



## Purpose

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

## Scope

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

## 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.

## 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.

## 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*. This notification includes:
  - Details of the violation.

- The length and terms of the proposed ban.

### **Record Keeping**

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

### **10. Review and Amendments**

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