

# 2019-2020 PENNSYLVANIA SENIOR COMMUNITY CENTER GRANT PROGRAM APPLICATION SUBMISSION INSTRUCTIONS

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The Pennsylvania Department of Aging (PDA) is proud to announce a grant funding opportunity for Pennsylvania's Senior Community Centers (SCCs) from 2019-2020 fiscal year funds.

The purpose of the grant program is to provide funding to Pennsylvania's SCCs 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. This document outlines the requirements to apply for the SCC grant program and contains a checklist and hyperlinks to application documents to help you complete the grant application.

**Applications must be received no later than 5:00 p.m. on November 15<sup>th</sup>, 2019.**

There is a limit of one (1) application per SCC or group of collaborating SCCs. Incomplete applications will not be accepted. Any documents submitted after the deadline will not be considered.

Application submission instructions and required attachments are hyperlinked in this document and can be found online at [2019-2020 Senior Community Center Grant Opportunities](#).

An informational webinar will be held on **Thursday, October 10<sup>th</sup>, 2019**, at **10 a.m.** to provide an overview of the 2019-2020 application process and requirements. PDA encourages all potential applicants to participate in the informational webinar as the application has changed from previous years. A link with information to join the webinar is available here: [2019-20 SCC Grant Application Informational Webinar](#).

Applicants may contact PDA's Senior Center Grant Program Administrator, Robert J. Cherry, at (717) 772-2551 or email questions to [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov).

Thank you in advance for your interest in this important Senior Center Grant opportunity.

Respectfully,

Robert Torres  
Secretary, Pennsylvania Department of Aging

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# **2019-2020 SCC Grant Program Application Submission Instructions**

## **A. Eligibility Requirements**

Only those SCCs currently in operation and having an existing contractual relationship with the Area Agency on Aging (AAA) to monitor the center for compliance with the **PDA Aging Program Directive (APD) #96-04-01, “Senior Community Center and Satellite Center Policies and Standards,”** are eligible to apply for grant program funds. In order to be considered for grant funding, an applicant who previously received SCC grant funding must have complied with all applicable requirements from prior grant years, such as complying with grant evaluation requirements.

## **B. Eligible / Ineligible Grant Projects**

### **Eligible Projects**

Examples of projects that are eligible to receive grant funding may include, but are not limited to:

- New programming
- Contracted services, such as instructors or speakers, directly tied to new programming
- Equipment and supplies for new or existing programming
- Renovations to upgrade or repurpose space within the center for programs and activities
- Renovations to improve safety and/or accessibility
- Repairs or replacement of essential equipment, such as kitchen appliances and HVAC systems

### **Ineligible Projects**

Examples of projects that are ineligible to receive grant funding may include, but are not limited to:

- Projects and/or renovations in spaces that are not primarily used by senior center participants, or for their direct benefit
- Staff or personnel costs
- Utility expenses
- Renovations to other locations, including future senior center sites
- Renovations that change the “footprint” of the building, such as additions
- Renovations/repairs that are the responsibility of the landlord
- Consultant/contractor travel expenses

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- Vans or other SCC vehicles
- Food or snacks that are part of congregate meals or for celebratory activities
- Handouts/gifts

Contact the SCC Grant Program Administrator at the Department by emailing [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov) or calling (717) 772-2551 if you have questions about project funding eligibility.

### **C. Application Submission Requirements**

Applications and required documentation must be received **no later than 5:00 p.m. on November 15<sup>th</sup>, 2019**. Applications not submitted by the submission deadline will not be considered for funding.

All required application documents must be submitted via email to [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov) by the application deadline.

The **2019-2020 SCC Grant Application – Workbook Cover Page & Budget Worksheet** and the **Scope of Work & Instructions** must be completed and submitted in their original format (Excel/Word) as applicable. Scanned or .pdf versions of these forms will not be accepted, and therefore not scored.

Incomplete applications will not be accepted. Any required application documents submitted beyond the deadline will not be considered. The Department reserves the right to reject applications that do not comply with minimal submission standards.

Contact the Senior Center Grant Program Administrator at the Department as soon as possible if you cannot submit the application by email for whatever reason.

### **D. Required Application Documents**

At a minimum, the following documents must be completed and submitted via email to [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov) by the deadline to constitute a complete application. Incomplete applications will not be scored:

- 1. 2019-2020 SCC Grant Application - Workbook Cover Page & Budget Worksheet** (Excel Spreadsheet)
- 2. 2019-2020 SCC Grant Application – Scope of Work & Instructions** (Word Document)
- 3. AAA Letter of Support Form** – The AAA Letter of Support must be completed by the AAA and submitted by the deadline via email to [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov).
- 4. Copy of current lease AND written assurance from the landlord (if applicable):** If your project seeks to fund renovations or capital improvement work over \$5,000 **AND** your senior center operates in a space rented from a third-party landlord, you must submit these additional documents.

