



REGION 2 AREA AGENCY ON AGING

REQUEST FOR PROPOSAL

FISCAL YEARS 2017 – 2019

FOR OLDER AMERICAN ACT SERVICES

SERVING:
HILLSDALE COUNTY
JACKSON COUNTY
LENAWEE COUNTY
MICHIGAN

REGION 2 AREA AGENCY ON AGING
102 N. Main Street, P.O. Box 189
Brooklyn, MI 49230

(800) 335-7881
Website: www.r2aaa.net

TABLE OF CONTENTS

PROPOSAL SUBMISSION TIMELINE	2
SECTIONS FOR SUBMISSION	3
REQUEST TO BID	4
REQUIRED DOCUMENTS	5
SERVICES AND FUNDING LEVELS	6
INFORMATION FOR CONTRACTORS	9
OBJECTIVES AND WORK PLANS	12
TARGETING INFORMATION	14
PROPOSAL RATING FORM -CONTRACTS	16
PROPOSAL RATING FORM -FISCAL	18

Region 2 Area Agency on Aging is seeking non-profit or private organizations to provide community and in-home services to Individuals age 60 and older, Persons with disabilities and Caregivers in Hillsdale, Jackson and Lenawee County, Michigan.

Region 2 Area Agency on Aging is issuing a Request for Proposal to obtain Service Providers from October 1, 2016 through September 30, 2019. (This RFP is NOT for MI Choice Waiver Services)

Services delivered are required to meet Federal and State Service Standards and Region 2 Area Agency Aging Contractual Terms.

The Request for Proposal Application and supporting documents are due no later than 4:30 p.m. on August 12, 2016.

The Request for Proposal can be accessed through the Region 2 Area Agency on Aging website at www.r2aaa.net or calling Linda Powelke (800) 335-7881 or (517-592-1922 or email linda.powelke@r2aaa.net

REGION 2 AREA AGENCY ON AGING
REQUEST FOR PROPOSAL

Completed document deadline is 4:30 PM, August, 12 2016. Proposals will be accepted by U.S. Mail, hand delivered to 102 N. Main Street, Brooklyn, MI 49230, faxed to (517) 592-1975 or emailed to linda.powelke@r2aaa.net. **Proposals and other required documentation will also be accepted on a thumb drive with one signed, original copy included.**

Questions regarding this Request for Proposal document will be accepted by calling Linda Powelke at (517) 592-1922, (800) 335-7881 ext.1922 or email linda.powelke@r2aaa.net

SECTIONS FOR SUBMISSION:

- Request to Bid Form and required documentation
- Goals and Objectives on form provided
- Targeting Plan on form provided
- Completed budgets (on forms provided) using allocations provided. **Units of service and Clients served will be determined by Applicant Agency.**
- Signed Assurance of Compliance on form provided.
- Cost Share Policy using instructions provided
- Copies of documentation require in General Requirement for All Service Programs.
- Any other documentation requested in the Request for Proposal

REGION 2 AREA AGENCY ON AGING
102 N. Main Street,
P.O. BOX 189
BROOKLYN, MI 49230
(517) 592-1974 TELEPHONE
(517) 592-1975 FAX

REQUEST TO BID FORM
Hillsdale, Jackson and Lenawee Counties

PLEASE COMPLETE AND RETURN WITH PROPOSALS

ORGANIZATION NAME:
ADDRESS:
TELEPHONE NUMBER:
FAX Number:
CONTACT PERSON NAME, TITLE AND EMAIL ADDRESS:
COUNTY/COUNTIES TO BE SERVED: " HILLSDALE " JACKSON " LENAWEЕ
TYPE OF ORGANIZATION: " PRIVATE NON-PROFIT " PRIVATE FOR-PROFIT " PUBLIC NON-PROFIT " GOVERNMENT " MINORITY CORPORATION " OTHER

SERVICE AREA: PLEASE INDICATE THE SERVICES YOUR ORGANIZATION IS INTERESTED IN APPLYING FOR:

ADULT DAY CARE ASSISTANCE

CAREGIVER EDUCATION SUPPORT & TRAINING

CAREGIVER SUPPLEMENTAL SERVICES ASSISTANCE

CASE COORDINATION AND SUPPORT

CHORE

OMBUDSMAN

CONGREGATE MEALS

COUNSELING

EVIDENCED BASED DISEASE PREVENTION OPERATIONS

HOME CARE

HOME DELIVERED MEALS

INFORMATION AND

LEGAL ASSISTANCE

LONG TERM CARE

OUTREACH

RESPITE

SENIOR CENTER

TRANSPORTATION

REQUIRED DOCUMENTATION:

ORGANIZATION:

- Supply current proof of liability insurance; also malpractice insurance if appropriate.
- Submit a copy of organizational chart.
- Submit a list of Board of Directors.

