



2016-2017

Pennsylvania Senior Community Center Grant Program
Application Submission Instructions

The Pennsylvania Department of Aging (PDA) is proud to announce a grant funding opportunity for Pennsylvania’s Senior Community Centers (SCC) from 2016-2017 fiscal year funds.

The purpose of the PDA SCC grant program is to provide funding to Pennsylvania SCCs for enhancement to increase participation and programming; attract a new generation of older adults; and, enable SCCs to provide a safe and healthy environment for participants. Total available funding is \$2,000,000 with minimum award amounts of \$5,000 and maximum award amounts of \$150,000. Limit one (1) application per SCC.

This document outlines the requirements to submit an application for the SCC grant program. Applications are due no later than 5:00 p.m. on December 12, 2016. Application submission instructions and required attachments are found in this document and online at aging.pa.gov.

Questions related to the application process may be submitted to SCCgrants@pa.gov by 5:00 p.m. on November 18, 2016. Questions will be collected, answered, and posted on PDA’s [website](http://aging.pa.gov) as a “Frequently Asked Questions” document. Please refer to the FAQ page on PDA’s [website](http://aging.pa.gov) before submitting questions. In addition, applicants are invited to contact Robert Cherry, PDA’s Senior Community Center Program Coordinator, at (717) 772-1221.

A webinar/conference call will be held on **November 7, 2016 at 2:00 p.m.** to provide an overview of the application requirements and related forms. Dial-in information is **1-855-797-9485**, Meeting Number: 642 599 219, Password: grants and Link [Join WebEx meeting](#) and will be posted on PDA’s [website](http://aging.pa.gov). The call/webinar will be recorded and posted on PDA’s [website](http://aging.pa.gov).

Within the aging network, the state is divided into eight regions. Applications should indicate the county/region/municipality that the grant project will serve. Applications from all regions will be considered based on their merit and the minimum requirement of one award per region. Priority will be given to projects that allow for a fair, statewide distribution of awards.

Region 1

Bucks
Chester
Delaware
Montgomery
Philadelphia

Region 2

Carbon
Lackawanna
Lehigh
Luzerne/Wyoming
Monroe
Northampton
Pike
Wayne

Region 3

Berks
Dauphin
Lancaster
Lebanon
Schuylkill
York

Region 4

Bradford/Sullivan/Susquehanna/Tioga
Centre
Clinton/Lycoming
Columbia/Montour
Northumberland
Snyder/Union

Region 5

Adams
Bedford/Fulton/Huntingdon
Blair
Cumberland
Franklin
Juniata/Mifflin
Perry

Region 6

Armstrong
Cambria
Cameron/Elk/McKean
Clarion
Clearfield
Indiana
Jefferson
Potter

Region 7

Allegheny
Beaver
Fayette/Greene/Washington
Somerset
Westmoreland

Region 8

Butler
Crawford
Erie
Forest/Warren
Lawrence
Mercer
Venango

I. Eligibility Requirement

SCCs having an existing contractual relationship with the Area Agency on Aging (AAA) to monitor the center for compliance with the PDA Aging Program Directive #96-04-01, "Senior Community Center and Satellite Center Policies and Standards," may apply for the SCC Grant Program funds. The Senior Community Center shall be in operation and provide a provision of a broad spectrum of services which shall include social, nutritional, health and wellness, recreational and educational services. There may be exceptions to this rule for underserved populations at the discretion of the Secretary. If you would like to request a waiver, email SCCgrants@pa.gov and a form will be sent to you for completion. To be considered, waiver request forms must be submitted no later than November 21, 2016.

II. Application Requirements

Applications that do not meet all the requirements will not be considered for funding. The following documents shall be submitted for all applications:

1. An Excel Workbook, "[SCC Grant Application Workbook](#)" containing three (3) work pages:
 - 1-Information Cover Page
 - 2-Budget Instructions
 - 3-Budget Justification

Please send the original Excel workbook; **Do Not Scan**.

