

# Idaho Commission on Aging Technical Guidance



Subject	<b>American Rescue Plan Act Funding</b>		No.	TG.AD.13
Effective Date	07/01/2021		Version No	01
Contact	Vicki Yanzuk		Contact Info	208-577-2847
Sub-Policies	13.1, 13.2, and 13.3		Review Date	12/2024
<b>Version History</b>				
Version	Revision Date	Description of Change	Author	

## A. Intent:

On March 11, the American Rescue Plan Act (ARPA) of 2021 (P.L. 117-2) was signed into law by President Biden, Section 2921 of the law appropriated funding to carry out the Older Americans Act of 1965 (OAA). Funds expended from the Title III COVID-19 Supplemental funding are to mitigate negative effects of the Coronavirus Emergency. Funds must be expended on allowable Older Americans Act activities as defined by the Administration for Community Living FAQ ARPA Guidance.

The State of Idaho, Idaho Commission on Aging (ICOA) will utilize ARPA funding to enhance Older Americans Act and Idaho Senior Services Act services by placing focus and emphasis on developing the aging networks service infrastructure. Funding will be utilized to close known gaps, meet strategic goals, create State level programming, and support AAA services affected by COVID 19. This guidance is not a new law. It is an interpretation of existing law as authorized by Idaho Code and incorporated by contract.

*It is expected that funds will be spent in substantial agreement of the stated intent. Any deviations must be discussed with ICOA leadership prior to obligation of funds.*

## B. Funding:

### 1. Distribution:

Funds will be distributed to each AAA based on the US Department of Health and Human Services, Administration for Community Living federally approved intrastate funding formula as approved in Idaho’s State Senior Services Four-Year Plan.

## **2. Administrative Costs:**

Area Plan administration expenditures are allowable. Allowable amounts will be distributed via the ICOA – AAA Budget Template.

## **3. Funding Shifts between Title Programs:**

Shifting ARPA funds between Title programs must be pre-authorized through ICOA leadership. Funds should be utilized to target services as intended. “Bucketing” flexibilities between C1 and C2 ARPA funds are permitted.

## **4. Fiscal Reporting Requirements**

ARPA funds are issued under a separate grant award number. Funds must be accounted for separately from the issuance of all other funding including other OAA funding.

## **5. Match Requirements:**

The American Rescue Plan Act did not waive match requirements for services and administration. All Title III Older Americans Act match requirements are in effect.

## **6. Equipment:**

Equipment purchases made by the AAA exceeding \$5,000 must receive approval from ICOA prior to purchase.

## **7. Timeline:**

The ICOA ARPA award project period is 4/1/2021 – 09/30/2024. Budget allocations are aligned with the State fiscal year 7/01 – 6/30. Appropriation will be issued to the ICOA by the Idaho Legislature.

## **C. Documentation:**

### **1. Guidance Updates:**

ICOA Technical Guidance may be updated as additional information or reporting requirements are received from the Administration for Community Living. Please consult the ICOA website for the most current edition.

### **2. Record Keeping**

Funds are expected to be fully accounted for. The AAA must consider all record keeping and fiscal tracking requirements to ensure ARPA funds are spent in accordance with federal and state rules and regulations.

**3. Unit Documentation:**

Each Title services has Unit documentation requirements that must be entered into the State’s Management Information system, GetCare. Unless otherwise specified, within individual program guidance, the AAA should track units in accordance with existing ICOA guidance.

**4. Communication with Stakeholders:**

It is the strong recommendation that AAAs craft communication documents for clients/participants and service providers.

**5. Program Reporting:**

Additional programs reports are specified under individual program guidance.

**6. Contractual Agreements:**

The AAA is required to enter into, amend, or negotiate all contractual arrangements with sub-contractors as required by the Performance Based Agreement.

