

WCAAA APPLICATION FOR ALZHEIMER'S AIDE PROJECT

Name and title of individual authorized to apply for funds and sign contracts:

Print Name: _____ Signature: _____

Title: _____ Date: _____

A. Identifying Information

1. Name of Sponsoring Agency: _____

Address: _____

Contact Person _____ Telephone _____ DUNS # _____

Email _____ EIN # _____ Fax: _____

2. Name of Adult Day Care Center (ADC): _____

Address: _____

Contact Person: _____ Telephone: _____

Email _____ Fax: _____ INDIRECT COST RATE _____

3. Is this center Private Non-profit Municipal Proprietary

4. Type of certification received from CAADC: Medical Social

5. Is this center affiliated with: a nursing home Assisted Living

Co-located with elderly services free standing

If affiliated, name organization: _____

6. Is the facility handicapped accessible? YES NO

7. Does the facility have any outstanding violations of applicable zoning, licensing, fire code and safety laws and regulations? YES NO If yes, please describe in detail and furnish report of citation.

8. Please list days and hours of operation

 DAYS OF THE WEEK	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

* 9. How many clients can the ADC accommodate daily?

Total number of clients _____ Number of Alzheimer clients _____

B. Program Operations

1. How many unduplicated clients do you serve per week? _____

* It is understood these figures are difficult to estimate.

2. What is the ratio of all ADC clients to client care staff (exclusive of volunteers but including Title V positions) on duty on premises at all times** of ADC operation? (Include Alzheimer's Aide in the ratio)

3. a. Is there a nurse on duty at all times? _____ On call _____ RN? _____ LPN?
If necessary, provide an explanation _____

b. Does the nurse supervise the aide funded under this grant? _____ YES _____ NO
If not, who supervises? (Title) _____
Credentials: _____

4. Is there a social worker on duty at the center at all times? _____ On call? _____
If not, explain hours: _____

5. Does the ADC have on file written Policies and Procedures, including admission and discharge, related to client care? _____ YES _____ NO (Please Attach)

6. This funding legislation requires a physician's diagnosis for clients served under this grant:
a. The staff member responsible for obtaining and filing the physician's letter is: (title): _____

b. Are letters on file for all current clients served under this grant? _____ YES _____ NO

7. What arrangements have been made for distributing and storing participant's medications?

8. List amount and carrier of the ADC liability insurance:
Amount: _____
Name of Carrier: _____

C. Service Profile

1. Please describe the specific support services for family and/or other caregivers through your program. Indicate the frequency of support groups meetings and the average attendance during the past year.

2. **DIRECTIONS:** Indicate the availability of services by completing the Service Profile Chart and doing the following: Column 1/Frequency: For each service offered by the Center, indicate how often the service is provided by placing a check mark under the appropriate category, i.e., daily, bi-weekly, weekly, monthly, etc. Then fill in Column 2 by placing a check under the appropriate category ("Yes" or "No") to indicate if the Center offers each service at an additional charge. Use an asterisk to indicate which of the services listed on the next page are provided by the aide funded under this grant, and be sure to asterisk the service even if the aide helps another staff member provide the service.

** This refers to all hours of operation. Do not use just peak hours.

C. SERVICE PROFILE CHART

INSTRUCTIONS:

Check block as appropriate to indicate availability of service and place asterisk next to services provided by aide. (See Directions on Page 2 for details)

SERVICE	I. FREQUENCY					II. SERVICE PROVIDED AT ADD'L CHARGE	
	Daily	Bi-Weekly	Monthly	Other	Not Provided	Yes	No
Counseling: Individual							
Counseling: Group							
Care Planning							
Progress Notes							
Service Referral							
Meals							
Special Diets							
Dietary Counseling							
Personal Hygiene							
ADL Assistance (walking eating, toileting, grooming)							
Mental Health Assistance (milieu therapy, reality orientation, etc.)							
Therapeutic Recreation (physical activities, discussion groups, arts and hobbies, etc)							
Therapeutic Recreation (intellectual activities)							