2. A Microsoft Word document, "[Project Narrative](#)".

Please send the original Word document; **Do Not Scan**.

3. Appendices

- [W9](#)
- The applicant's most recent audit. Acceptable audit documents include a recent AAA financial monitoring report, a compiled financial statement specific to the SCC, or an IRS 990 Form.
- Letter of Support from the AAA should be submitted directly by the AAA on the form available on PDA's website to SCCgrants@pa.gov.
- Resumes (credentials and qualifications) of key staff responsible for the project.
- List of current Board of Directors (if applicable).
- A written assurance by the building landlord (if applicable) that the center will have the right to occupy the space, as per the

lease, in the renovated facility for at least one year for every \$5,000 of grant funds to be used in the renovation up to a maximum of 10 years. Written assurance may be a copy of the updated lease agreement which indicates the required number of years the center shall occupy the space.

4. Applications must be submitted to PDA no later than 5:00 p.m. on December 12, 2016. See Section VI for application submission instructions.
5. If your project is selected for funding each Grantee will be required to:
 - Participate in a PDA grant awardee webinar.
 - View a mandatory web-based training session on data collection and reporting.
 - Complete an electronic Baseline Data Survey. The survey will gather initial information on your center activities in order to later evaluate the impact of the grant funds. The survey will ask information regarding the number of unduplicated participants who visit your center during the months following your award letter, as well as which activities are offered and how many unduplicated participants are involved in each activity.
 - Participate in a pre-project phone interview with the evaluation specialist from Temple University to discuss the data collection specific to your grant.
 - Complete four (4) electronic quarterly evaluations of your project. The quarterly reports are based on the information provided in your Baseline Data Survey and require extensive data collection including details of the number and type of programs available at the SCC and the number of unduplicated participants in each program.
 - Complete a final report. The final report is due 30 days from the last day of your project.
 - Complete participant surveys. A survey will be provided for you to use to document the satisfaction of the participants at your center.
 - Participate in a post-project phone interview with the evaluator from Temple University.
 - Complete a progress report 12 months after completion of project.

III. General Information

1. The SCC grant application workbook, project narrative and appendices are to be completed by following the application guidelines. Individual and collaborating SCC project submissions are acceptable. When multiple SCCs are collaborating on a project, one SCC shall submit the application materials as the project lead for the other centers. The project lead is responsible for the following activities:
 - Identify the number of additional SCCs collaborating with the lead SCC on page 1 of the Project Narrative.
 - Identify the names and addresses of the SCC collaborators on the “Project Narrative.”
 - Request no more than \$150,000 for the total grant award. If selected, the funds will be awarded to the Grantee designated as the project lead.
 - Communicate and oversee that each SCC is responsible for completing the Baseline Data Survey and meeting the reporting requirements.

2. Examples of potential projects that may relate to one or more of the four goals (promote existing services, improve access to services, enhance quality of services, and empower the workforce) of the 2016-2020 Pennsylvania State Plan on Aging include, but are not limited to:
 - Implementation of a wellness model within the SCC community that encourages healthier lifestyles and prevention of disease through proactive strategies.
 - Enhancing program activities to attract more culturally diverse participants.
 - Implementation of multi-generational programs to share knowledge and to promote engagement and understanding.
 - Promote and improve volunteer opportunities inclusive of older adults in the service of older Pennsylvanians.
 - Improve access to the SCC in order to expand participation.
 - Enhance the SCC environment to attract more participants between the ages of 60 – 75.

