ASSURANCES EFFECTIVE OCTOBER 1, 2016

The Subrecipient acknowledges assurances required by and for the Egyptian Area Agency on Aging (hereinafter referred to as Egyptian AAA) and agrees to maintain documentation to substantiate all of the following assurances. Such documentation is subject to review by the Egyptian AAA.

A. General Administration

1. **Compliance with Requirements**
   The Subrecipient agrees to administer the program in accordance with the Act, the Area Plan and all applicable regulations, policies and procedures established by the Assistant Secretary, the Secretary, Department on Aging, and Egyptian AAA.

2. **Applicability of Other Regulations - 1321.5**
   The following requirements in Title 45 of the Code of Federal Regulations apply to all activities under this Area Plan and the Area Agency has developed and is following a system to ensure operation in conformance with the following.
   A. Part 16: Procedures of the Departmental Grant Appeals Board;
   B. Part 74: Administration of Grants, except Subpart N;
   C. Part 80: Nondiscrimination under Programs Receiving Federal Assistance through the Department of Health and Human Services: Effectuation of Title VI of the Civil Rights Act of 1964;
   D. Part 81: Practice and Procedures for Hearings Under Part 80 of this Title;
   E. Part 84: Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Participation;
   F. Part 91: Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance from HHS;
   G. Part 92: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
   H. Part 100: Intergovernmental Review of the Department of Health and Human Services Programs and Activities; and
   I. Title 5: Part 900: Subpart F, Standards for a Merit System of Personnel Administration.

3. **Training of Staff**
   The Subrecipient has/will establish and is/will follow methods to provide a program of training for all classes of positions and volunteers, if applicable.

4. **Management of Funds - Section 307 (a)(7)(A)**
   The Subrecipient has/will establish and is/will follow sufficient fiscal control and accounting procedures to assure proper disbursements of and accounting for all funds under this Plan.

5. **Safeguarding Confidential Information- 1321.51**
   The Subrecipient has/will establish and is/will follow such regulations, standards, and procedures as are necessary to meet the requirements on safeguarding confidential information under relevant program regulations.

6. **Standards for Subrecipients - 1321.17 (f)(4)**
   The Subrecipient has/will establish and is/will maintain on file a plan detailing the methods being followed to assure that all providers of service under this plan operate fully in conformance with all applicable Federal, State, and local fire, health, safety and sanitation and other standards prescribed in

law or regulations. The Subrecipient provides that where the State or local jurisdictions require licensing for the provision of services, agencies providing such services have been licensed.

7. **Conflict of Interest**
   In order to avoid conflict of interest, and violation of Federal regulations of such conflicts, a person who is employed by an agency that receives Egyptian AAA funds cannot be an Egyptian AAA or Subrecipient Board member.

8. **Cost Allocation Between Administration and Direct Services**
   The Subrecipient has/will establish and is/will maintain on file a plan detailing the methods employed to allocate costs between Administration and Area Agency provided Direct Services.

9. **Cost Allocation Among Funding Sources**
   The Subrecipient has/will establish and is/will maintain on file a plan detailing the methods employed to allocate costs among the various funding sources.

10. **Eldercare**
    The Subrecipient will assure that all privately funded activities are within their statutory mission and do not conflict with that statutory mission. The Subrecipient will assure that appropriate fiscal controls will be established and maintained by the Subrecipient to ensure proper disbursement and accounting for all funds earned through Eldercare contracts.

11. **Equipment - 45 CFR Part 74, Section 74.34**
    For items of equipment having a unit acquisition cost of $1,000 or more purchased by the Subrecipient, The Egyptian AAA has the right to require transfer of the equipment (including title) to the Egyptian AAA or to an eligible party named by the Egyptian AAA in accordance with 45 CFR Part 74, Section 74.34.

B. <u>Provision of Services</u>

1. **Needs Assessment - Section 306 (a)(1)**
   The Subrecipient has/will establish and is/will follow a reasonable and objective method for determining the need for supportive services, nutrition services and multipurpose senior centers within the Subrecipient's service area.

2. **Comprehensive and Coordinated Service System - Section 306 (a)(1)**
   The Subrecipient has/will provide for a comprehensive and coordinated service delivery system for supportive services, nutrition services, and, where appropriate, for the establishment, maintenance, or construction of multipurpose senior centers within the Subrecipient's service area.

