pennsylvania
DEPARTMENT OF AGING

Senior Community Center Grant Program

The Pennsylvania Department of Aging (PDA) proudly announces a grant funding opportunity for Pennsylvania's Senior Community Centers.

The purpose of the PDA Senior Community Center grant program is to provide funding to modernize the Senior Community Centers in order to increase current participation and to help the centers prepare to serve the younger, elderly population.

Applications are due no later than **March 31, 2014 by 5:00 p.m**. Applications, attachments and instructions for submission can be found at www.aging.state.pa.us.

Question and Answer Process: All questions related to the application process can be submitted at http://sites.temple.edu/pdagrantprogram/ on the FAQ page by the close of business **March 3, 2014**. Questions will be collected, answered and posted on the same page as a "Frequently Asked Questions" document.

A webinar/conference call will be held on February 11, 2014 at 2:30pm in order to review the application and related forms. Dial-in information to follow.

In addition, applicants are invited to contact Suzanne Bellotti, Department of Aging's Senior Center Program Coordinator at 717.783.1550 or RA-paseniorcenters@pa.gov with questions.

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

Region 1
Chester
Montgomery
Bucks
Delaware
Philadelphia

Region 2
Lehigh
Northampton
Pike
Luzerne/Wyoming
Lackawanna
Carbon
Monroe
Wayne

Region 3
Dauphin
Lebanon
York
Lancaster
Berks
Schuylkill

Region 4
Centre
STEP
Columbia/Montour
Northumberland
Union/Snyder
Bradford/Sullivan/Susquehanna/
Tioga

Region 5
Blair
Huntingdon/Bedford/Fulton
Mifflin/Juniata
Franklin
Adams
Cumberland
Perry
Region 6
Cameron/Elk/McKean
Indiana
Cambria
Clearfield
Jefferson
Armstrong
Clarion
Potter

Region 7
Beaver
Allegheny
Westmoreland
Washington/Fayette/ Greene
Somerset

Region 8
Erie
Crawford County
Warren/Forest
Venango
Lawrence
Mercer
Butler

I. Award Process

Only organizations that meet the minimum standards for senior community centers as outlined in the Department of Aging Program Directive #96-04-01 Senior Community Center and Satellite Center Policies and Standards, and as revised by memo dated 2-24-06 (also found in the documents section of http://sites.temple.edu/pdagrantprogram) concerning the Uniform Construction Code may apply for Senior Community Center Grant Program funds. There may be exceptions to this rule for underserved populations as determined by the Secretary.

In addition, 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.

Applicants must identify within the proposal how the project addresses the following seven areas:

1. Relation to one or more of the four goals of the 2012-2016 the State Plan on Aging:
    - Goal 1: Improve access to care for older individuals at the right time, in the right setting, and at the right intensity.

Example: Objective 1.4, Strategy: Implement education programs that encourage individuals and families to plan for long-term care services, including active participation in their own healthcare and in accessing publically funded benefits and service.

Potential Project: A Senior Community Center could utilize grant funding to establish monthly seminars on topics such as long-term care insurance, Medicare benefit counseling, or investing in the stock market.

- Goal 2: Empower older individuals to remain in the setting of their choice where they may age and live well.

Example: Objective 2.4, Strategy: Explore expanding the roles of and the relationships with public and private schools to help engender multi-generational engagement and understanding.

Potential Project: A Senior Community Center could establish a relationship with a local elementary school, secure suitable space and create a community garden utilizing support from students.

- Goal 3: Direct older individuals to the supports necessary to maximize their health and well-being.

Example: Objective 3.3, Strategy: Develop caregiver support and education template programs that can be replicated across the aging services network.
Potential Project: A Senior Community Center could design a support group program for caregivers of their participants that include educational programs and recommendations for respite opportunities.

- Goal 4: Revitalize and redesign the aging services network to enhance the lives of older individuals.

Example: Objective 4.3, Strategy: Explore expanding the use of technology in reaching the diverse population of consumers.
Potential Project: A Senior Community Center could purchase a foreign-language training program for use by volunteers and staff in order to learn simple words and phrases in an effort to appeal to a more diverse population.

2. Project Category (Capitol Improvement, Program Enhancement, Other)
3. Cost effectiveness
4. Ability to be replicated across the commonwealth
5. Sustainability
6. Increased impact on quality improvement and increase participation to services
7. Innovation

New construction will not be considered but building improvement projects that will expand/enable service provision are acceptable.

Potential Projects may include but are not limited to

- Improve access to the senior center in order to expand participation
- Enhance the senior community center environment to appeal to a wide range of younger, elderly population participants
- Partner and host a proven program to broaden the perception of senior centers 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 elderly individuals to live independently and increase social interaction
- Promote and improve volunteer opportunities inclusive of older Pennsylvanians in the service of older Pennsylvanians
- Adopt proven programs that will assist in the development/maintenance of nutritional goals
- Offer wellness models to serve older Pennsylvanians

Grants up to $150,000 will be considered.

