

(Identify the AAA here)

AAA Financial Review Worksheet

Section 03-FR

Review Section:	Requirement Reference	Additional Information	Requirement	Finding
FR-01	Funding Agreement		____ Received GL	
FR-02	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for transportation that is consistent amongst all providers for similar services.	
FR-03	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for legal assistance that is consistent amongst all providers for similar services.	
FR-04	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for case management that is consistent amongst all providers for similar services.	
FR-05	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for Information and Assistance that is consistent amongst all providers for similar services.	
FR-06	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for Homemaker that is consistent amongst all providers for similar services.	
FR-07	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for Respite that is consistent amongst all providers for similar services.	
FR-08	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for Chore that is consistent amongst all providers for similar services.	
FR-09	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for other supportive services that is consistent amongst all providers for similar services.	
FR-10	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standards rate per unit for Home Delivered Meals that is consistent amongst all providers for similar services.	
FR-11	Funding Agreement: Section II.A.2.a.(iii)		____ The AAA has a methodology to set an equitable standard rate per unit for Congregate Meals that is consistent amongst all providers for similar services.	
FR-12	Funding Agreement: Section II.B.7.		____ The expenditure met the state federal expenditure limits	
FR-13			Adult Protection	
FR-14			Case Management	
FR-15			Ombudsmen	

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FR-16			AAA Federal Admin.	
FR-17			AAA State Admin.	
FR-18			Information and Assistance	
FR-19			Coordination/Program Development	
FR-20			Health Promotions	
FR-21			FC Counseling	
FR-22			Outreach	
FR-23			Home Delivered Meals	
FR-24			Congregate Meals	
FR-25			Homemaker	
FR-26			Respite	
FR-27			Transportation	
FR-28			Chore	
FR-29			Home Modification	
FR-30			Dental	
FR-31			Employment	
FR-32			FC Legal Assistance	
FR-33			Legal Assistance	
FR-34	PM 3.2.1.A. Title III, VII and Adult Protection:		____ The AAA submits the invoice and unit tracking to ICOA no later than the 25th of each month.	
FR-35	PM 3.2.1.B.		____ The AAA submits other program invoices (SMP, ADRC, ADSSP, etc.) separately according to contract.	
FR-36	PM 3.2.2.B.2.		____ The AAA submits the In-kind Match and Program Income monthly as part of the invoice no later than the 25th of each month.	
FR-37	PM 3.2.4.G.		____ Within 30 days of receiving NSIP funds from ICOA, the AAA distributes the funds to the participating meal sites for purchasing domestically produced foods for their nutrition projects.	
FR-38	PM 4.7.1.		____ The AAA submits an operations budget on forms provided by the ICOA and has sufficiently detailed budget and expenditure records to respond to requests for information from the ICOA, AoA, legislators, or the general public.	
FR-39	PM 4.7.2.		____ The AAA makes budget revisions in writing to the ICOA in order to process transfers between Title III programs, to reflect holdbacks or midyear increases in state or federal spending, or if there is a change in spending which exceeds ten percent (10% of any line item in the comprehensive budget summary.	

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FR-40	PM 4.12.2. CFR 45 Part 92.22.a.1. Allowable costs.		____ Grant funds are only used for allowable costs of the grantees, subgrantees, and cost-type contractors, including allowable costs in the form of payments to fixed-price contractors.	
FR-41	PM 4.12.2. CFR 45 Part 92.22.a.2. Allowable costs.		____ Grant funds are only used for reasonable fees or profit to cost type contractors but not any fee or profit (or other increment above allowable costs) to the grantee or subgrantee.	
FR-42	PM 4.12.2. CFR 45 Part 92.22.b. Allowable costs.		____ Allowable costs are determined in accordance with the cost principles applicable to the organization incurring the costs.	
FR-43	PM 4.14.1.		____ The AAA and service providers meet the financial management requirements of 45 CFR 74 and 92.	
FR-44	PM 4.14.2. Allowable Costs.		____ Allowable cost principles are applied to the expenditure of federal funds, as well as any state or local funds which are reported as match for federal funds.	
FR-45	PM 4.14.2. Allowable Costs.		____ In-Kind contributions benefit the program from which they are reported as match.	
FR-46	PM 4.14.2. Allowable Costs.		____ Expenditures are not used as match if they have been or will be counted as match for another award of federal or state funds.	
FR-47	PM 4.18.1.		____ For Homemaker, clients whose income exceeds 100% of poverty are required to make a cost sharing payment of services according to a variable fee schedule as established by the ICOA.	
FR-48	PM 4.18.2.		____ Income is determined by an annual client self-declaration.	
FR-49	PM 4.18.5.		____ Cost sharing payments are required from clients receiving Chore or Homemaker Services.	
FR-50	PM 4.18.6.		____ The cost sharing payment may be waived for clients who refuse to make such payment if there is documented evidence that shows not providing the service would increase risk or harm to the client.	
FR-51	PM 5.2.1.B.		____ The AAA provides assurances that an adequate proportion of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of	
FR-52	PM 5.2.1.B. 1		1. Services Associated with access to services	
FR-53	PM 5.2.1.B. 2		2. In-home services, including supportive services for families of older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and	

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FR-54	PM 5.2.1.B. 3		3. Legal assistance (3% of Title IIIB) ; and assurances that the area agency on aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded.	
FR-55	PM 12.2.7.		_____The AAA expends for access services the percentage established in the ICOA state plan.	
FR-56	Funding Agreement Performance Based		_____The AAA provides non-federal share match funding as required by OAA and specified in Attachment B of funding agreement.	
FR-57	Funding Agreement B.4.c.		_____The AAA requests reimbursements using the invoices and dates specified in the ICOA Program Manual and Addendums.	
FR-58	Funding Agreement Attachment A Performance Based Contract B.5.		_____The AAA follows federal and state guidelines for allowable costs, applicable federal regulations, and federal Office of Management and Budget circulars and ICOA Program Manual.	
FR-59	Funding Agreement Attachment A Performance Based Contract B.5.		_____All service subcontractors follow the same guidelines listed in the box above.	
FR-60	PM 5.2.1.I.		_____The Ombudsman program does not spend less money than in fiscal year 2000.	
FR-61	PM 9.1.3.		_____The State is not permitted to implement cost sharing.	