3. **Eligibility - Section 101 (40), Section 339 (2)(H) &(I), & Section 372 (a)(1&2)**
   The Subrecipient has/will establish and is/will follow methods to assure the activities covered by funding from the Egyptian AAA serve only those individuals and groups eligible under the provisions of the applicable statute.

4. **Residency**
   The Subrecipient has/will establish and is/will follow methods to assure that no requirements as to duration of residence or citizenship will be imposed as a condition of participation in the provision of services.

5. **Coordination of Services - Section 321 (c)**
   In carrying out the provisions of the Older Americans Act and be more efficiently and effectively deliver services to older individuals, each Subrecipient will coordinate Older Americans Act services with other community agencies and voluntary organizations providing the same services. In coordinating the services, the Subrecipient will make efforts to coordinate the services with agencies and organizations carrying out intergenerational programs or projects.

6. **Service Contributions - Section 315 (b) & 1321.67**
   Voluntary contributions shall be allowed and may be solicited for all services for which funds are received under this Act if the method of solicitation is non-coercive. The Subrecipient has/will collect contributions for services in conformance with federal regulations and that the Subrecipient will not deny any eligible person a service because the eligible person will not or cannot contribute to the cost of the service. Contributions can be encouraged for individuals whose self-declared income is at or above 185 percent of the poverty line, at contribution levels based on the actual cost of services.

7. **Cost Sharing - Section 315 (a) & (c)**
   The Area Agency will not implement cost sharing for Older Americans Act services unless approved by the State Agency and will implement cost sharing for services under the Plan in conformance with the provisions of Section 315 of the Older Americans Act.

C. <u>Act and Regulatory Assurances</u>

1. **Section 212**
   The Subrecipient will submit to the Egyptian AAA, for prior approval, any proposed contracts with profit making organizations to provide services.

2. **Section 305 (c)(1-4) & 1321.55 (a)(1)&(2)**
   A Subrecipient is either an agency whose single purpose is to administer programs for older persons, or a separate organizational unit within a multipurpose agency.

3. **Section 305 (c)(5)**
   The Egyptian AAA will have the ability to develop an Area Plan and to carry out, directly or through contractual or other arrangements, a program in accordance with the plan within the planning and service area.

4. **Section 306 (a) & 1321.59**
   The Area Plan is for the three-year period specified by the State Agency. The Egyptian AAA has submitted an Area Plan or amendment to the State Agency in accordance with the uniform Area Plan format and other instructions issued by the State Agency.

5. **Section 306 (a)(2)(A-C) & 1321.17 (f)(6)**
   The Egyptian AAA will expend an adequate proportion of the amount allotted for Part B to the planning and service area, in accordance with the policies developed by the State Agency, for the delivery of each of the following categories of services; access, in-home, and legal. The Egyptian AAA may request a waiver of this requirement in accordance with guidelines developed by the State Agency and receives said waiver from the State Agency. The Egyptian AAA will report annually to the State Agency in detail the amount of funds expended for each such service category.

6. **Section 306 (a)(3)(A) &- 1321.53 (c)**
   The Subrecipient has/will establish and is/will follow a method to designate, where feasible, a focal point for comprehensive service delivery in each community giving special consideration to designating multipurpose senior centers as such focal points.

7. **Section 306 (a)(3)(B)**
   The Egyptian AAA will specify in grants, contracts, and agreements implementing the plan, the identity of each focal point so designated.

8. **Section 306 (a)(4)(A)(i) & 1321.17 (f)(2)**
   The Egyptian AAA will set specific objectives for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement; and will include specific objectives for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and include proposed methods of carrying out the preferences by Subrecipients.

9. **Section 306 (a)(4)(A)(ii)**
   The Egyptian AAA has/will include in each agreement made with a Subrecipient a requirement that such Subrecipient will (a) specify how the provider intends to satisfy the service needs of low- income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider; (b) attempt to provide services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in at least the same proportion as the population of low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas bears to the population of older individuals of the area served by such provider; and (c) meet specific objectives established by the area agency on aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area.

10. **Section 306 (a)(4)(A)(iii)**
    The Egyptian AAA has identified the number of low- income minority older individuals and older individuals residing in rural areas in the planning and service area and described the methods used to satisfy the service needs of such minority older individuals.

11. **Section 306 (a)(4)(B) & 1321.17 (f)(8)**
    The Subrecipient will conduct outreach efforts to identify individuals eligible for assistance under the Act, with special emphasis on rural elderly, older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas), older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas), older individuals with severe disabilities, older individuals

with limited English proficiency, older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals), and older individuals at risk for institutional placement; and inform such individuals of the availability of services under the Plan.