- Partner and host a proven or evidence-based program to broaden the perception of SCCs and attract a more diverse audience.
 - Improve and/or enhance access to home delivered and congregate meal programs.
 - Reduce or remove barriers to transportation.
 - Increase the awareness of adaptive technologies and assistive devices that will allow older Pennsylvanians to live independently and increase their social interaction.
 - Implement evidence-based programs and practices that support effective aging services, create positive outcomes, and improve health and well-being.
 - Adopt proven and evidence-based programs that will assist in the development/maintenance of nutritional goals.
3. Requests for vehicles will first be screened for eligibility for funding through the Pennsylvania Department of Transportation’s Section 5310 grant program. To be eligible for Section 5310 grants, applicants must be private non-profit organizations or public agencies. Vehicle requests will not be considered if found to be eligible for Section 5310 funds.
4. New construction will not be considered, but building improvement projects that will expand/enable service provision are acceptable. If an applicant requests funding for renovation and the building is rented or leased, the applicant must include written assurance from the building landlord that the center will have the right to occupy the space, as per the lease in the renovated facility, for at least one year for every \$5,000 of grant funds to be used in the renovation up to a maximum of 10 years. See Section II.3, Application Requirements, [Appendices](#).
5. All applications will be scored on the following nine areas:
1. The need for the project (20 points)
 2. Increased impact on quality improvement and increased participation in services (20 points)
 3. Relation to one or more of the four goals of the 2016-2020 State Plan on Aging (10 points)
 4. Innovation (5 points)

5. Cost effectiveness (10 points)
6. Sustainability (10 points)
7. Ability to be replicated (10 points)
8. Work Statement (10 points)
9. Letters of Support (5 points)

IV. Grant Award Information

1. Grant applications ranging from a minimum of \$5,000 up to a maximum of \$150,000 will be considered. Two million dollars in funds are available.
2. If selected, awardees will receive 50 percent of the total award as the initial payout for upfront costs. The applicant shall submit payment requests for expenses. The reimbursement of expenses goes into effect once the submitted payment request total amount surpasses the initial payout for upfront costs.

V. Application Guidelines

Applications that do not meet all the requirements will not be considered for funding.

The information provided in the “SCC Grant Application Workbook”, “Project Narrative”, “Work Statement” and Appendices must be specific to the SCC, not the parent organization.

A. SCC Grant Application Workbook (1-Information Cover Page)

1. Download the required “[SCC Grant Application Workbook](#).” Select the first tab in the workbook, “1-Information Cover Page.” Complete each line to identify the following items:
2. **(Lines 1–7):** Enter the SCC name and mailing address. When entering the name of the SCC, type it exactly as it is listed by the AAA. Zip code must include the 4 digit extension.
3. **(Line 8):** Use the drop-down box to select the SCC County.
4. **(Line 9):** Enter the SCC municipality (township or borough). To look up the appropriate municipality follow this link:
<http://munstats.pa.gov/Public/FindMunicipality.aspx>
5. **(Lines 10-11):** Use the drop-down box to indicate whether the building is owned or leased. Enter the name of the person or entity that owns the building.

6. **(Lines 12-18):** Use the drop-down box to select the SCC primary contact person's title (Mr., Ms., etc.). Enter the primary contact's name, position, telephone number, and email address.

7. **(Lines 19-25):** Enter the name of the AAA where the SCC is physically located and AAA mailing address. Zip code must include the 4 digit extension. To find the 4 digit zip extension, go to:
https://tools.usps.com/go/ZipLookupAction_input.

8. **(Lines 26-32):** Use the drop-down box to select the AAA primary contact person's title (Mr., Ms., etc.). Enter the AAA primary contact's name, position, telephone number and email address.

9. **(Lines 33-39):** Enter the parent company's name and mailing address. The parent company is the organization legally and/or financially responsible for your SCC, i.e. AAA, 501(c)3 or other non or for profit organization. Complete this information even if it is the same as the AAA information. Zip code must include the 4 digit extension.

10. **(Lines 40-46):** Use the drop-down box to select the Parent Company primary contact person's title (Mr., Ms., etc.). Complete this information even if it is the same as the AAA information.

11. **(Lines 47-50):** Use the drop-down box to select the Pennsylvania State Plan Goal that applies to your project. Further details regarding Pennsylvania's 2016-2020 State Plan on Aging may be found [here](#).
 - **Goal 1:** Promote existing services
 - **Goal 2:** Improve access to services
 - **Goal 3:** Enhance quality of services
 - **Goal 4:** Empower the workforce

12. **(Line 51):** Use the drop-down box to select the region served by the application. Refer to the list of regions on Page 1, [Regions](#).