FISCAL: Submit copy of fiscal policies. Include who is responsible for financials.

GRANT CONTRACTOR SUSPENSION AND DISBARRED

DECLARATION Region 2 Area Agency on Aging is prohibited from contracting with providers that are suspended or disbarred. Signing this form indicates that the agency is not suspended or debarred, to include the principles of your agency.

Additionally, Region 2 Area Agency on Aging is interested in the provider agency’s experience over the past four years in reference to the following list. Please check one for each item:

YE	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Grievance or complaints against the organization (not discrimination)
<input type="checkbox"/>	<input type="checkbox"/>	Lawsuits or judgments
<input type="checkbox"/>	<input type="checkbox"/>	Investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal
<input type="checkbox"/>	<input type="checkbox"/>	Default or breach of contract
<input type="checkbox"/>	<input type="checkbox"/>	Cancellation or non-renewal of contracts due to non-performance or poor performance
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy or receivership by the organization or a parent
<input type="checkbox"/>	<input type="checkbox"/>	Discrimination complaints or rulings against the organization/agency

If YES was checked for one or more of the above, information must be provided which should include at a minimum: Date item checked was initiated; Party or parties involved with specific reference to any Federal funds; Brief description of the circumstances; Final disposition and date; and Brief description if action is still pending.

I certify that the agency and its principles are not suspended or debarred from receiving federal funds.

Responses to the requested information in this application are true to the best of my knowledge and belief. It is further understood that approval of this application qualifies the applicant organization to apply only for the named specific services. If for any reason, any of the above information is found to be untrue, I understand that my proposal/contract will be null and void.

Authorized Applicant Signature	Title	Date
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SERVICES

The following services have been identified in region 2 area agency on aging's fiscal year 2017 – 2019 area plan as those necessary to keep clients safely in their homes and communities with dignity.

Funding Amounts can be found on PDF County budgets.

MATCH REQUIREMENTS: ALL SERVICE FUNDING LISTED BELOW HAVE A 15% MATCH REQUIREMENT EXCEPT FOR THE FOLLOWING WHICH HAVE NO MATCH REQUIREMENTS:

- **FEDERAL EAP**
- **FEDERAL VI-A**
- **MERIT TRUST FUND**
- **RESPITE ESCHEATS**

HILLSDALE COUNTY

ACCESS SERVICES	SERVICE	UNIT OF SERVICE
	Information and Assistance	One Hour of Service
	Outreach	One Hour of Service
	Transportation	One one-way ride
IN HOME SERVICES	SERVICE	UNIT OF SERVICE
	Home Care Assistance	One hour of service
	Home Delivered Meals	One meal served
	Respite	One hour of service

COMMUNITY SERVICES	SERVICE	UNIT OF SERVICE
	Adult Day Care	One hour of service
	Congregate Meals	One meal served

	Evidenced Based Disease Prevention	One Activity Session or One hour of service
	Senior Center Operations	One hour of service

JACKSON COUNTY

ACCESS SERVICES	SERVICE	UNIT OF SERVICE
	Case Coordination and Support	One Hour of Service
	Information and Assistance	One Hour of Service
	Transportation	One one-way ride

IN HOME SERVICES	SERVICE	UNIT OF SERVICE
	Chore	One hour of service
	Home Care Assistance	One hour of service
	Home Delivered Meals	One meal served
	Respite	One hour of service

COMMUNITY SERVICES	SERVICE	UNIT OF SERVICE
	Adult Day Care	One hour of service
	Congregate Meals	One meal served
	Counseling	One hour of service
	Evidenced Based Disease Prevention	One Activity Session or One hour of service
	Senior Center Operations	One hour of service

LENAWEE COUNTY

ACCESS SERVICES	SERVICE	UNIT OF SERVICE
	Information and Assistance	One Hour of Service
	Outreach	One Hour of Service
	Transportation	One one-way ride

IN HOME SERVICES	SERVICE	UNIT OF SERVICE
	Chore	
	Home Care Assistance	One hour of service
	Home Delivered Meals	One meal served
	Respite	One hour of service

COMMUNITY SERVICES	SERVICE	UNIT OF SERVICE
	Adult Day Care	One hour of service
	Congregate Meals	One meal served
	Senior Center Operations	One hour of service

REGIONAL SERVICES: Providers must bid on Hillsdale, Jackson and Lenawee Counties for each service.