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See **Section J - Additional Required Documentation: Copy of Current Lease and Landlord Written Assurance** below for additional document requirements.

### **E. Completing the Workbook Cover Page & Budget Worksheet**

#### **Workbook Cover Page (Tab 1)**

The Workbook Cover Page is found on Tab 1 of the **2019-2020 SCC Grant Application – Workbook Cover Page & Budget Worksheet.xlsx** spreadsheet.

Information in the Workbook Cover Page is used to populate the Grant Agreement for those selected to receive an award.

Complete all applicable fields in Column B on the Workbook Cover Page. Enter “N/A” for fields that are not applicable.

Hover your cursor over the fields in the Workbook Cover Page that contain a red arrow in the top, right-hand corner of the cell for more instructions about completing the field.

The Workbook Cover Page is divided into five (5) sections: Lead Senior Center Information; AAA Information; Parent Company Information; Grantee Information; and Applicant Attestation.

#### **Lead Senior Center Information**

This section collects information about the lead senior center in the project. Enter demographic information in fields B2 through B14.

If there are additional collaborating centers in the project, enter a numeric value for how many additional centers (excluding the lead center) will be included in the project in field B15. Enter “0” or leave blank if the lead center is the only center included in the project.

In fields B16 and B17 enter whether the senior center space is leased/rented or owned, and the name of the property owner/lessor.

#### **AAA Information**

In field B19, select from the drop-down menu the AAA with which the lead center is affiliated.

#### **Parent Company Information**

This section (fields B21 through B31) collects information about the lead senior center’s parent company, if any.

If the lead senior center is not owned by a parent company, you may leave this section blank.

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### **Grantee Information**

This section (fields B33 through B44) collects information about the organization the applicant would like to designate as the Grantee in the Grant Agreement if selected to receive an award.

The Grantee may be one of the following: the lead senior center; the AAA; or the parent company.

In field B33, choose which organization will be the Grantee – lead senior center, AAA or parent company – and enter the appropriate information here.

In fields B34, B35 and B36, enter the name, title and primary email address of the primary individual within the Grantee organization who will be the signatory to the Grant Agreement if selected to receive an award. The primary signatory must be a primary representative of the Grantee organization vested with the authority to enter the organization into a contract with the Department and will be legally responsible for executing the covenants of the Grant Agreement.

In field B37, enter the Tax Identification Number (TIN) for the Grantee organization. The TIN is an eight (8) digit number used to identify the organization for tax purposes.

If the grantee organization is currently a vendor with the Commonwealth, enter the organization's eight (8) digit SAP Vendor ID Number in field B38. If the grantee organization is not yet registered, leave this space blank.

Select the organization-type for the Grantee from the drop-down menu in field B39.

Select the region in which the lead senior center is situated from the drop-down menu in field B40.

In field B41, select from the drop-down menu which description best describes the type of project. If your project may fit the multiple description types, select the one that best fits your project.

Fields B42 and B43 are protected (you cannot enter information) and will be populated from the Budget Worksheet.

In some cases, the Department may elect to only fund a portion of the proposed grant project. In field B44, enter whether the grantee is willing to accept a modified award amount.

### **Applicant Attestation**

Enter the name of the individual completing and submitting the grant application packet in field B46.

In field B47, certify the application by selecting "Yes" from the drop-down menu.

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### **Budget Worksheet & Instructions (Tabs 2 and 3)**

The instructions for completing the Budget Worksheet are located on Tab 2 of the **2019-2020 SCC Grant Application – Workbook Cover Page & Budget Worksheet.xlsx**.

Follow the instructions on Tab 2 to complete the Budget Worksheet on Tab3.

## **F. Completing the Scope of Work & Instructions**

Refer to the **2019-2020 SCC Grant Application – Scope of Work & Instructions** document for detailed instructions for completing the Scope of Work.

## **G. AAA Letter of Support Form**

All applicants are required to secure a letter of support from the AAA that oversees the applicant's program service area. Applicants may use the **AAA Letter of Support Form** template developed by the Department to fulfill this requirement.

The **AAA Letter of Support Form** must be completed by the AAA.

The **AAA Letter of Support Form** may be submitted separately or with the applicant's application packet via email to [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov) by the deadline.

