

**The Pennsylvania Department of Aging  
Senior Community Center Grants  
Frequently Asked Questions and Answers**

**APPLICATION PROCESS**

**Week of 3/3/2014**

1. *Per the Cover Page, can you explain what is requested in item number 10; a certification by the Board chairperson the information is true and correct? Is a letter required? Does the certification need to be notarized?*

The certification is a statement of affirmation that is included in the cover letter. The certification does not need to be notarized.

2. *Is the projected number of participants to be served during the contract period for the year of the grant 2014 or until 2016?*

The grantee should state the projected number of participants to be served during the grant period from June 2014 through May 2015.

3. *I am unsure of what is meant by item five on the cover page - PDA 2012 - 2016 State Plan on Aging Goal-Area of Proposal. What is needed for this?*

For number five on the cover page, identify one or more of the following PDA 2012-2016 State Plan on Aging goal(s) that will be addressed in your grant proposal:

- Goal 1: Improve access to care for older individuals at the right time, in the right setting, and at the right intensity.
- Goal 2: Empower older individuals to remain in the setting of their choice where they may age and live well
- Goal 3: Direct older individuals to the supports necessary to maximize their health and well-being.
- Goal 4: Revitalize and redesign the aging services network to enhance the lives of older individuals.

4. *May an applicant submit additional information such as blue-prints, pictures or other supporting documentation along with their application?*

A document submission box entitled “Other Documentation” is available on the grant submission page <http://sites.temple.edu/pdagrantprogram/apply/> . In order to submit more than one document in the “other” submission box, the applicant must scan all documents into one PDF file.

5. *Should all data/research be footnoted?*

Although it is not required, data/research may be footnoted or source referenced in the text.

6. *The required timeline document includes space for four objectives. Is this the required minimum amount of objectives, or just an example?*

A minimum or maximum number of objectives are not required on the timeline document.

7. *Can you provide an example of a cover page?*

The cover page is a separate typed page that includes, at a minimum, the requested eleven informational items.

8. *Is there a preferred font, and can proposals be single-spaced?*

The application should be typed using a standard font and may be either single or double spaced.

#### **Week of 2/24/2014**

1. *Please clarify how the applications should be submitted if several senior centers are applying for the same item such as a technology system and sharing the cost across all centers. The total cost is dependent on all centers receiving their share of award funds.*

When multiple senior community centers are collaborating on a project there are two options for submission of an application:

- 1) One senior community center may submit the application as the project lead. If selected, the funds will be awarded to the applicant. The total grant request for the collaboration may not exceed \$150,000.
- 2) Each senior community center submits a grant application for their portion of the cost; the cover page of each application should identify the collaborating senior community centers by name and address.

#### **Week of 2/17/2014**

1. *Can a non-profit organization that raises funds for the senior community centers apply for the funds for several senior centers with the letter of support from AAA?*

Only senior community centers may apply for this grant opportunity.

2. *Will the FY 2014-2015 grants be handled the same as the FY 2013-2014 grant process? Will the 2014-2015 grants be a separate grant process?*

The Pennsylvania General Assembly has proposed 2 million dollars in senior community center grant funds in the FY 2014-2015 budget. If funding is approved, it is anticipated that the 2014-2015 grant process will reflect the 2013-2014 process incorporating lessons learned from the current process.

3. *Is the senior community center required to certify that they meet the minimum standards outlined in the Department of Aging Program Directive #96-04-01 Senior Community Center and Satellite Center Policies and Standards?*

A certification by the senior community center's executive director and board chair (if applicable) that the information in the application is true and correct is required on the application cover page.

#### **Week of 2/10/2014**

1. *Who may apply for this grant?*

Senior community centers that meet the standards outlined in the Pennsylvania Department of Aging Program Directive #96-04-01 may apply for the grant.

2. *How many applications may a senior community center submit?*

There is no limit on the number of applications a senior community center may submit.

3. *Can an organization that operates several senior community centers submit one application to purchase the same item for several centers or does an application need to be submitted for each individual center?*

The grant application is senior community center specific. A complete and separate application is needed for each center.

4. *Will an application that has collaborations between two senior community center providers be accepted? For example, could a non-profit work with a senior center to apply for this grant?*

Collaborative applications are acceptable. One senior community center will need to be designated as the lead on the application for grant budgeting, payment and reporting purposes.

5. *For senior community centers that are operated by the county Area Agency on Aging and do not have a "board of directors", how should the signature be handled on the application?*

The application requires a signature of the executive director of the senior community center and a signature of the board chair, if applicable. If the senior community center does not have a board of directors the cover letter should reflect this.