**D. References:**

**Authorizing Federal Awards:**

Title	Federal Award	CFDA
III B	2101IDSSC6-00	93.044
III C1	2101IDCMC6-00	93.045
III C2	2101IDHDC6-00	93.045
III E	2101IDFCC6-00	93.052

Subject	Title III B American Rescue Plan Act Funding		No.	TG.AD.13.1
Effective Date	07/01/2021		Version No	01
Contact	Janet Miller		Contact Info	208-577-2854
Version History				
Version	Revision Date	Description of Change	Author	

**A. Purpose of Funding:**

Title III B funding is designed to meet the State Plan goal and objective to assist older Idahoans live as independently as possible and prevent institutionalization. ARPA funding is further designed to target services to clients who, without these one-time funds, are unable to quickly mitigate and prevent unsafe or unhealthy living conditions and participate in their communities. Funding is targeted to prevention and mitigation activities related to COVID 19 including:

- I. Efforts related to COVID–19 vaccination outreach including education, communication, transportation, and other activities to facilitate vaccination of older individuals.
- II. Social Isolation services that promote or support social connectedness and reduce negative health effects such as:
  - Investments in technological equipment.
  - Solutions aimed at alleviating negative health effects due to long-term stay-at-home recommendations for older individuals.
- III. Supportive services to ensure safe community living.

**B. Priority Use of Funding:**

The AAA is required to prioritize funding utilization in technology, vaccination support, and targeted supportive services as outlined below. The AAA must establish the required planning, collaborations, and contractual arrangements necessary to implement and deliver programming.

**1. Technology:**

Funds may be utilized to invest in technological equipment, training, and resources that will positively impact or prevent social isolation in individuals 60+ such as:

- Creation of a technology lending library for situations such as attending classes and training. Ex: tablets and hotspots.
- Purchasing technology for a specific individual. Ex *Joy For All* robotic pets.
- Partnerships with the Idaho Assistive Technology Program
  - Services and assistive devices that are designed to meet the unique needs of older individuals who are disabled.
  - Social isolation toolkit development and incorporation into I&A processes.

AAAs must have policies and procedures governing the provision and usage of purchased technology devices. The policies and procedures must consider:

- Loan duration and return procedure.
- Permanent device(s) purchase internal review and assessment.
- How IT support is or is not provided.
- Who is responsible for broken, lost or stolen device(s).

## **2. Vaccination Outreach and Education:**

Funds may be utilized for Covid-19 vaccine outreach efforts that include education or administration of the vaccine. Examples include social media outreach or collaborating with health organizations to promote and facilitate rural vaccine administration events.

## **3. Homemaker, Chore, and Home Modification Targeted Supportive Services:**

Funding may be utilized for homemaker, chore services or home modification services in relation to restoring homes and yards to safe and livable conditions as a result of neglect during the COVID 19 pandemic. These funds may not be utilized for routine yard maintenance or homemaker services.

Examples of allowable services:

- Hazardous waste or disaster cleaning services.
- Unsafe conditions pruning and yard maintenance services.
- Patching of unsafe concrete.
- Construction/repair of mobility ramps.
- Purchase and installation of fall prevention bars.
- Maintenance or repair to necessary home systems such as plumbing and heating and cooling systems.
- Pest control or fumigation.
- Household appliances such as refrigerators or stoves that are necessary to remain safely in the home.

The AAA is required to develop a program process that addresses:

- Leveraging local area volunteers, non-profits, and private industry to assist in service implementation.
- Waiving of cost share due to undue hardship.
- Internal review and authorization of services/goods. A client cap is not required by ICOA but AAAs must have a method to provide reasonable allotments and ensure funding distributions are reviewed with regularity.

#### **4. Transportation Targeted Services:**

The AAA may provide transportation vouchers to individuals 60+ to assist older Idahoans receive the Covid-19 vaccine and/or alleviate negative health effects due to long-term stay-at-home recommendations. Transportation needs must be one-time or short duration, less than 6 months, with a known service end date. The AAA is required to have a process that addresses authorization, such as registering the transportation client into GetCare, and the reimbursement methodology. Reimbursement methodologies can include utilizing the existing state mileage reimbursement rate or a fixed amount.