12. Section 306 (a)(4)(C)
The Subrecipient will ensure that each activity undertaken, including planning, advocacy, and systems development, includes a focus on the needs of low-income minority older individuals and older individuals residing in rural areas.

13. Section 306 (a)(5)
The Subrecipient will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities**,** and individuals at risk for institutional placement, with particular attention to individuals with severe disabilities, with agencies that develop or provide services for individuals with disabilities.

14. Section 306 (a)(6)(A) & 1321.61 (b)(2)
The Subrecipient has/will establish and is/will follow methods to take into account in connection with matters of general policy arising in the development and administration of services, the views of recipients of services.

15. Section 306 (a)(6)(B) & 1321.61 (b)(1)
The Subrecipient has/will establish and is/will follow methods to assure that the Subrecipient will serve as the advocate and focal point for older individuals within the community by monitoring, evaluating, and commenting on policies and programs, hearings, levies, and community actions which will affect older persons.

16. Section 306 (a)(6)(C)(i)
The Egyptian AAA, where possible, has entered into arrangements with organizations providing day care services for children, assistance to older individuals caring for relatives who are children, and respite for families, to provide opportunities for older persons to aid or assist on a voluntary basis in the delivery of such services to children, adults, and families.

17. Section 306 (a)(C)(ii)
If possible regarding the provision of services under Title III, the Egyptian AAA will enter into arrangements and coordinate with organizations that have a proven record of providing services to older individuals that were officially designated as community action agencies or community action programs under Section 210 of the Economic Opportunity Act of 1964 (42 U.S.C. 2790) for fiscal year 1981, and did not lose the designation as a result of failure to comply with such Act; or came into existence during fiscal year 1982 as direct successors in interest to such community action agencies or community action programs that meet the requirements under Section 675(c)(3) of the Community Services Block Grant Act (42 U.S.C. 9904(c)(3).

18. Section 306 (a)(C)(iii)
The Subrecipient will make use of trained volunteers in providing direct services delivered to older individuals and individuals with disabilities needing such services and, if possible, work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or

participants (such as organizations carrying out Federal service programs administered by the Corporation for National and Community Service), in community service settings.

19. Section 306 (a)(6)(D) & 1321.57 (a) & (b)
The Egyptian AAA has established an Advisory Council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under the Older Americans Act, family caregivers of such individuals, service providers, representatives of the business community, representatives of older individuals, local elected officials, providers of veteran's health care (if appropriate), and the general public, to advise continuously the Area Agency on all matters relating to the development of the Area Plan, the administration of the Area Plan and operations conducted under the Area Plan.

20. Section 306 (a)(6)(E)(i-ii) & 1321.61 (b)(5)
The Subrecipient has/will establish and is/will follow effective and efficient procedures for coordination between the programs assisted under this Title and the programs described in Section 203 (b)(1-18) within the Subrecipient's service area.

21. Section 306 (a)(6)(F)
In coordination with the State agency and with the State agency responsible for mental health services, the Egyptian AAA will increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental health services (including mental health screenings) provided with funds expended by the Area Agency on Aging with mental health services provided by community health centers and by other public agencies and nonprofit private organizations.

22. Section 306 (a)(6)(G) & 1321.17 (f)(15)
The Subrecipient assures that if there is a significant population of older individuals who are Indians in the Subrecipient's service area, the Subrecipient will conduct outreach activities to identify such individuals and inform them of the availability of services under the Act.

23. Section 306 (a)(7)
The Area Agency assures that it will facilitate the area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers, by the following.

A. Collaborating, coordinating activities, and consulting with other local public and private agencies and organizations responsible for administering programs, benefits, and services related to providing long-term care;
B. Conducting analyses and making recommendations with respect to strategies for modifying the local system of long-term care to better perform the following.
   1) Respond to the needs and preferences of older individuals and family caregivers;
   2) Facilitate the provision, by service providers, of long-term care in home and community-based settings; and
   3) Target services to older individuals at risk for institutional placement, to permit such Individuals to remain in home and community-based settings;
C. Implementing, through the agency or service providers, evidence-based programs to assist older individuals and their family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease, and disability among older individuals; and

D. Providing for the availability and distribution (through public education campaigns, Aging and Disability Resource Centers, the area agency on aging itself, and other appropriate means) of information relating to the following.
   1) The need to plan in advance for long-term care; and
   2) The full range of available public and private long-term care (including integrated long-term care) programs, options, service providers, and resources.