#### **TYPE OF PROJECTS**

#### **Week of 3/3/2014**

1. *Does the contracting process specified for renovation work apply to non-construction consultants as well?*

The contracting process specified for renovation contractors does not apply for consultants.

2. *For capital projects, should we submit copies of permits and letters of commitment from our contractors?*

Copies of permits and letters of commitment from contractors should not be submitted and should be kept on file.

3. *For projects that will use outside vendors (for non-capital projects), do the vendors need to be identified in the grant or can the bidding process take place after the grant is awarded?*

The bidding process may take place after the grant is awarded.

### **Week of 2/10/2014**

1. *Please detail what you mean by modernizing a facility?*

Modernization is to update, renovate or refurbish a facility. Examples include improving the appearance of a facility so that it is more pleasing to more participants; acquiring new and updated equipment that will allow the introduction of new services; initiating a new program to fill a need; and, acquiring or updating technology within the center.

2. *Is there an age requirement for the consumers effected, i.e., 50+, 55+, or 60+ for congregate/senior center participations?*

The participant age requirement for this grant follows the Pennsylvania Department of Aging Program Directive #96-04-01 and the Older Americans Act Title III service regulations.

3. *How will capital investment projects be scored?*

Capital investment projects will be scored by the criteria identified in the grant application. A capital investment should be tied to goals and objectives relating to how the project addresses the seven identified areas with a particular emphasis on the ability to replicate and sustain the project.

4. *What budget category should be used for identifying capital improvement costs for renovations?*

The following budget categories are most likely to be used for capital improvements: consultant services; personnel; equipment; supplies; and, other.

### **LETTER OF SUPPORT**

#### **Week of 2/24/2014**

2. *Who should the letter of support be addressed to?*

The salutation for the letter of support should be as follows:

Brian M. Duke, Secretary  
Pennsylvania Department of Aging  
555 Walnut Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17101

Letters are to be submitted with the application.

#### **Week of 2/10/2014**

1. *Is the letter of support from the Area Agency on Aging required to be included as an appendix?*

Yes, the letter of support is a required appendix of the grant submission.

2. *Will grants be considered that do not include a letter of support from the Area Agency on Aging?*

Grants submitted without a letter of support will not be considered.

3. *Is there a limit on how many letters of support an Area Agency on Aging can provide?*

There is no limit on the number of letters of support that an Area Agency on Aging can provide to senior community center applicants located within their planning and service area.

4. *When a senior community center operated by an Area Agency on Aging is applying for grant funds, how should the letter of support be handled?*

The letter of support is to be issued from the Area Agency on Aging Director or the Board of Directors

5. *Do you recommend additional support letters beyond the Area Agencies on Aging such as political officials, municipalities, etc?*

Additional letters of support are not required but may be persuasive as indicating community support and enhanced ability to sustain the project.

#### **AUDIT REQUIREMENT**

#### **Week of 2/10/2014**

1. *In Section C – Appendices of the application, it calls for a "Most recent audit". Why is this required and what is an acceptable form?*

The intent of this requirement is for the senior community center to indicate financial stability. Acceptable audit documents include a recent Area Agency on Aging financial monitoring report, a compiled financial statement specific to the senior community center or a tax form 990.

#### **RENOVATIONS**

#### **Week of 2/24/2014**

1. *Please clarify the procurement process for equipment and renovation work; i.e., number of bids required. Can bids/estimates be secured once the grant is awarded? Should these*

*be included as attachments to the proposal? For a capital project, does the Davis-Bacon Act apply?*

County affiliated senior community centers shall follow local county procurement rules. Non-affiliated county senior community centers shall solicit multiple estimates or bids. Bids/estimates may be secured once the grant is awarded. Copies of the estimates or bids should be kept on file. The Davis-Bacon Act does not apply.

#### **Week of 2/17/2014**

1. *Would an addition to an existing senior center, with no additional land acquisition, be considered acceptable for the grant application? Does the purchase of a parking lot constitute as an acceptable grant proposal?*

New construction refers to site preparation and building of an entirely new structure and/or significant extensions to existing structures and any substantial addition to land. An addition is considered new construction and is not an acceptable project for the grant. Purchase of a parking lot is considered addition to land and is not an acceptable project for the grant.

#### **Week of 2/10/2014**

1. *In prior grants to senior community centers, a cap was placed on the number of required lease years for each \$5,000 worth of renovations. A \$150,000 grant award would commit the use of the building for 30 years. Is this realistic?*

In accordance with the Senior Community Center Aging Program Directive #96-04-01 Section IV.1.a.7., a written lease of one year is required for each \$5,000 worth of renovations performed at the center up to a maximum of ten years.

2. *What is the difference between new construction and renovations?*

New construction refers to site preparation and building of an entirely new structure and/or significant extensions to existing structures and any substantial addition to land. Renovations refer to restoring to good condition, making new or as if new again, and making repairs or remodeling.