13. **(Line 52):** Use the drop-down box to select the project type:

- CI - Capital improvement
- CI/P - Capital improvement with a program enhancement
- P - Program enhancement only

14.(Line 53): Line 53 is automatically calculated as the total amount of funds requested from tab 3-Budget Justification.

15.(Line 54): Line 54 is automatically calculated as 50 percent of Line 53.

16.(Line 55): Use the drop-down box to indicate if you are willing to modify or partially fund the project by accepting a lesser award amount in the event that full funding of the submitted project is ***not*** available.

17.(Line 56): Use the drop-down box to indicate if the SCC is operated by a parent company that is a government organization, i.e. County Commissioner's office.

18.(Line 57): Use the drop-down box to indicate if the application materials are true and correct.

19.(Line 58): Enter an electronic signature by typing the SCC's executive director and board chair (if applicable) names to indicate that the information in the application is true and correct.

20.(Line 59 - Optional): Paste an electronic signature(s) image.

B. SCC Grant Application Workbook (Budget Tabs 2-3)

Refer to Tab 2-Budget Instructions for further details regarding completion of the budget materials in workbook Tab 3-Budget Justification.

The applicant must identify a cost and justification for each line item on the Tab 3-Budget Justification worksheet.

C. Project Narrative

The Project Narrative is divided into sections that provide the applicant the opportunity to summarize how the project addresses the nine (9) scoring criteria areas found on pages 5 and 6 of this document.

Download the required "[Project Narrative](#)." Complete the following fields in the boxed sections of the Project Narrative:

Section A – Demographics

1. **(Lines 1-3):** Enter the name and address of the SCC. If multiple SCCs are collaborating on the project, enter the project lead's information (SCC) in this block.

NOTE: If collaborating with additional SCCs on the project, enter the name and mailing address of each additional center in the space provided.

Section B – Introduction

1. **(Line 4):** Provide a short, descriptive title for the project.
2. **(Line 5):** Enter the total amount of funds requested.
3. **(Line 6):** Provide a brief description (1-3 sentences) of your project that includes what the grant funds will be used for, what goal you want to accomplish and the impact of the project implementation on your participants/community.
4. **(Line 7):** Describe the SCC's ability to comply with the program report and evaluation requirements identified on [page 3](#). Identify the project lead staff responsible for this task.

Section C – Project Details

1. **(Line 8): Identify the Need(s) the Project Addresses (20 points)**
Identify the need (problem, issue, situation, demand) that exists. Give details of how the need was identified or what evidence you have that the need exists (needs assessment, survey, data and research, etc.). Describe how your project will meet or resolve the need.

2. (Lines 9): Increased Impact on Quality Improvement and Increased Participation to Services (20 points)

Describe specifically how the project may positively impact quality and increase participation to SCC services offered.

- a) Describe how your project will modernize the SCC.
- b) Identify how the project will improve the quality of your center.
- c) Identify how the project will increase participation.

3. (Line 10): Relation to 2016-2020 Pennsylvania State Plan Goals (10 points)

List the Pennsylvania State Plan Goal(s) that apply to your project. Describe how your project will accomplish the goal(s). Further details regarding Pennsylvania's [2016-2020 State Plan on Aging](#).

- **Goal 1:** Promote existing services
- **Goal 2:** Improve access to services
- **Goal 3:** Enhance quality of services
- **Goal 4:** Empower the workforce

4. (Line 11): Innovation (5 points)

Describe how your project creates a new method, process or idea that will address a need in your community.

5. (Line 12): Cost Effectiveness (10 points)

- a) Describe the steps or process you used to determine the amount of funding you require to complete the project.
- b) Describe why the project is a good value and how the benefits and usage are worth the cost.