24. Section 306 (a)(8)

The Egyptian AAA will provide that case management services provided under Title III through the Egyptian AAA will do the following.

A. Not duplicate case management services provided through other Federal and State programs.
B. Be coordinated with services provided by long-term care providers and long-term care facilities.
C. Be provided by a public or a nonprofit private agency that--
   1) gives each older individual seeking services under Title III a list of agencies that provide similar services within the jurisdiction of the Area Agency.
   2) gives each older individual seeking services under Title III a statement specifying that the individual has a right to make an independent choice of service providers and documents received by such individual of such statement.
   3) has case managers acting as agents for the individuals receiving the services and not as promoters for the agency providing such services or is located in a rural area and obtains a waiver of the requirements described above.

25. Section 306 (a)(9)

The Egyptian AAA, in carrying out the State Long-Term Care Ombudsman Program under Section 307(a)(9), will expend not less than the total amount of funds appropriated under the Older Americans Act and expended by the Egyptian AAA in Fiscal Year 2000 in carrying out such a program under Title III.

26. Section 306 (a)(10)

The Subrecipient will provide a grievance procedure for older individuals who are dissatisfied with or denied services under Title III.

27. Section 306 (a)(11)

The Egyptian AAA will provide information and assurances concerning services to older individuals who are Native Americans, including-

A. information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the Area Agency will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under Title III.
B. an assurance that the Area Agency will, to the maximum extent practicable, coordinate the services the Area Agency provided under Title III with services provided under Title VI.
C. an assurance that the Area Agency will make services under the Area Plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans.

28. Section 306 (a)(12)

The Egyptian AAA will establish procedures for the coordination of services with entities conducting other Federal or federally assisted programs for older individuals at the local level, with particular

emphasis on entities conducting programs described in Section 203(b) within the planning and service area.

29. Section 306 (a)(13)
The Egyptian AAA assures that it will maintain the integrity and public purpose of services provided, and service providers, under Title III in all contractual and commercial relationships; disclose to the Assistant Secretary and State Agency the identity of each non-governmental entity with which it has a contract or commercial relationship relating to providing any service to older individuals; the nature of the contract or such relationship; demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under Title III by such agency has not resulted and will not result from such contract or such relationship; demonstrate that services will be enhanced by the contract and, on request of the Assistant Secretary or the State Agency, disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals.

30. Section 306 (a)(14)
The Subrecipient assures that funds received under Title III will not be used to pay any part of a cost (including an administrative cost) incurred by the Subrecipient to carry out a contract or commercial relationship that is not carried out to implement Title III.

31. Section 306 (a)(15)(A)
The Subrecipient assures that funds received under Title III will be used to provide benefits and services to older individuals, and the Subrecipient will give priority for services to older individuals identified in section 306 (a) (4)(A)(i) of the Older Americans Act.

32. Section 306 (a)(15)(B)
The Subrecipient assures that funds received under Title III will be used in compliance with the assurances specified in Section 306(a)(13) of the Older Americans Act and the limitations specified in Section 212 of the Older Americans Act.

33. Section 306 (a)(16)
The Subrecipient assures that funds received under Title III will be used to provide, to the extent feasible, for the furnishing of services under the Older Americans Act, consistent with self-directed care.

34. Section 306 (a)(17)
The Subrecipient assures that funds received under Title III will be used to include information detailing how the Subrecipient will coordinate activities, and develop long-range emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery.

35. Section 306 (b) (1 & 2)
The Egyptian AAA may include in the Area Plan an assessment of how prepared the Egyptian AAA and Subrecipients are for any anticipated change in the number of older individuals during the 10-year period following the fiscal year for which the Area Plan is submitted. Such assessments may include the following.

A. The projected change in the number of older individuals in the planning and service area;
B. An analysis of how such change may affect such individuals, including individuals with low incomes, individuals with greatest economic need, minority older individuals, older individuals residing in rural areas, and older individuals with limited English proficiency;

C. An analysis of how the programs, policies, and services provided by such area agency can be improved, and how resource levels can be adjusted to meet the needs of the changing population of older individuals in the planning and service area; and
D. Analysis of how the change in the number of individuals age 85 and older in the planning and service area is expected to affect the need for supportive services.