COMMUNITY SERVICES	SERVICE	UNIT OF SERVICE
	Legal Services	One hour of service

	Long Term Care Ombudsman	Each hour of family support, complaint investigation/ advocacy; community education or volunteer support/activities
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INFORMATION FOR PROSPECTIVE CONTRACTORS

ELIGIBLE PROPOSERS

Any public, private non-profit or profit making organization may submit a proposal for the service specified in this RFP if they have been deemed qualified to provide the service by completion, submission and acceptance of Request to Bid Form.

REJECTION OF PROPOSALS

The Area Agency reserves the right to reject any and all proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the region.

Proposals arriving at the Area Agency after the date and time specified in the RFP will not be considered.

TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

The period of performance will be October 1, 2016 through September 30, 2019 based on the Contractor’s full compliance with the terms and provisions of the contract. The determination as to a contractor’s compliance with the contract terms and provisions will be made by the Area Agency through monitoring and service evaluation procedures. Contractors found to be out of compliance will be subject to disciplinary action as specified in the Area Agency’s probation, suspension and termination policy.

Contracts for service will be written on a unit price or cost reimbursement basis as noted.

Contractors will include individual service budgets including the number of units and clients they determined will be served under each contract.

The allocation and service levels indicated represent the funds available and required unit and client levels for a one year contract period as outlined in individual service **WORK STATEMENT**.

RE-ISSUANCE OF RFPS

The presence of any of the following conditions could cause the Area Agency to seek new/competing proposals:

- Unsatisfactory fulfillment of the contract, based on program and fiscal performance
- An amendment to the Area Agency’s Plan that calls for the addition or deletion of a service;
- Significant changes in the scope or nature of the service to be provided as related to state or federal requirements
- A reduction in funding levels
- A service provider’s decision to terminate a contract
- An inability to negotiate yearly budget and service levels

- An increase in federal and/or state funds for the service of 25% or more.

INCURRING COSTS

The Area Agency is not liable for any costs incurred by a contractor prior to the signing of the actual contract.

ADDENDUM TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addendums will be provided to all applicants who received the original RFP.

INQUIRIES

No inquiries will be entertained after proposals are submitted for consideration by Region 2 Area Agency on Aging.

ECONOMY OF PREPARATION

Proposals should be well conceived and well documented, providing a straightforward concise description of the applicant's ability to meet the requirements of the RFP for every service for which applicant is submitting a proposal.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of a successful applicant's proposal will become contractual obligations if a contract is awarded. Failure of the successful applicant to abide by contract obligations may result in cancellation of the award.

ORAL PRESENTATION

Applicants will be required to make an oral presentation of their proposal to the Region 2 Area Agency on Aging Review Committee. These presentations will provide an opportunity for the applicant to clarify his/her proposal to ensure thorough mutual understanding. The Region 2 Area Agency on Aging will schedule these presentations with the applicant.

CONTRACT AWARD PROCESS

Contract awards will be made utilizing the Region 2 Region 2 Area Agency on Aging's Proposal Rating Form. Process and Outcome evaluation will be used to determine efficiency.

Region 2 Area Agency on Aging reserves the right to award any contract to more than one service provider in the same county, thus splitting the allocated funds equally.

Successful applicants will be notified no later than ten (10) working days after approval by the Region 2 Area Agency on Aging Board of Directors.

Unsuccessful applicants will be notified within ten (10) working days after denial of their proposal by the Region 2 Area Agency on Aging Board of Directors. The notice of denial will cite reasons for the action and indicate to the applicant that they do have the right to appeal the decision in accordance with the established procedure. A copy of the appeals procedure will also be enclosed with the notice of denial.

All awards are subject to the availability of funds and the approval of the Region 2 Area Agency on Aging's Annual Implementation Plan by the State Commission on Aging.