C. SERVICE PROFILE CHART (CONTINUED)

INSTRUCTIONS:

Check block as appropriate to indicate availability of service and place asterisk next to services provided by aide. (See Directions on Page 2 for details)

SERVICE	I. FREQUENCY					II. SERVICE PROVIDED AT ADD'L CHARGE	
	Daily	Bi-Weekly	Monthly	Other	Not Provided	Yes	No
Outings							
Sedentary Activities							
Personal Health/Hygiene Instruction							
Physical Assessment							
Physical Reassessment							
Health Status Monitoring							
Bath Service							
Nursing Care							
Transportation							
Physical Rehabilitation							
Support Group							
Counseling for Supporters							
Training for Supporters							
Other (List)							

D. Service Data

1. Our adult day care center was open _____ days this year from 7/1/	to 6/30/ .\	
2. Day care clients with Alzheimer's Disease	Last Completed Year 7/1/ - 6/30/	Projected Year 7/1/ - 6/30/
a. *Total number of unduplicated Alzheimer/ Dementia clients served (all funding sources)	_____	
b. Total number of unduplicated Alzheimer/ Dementia clients served.	_____	
c. Total number of days of service provided (sum total of all days of services provided to Alzheimer's clients at the center)	_____	
d. Average daily attendance for Alzheimer clients (line 2-c divided by number days center was open (D-1 above))	_____	
e. Average number of persons who work with Alzheimer clients daily**	_____	
3. Day care clients without Alzheimer's Disease		
a. Total number of unduplicated clients without Alzheimer's Disease	_____	
b. Total number of days of service actually provided to clients without Alzheimer's Disease	_____	
c. Average daily attendance (line D-3-b divided by number of days the center was open) (D-1 above)	_____	
d. Average number of paid staff persons present daily who work with clients**	_____	

If there are significant differences between the past year and the project year, please give the reasons.

* Do not count a client more than once no matter how many times they have been served.

** Do not include office workers, cooks, etc.

E. Budget for Current Fiscal Year

Agency Budget for FY _____ which starts from _____ to _____

1. INCOME CASH IN-KIND TOTAL

a. Grants

OAA Title IIIB (Grants) _____ _____ _____

OAA Title IIIC (Meals) _____ _____ _____

OAA Title V _____ _____ _____

USDA Commodities _____ _____ _____

Specify Other Grants _____ _____ _____

(eg. town(s), foundations, charities, etc.) _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

TOTAL _____

b. Revenues

Client Fees _____ _____ _____

Essential Services (DHR) _____ _____ _____

Per Diems _____ _____ _____

CTHOME CARE PROGRAM _____ _____ _____

DIM _____ _____ _____

Other (specify) _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

Provider Agency Resources

TOTAL _____

2. Expenses CASH IN-KIND TOTAL

Salaries _____ _____ _____

Fringe Benefits _____ _____ _____

Non-personnel Services _____ _____ _____

Rent _____ _____ _____

Utilities _____ _____ _____

Operating Expenses _____ _____ _____

(supplies, medical supplies, postage, printing, telephone)

Transportation _____ _____ _____

Congregate meals _____ _____ _____

Food _____ _____ _____

Professional Services _____ _____ _____

(Legal, accounting, auditing)

Insurance _____ _____ _____

Equipment _____ _____ _____

TOTAL _____

3. Personnel/Budget Explanation

(Please note current staff assigned to Alzheimer's clients)

<u>a. Position</u>	<u>FTE</u>	<u>Cost (Salary & Fringe Benefits)</u>
Director		
Secretary		
Program Coordinator		
Registered Nurse		
L.P.N.		
Health Aide		
Social Worker		
Therapist		
Program Aide		
Volunteers		
Drivers		
Cook		
Custodial/Housekeeping		
Other		

b. Does the center have an annual audit done which covers all revenues and expenses and identifies this funding separately? _____

CPA Firm _____

Other (Specify) _____

c. Aide Salary Explanation

1) Is this request for a new position or continued funding for current aide(s)? _____

Salary \$ _____ per _____

Hours/week employed _____

Total Salary \$ _____

Fringe Benefits \$ _____

Total Request \$ _____

2) Is the proposed salary equal to the rate of current aide positions?