36. Section 306 (b) (3)

The Egyptian AAA and Subrecipients, in cooperation with government officials, State agencies, tribal organizations, or local entities, may make recommendations to government officials on actions determined by the Egyptian AAA to build the capacity to meet the needs of older individuals for the following.

A. Health and human services
B. Land use
C. Housing
D. Transportation
E. Public safety
F. Workforce and economic development
G. Recreation
H. Education
I. Civic engagement
J. Emergency preparedness
K. Any other service as determined by such agency

37. Section 307 (a)(6) & 1321.17 (f)(9)

The Subrecipient agrees to make such reports, in such form, and containing such information, as the Egyptian AAA may require, and comply with such requirements as the Egyptian AAA may impose to insure the correctness of such reports.

38. Section 307 (a)(7)(A)

The Subrecipient assures that such fiscal control and fund accounting procedures will be adopted as may be necessary to assure proper disbursement of, and accounting for, Federal funds paid under Title III to the Subrecipient, including any such funds paid to the recipients of a Sub-grant or Subcontract.

39. Section 307 (a) (7) (B) (ii) & (iii)

The Subrecipient assures that no officer, employee, or other representative of the Subrecipient is subject to a conflict of interest prohibited under the Older Americans Act and mechanisms are in place to identify and remove conflicts of interest prohibited under the Older Americans Act.

40. Section 307 (a)(8) (i-iii)

No supportive services, nutrition services, or in-home services will be directly provided by the Subrecipient, unless, in the judgment of the Egyptian AAA that provision of such services is necessary to assure an adequate supply of such services, or such services are directly related to the Subrecipient's administrative functions, or such services can be provided more economically, and with comparable quality by the Subrecipient.

41. Section 307 (a)(11)

With respect to legal assistance, the Egyptian AAA will follow these standards.

A. Enter into contracts with providers of legal assistance that can demonstrate the experience or capacity to deliver legal assistance.
B. Include in any contract provisions to assure that any recipient of funds will be subject to specific restrictions and regulations promulgated under the Legal Services Corporation Act (other than restrictions and regulations governing eligibility for legal assistance under such Act and governing membership of local governing boards) as determined appropriate by the Assistant Secretary.
C. Attempt to involve the private bar in legal assistance activities authorized under this Title, including groups within the private bar furnishing services to older individuals on a pro bono and reduced fee basis.

No legal assistance will be furnished unless the Subrecipient administers a program designed to provide legal assistance to older individuals with social or economic need and has agreed, if the Subrecipient is not a Legal Services Corporation project grantee, to coordinate its services with existing Legal Services Corporation projects in the planning and service area in order to concentrate the use of funds provided under this Title on individuals with greatest such need and the Egyptian AAA makes a finding after assessment, pursuant to standards for service promulgated by the Assistant Secretary, that any grantee selected is the entity best able to provide the particular services.

To the extent practicable, legal assistance furnished under the plan will be in addition to any legal assistance for older individuals being furnished with funds from sources other than this Act and that reasonable efforts will be made to maintain existing levels of legal assistance for older individuals.

The Egyptian AAA will give priority to legal assistance related to income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination.

42. Section 307 (a)(12)(A)

For services for the prevention of abuse of older individuals, the Egyptian AAA carrying out such services will conduct a program consistent with relevant State law and coordinated with existing State adult protective service activities for the following.

A. Public education to identify and prevent abuse of older individuals
B. Receipt of reports of abuse of older individuals
C. Active participation of older individuals participating in programs under this Act through outreach, conferences, and referral of such individuals to other social service agencies or sources of assistance where appropriate and consented to by the parties to be referred
D. Referral of complaints to law enforcement or public protective service agencies where appropriate.

43. Section 307 (a)(15)

If a substantial number of the older individuals residing in the planning and service area are of limited English-speaking ability, then the Subrecipient will provide the following.

A. Utilize, in the delivery of outreach services under section 306(a)(2)(A), the services of workers who are fluent in the language spoken by a predominant number of such older individuals who are of limited English-speaking ability
B. Designate an individual employed by the Subrecipient, or available to such Subrecipient on a full-time basis, whose responsibilities will include the following.
    1) Take such action as may be appropriate to assure that counseling assistance is made available to such older individuals who are of limited English-speaking ability in order to assist such older individuals in participating in programs and receiving assistance under this Act

2) Provide guidance to individuals engaged in the delivery of supportive services under the area plan involved to enable such individuals to be aware of cultural sensitivities and to take into account effectively linguistic and cultural differences.