## **H. Submitting the Grant Application Packet**

To submit your completed grant application packet, attach your required grant application documents (see above) and any other additional documentation, as necessary, to a single email and submit to [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov) **no later than 5:00 p.m. on November 15<sup>th</sup>, 2019**.

The subject line of your email must include the name of the lead senior center for which application is being made.

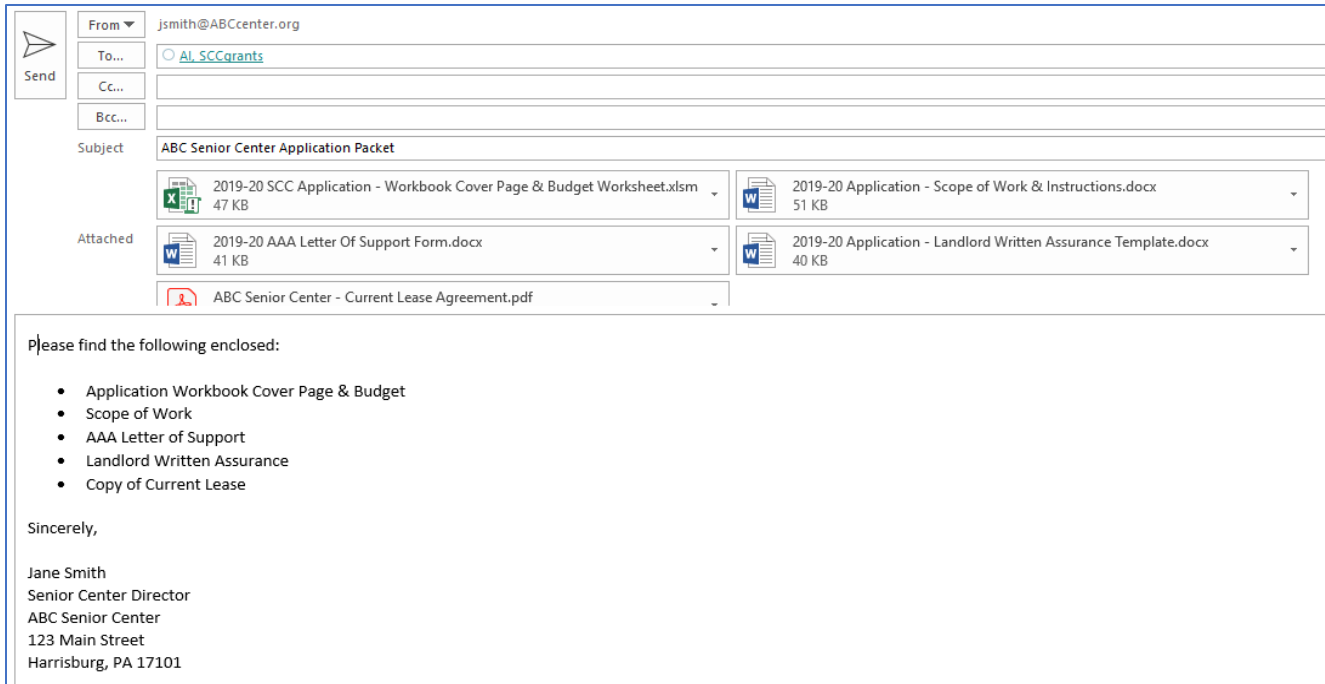
Example email subject line: ABC Senior Center - Grant Application Packet.

Indicate in the body of the email a list of the file names for all the documents you are submitting and double-check the actual attachments against your list.

If you must submit an amended or corrected document, be sure to indicate the version number by appending "v2" or "v3" etc. to the file name. PDA will only use the most recent documents submitted when evaluating your grant.

Example application submission email below:

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PDA will accept emailed grant submissions that are date-stamped up until 5:00 p.m. on the date of the deadline. Any email submissions after that time will be not be considered.

If you cannot submit your application documents via email for whatever reason, contact the Senior Center Grant Program Administrator at the Department immediately. Applications submitted beyond the deadline, for whatever reason, will not be accepted.

## I. Lead Center and Collaborating Senior Centers

Individual and collaborating SCC project submissions are acceptable. SCCs are considered collaborating when they propose to deliver the same project at multiple centers. When a project involves other collaborating centers, one SCC shall submit the application packet as the project lead for the other centers. The project lead is responsible to coordinate the grant project, as necessary, between all collaborating centers, ensure compliance with the terms of the grant agreement and data collection and reporting requirements, and certify all grant-related charges and expenses.

