

Questions and Answers Regarding the Area Plan Instructions

Last revised 11/21/2011

Q: These instructions look daunting, and it seems like there will be a large workload required to produce a final product. Can the SUA provide any assistance or resources that will help AAAs with this work?

A: Yes. With respect to resources, the SUA posted demographic data on the website at: <http://www.oregon.gov/DHS/spwpd/sua/info-aaa.shtml> and will continue to add updated and/or expanded demographic data as it becomes available. Also, the SPD Action Request Transmittal document titled “2013-2016 Area Plan Instructions” lists a number of websites that can be utilized for additional demographic data and for resources on subjects such as Community Engagement and other topics.

A roster of SUA staff assigned to your area who can provide technical assistance in the development of your plan is on the SUA website as well as in the instruction document attachments. Please contact your analyst for further clarification or explanation of either the instructions or development of the area plan.

The SUA is also exploring additional avenues for sharing information about conducting community needs assessments and may be able to provide information/training on other topics in the future.

(Note: Hold the date for a Netlink training on Community Assessments and best practices. The training will be on Thursday, January 19th at 1:00 pm. Additional information will be provided soon.)

Q: Can you define Discretionary Funding?

A: For the purposes of this document, specifically Section A-4, discretionary funds are considered those that are available after meeting the minimum Title IIIB expenditure requirements. Discretionary funds from local sources are those funds which, if available, would be used to supplement the provision of services meeting the definition of OAA services.

Q: We use greatest economic/social need in determining how to prioritize our programs. However, as a non-profit we raise money separately, which we consider “discretionary” funds, for projects/programs that may not qualify under that concept. Can you provide some clarity about how to address these funds in the area plan?

A: One of the requirements of the OAA is that each Area Plan will provide assurances that funds received under Title III of the Act will be used to provide benefits and services to older individuals with priority given to those identified in Section 306, paragraph (4)(A)(i) (greatest economic need, greatest social need, etc.). However, some AAAs also

have additional funds available which are used to supplement the provision of services meeting the definition of OAA services. Section A-4 is asking AAAs first to prioritize how Title IIIB funds will be used (after meeting the minimum expenditure requirements) and the process you will use to further prioritize the use of these funds in the event of budget reductions or increases. Local discretionary funds refer to those which have been allocated to supplement provision of OAA services and programs. Describe how those funds might be used in the event of budgetary changes.

Q: Can you provide an example of “weighting” individual elements?

A: Thanks to the authors of the Olympic AAA Area Plan

FUNDING GUIDELINES

1. Funds must be allocated in accordance with mandates from each funding source.
2. Services/support must be responsive to the current operating environment. Critical elements to focus on for 2008 – 2011:
 - ensuring AAA maintains the capacity and flexibility to respond to emerging local needs through AAA programs (e.g., its I & A services);
 - prevention services and health promotion programs aimed at reducing the burden of chronic disease and injury in the service population;
 - greater coordination and support for local service delivery, i.e., at the community level, at county level, and at regional levels, e.g., as within transportation and mental health regions;
 - strengthening the safety net for vulnerable adults through support for traditional (professional and family caregivers) and non-traditional stakeholders, engaging businesses and faith-based organizations in developing new services and support; and
 - engaging consumers in creating solutions, through technology and development of an integrated service model that wraps services around the consumer and reflects our diverse and rural communities.
3. AAA will consider first for funding those services/supports which are a high priority and which are not and cannot reasonably expect funding by other entities.
4. Services will be funded at a level sufficient to make the program viable and responsive to consumer needs. AAA will encourage providers to "leverage" additional funds for joint funding of services, and may assist providers to secure funds from grants and other sources.
5. AAA will generally avoid allocating funding to services in which the AAA contribution is less than 15% of the total for that particular service and it appears likely that other funding, or fundraising, could be used to cover the service cost.

6. In the case of new services and/or initiatives for which other funding sources may be anticipated, AAA funding may be allocated and considered "seed" money, for a time-limited period.
7. Consideration will be given to the needs, resources, and proportion of the target population in each county in developing funding allocations.

Q: Will you be providing a template to use in the development of the Area Plan?

A: Please use the Table of Contents on pages 3-4 of the instructions as your guide.

Q: Under the Statement of Assurances is the following requirement:

"All agreements with providers of OAA services shall require the provider to specify how it intends to satisfy the service needs of low-income minority individuals and older individuals residing in rural areas and meet specific objectives established by the [AAA] for providing services to low income minority individuals and older individuals residing in rural areas within the Planning and Service Area."

Are we expected to apply this requirement to every service provider receiving OAA money? We will often have small agreements with individuals or organizations for very limited purposes, such as providing a presentation on fall prevention, or medication management, or giving instruction on Tai Chi or nutrition education. We have contracts with providers of language interpretation, who provide "on-call" types of services.

A: The Administration on Aging, Region X, recommends that this requirement be present in all contracts. This requirement will help to ensure that the content of the presentation/materials/direct service will be culturally sensitive and appropriate. Any agreements for services which have content relevant to the populations described in the above assurance should include that language. Consider a boiler plate.

An exception would be in contracts for services such as home delivered meals preparation, where the vendor is simply preparing or procuring a product.

Q: How detailed does Section B-4 - Community Services Not Provided by the AAA - need to be?

A: The intent of this section is for the AAA to identify their partners and those services/programs which are important in addressing the needs of the populations served, not to identify every service available.