PAYMENT PROCEDURE:

Reimbursement for any contract entered into as a result of this RFP will be made monthly, no more than one twelfth of contract amount, upon accurate submission of financial reports received at Region 2 Area Agency on Aging by the 10th of each month.

REPORTING SYSTEM

The selected contractor(s) will be required to submit a billing statement no later than ten (10) days after the end of each month using the required Region 2 Area Agency on Aging billing forms. Billing statements may be emailed to Region 2 Area Agency on

Aging. An Original copy of the emailed reports must be received by the 15th of each month to the attention of the Financial Director.

Financial reports received after the 10th of the month will be considered late, and reimbursement will not be processed until the following month. Original copies of

emailed reports will be considered late if they are received later than the 15th of the Month.

Nutrition Contractors must submit menus and nutritional analysis to Region 2 Area Agency on Aging Dietitian on the 1st of the month prior to the month signed menus are needed.

The selected contractor(s) will also be required to submit fully completed National Aging Program Information System (NAPIS) registration forms monthly. **NAPIS data must be submitted on clients for each contracted service. Special attention must be given to capturing Caregiver statistics.**

The selected contractor(s) will also be required to submit quarterly program reports no later than ten (10) days after the end of each quarter on forms supplied by the Region 2 Area Agency on Aging:

Quarter	Ending Date	Report Due
First	December 31	January 10th
Second	March 31st	April 10th
Third	June 30th	July 10th
Fourth	September 30th	October 10th

REPROGRAMMING AND REDISTRIBUTION OF FUNDS

Region 2 Region 2 Area Agency on Aging reserves the right to reduce funds awarded, to reprogram or redistribute funds based on contract under spending of at least ten (10) percent of grant amount.

PARTICIPANT RECRUITMENT

Each agency operating a program, service, or activity included in this RFP will be responsible for outreach and recruitment of older adults with emphasis placed on low-income, minority, and those in greatest social need.

All marketing activities including, but not limited to, newsletters, advertisements, direct mailers, brochures, letterhead, signs and promotional materials purchased with Older American Act dollars must include the following acknowledgement: "Funded from Title III of the Older American Act by the Aging and Adult Services Agency and Region 2 Area Agency on Aging".

MONITORING

Region 2 Area Agency on Aging will monitor, assess and evaluate programs and activities throughout the grant period. Contractors must allow Region 2 Area Agency on Aging staff full access to all staff, files and records relating directly to the funding, client case files, accounting files and records.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA):

Any covered entity that must be compliant with HIPAA of 1996 shall share a Business Associates Agreement with Region 2 Area Agency on Aging HIPAA Officer prior to sharing client medical information.

PERSON CENTERED PLANNING

Person Centered Planning: a process for planning and supporting the individual receiving services that builds upon the individual's capacity to engage in activities that promote community life and that honor the individual's preferences, choices, and abilities. The Person Centered Planning process involves families, friends, and professionals as the individual desires or requires. Person Centered Planning Concept must be used for clients served under R2AAA contracts.

OBJECTIVES AND WORK PLANS October 1, 2016 – September 30, 2019

Individual County proposals must be written for each service category unless service is identified in the Request for Proposal as a Regional Service. Agencies seeking funding for services in all three counties for services identified as county specific must submit individual proposals.

The proposal must contain objectives and work plans that outline the applicant's proposed approach to developing and providing services during the contract period. The objectives and work plans should be written so that a reviewer will have a clear understanding of what is to be accomplished, using minimum professional jargon, stating major features of the plan set forth clearly and logically. (Applicant must use form provided).

Indicators of measurability: Proposal shall specifically state what data will be gathered to measure the accomplishment of each goal; specific time lines to collect the data; name of staff responsible for the data collection and analysis of the results; where will final results be disseminated. Attach copies of tools used to collect data.

Activities/tasks in the work plans lead to the accomplishment of each stated objective. Completion dates for objectives cannot be later than September 30, 2019.

The work plan outline shall contain:

- Clearly stated activities that will tell the review panel exactly what applicant agency will do to meet the needs of older adults using the programs standards as listed in the RFP.
- List all activities necessary to complete the project meeting the requirements as listed in the RFP.
- List all staff responsible for accomplishing the project including job descriptions, credentials and competence of persons involved.
- List estimated completion dates for the project.
- Clearly state how project outcomes will be measured and by whom, including type of data to be gathered, what will be generated from the data and who will receive the outcome reports which must include Region 2 Area Agency on Aging.