## J. Additional Required Documentation: Copy of Current Lease and Landlord Written Assurance

This requirement only applies if a senior center rents space from a third-party landlord that is not the applicant, applicant's parent company or AAA.

If your project includes capital improvements and/or renovations over \$5,000 that may affect the value of the building, you must provide a complete copy of your current lease **AND** written assurance from the landlord to continue to rent the facility exclusively to the center



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for one (1) year for every \$5,000 up to 10 years or \$50,000, of grant funding approved for renovations.

A written assurance from the landlord is between the lessor and lessee, not the landlord and PDA. It should clearly indicate the parties (landlord and tenant), contain landlord contact information, and be endorsed by the landlord.

At a minimum, the written assurance must state, "Landlord agrees to continue to lease exclusively to grantee for one (1) year for each \$5,000 in grant funds spent on renovations and capital improvements to the senior center facility."

Failure to submit a written assurance from the landlord **AND** a complete copy of your lease agreement for project budgets that contain over \$5,000 dedicated to renovation or capital improvement projects will disqualify your application.

A template is available for applicants to complete with their landlord that fulfills this requirement. See **Section O: Grant Document Submission Hyperlinks and Checklist** for links to grant documents.

### **K. Scoring Criteria**

All applications will be scored based upon responses to the Scope of Work & Instructions document. Applications can be awarded a maximum of 100 points based on the following scored areas.

- Identified Need (35 points)
- Improved Quality and/or Increased Participation (35 points)
- Cost Effectiveness and Sustainability (20 points)
- Intended Outcomes and Measures of Success (10 points)

Scoring areas are discussed in greater detail on the Scope of Work & Instructions document.

**NOTE:** While scores help inform the awardee selection process, other criteria may factor into the overall selection of applications for funding.

### **L. Award Notification and Dispersal**

All applicants will be notified by email whether they have been selected to receive an award.

Applicants who have been selected to receive an award will also receive an official award letter. Applicants selected to receive an award will be contacted by the Department after award notification regarding next steps in the grant award process.

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### **M. Tentative Timeline**

**NOTE:** These dates are tentative and subject to change. Those applicants selected to receive an award will receive notifications regarding the events indicated below.

|                            |  |
|----------------------------|--|
| Grant Announcement         | <b>October 1<sup>st</sup>, 2019</b>  |
| Applicant Webinar          | <b>Thursday, October 10<sup>th</sup>, 2019, at 10 a.m.</b><br>Dial-In: <b>1-855-797-9485</b><br>Meeting Number: <b>649 241 801</b><br>Password: <b>application</b><br>Click <a href="#">here</a> to add the Webinar to your Outlook Calendar |
| Applications Due           | No later than <b>5:00 p.m. on November 15<sup>th</sup>, 2019</b>   |
| Notification to Applicants | <b>March 2020</b>  |
| Awardee Webinar            | <b>March 2020</b>  |
| Agreements Execute         | <b>May 2020</b>  |
| Startup Funds Released     | <b>June 2020</b>   |

### **N. Awardee Data Collection and Reporting Requirements**

If your project is selected for funding, each awardee must collect, and report grant program data and participate in information sessions regarding their grant. Awardees must:

- Provide additional documentation as required.
- Participate in training webinars on grant administration, budgeting and invoicing, and data collection and reporting.
- Monitor the progress of the project and report periodically to the Department as required.
- Produce a final report in a format prescribed by the Department evaluating the project against the outcomes and measures of success indicated in the awardee's Scope of Work.

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### **O. Grant Document Hyperlinks and Checklist**

As a reminder, all documents must be submitted on the original forms promulgated specifically for this grant opportunity. All application documents can be found by visiting the [2019-20 Senior Community Center Grants home page](#).

- 2019-2020 SCC Grant Application – Workbook Cover Page & Budget Worksheet** (required)
- 2019-2020 SCC Grant Application – Scope of Work & Instructions** (*required*)
- AAA Letter of Support Form** (*required*)
- Copy of Current Lease** (required only if capital improvements and/or renovations project over \$5,000 AND applicant rents senior center space from a third-party landlord).
- Landlord Written Assurance – Template** (*required only if capital improvements and/or renovations project over \$5,000 AND applicant rents senior center space from a third-party landlord*)

### **P. Department Contact Information**

All grant application documents must be submitted via email to [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov) by the deadline. Applications and submitted material will be considered as-is.

Please email [SCCgrants@pa.gov](mailto:SCCgrants@pa.gov) or call Robert J. Cherry, Senior Center Grant Program Administrator, at (717) 772-2551 if you have questions about the grant process.