44. Section 307 (a)(16)

The Subrecipient assures that it will conduct outreach efforts that will do all of the following.

A. Identify individuals eligible for assistance under this Act, with special emphasis on all of the following.
   1) Older individuals residing in rural areas
   2) Older individuals with greatest economic need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas)
   3) Older individuals with greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas)
   4) Older individuals with severe disabilities
   5) Older individuals with limited English-speaking ability
   6) Older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals)

B. Inform the older individuals referred to in the clauses above, and the caretakers of such individuals, of the availability of such assistance.

45. Section 307 (a)(18)

The Egyptian AAA will conduct efforts to facilitate the coordination of community-based, long-term care services, pursuant to section 306(a)(7), for older individuals.

A. Reside at home and are at risk of institutionalization because of limitations on their ability to function independently
B. Are patients in hospitals and are at risk of prolonged institutionalization
C. Are patients in long-term care facilities, but who can return to their homes if community-based services are provided to them

46. Section 307 (a)(23)(A) & (B)

The Subrecipient will make demonstrable efforts to coordinate services provided under this Act with other State services that benefit older individuals and to provide multigenerational activities, such as opportunities for older individuals to serve as mentors or advisors in child care, youth day care, educational assistance, at-risk youth intervention, juvenile delinquency treatment, and family support programs.

47. Section 307 (a)(27)

The Subrecipient assures that the Area Agency and Older Americans Act-funded service providers will provide, to the extent feasible, for the furnishing of services, consistent with self-directed care.

48. Section 312 (1) & (2)

With respect to multipurpose senior centers, the Egyptian AAA assures if, within 10 years after acquisition, or within 20 years after the completion of construction, of any facility for which funds have been paid under Title III.

A. The owner of the facility ceases to be a public or nonprofit private agency or organization

B. The facility ceases to be used for the purposes for which it was acquired (unless the Assistant Secretary determines, in accordance with regulations, that there is good cause for releasing the applicant or other owner from the obligation to do so); the United States shall be entitled to recover from the applicant or other owner of the facility an amount which bears to the then value of the facility (or so much thereof as constituted an approved project or projects) the same ratio as the amount of such Federal funds bore to the cost of the facility financed with the aid of such funds. Such value shall be determined by agreement of the parties or by action brought in the United States district court for the district in which such facility is situated.

49. Section 321 (d)

Funds made available under Title III shall supplement, and not supplant, any Federal, State, or local funds expended by the Subrecipient to provide services described in the Older Americans Act.

50. Section 339

With respect to nutrition services, the Subrecipient has/will establish and is/will follow methods to assure that statutory and regulatory provisions concerning nutrition services, special requirements for nutrition service providers and food requirements for all nutrition service providers will be met.

51. 1321.17 (f)(3)

The Subrecipient has/will establish and is/will follow methods that ensure that all services are provided without the use of any means tests.

52. 1321.17 (f)(5)

The Subrecipient has/will establish and is/will follow methods that ensure that all older persons receiving services are provided the opportunity to voluntarily contribute to the cost of the services.

53. 1321.17 (f)(12)

The Subrecipient will establish and follow methods that assure that individuals with disabilities who reside in a non-institutional household with and accompany a person eligible for congregate meals provided through the Area Agency under this Part, shall be provided a meal on the same basis that meals are provided to volunteers pursuant to Section 339 (2)(H) of the Act.

54. 1321.17 (f)(14)(ii)

The Egyptian AAA will annually submit the details of proposals to pay for program development and coordination as a cost of supportive services, to the general public for review and comment in accordance with the procedures established by the State Agency.

55. 1321.17 (f)(14)(iii)

The Egyptian AAA certifies that any such expenditure for program development and/or coordination has had a direct and positive impact on the enhancement of services for older persons in the planning and service area.

A. Participation by faith-based organizations in Department of Health and Human Services Programs
B. Title 45 of the Code of Federal Regulations Parts 74, 87, 92, and 96
C. The rule provides that organizations are eligible to participate in Older Americans Act programs without regard to their religious character or affiliation, and those organizations may not be excluded from the competition for Older Americans Act grant funds simply because they are religious.

D. Egyptian AAA Requirements of Subrecipients

1. Debarment and Suspension

The Subrecipient certifies by submission of this proposal, that neither it or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the applicant is unable to certify to any of these statements in this certification, such applicant shall attach an explanation to this proposal.

