



1. Purpose

To establish a transparent and fair policy for ineligible individuals from grant programs, ensuring transparency and consistency in its application.

2. Scope

This policy applies to all individuals and entities applying for or participating in grant programs administered by Respite Care Association of Wisconsin (RCAW).

3. Definitions

- **Ineligibility:** Prohibition from applying for or receiving grants.
- **Grant Program:** Any funding initiative provided by RCAW.
- **Applicant:** Any individual or entity applying for a grant.

4. Criteria for Ineligibility

Individuals or entities may be ineligible for grant programs for the following reasons:

- **Fraud:** Submission of false information or documentation.
- **Misuse of Funds:** Improper use of grant funds for unauthorized purposes.
- **Non-Compliance:** Failure to comply with grant terms and conditions.
- **Criminal Activity:** Involvement in illegal activities related to the grant program.
- **Conflict of Interest:** Undisclosed conflicts of interest that compromise the integrity of the grant process.

5. Procedure for Implementing Ineligibility

1. **Identification:** Potential violations are identified through audits, reports, or other means.
2. **Investigation:** A thorough investigation is conducted to gather evidence and determine if a violation occurred.
3. **Notification:** The individual or entity is notified in writing of the investigation findings and the intention to impose the *INELIGIBILITY FROM RCAW GRANT PROGRAMS: POLICY AND PROCEDURE*. The notification includes:
 - Details of the violation.

- The length and terms of the proposed ban.

8. Record Keeping

All records related to ineligibility, investigations, and hearings are maintained per RCAW's record retention policy.

9. Internal Process

1. RCAW's database (Gnosis) contains a master list of individuals ineligible for grant programs. To ensure staff compliance and that an ineligible individual does not apply for and get approved for future grants, [THIS IMAGE](#) is used as the individual's profile photo in the database (Gnosis). This ensures all staff are updated and aware of the ineligible person.

INELIGIBLE FROM RCAW GRANT PROGRAMS



CHECK NOTES FOR MORE INFO

2. Notes are kept updated and accurate under the "Contact Management" tab in the database (Gnosis), and all documentation leading to the decision ineligibility from future grants, notification letters, etc., are kept in the "Document Library" of the database (Gnosis).
3. The individuals' record type in RCAW's database (Gnosis) is marked "inactive" by RCAW staff. By doing so, the individual/consumer cannot log back into the database (Gnosis).

10. Review and Amendments

This policy is reviewed and updated as necessary to remain relevant and effective.