**ATTACHMENT A: Contract Review Form *(make additional digital or paper copies as needed)* PAGE\_\_\_ OF \_**

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| Contract Reviewed for Monitoring Visit:  Contract Period:  Amount Contracted:       Services Contracted: | |
| **GENERAL CONTRACT REQUIREMENTS** | |
| Contracts are in writing and in one instrument with terms and conditions. | Yes  No |
| Signature lines and date lines are provided for authorized representatives. | Yes  No |
| The names and addresses of sub-recipient and contractor (AAA) are listed. | Yes  No |
| Geographic service area is listed. | Yes  No |
| Provisions for termination of the contract defined as either by mutual consent or by 30 days written notice to the other party. The termination clause should include provisions that in the event reimbursement to the Contractor (AAA) is reduced or terminated, the same reduction or termination will follow to the subrecipient. | Yes  No |
| Contract includes a provision for amending the contract should change be required by the contractor. Examples of changes include—change in scope of service, amount of funding, etc. | Yes  No |
| All applicable audit requirements are met, as specified on the Fiscal Monitoring Tool. | Yes  No |
| Monitor attests that ALL of the following provisions are included in the contract:   1. Assurance of civil rights compliance 2. Confidentiality safeguards 3. Compliance with the Americans with Disabilities Act (1990) 4. Compliance with Section 504 of the Rehabilitation Act (1973) 5. Access to records 6. Terms of subcontracting 7. Liabilities 8. Conflict of interest, if applicable 9. Insurance requirements 10. Care of property, if applicable | Yes  No |
| Lobbying, Debarment, Drug Free Workplace and Conflict of Interest Policy forms for signature, if applicable.  **Note: Lobbying, Debarment, and Drug Free Workplace forms are required for all providers except federal agencies.**  **Note: The Conflict of Interest form is required for all private and non-profit agencies, regardless of funding source.** | Yes  No |
| Tax exempt status letters from the IRS.  **Note: This is a requirement for all non-profit agencies**. | Yes  No |
| **SERVICE PROVISION DETAIL REQUIRED IN CONTRACT** | |
| The contract defines the beginning and ending date coinciding with the period of the funding allocation.  **Note: This should not exceed a 12-month period.** | Yes  No |
| Funding source is appropriately cited. | Yes  No |
| The total amount to be reimbursed under the contract as well as billing and reimbursement procedures, any reporting requirements and the required match are specified. | Yes  No |
| If required, a line-item budget is attached to the contract. | Yes  No |
| Targeted population is specified. | Yes  No |
| Eligibility criteria is specified. | Yes  No |
| For Category IV (Respite Services) and Category V (Supplemental Services) it is specified that recipients of these service categories meet the OAA definition of frail.  **Note: Definition of frail must be listed.** | Yes  No |
| Service category is defined. | Yes  No |
| Contract must detail how service will be delivered. | Yes  No |
| Objectives and goals of program service are included. | Yes  No |
| Includes references to Family Caregiver Support Program Manual, DAAS service standards, and AAA or other service provision authorities and how standards will be monitored. | Yes  No |
| **REPORTING AND REIMBURSEMENT REQUIREMENTS** | |
| Contract explains how funds will be drawn down, as evidenced by all of the following details being specified—   1. Definitions of reporting “units” or “hours” for reimbursement (i.e.—by hour, by daily rate, by expense, etc.) 2. Acceptable proofs of reimbursement (i.e., receipts for purchase, time sheets, etc.) 3. When items for reimbursement are due 4. When items for reimbursement will be paid | Yes  No |
| Reporting requirements—such as client data needed, frequency of submission, and means of submission) are detailed. | Yes  No |
| Details how consumer contributions are to be recorded and utilized by the provider. | Yes  No |
| **REQUESTS FOR PROPOSAL, MEMORANDUMS OF AGREEMENT, AND PURCHASE OF SERVICE** | |
| If any of the following documents are referenced in the contract (or in place of the contract), are they attached and available for review in addition to and in lieu of contract?   1. Request for Proposal (RFP) – **Note: It is required for RFP to be attached to Contract for review during monitoring**. 2. Memorandums of Agreement 3. Purchase of Service | Yes  No |
| Comments and Notes: | |