#### **5. Social Isolation Targeted Supportive Services:**

The AAA has discretion to plan, develop, and implement programs to offer social engagement programming and education to reduce social isolation. The AAA should align program design with the [engAGED Resource Center](#) and [Commit to Connect](#). ICOA will engage with the AAA as a stakeholder and assist in development of data tracking.

#### **6. Legal Services:**

The AAA is required to support Legal Services with Title III B funding, including ARPA, at the required 3%. The AAA is encouraged to work with their contracted Idaho Legal Aid office to identify legal trends occurring because of COVID 19. Examples include housing/eviction or fraud.

<b>Subject</b>	<b>Title C1/C2 American Rescue Plan Act Funding</b>		<b>No.</b>	TG.AD.13.2
<b>Effective Date</b>	07/01/2021		<b>Version No</b>	02
<b>Contact</b>	Birgit Luebeck		<b>Contact Info</b>	208-577-2860
<b>Version History</b>				
<b>Version</b>	<b>Revision Date</b>	<b>Description of Change</b>	<b>Author</b>	
1	07/29/2021	Unit Documentation	Birgit Luebeck	

**A. Purpose of Funding:**

ARPA C1 and C2 funding is intended to mitigate and prevent negative effects of the Coronavirus Emergency. The goal is to attract congregate meal participants to increase socialization and access to other services provided at the meal site. Funds may only be used for Idaho non-profit meal providers/sites currently contracted with an Area Agency on Aging and located within local county and city jurisdictions.

**1. Overall Distribution of Funding for the First Year**

Funds will be distributed to each Area Agency on Aging (AAA) based on the federally approved intrastate funding formula and the processes below:

<b>Funding by AAA</b>	<b>C1</b>	<b>C2</b>
Area I	\$ 119,461.03	\$ 179,191.62
Area II	\$ 59,544.69	\$ 89,317.08
Area III	\$ 252,905.2	\$ 379,357.97
Area IV	\$ 98,327.29	\$ 147,491.01
Area V	\$ 78,356.17	\$ 117,534.30
Area VI	\$ 78,459.58	\$ 117,689.42
<b>Total:</b>	<b>\$ 687,053.96</b>	<b>\$ 1,030,581.40</b>

**B. Specific Use of Funds August 2021 – March 2022:**

**1. Meal site modernization:**

- I. Funding is available to meal providers/sites to be used towards the modernization of their meal programs. Modernization funds must be expended by 03/31/2022. Payments will be reimbursed from the AAA to the meal site upon receipt of appropriate documentation.
- II. ICOA will distribute funds in the following Tiers

Tier 1	Meal Providers/Sites Serving 1-1000 CM & HDM	\$4,900.00/ Meal Provider/Site
Tier 2	Meal Providers Serving/Sites 1000-2000 CM & HDM	\$3,500.00/Meal Provider/Site
Tier 3	Meal Providers Serving/Sites 2000-4100 CM & HDM	\$2,500.00/Meal Provider/Site

(Based on April 2021 CM and HDM Meal Counts or the last available meal count)

III. Ideas for allowable expenses include the following:

- Upgrade/modernization of equipment: Freezer, fridge, oven, hood, dishwasher, installation, and warranty costs
- Increased access and safety: parking, ramps, safety bars, vehicles
- Meal enrichment IT: projector, screen, netbook
- Creation/upgrade of outdoor dining venues: tables, outdoor furniture, chairs, grill or smoker
- Ongoing supplies necessary for COVID mitigation: reusable trays for HDM participants

**2. Sanitation Supplies:**

Up to \$500 of the overall funding will be made equally available to all meal providers/sites to spend towards sanitizing supplies. Sanitation funds must be expended by 03/31/2022. Payments will be reimbursed from the AAA to the meal site upon receipt of appropriate documentation.

