

AGENCY CERTIFICATION
Grants of \$10,000 or Less

The general purpose of funding administered by the New York State Office for the Aging (NYSOFA) is to provide new or expanded services to older adults. Under the grants programs, an older adult is defined as a person sixty (60) years of age or older. Your organization must use these funds to serve the older adult community as follows:

1. Services must be made available to any older adult without regard to race, color, religion, gender, national origin, partisan affiliation, or sexual orientation, even if your organization operates primarily to serve a particular ethnic, religious, or other specific population or special interest group.
2. Services must be provided to any older adult, subject to the availability of funding. This does not preclude a grant recipient from establishing uniformly applied, non-discriminatory service eligibility criteria or prioritizing the provision of services based on a standardized determination of older adult needs, subject to the State's approval.
3. Costs that benefit more than one program or objective must be properly allocated among the available funding sources. Information on cost allocation is more fully set forth in Grant Policy Memorandum "Cost Allocation," which is referenced in the grantee award letter. Grant Policy Memorandum "Cost Allocation" has been read and understood.
4. Participants may not be charged a fee for services provided with these grant funds, including membership fees. No fees of any kind may be required of participants to receive any grant services, including use of grant funds for trips, unless prior written permission has been requested and received from NYSOFA. Information on use of state funds for trips is more fully set forth in Grant Policy Memorandum "Use of State Funds for Trips," which is referenced in the grantee award letter. Grant Policy Memorandum "Use of State Funds for Trips" has been read and understood.
5. For services that would be expected to generate contributions, participants must be provided an opportunity to voluntarily contribute in a confidential manner toward the cost of the service provided. However, participants cannot be denied service because they are unable or unwilling to contribute. Information on contributions, fees and donations is more fully set forth in Grant Policy Memorandum "Contributions, Fees and Donations Generated by Grant Programs," which is referenced in the grantee award letter. Grant Policy Memorandum "Contributions, Fees and Donations Generated by Grant Programs," has been read and understood.
6. Participant contributions for services provided with grant funds must be reported to NYSOFA on claims for reimbursement.

7. Grant funds administered by our Office are public tax dollars provided by the state to non-profit or public agencies to serve older adults of New York State. State funds cannot be used for any partisan political activity or for lobbying. Information on lobbying and fundraising activities is more fully set forth in Grant Policy Memorandum "Lobbying and Fundraising Activities," which is referenced in the grantee award letter. Grant Policy Memorandum "Lobbying and Fundraising Activities" has been read and understood.
8. Services provided must be secular in nature and in no event shall funds be used for religious/sectarian purposes or activities or to benefit a religious institution. Information on non-sectarian activities is more fully set forth in Grant Policy Memorandum "Non-Sectarian Activities," which is referenced in the grantee award letter. Grant Policy Memorandum "Non-Sectarian Activities" has been read and understood.
9. The recipient shall comply with the provisions of this Agency Certification and the State of New York Letter of Agreement. Further, all services or work provided with these grant funds must be used to support the project specified on the Legislative Initiative Form as provided to NYSOFA and the grant recipient.

I have read the above and agree to abide by all of the aforementioned conditions of acceptance:

Signature of Authorized Official of Grantee Organization

Name and Title

Date

Incorporated Name of Grantee Organization