Subject to the availability of funds from the Pennsylvania Department of Aging, grant award funds will be distributed in two stages: a maximum of 50% of the total award will be dispersed as the initial payout for upfront costs contingent on submitted justification. The remainder of funds will be distributed on a reimbursement/invoiced basis. Grantee must identify and justify in the budget the amount of funds required for project start-up. Grantee shall describe the organization's ability to operate the project budget on an invoice/reimbursement basis. (For example, if the organization has an established line of credit, cash reserves, or discretionary/non-restricted funds, please describe)

II. Proposal Submission Instructions

Application and attachments will be submitted electronically at http://sites.temple.edu/pdagrantprogram) no later than **March 31, 2014 by 5:00 p.m**. Issues with webpage submission should be directed to the main contact:

Kelly Allen
Assistant Director, CARITAS
pdagrant@temple.edu

If unable to submit electronically:

FAX
Fax the completed application and all attachments by **March 31, 2014 5:00 p.m.** to:

Kelly Allen, LSW
Assistant Director, CARITAS
717-221-1634

MAIL and/or DELIVER
Mail and/or deliver the completed application and all attachments to be received by **March 31, 2014, 5:00 p.m.** at:

Temple University Harrisburg
Kelly Allen, LSW
234 Strawberry Square
Harrisburg, PA 17101

Applications must be typed and should be concise, address each of the areas outlined below and be organized as outlined below.

A. Cover Page – include:

1. Senior Community Center Name and mailing address

2. County
3. Municipality (city, township, or borough)
4. Contact person's name, phone, fax & email (if applicable)
5. PDA 2012 – 2016 State Plan on Aging Goal-Area of Proposal
6. Identify Region Served by Proposal According List on Page 1
7. Total Amount of Funds Requested
8. Amount of Start-up Funds Requested
9. Projected number of participants to be served during contract period
10. A certification by the provider executive director and board chair (if applicable) that the information in the application is true and correct.
11. If applicable, a written assurance by 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.

Project Narrative

The project narrative should be no more than 5 single-sided pages. It should address the following areas:

Organizational Capacity and Experience

- Describe the applicant organization. (Private non-profit, operated by a AAA or part of a larger corporate structure)
- Describe the organizational structure. (Number of staff –paid vs. volunteer)
- Describe the current sources of revenue.
- Describe the applicant organization's experience in delivering aging related programs.
- Describe the personnel and the organization's capacity to provide the proposed support services.

Please provide any additional information describing your organization's capacity to deliver the program and sustain it beyond the funding period.

Project Description & Implementation Plan

- Description of the identified need:
  - what need will be met;
  - data & research to support identified need;
  - what approach will be used to meet the need.

- Description of the project including objectives and goals;

- how will it modernize the senior community center;
- what percent increase is expected for senior community center participation;
- expected outcomes.

- Describe the project deliverables including who/what/where/when/how.
  - Identify a clear relation to the goals and outcomes,
  - describe how the project addresses one or more of the four goals of the 2012-2016 the State Plan on Aging:

- Identify how the project will lead to improvements in quality and the means by which the participation will increase.
  - Describe how the organization will measure the effectiveness of the improvement.

- What steps will the organization take to assure the project can be replicated?

- Describe how the organization will assure the cost effectiveness of the project and how the project will be sustained.

If part of your implementation plan, please describe your organization's ability to train facilitators outside of your organization for sustainability of activities.

- Describe any partnerships that will assist in the successful implementation and lead to the sustainability of your project.

- Provide letters of support from each partner that describes their role within the project including a letter of support from the Area Agency on Aging (AAA).

. **Using the Timeline form,** describe how and when implementation will occur. **The Timeline form can be found on the PDA/Temple University grant webpage,** http://sites.temple.edu/pdagrantprogram,

Provide a timeline including project activities, roles and responsibility of each organizational staff and partner involved, as well as due dates that demonstrate timely completion of project within the funding period. The timeline will become your progress report to be updated and submitted on the 15th of each month via the reporting section of the PDA/Temple University grant webpage.

Reporting and Data Submission

In addition to the progress report discussed above, a program evaluation will be designed for each project. The grantee will submit data for evaluation. Grantees will be required to collect the requested data in order to complete evaluation tools necessary to measure the effectiveness of the project in meeting goals. Describe how the organization will comply with program evaluation requirements including

data submission and monthly reporting requirements. Identify the lead staff responsible for this task.

B. Budget

The budget categories include:
Personnel Services
Fringe Benefits
Consultant Services
Occupancy
Equipment
Supplies
Travel
Other Costs (including indirect)

A budget justification detailing each budget category must be included. This itemization should include the rationale for each budget category. Please report the budget justification on the third tab of the budget form found on the PDA/Temple University grant web page at http://sites.temple.edu/pdagrantprogram.

Using the **budget spreadsheet provided on the PDA/Temple University grant webpage**, http://sites.temple.edu/pdagrantprogram, complete a budget summary using the major budget categories provided. Include whole dollars in columns: Requested Funds, Funds Required for Start-up and Total Funds. The budget should reflect **project activities** for a maximum of a 12 month period following funding approval.

A maximum of 50% of the final award will be awarded as the initial payout. Applicant must identify the funds needed for project start-up within the budget. Each startup cost request must include a detailed justification.

C. Appendices (not included in the 5 page limit)

- List of current Board of Directors (if applicable)
- Credentials and qualifications (resumes) of key staff personal responsible for the project
- W-9
- Most recent audit
- Timeline
- Letter(s) of Support including the one from the AAA

Evaluation of Proposals

All awards will be made on the basis of the following evaluation criteria:

- Increased impact on quality improvement and increase participation to services ----------(30 Points)
- Ability to be replicated -----(20 Points)
- Sustainability ----------(20 Points)
- Relation to one or more of the four goals of the 2012-2016 the State Plan on Aging ----------(10 Points)
- Cost effectiveness----------(10 Points)
- Innovation ----------(10 Points)

III. Award Dispersal

Subject to the availability of funds, each grantee will receive a letter indicating their award status from the PA Department of Aging. Upon approval each grantee will be contacted by Temple University to begin the contracting process. Every effort will be made to expedite the process and release startup funds.

Grantee will receive the remainder of funds via the submission of a monthly invoice that will be submitted on the PDA/Temple University grant webpage.