____ YES ____ NO

3) Is the salary of the proposed position specified under a binding personnel agreement? ____ YES ____ NO

F. Supplemental Information

Complete this page if your Agency is a new applicant or if you have previously answered one of these questions and change has occurred since that time. If you are answering the question because of a change indicate the date when the question was previously answered.

1. Attach resumes of current director and other professional staff.

2. Add a job description for the Aide position.

3. Type/Training Offered Alz. Aide Title/Qualifications of Trainer

Initial Training _____
(# of hours) _____

On the job _____
(how often) _____

In service _____
(how often) _____

4. a) Attach procedures for client intake and eligibility determination

b) Attach your intake application for client

c) Attach any policy statements you have on:

 Discharging clients

 Wandering clients

5. Describe the Agency's capacity and experience to serve Alzheimer clients and include information on the Center's strengths in serving this population.

G. Agreement

The _____ agrees to do the following:
(Agency Name)

1. Comply with statistical reporting requirements and the requirement for an independent audit as described in the Request for Proposal.
2. Comply with all applicable state and federal regulations, Executive Orders and state statutes regarding non-discrimination.
3. Assure that the center has licensed professional staff providing supervision of aides and services needed by Alzheimer's clients.
4. Assure that the aide hired under this grant will be appropriately trained in both physical care of and method of interaction with these clients.
5. Assure that clients served under, this grant will have a physician with whom the center can work who will certify by letter that the physician has done an appropriate medical work up and that the client's diagnosis is an irreversible and deteriorating dementia of the Alzheimer's type.
6. Assure that records on daily attendance are maintained and that documentation is kept on each unduplicated client under this program sufficient to establish that the client is in fact a medically documented victim of Alzheimer's disease or a related dementia.

Signature

Title

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization

State

Authorized Signature

Title

Date

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF
HEALTH AND HUMAN SERVICES REGULATIONS UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

(hereinafter called the "Recipient of Award")

(Name of Applicant or Contractor)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the regulation, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient of Award receives Federal financial assistance from the Western Connecticut Area Agency on Aging, Inc. (WCAAA), the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient of Award by WCAAA, this assurance shall obligate the Recipient of Award or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Recipient of Award for the period during which the Federal financial assistance is extended to it by WCAAA.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient of Award by WCAAA, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Recipient of Award recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that WCAAA or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Recipient of Award, its successors, transferees, and assignees, and their person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient of Award.

Dated _____

(Recipient of Award)

By _____

(President, Chairperson of Board, or
comparable authorized official)

Title _____

(Recipient's mailing address)

ACCOUNTING SYSTEMS CERTIFICATION

FISCAL COMPONENTS AND PROCEDURES

(This form must be submitted by all applicants).

1. Do you maintain a general ledger monthly including this program?
2. Do you maintain separate cash receipts and disbursements journals?
3. Do you require an independent, certified audit annually? If not, why not?

If not annually, how often?

Please provide name of current contractor for independent audit services.

4. Do you employ a paid bookkeeper? _____

If yes, please provide bookkeeper's name: _____

If not, please explain who is responsible for the maintenance of financial record keeping system and provide some explanation of person's financial qualifications. _____

5. Who is authorized to sign checks for your agency?

What are their positions?

Is the person who maintains fiscal records (named above) also authorized to sign checks?

Are corporation resolutions on file for authorized check signers?

6. Please describe your agency's insurance and bonding coverage relevant to the proposed project. Include copy of bonding document and mandated insurance in the appendix.

7. Please describe how salary ranges and increases are set by your agency.