**3. Meal Co-Pay:**

Each AAA will provide an \$2.00 ARPA funding “co-pay” for each congregate meal served beginning on August 1, 2021, until March 31, 2022. Meal sites must accurately record congregate meals. Curbside or home-delivered meals are excluded from the co-pay. AAAs are encouraged to work with meal sites to ensure data is correctly recorded.

**C. Specific Use of Funds April 2022 – May 2022.**

ICOA will calculate remaining funds after March 31, 2022. The remaining funding will then be distributed by the AAAs to meal providers in May 2022 as a pass through, based on meals served January 2022 - March 2022. If a AAA or meal provider chooses not to utilize the funds, the money will be redistributed equitably to the other AAAs or meal providers.

ARP IFF				Modernization						
PSA	C1, Congregate Meals	C2, Home Delivered Meals	Total	Meal Providers per PSA	Tier 1	Tier 2	Tier 3	\$2.00 Extra Reimbursement for only Congregate Meals for the next 8 Month (estimated 332,500 meals served/8 months).	Sanitation \$500/all Meal Providers	Estimated Remaining Funds
AAA 1	119,461.03	179,191.62	298,652.65	13	\$ 49,000.00	\$ 3,500.00	\$ 5,000.00	\$ 85,000.00	\$ 6,500.00	149,652.65
AAA 2	59,544.69	89,317.08	148,861.77	12	\$ 34,300.00	\$ 14,000.00	\$ 2,500.00	\$ 60,000.00	\$ 6,000.00	32,061.77
AAA 3	252,905.20	379,357.97	632,263.17	29	\$ 93,100.00	\$ 24,500.00	\$ 7,500.00	\$ 245,000.00	\$ 14,500.00	247,663.17
AAA 4	98,327.29	147,491.01	245,818.30	18	\$ 73,500.00	\$ 3,500.00	\$ 5,000.00	\$ 105,000.00	\$ 9,000.00	49,818.30
AAA 5	78,356.17	117,534.30	195,890.47	12	\$ 39,200.00	\$ 3,500.00	\$ 7,500.00	\$ 125,000.00	\$ 6,000.00	14,690.47
AAA 6	78,459.58	117,689.42	196,149.00	12	\$ 44,100.00	\$ 7,000.00	\$ 2,500.00	\$ 45,000.00	\$ 6,000.00	91,549.00
<b>Total:</b>	<b>687,053.96</b>	<b>1,030,581.40</b>	<b>1,717,635.36</b>	<b>96</b>	<b>\$ 333,200.00</b>	<b>\$ 56,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 665,000.00</b>	<b>\$ 48,000.00</b>	<b>585,435.36</b>



**4. Meal Site Contract:**

The new reimbursement rate between the AAA and the meal sites must be formally documented through either a contract addendum or an updated invoice clearly indicating the new rate.

**5. Unit documentation (meal count):**

The AAA staff will have three options of service sets to use effective August 1, 2021.

1. Home-Delivered Meals (HDM) will be recorded as Scope of Work = Home-Delivered-Meals, Program = C2, Service Detail = 1-Meal
2. Congregate Meals (CM), where the participant consumes the meal at the site (dine-in), will be recorded as Scope of Work = Congregate Meals, Program = C1, Service Detail = 1-Meal
3. Curbside meals picked up at the meal site and consumed elsewhere will be recorded as Scope of Work = Congregate Meals, Program = COVID, Service Detail = Emergency 1-Meal

Meal Type	Scope of Work	Program	Service Detail
HDM	Home Delivered Meal	C2	1 Meal
CM (Dine-In)	Congregate Meal	C1	1 Meal
Curbside	Congregate Meal	COVID	Emergency 1 Meal

If the congregate meal individual is not on the roster, and is 60 years old or older, the meal site must still count the meal and make sure that the new participant will fill out the entire congregate meal registration form including the nutrition health risk survey. All meals must be tracked with existing rosters. Sites that continue to serve curbside meals need to manage their program on separate rosters for each meal type (Dine-in/Curbside).