6. (Line 13): Sustainability (10 points)

- a) Describe the SCC organizational structure (private non-profit, operated by AAA, or part of a larger corporate structure).
- b) Describe the personnel structure of the SCC (number of staff, paid versus volunteer).
- c) Describe the current sources of revenue.

- d) Describe any partnerships that will assist in the successful implementation and lead to the sustainability of your project.
- e) Describe how the project will be sustained after the grant funds have been expended.

7. (Line 14): Ability to be Replicated (10 points)

Describe how the SCC will share the project implementation steps so it may be replicated and shared as a best practice with other SCCs in the Commonwealth.

8. (Line 15): Work Statement (10 points): The Work Statement should be submitted on the appropriate form along with the other required SCC Grant Application materials.

9. (Line 16): AAA Letter of Support (5 points): The AAA Letter of Support should be submitted on the appropriate form available on PDA's website directly to SCCgrants@pa.gov. The AAA Letter of Support will be scored according to which box is checked and the content of the letter. The AAA responses will not be shared with the applicant.

D. Appendices

Refer to the Application Requirements [Appendices](#) list. Each application must include a minimum of seven (7) to nine (9) documents depending upon what is applicable. Additional supporting documents may be submitted.

VI. Application Submission Instructions

Applications and attachments may be emailed or uploaded to a flash drive and mailed or hand delivered. **NOTE:** Flash drives will not be returned. Emails containing large attachments (over 14 MB) may be rejected due to size limitations.

Flash Drive Submission:

One flash drive containing all application materials must be submitted (by mail or hand delivered) no later than 5:00 p.m. on December 12, 2016 to:

Pennsylvania Department of Aging
Bureau of Aging Services
Attention: SCC Grants
555 Walnut Street, Forum Place, 5th Floor
Harrisburg, PA 17101

Email Submission:

1. Email to SCCgrants@pa.gov no later than 5:00 p.m. on December 12, 2016.
2. Send the SCC Grant Application Workbook, Project Narrative and appendices in at least three separate emails:
 - a) **Type in Subject Line:** “SCC Grant” followed by the name of the Senior Community Center and number of emails, i.e. 1 of 3, 2 of 3, etc. on ALL emails.
 - b) **Email #1** - Send the SCC Grant Application Workbook and Project Narrative in first email.
 - c) **Email #2 (Or More)** - Send the Appendices (see Section II.3, Application Requirements [Appendices](#)) in a separate email. Large files such as audits may need to be sent in an additional email.
 - d) **Last Email** – state the total number of emails sent (so PDA can keep your application file together). Example: Sent final email #4 of 4, etc.

Applications that do not meet all the requirements will not be considered for funding.

Be sure to include:

- SCC Grant Application Workbook. Send the original Excel document; Do Not Scan.
- Project Narrative. Send the original Word document; Do Not Scan.
- Work Statement. Send the original Word document; Do Not Scan.
- W9
- Most recent audit
- AAA Letter of Support Form (sent directly by the AAA to SCCgrants@pa.gov)
- Resumes of key staff
- Current Board of Directors (if applicable)
- Written assurance by the building landlord (if applicable)

VII. Award Dispersal

Each Grantee will receive a letter indicating their award status from PDA. Each Grantee will be contacted and provided information on how to begin the contract agreement process. Please see tentative timeline (*subject to change*) of events below:

Event	Date
Grant Announcement	October 31, 2016
Technical Assistance Webinar for Applicants	November 7, 2016 at 2:00 p.m. Join WebEx meeting Meeting number (access code): 642 599 219 Meeting password: grants Join by phone +1-415-655-0002 US Toll +1-855-797-9485 US Toll free
Questions Related to Application Process	November 18, 2016 by 5:00 p.m.
Applications Due	December 12, 2016 by 5:00 p.m.
Notification to Applicants	February 20, 2017
Technical Assistance Webinar for Awardees	February 27, 2017
Executed Agreements in Place for Release of Funds	June 15, 2017
50 Percent of Awarded Funds Released	August 22, 2017