3. *Is Prevailing Wage a requirement in capital improvements/construction renovation?*

The grant application does not address prevailing wage requirements. However, violation of any federal or state law regulating hours of labor, minimum wage standards, prevailing wage standards, anti-discrimination, or child labor laws will result in denial or termination of a grant agreement.

4. *What is the contracting process? How many bids are required for renovation work?*

Applicants must comply with local procurement requirements the Aging Block Grant provisions located at

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=616013&mode=2> .

Copies of estimates or bids should be kept on file.

## **GRANT AWARD**

### **Week of 2/24/2014**

1. *May a non-profit administer the funds on behalf of the senior center? The centers each apply for the grant with support letters from both the AAA and the non-profit.*

The funds will be awarded through a grant agreement with the senior community center. The application requires a letter of support from the AAA.

### **Week of 2/17/2014**

1. *Will the invoiced start-up funds count towards meeting the start-up cost amounts regardless of they are budget category in which they are entered?*

All invoiced amounts, regardless of budget category in which they are entered, will be applied towards meeting the upfront payout amount.

2. *Will successful applicant funds be funneled through the AAA?*

Successful grantee funds will be awarded to the senior community center.

### **Week of 2/10/2014**

1. *Who will be judging the grant applications?*

A team of reviewers including personnel from both the Pennsylvania Department of Aging and Temple University will be scoring the applications. The final funding decision will be determined by using the results of the scoring evaluations and recommendations of the evaluation team.

2. *How many grants will be approved?*

The Pennsylvania Department of Aging will awarded grants until the entire \$2.15 million is expended.

3. *Explain what "applications from all regions will be considered based on merit per requirement of one per region" means?*

The goal at the Pennsylvania Department of Aging is to fund projects statewide. Grant funding will be awarded based on the results of the scoring evaluation and recommendations for funding for each project and will not be dependent on the number of projects submitted within a region. Depending upon the response, the number and funding amounts for each region will vary.

4. *Some centers have depleted reserves due to budget cuts. Is there any possibility for a different funding modality such as holding funds in escrow?*

The grant reimbursement process is to provide a maximum of 50 percent of the total award upfront. The grantee will begin to draw down the remainder of the funding when the submitted monthly invoices exceed the amount of the upfront award.

5. *Will grant requests be funded at the full amount requested or is there a possibility of being partially funded based on reviewer discretion?*

The Pennsylvania Department of Aging will fully or partially fund grants based on findings of the evaluation team.

6. *How should the budget pages be completed when grant funds will not be used for personnel services, fringe benefits, consultant services, or occupancy?*

Leave the field blank or enter zero into the appropriate budget categories if they are not being used.

7. *Will grants be awarded to cover partial costs of a project if the total cost of the project exceeds \$150,000?*

The Pennsylvania Department of Aging will consider grant applications that cover partial costs of a project.

8. *If a project is already in the works, can grant funds received be used to help cover/complete the project or is the grant dollars only for funds spent after the date of the signed contract?*

Grant funds are not to replace funds that have already been raised or to pay off loans or lines of credit. Grant applications where the proposed project is already underway may be considered.

## **TIMELINE**

### **Week of 2/10/2014**

1. *What is the Pennsylvania Department of Aging's Senior Community Center Grant timeline?*

Grant Applications Due	March 31, 2014 by 5:00 PM
Grant Awardees Announced	April 25, 2014
Grant Starts	June 2014
Grant Ends	May 2015

## **BUDGET**

### **Week of 2/10/2014**

1. *Does it make a difference if "full time" is considered as 30 hours versus 40 hours, or is it simply the definition of the employer?*

No, employment status is determined by the employer.

## **REPORTING**

### **Week of 2/10/2014**

1. *For the reporting and data submission section of the application, should the applicant propose/define possible program measures and outcomes on which their grant project will be evaluated or will these reporting measures be defined by Temple?*

The researchers at Temple will develop an evaluation program specific to each project that will accompany each awarded contract based on the projects goals and objectives.

2. *For the senior community centers who serve over and under age 60 participants, will reporting only be for 60 years of age and older individuals or for all ages?*

The data submission will depend upon the grant project. A project that includes goals or objectives pertaining to additional age groups or demographics may require data submission regarding the additional participants.

## **WEBINAR**

### **Week of 2/10/2014**

1. *Where is the recording of the Senior Community Center Grant Walk Through Webinar that was held by the Pennsylvania Department of Aging located?*

The Senior Community Center webinar held on February 11, 2014, is posted on the Pennsylvania Department of Aging's website at

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=1715153&mode=2> or at <http://sites.temple.edu/pdagrantprogram/>.