Each proposal must contain a Targeting plan that specifies how the service will be targeted to:

- Individuals with greatest economic and social need
- Low income individuals, minority and non-minority
- Minority individuals
- Particular emphasis on low-income minority individuals
- Projected number of targeted individuals to be served
- Specifics as to identifying and serving targeted individuals

When viewed as a whole, the objectives and work plans, for each service, must clearly address all the other areas listed below:

- The actual provision of service including estimated time between referral taken and service beginning;
- The establishment/maintenance of working relationships with other Service providers for referral and resource coordination;
- Intended training for staff and volunteers: topics, names of presenters, dates, etc.
- Specifically detailed plan on how service will be provided on days when the contracting agency is closed. This documentation will address both planned closings (holidays, etc.) and emergency closings (weather related, etc.)
- Outline the methods and procedures that will be used to encourage, collect, and account for contributions from program participants including donation policies.
- Proposals must contain specific process that will be used to complete background and police checks on staff and volunteers.
- Proposals must contain a detailed marketing plan.

COST SHARE POLICY

For Adult Day Care and Respite Care services (using Merit and State Respite funding), a Cost Share policy and sliding donation scale must be submitted with the proposal.

ALL CONTRACTS ARE AWARDED CONTINGENT ON STATE AND FEDERAL FUNDING.

TARGETING INFORMATION:

FY 2017-2019: Focus will ensure that preference is given in the delivery of services funded under the Older Americans Act to older persons with the greatest economic or social need with particular attention to low-income minority individuals; older adults who reside in rural areas; older persons who are frail; homebound by reason of illness or disability; older persons who are isolated and those with limited English speaking proficiency.

Region 2 AAA will review NAPIS data and quarterly reports numbers to ensure that targeting by grant contractors are effective. R2AAA will require a focus on maintaining targeted population with a goal of increasing the current client counts in the delivery of Older American Act services.

Region 2 AAA staff will provide technical assistance and guidance in cases where programs are not meeting minimum minority participation levels.

Region 2 Area Agency on Aging contractors are required to target and provide services to older adults, age 60 and older; low income; minorities; those with greatest social and economic need; and with particular emphasis to low-income minority individuals. Contractors must make an effort to serve a greater percentage of older adults with economic and social needs than to the general older population in their counties.

Submit a Targeting Form for each proposal submitted.

Service Category	Number of Clients
1. Total number of Clients projected	
2. Rural Clients	
3. Clients in Poverty	
4. Minority Clients	
5. Minority Clients in Poverty	
6. American Indian/Eskimo	
7. Asian	
8. African American	
9. Native Hawaiian/Pacific Islander	
10. Hispanic	
11. Non-Minority Clients	
12. Frail/Disabled Clients	
13. Low-income Clients	
14. Low-income Non-Minority Clients	
15. Low-income Minority Clients	

2016 POVERTY GUIDELINES
(100% & 150% of poverty)

ANNUAL GUIDELINES

Size of Family Unit	100% of Poverty Yearly	150% of Poverty Yearly
1	\$11 880	\$17 820
2	\$16 020	\$24 030
3	\$20 160	\$30 240
4	\$24 300	\$36 450
5	\$28 440	\$42 660
6	\$32 580	\$48 870
7	\$36 730	\$55 095
8	\$40 890	\$61 335

SOURCE: *Federal Register, January, 2016.*

REGION 2 AREA AGENCY ON AGING PROPOSAL RATING FORM

Applicant: _____

Service: _____

Reviewed by: _____

Proposal Review Committee will rate each proposal using the following format for each section of the proposal:

Yes indicates necessary item was included in the proposal

No indicates necessary item was NOT included in the proposal

SERVICE DELIVERY SECTION: Proposal should clearly define how service will be provided to older adults.

Please check "YES" or "NO" appropriately.

