

**EVALUATION CHECKLIST
AND REQUIREMENTS
FOR TITLE III GRANT PROJECTS**

Please review SWCAA's Policy and Procedures Manual for Title III Grants and Request for Proposals for further grant requirements and details found at SWCAA.org Grants to Community.

Eligibility Benchmarks - Applicant *MUST* be able to meet each benchmark to be eligible to apply. Applicant is a:

- public agency,
- incorporated private 501(c)3 non-profit agency, or
- private for-profit agency. (Before awarding grants to for-profit agencies, SWCAA must obtain approval from the State Bureau on Aging.)

_____ Applicant is in good standing with the office of the Connecticut Secretary of State

_____ Applicant is not debarred or suspended for Federal or State contracts

_____ Applicant must submit an Agency audit. Please see SWCAA's Policy and Procedures Manual for further details

_____ Clients served will be 60 years of age or older

_____ Applicant will be able to serve a significant number of target population seniors

_____ Clients/services will be from/in SWCAA 14-town area

_____ Non-federal matching resources will be available to support the project budget in at least the percentage required

_____ Requested Title III funds will supplement, not supplant, Federal, State, or local funds

MIS Services – Refer to the MIS Service Definitions for the Title of the Older Americans Act under which you are requesting funds. Only the services described there may be funded with Title III funds. Utilize those definitions to determine which service or services you will provide with Title III funding. The units listed are the ones that must be reported. If you are unsure which services to choose, please contact the SWCAA grants manager for assistance.

Other Title III Requirements for Grantees

- Monthly invoicing and service delivery reporting (MIS) is required by Grantees. This includes regular collection of demographic information for each new client served by the project and submitting the units of service provided to all clients through SWCAA's on-line data portal, Grantee Gateway
- Annual Program Review (may take place in person, virtually or in written format) with members of the SWCAA Board of Directors, Advisory Council, and staff
- Affirmative Action Plan including signed Vendor's Statement
- Signed Standard Assurances
- Client Grievance Procedure
- Certificate of liability insurance naming SWCAA as additional insured
- Voluntary Contribution Procedure. Providing an opportunity for clients to make voluntary contributions to the funded project is a requirement of Title III funding. Charging a fee is prohibited. Contributions must remain confidential, and client services may not be based on ability to contribute. These contributions may not be used as match. All contributions must be used to expand services to clients.
- Provision of a process to provide information and referrals to assist clients in taking advantage of benefits under other programs.