/required fees. Are there funding alternatives for some events, e.g. local cultural councils? Have they been explored?

You **need a license** to show movies or programs that are copywrited. Formula funds can be used toward that end.

^+^==\_FY2018 The Green GUIDE of Eligible Costs, Audit. 21Aug17/ehs