**6. Reporting:**

ICOA will develop a narrative reporting template for the AAAs. This narrative will be submitted quarterly to the nutrition program specialist. ICOA can at any given time ask to see any receipts of items bought with the ARPA funding for reviewing and auditing purposes.

**7. Future Funding:**

A new TG will be developed in May/June 2022 for FFY 2023.

**8. Area III Only Additional Implementation Guidance:**

Area III has a multi-senior center food distributor providing services to nine meal sights, Metro Community Services (MCS). MCS contracted meal sites will receive modernization funding based on their individual tiers. The AAA will reimburse the individual meal sites upon receipt of documentation. MCS may be involved in consultation of recommended improvements. MCS will purchase sanitation supplies for distribution to all nine meal sites. MCS will received direct reimbursement from the AAA in accordance with section B.2.

**Prior permission must be obtained from ICOA to expend funds in a different manner than explained in this TG.**

Subject	Title III E American Rescue Plan Act Funding		No.	TG.AD.13.3
Effective Date	07/01/2021		Version No	01
Contact	Lynn Fyanes		Contact Info	208-577-2852
Version History				
Version	Revision Date	Description of Change	Author	

**A. Purpose of Funding:**

Title III E funding is designed to meet the State Plan goal and objective to assist older Idahoans live as independently as possible and provide caregiver training and resources. ARPA funding is further designed to implement targeted caregiver programs to address high level needs, unhealthy living conditions, and alleviating negative health effects due to long-term stay-at-home recommendations. Funding should be targeted to prevention and mitigation activities related to COVID 19 including:

- I. Counseling
- II. Respite Care
- III. Supplemental services
- IV. Information Services

**B. Priority Use of Funding:**

**1. Powerful Tools for Caregivers:**

Implement the evidenced based Powerful Tools for Caregivers program online or in-person. Funds can be used to purchase technology devices to allow participation by caregivers online. Funds for care recipient respite to allow caregivers to attend program meetings is also allowable.

**2. Consumer Directed Respite:**

Continue to plan, develop, and implement a consumer directed respite program.

**3. Extended Respite:**

The AAA may offer extended respite hours to prevent individual caregiver burnout and alleviate the negative health effects due to stay at home recommendations. Determination should be based on documented need and individual authorization. Extended hours are not a blanket increase for all AAA respite recipients.

**4. Options Counseling:**

Plan, develop, and implement an options counseling program.

## **5. Caregiver education and outreach:**

Develop targeted caregiver education and outreach materials focused on rural, minority, and culturally diverse populations. The AAA may also develop targeted caregiver outreach materials designed specifically to highlight AAA caregiver programs.

## **6. Homemaker, Chore, and Home Modification Targeted Supportive Services:**

Funding may be utilized for homemaker, chore services or home modification services in relation to restoring homes and yards to safe and livable conditions as a result of neglect during the COVID 19 pandemic. These funds may not be utilized for routine yard maintenance or homemaker services.

Examples of allowable services:

- Hazardous waste or disaster cleaning services.
- Unsafe conditions pruning and yard maintenance services.
- Patching of unsafe concrete.
- Construction/repair of mobility ramps.
- Purchase and installation of fall prevention bars.
- Maintenance or repair to necessary home systems such as plumbing and heating and cooling systems.
- Pest control or fumigation.
- Household appliances such as refrigerators or stoves that are necessary to remain safely in the home.

The AAA is required to develop a program process that addresses:

- Leveraging local area volunteers, non-profits, and private industry to assist in service implementation.
- Waiving of cost share due to undue hardship.
- Internal review and authorization of services/goods. A client cap is not required by ICOA but AAAs must have a method to provide reasonable allotments and ensure funding distributions are reviewed with regularity.