2. Lobbying Activities

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

A. No Federal appropriated funds can be used for influencing or attempting to influence an agency, a Member of Congress or their staff, or an officer or employee of Congress in connection with awarding of any Federal Subaward or extension or continuation of any Federal Subaward.

B. If any Federal funds are used for influencing or attempting to influence an agency, a Member of Congress or their staff, or an officer or employee of Congress in connection with any Federal Subaward, the Subrecipient will complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

C This certification is a material representation of fact for reliance when this transaction is accepted 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 a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

3. Non-Discrimination

The Subrecipient will provide services to all persons aged 60 and older as mandated by the Older Americans Act, as amended, and the Illinois Act on Aging, and their applicable rules and regulations pursuant thereto without regard to race, color, national origin, religion, sex, ancestry, marital status, physical or mental handicap, unfavorable military discharge or age. The Subrecipient will not discriminate in admission to programs, activities, or treatment of employment or activities in compliance with all applicable federal and state laws, regulations, and rules, including Titles VI and VII of the U.S. Civil Rights Act of 1964 (P.L. 88-352), Section 504 of the Rehabilitation Act, Age Discrimination Act, and Age Discrimination in Employment Act. The Subrecipient agrees to provide to the Egyptian AAA the name and contact information for the Subrecipient's person designated to coordinate compliance with the Civil Rights Program.

4. Standards of Personnel Administration

The Subrecipient will develop and follow a plan to provide appropriate staffing levels necessary to carry out programs funded under the Subaward. Such a plan will provide for adequate supervision of all staff as well as ongoing training for staff relative to their job duties. The Subrecipient further assures that it has an Affirmative Action Plan for staff hiring.

5. Recognition of Funding

The Subrecipient will include the following statement on all media news releases, newsletters, brochures, posters, flyers, printed / electronic media related to the services under the Subaward. The statement will read as follows – Funded in part by the Older Americans Act through the Egyptian Area Agency on Aging.

6. Role During Emergencies and Disasters

The Subrecipient will cooperate with the Red Cross, federal and state emergency management agencies, and Egyptian AAA to assess the extent of the impact on older individuals of an emergency or disaster, declared or not, and to coordinate with the entities above in order to assist older victims of said emergency or disaster.

7. Interest Income

All interest income earned because of the Subaward will be reported in accordance with Egyptian AAA policies and procedures, and the Illinois Grants Recovery Act. (See Fiscal Policies and Procedures for interest income guidelines.)

8. Amendments to the Subaward

The Subrecipient will submit documentation to Egyptian AAA for prior approval the necessity for any substantial changes, additions, or deletions to the Subaward, as outlined in the Egyptian AAA policies and procedures.

9. Minimum Insurance Types & Limits Required

The Subrecipient must have adequate liability and other insurance, including coverage of any structures and equipment funded by the OAA through Egyptian AAA. The Subrecipient assures that Certificates of Insurance from its insurance company will be sent to the Egyptian AAA and that they list the Egyptian AAA as the certificate holder in order to substantiate coverage. Coverage must cover the following items, as appropriate, at no less than these minimum amounts.

A. Commercial general liability of no less than: $1,000,000 for each occurrence, $100,000 for any one fire, $5,000 for medical expenses for any one person, $1,000,000 for personal injury, and $1,000,000 as the general aggregate;
B. For Senior Center Service applications: product liability no less than $1,000,000;
C. Automobile liability no less than $1,000,000 for either any auto, all owned autos, or scheduled autos; and no less than $500,000 for non-owned autos if auto liability is not insured for any auto;
D. Worker's compensation and employees' liability of no less than $100,000 for each accident, $100,000 for each disease, and $500,000 as the policy limit;
E. Directors and officers liability of no less than $1,000,000 for each occurrence;
F. Fidelity / surety dishonesty bond for agency employees of no less than $50,000 as the policy limit (listed by appropriate job positions covered);
G. If management or fiscal duties are subcontracted: fidelity / surety dishonesty bond for any key management or fiscal positions under subcontract of no less than $50,000, or $100,000 if the same subcontractor has more than one Egyptian AAA provider sub-agreement.
H. If applicable: professional / employee practices liability of no less than $1,000,000.

10. Use of Funds and Excess Revenues over Expenses

Funds obtained through a Subaward will be used by the Subrecipient to provide Egyptian AAA approved activities and services, including funds in excess over expenses.