	YES	NO
1) Is proposal written in a way to allow you to understand how this service will be provided to the senior population?	<input type="checkbox"/>	<input type="checkbox"/>
2) Does proposal clearly state county to be served and the number of clients and units of service to be provided?	<input type="checkbox"/>	<input type="checkbox"/>
3) Is it clear to you what steps will be taken to accomplish providing the service?	<input type="checkbox"/>	<input type="checkbox"/>
4) Is it clear what staff person will be in charge of providing this service?	<input type="checkbox"/>	<input type="checkbox"/>
5) Does proposal contain completion dates for each planned activity?	<input type="checkbox"/>	<input type="checkbox"/>
6) Does proposal clearly state how activity outcomes will be measured?	<input type="checkbox"/>	<input type="checkbox"/>
Does proposal clearly state what type of data will be gathered to measure each activity?	<input type="checkbox"/>	<input type="checkbox"/>
Does proposal clearly state who will gather the data?	<input type="checkbox"/>	<input type="checkbox"/>
Does proposal clearly state what will be done with reports created from data gathered?	<input type="checkbox"/>	<input type="checkbox"/>
7) Are goals and objectives written in the form requested by the Area Agency on Aging?	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|-----|--|--------------------------|--------------------------|
| 8) | Does proposal contain a plan to target older adults in the greatest economic and social need and with particular emphasis on low-income minority older adults? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Does targeting plan include activities that agency will use to identify low-income minority and those in greatest economic/social need? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Does proposal contain a completed Area Agency On Aging "Targeting Plan" form with minority clients listed by race, etc.? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) | Does proposal contain documentation of relationships with other agencies serving older adults for the purpose of referrals and resources? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) | Does proposal clearly outline training activities for staff and volunteers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) | Does proposal contain a detailed plan on how service will be provided to clients when the agency is closed (holidays, etc.) or emergency closings (weather, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Does this plan appear that it will adequately service the older population who depend on daily services (Meals, transportation, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) | Do in-home services (chore, home care assistance and respite) document how supervisors are available to workers when they are in clients homes? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Does the action plan for supervision appear feasible and/or adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) | Does proposal contain a contribution policy that clearly describes how older adults will be encouraged to donate, how donations will be collected and how contributions will be accounted for? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Do proposals for Adult Day Care and Respite care contain a cost sharing policy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) | If proposal was submitted by an agency not currently funded through R2AAA, does the proposal contain a detailed transition plan that will transfer the program from the current contractor to a new contractor without any disruption in service to seniors? | <input type="checkbox"/> | <input type="checkbox"/> |

FINANCIAL BUDGET SECTION: Clearly describes costs to be met by the funding agency and those funds provided by all other sources.

Please check "YES" OR "NO" appropriately.

		YES	NO
1)	The applicant's budget is mathematically correct and filled out correctly.		<input type="checkbox"/>
2)	The unit price offered in this proposal is the lowest of all Competing proposals for this service (unit-price proposals only).	<input type="checkbox"/>	<input type="checkbox"/>
3)	There is an explanation of how contracted services would survive a program income shortfall.	<input type="checkbox"/>	<input type="checkbox"/>
4)	The applicant listed what would happen if a shortfall in other resources occurred.	<input type="checkbox"/>	<input type="checkbox"/>
5)	Funding match requirements are assured as stated by proposal guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
6)	The budget reflects a match over the 15% requirement proposal guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
7)	The budget costs accurately reflect the needs of the program.	<input type="checkbox"/>	<input type="checkbox"/>
8)	Each expense line item of the budget is detailed by listing specific expenses.	<input type="checkbox"/>	<input type="checkbox"/>
9)	Detail of how budget items were computed are included with each expense line item.	<input type="checkbox"/>	<input type="checkbox"/>
10)	All amounts for any contingency or miscellaneous are explained.	<input type="checkbox"/>	<input type="checkbox"/>
11)	All items paid for by other sources are included.	<input type="checkbox"/>	<input type="checkbox"/>
12)	All volunteers are included.	<input type="checkbox"/>	<input type="checkbox"/>
13)	All in-kind payments are included.	<input type="checkbox"/>	<input type="checkbox"/>
14)	All fringe benefits are detailed separately from salaries.	<input type="checkbox"/>	<input type="checkbox"/>
15)	There are details on all direct costs.	<input type="checkbox"/>	<input type="checkbox"/>
16)	Indirect costs are reflected appropriately.	<input type="checkbox"/>	<input type="checkbox"/>
17)	The budget is supportive of realistic planning.	<input type="checkbox"/>	<input type="checkbox"/>