11. Retention of Records

The Subrecipient agrees to maintain adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the Subaward for a minimum of three (3) years from the end of this request for funding period. The Subaward and all books, records, and supporting documents related to the Subaward shall be available for review and audit by the U.S. Auditor General or their designee. The Subrecipient agrees to cooperate fully with any

audit conducted by the U.S. Auditor General or their designee and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required herein shall establish a presumption in favor of the U.S. Auditor General, their designee, and the Egyptian AAA for the recovery of any funds paid by the Egyptian AAA under the Subaward for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

12. Audit Requirements

The Subrecipient agrees to have an audit conducted under this Subaward.

A. Subrecipients subject to the Single Audit Act will submit an audit engagement letter indicating all of the following.
   1) The audit will be performed according to OMB Circular A-133
   2) The audit findings and Management letter, if any, will be communicated to the Subrecipient's governing body.
   3) One copy of the auditor's compliance work papers will be made available to the Egyptian AAA by January 15.
   4) Two bound copies of the final audit report and Management letter, if any, will be submitted to the Egyptian AAA by February 15.

B. Subrecipients who are not subject to the Single Audit Act will submit an audit engagement letter indicating all of the following.
   1) The audit will be performed according to Government Auditing Standards (Yellow Book standards).
   2) The audit findings and Management letter, if any, will be communicated to the Subrecipient's governing body.
   3) One copy of the auditor's compliance work papers will be made available to the Egyptian AAA by January 15.
   4) Two bound copies of the final audit report and Management letter, if any, will be submitted to the Egyptian AAA by February 15.

C. Subrecipients who are government or educational units subject to OMB Circular A-133 auditing requirements and who are allowed biennial audits will submit one bound copy of their final audit report and Management letter, if any, to the Egyptian AAA by thirty days after it has been reviewed and approved by the governing body of the Subrecipient.

STATE OF ILLINOIS
ILLINOIS DEPARTMENT ON AGING
DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (30 ILCS 580/1 et seq.) The Drug Free Workplace Act requires that no Subrecipient shall receive a Subaward, or be considered for a Subaward, of any property or services unless that Subrecipient has certified that it will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of Subaward payments, termination of the Subaward, and debarment of Subaward opportunities for at least one year but not more than five years.

For the purpose of this certification, the Subrecipient means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the Subaward, or a department, division, or other unit thereof, directly responsible for the specific performance under a Subaward of $5,000.

The Subrecipient certifies and agrees that it will provide a drug free workplace by all of the following methods.

1. Publish an appropriate statement
2. Notify employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Subrecipient's workplace
   a) Specifying the actions that will be taken against employees for violations of such prohibition
   b) Notifying the employee that, as a condition of employment on such Subaward, the employee will:
      i. Abide by the terms of the statement, and
      ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction
3. Establish a drug free awareness program to inform employees about all of the following.
   a) The dangers of drug abuse in the workplace,
   b) The Subrecipient's policy of maintaining a drug free workplace,
   c) Any available drug counseling, rehabilitation, and employee assistance programs, and
   d) The penalties that may be imposed upon an employee for drug violations
4. Provide a copy of the statement required by subparagraph 1 to each employee engaged in the performance of the Subaward, and post the statement in a prominent place in the workplace.
5. Notify the Egyptian Area Agency on Aging within ten days after receiving notice from an employee of substance or alcohol abuse or otherwise receiving actual notice of such conviction.
6. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted.
7. Assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
8. Make a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

Subrecipient certifies to the following in fulfilling the requirement of the Drug Free Workplace Act (check only one)

_____The Drug Free Workplace Act does not apply (either the Subaward is less than $5,000, or the Subrecipient is a corporation, partnership, or other entity that has less than 25 employees).

_____The Drug Free Workplace Act does apply and the Subrecipient has completed and attached the required certification form. (The Drug Free Workplace Act applies to awards of $5,000 or more with corporations, partnerships, or other entities with 25 or more employees at the beginning date of the Subaward.

This agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under section 20 ILCS 105/1. Disclosure of this information is MANDATORY, and failure to comply may result in this form not being processed. This form has been approved by the State Forms Management Center. The Egyptian Area Agency on Aging does not discriminate in admission to programs or treatment of employment in programs or activities in compliance with the appropriate State and Federal Statutes. If you feel you have been discriminated against, you have a right to file a complaint with the Civil Rights Coordinator of the Egyptian Area Agency on Aging. For information or complaints, call the Egyptian Area Agency on Aging, Inc at 1-888-895-3306.