

**ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS
(ASCOG)**

GRANT APPLICATION

**COMMUNITY EXPANSION OF NUTRITIONAL ASSISTANCE
(CENA)
State Fiscal Year 2018**

**ASCOG
AREA AGENCY ON AGING
P.O. Box 1647
802 Main
Duncan, Oklahoma 73534-1647**

**CONTACT:
Ken Jones, Director
Area Agency on Aging
Phone: 580-736-7972
Fax: 580-252-6170
Jone_ke@ascog.org**

**ASCOG Area Agency on Aging (AAA)
Community Expansion of Nutrition Assistance (CENA) Program
State Fiscal Year (SFY) 2018
Senior Center Application Guidelines**

PURPOSE

To provide funding for general improvement of nutritional conditions of eligible senior centers that will assist with: increasing meals served and expanding other needed services for senior residents of the ASCOG planning and service area.

Eligible CENA Sites

A site must meet the following eligibility criteria:

- Must submit a complete CENA application to ASCOG AAA.
- Must qualify as an “Eligible Applicant” as defined below.
- Must have a current Board of Directors.
- Must have approved By-Laws.
- Must comply with other requirements of the ASCOG AAA.

“Eligible Applicants” means independent senior center organizations and Title III Multipurpose sites that coordinate senior adult supportive services with ASCOG AAA.

“Eligible Applicants” does **NOT** include Meals-on-Wheels Programs, Title VI, or Title III Nutrition Centers. The use of CENA Funds is **NOT** allowed for these Federally Funded programs.

PLEASE SUBMIT

In order to respond to this application, proposed Senior Centers must provide the following:

- Complete Grant Application. Incomplete applications will not be accepted.
- A copy of the Senior Center’s current By-Laws.
- A copy of the Board of Directors meeting minutes authorizing the application and purpose of these funds.

- A numbered list of seniors, 60 and older, who participate at your senior center. The list must include the name, address and phone number for each participant.
- At least one email address must be provided for the main contact person of each center.

FUNDING ALLOCATION

When approval is received from the Oklahoma State Department of Commerce of the ASCOG CENA budget and list of eligible centers of funding, ASCOG Area Agency on Aging distributes the CENA application to all eligible senior centers and multi-purpose centers in the ASCOG eight county area.

Applications are evaluated by ASCOG staff and the ASCOG Board or Executive Committee.

Selection of centers and the amount of funding for each center is determined based on information gathered from the project narrative section of the application and history of need for each center. Funding amounts for each award will be determined by ASCOG AAA and are based upon the amount appropriated by the legislature, the number of applications received, the number of seniors served, the frequency that meals are served at site, and the type of project. Priority will be given to senior centers serving meals at least three days per week. Application narratives must be detailed.

Each center will be notified by letter of the amount of the award and what the award can be expended on. A formal contract, to be signed by the applicant, will accompany the letter of notification.

ALLOWABLE USE OF FUNDS

Eligible expenditures include, but are not limited to, food, utilities, insurance, equipment, repairs, and maintenance. This year, a special priority will be given to food, utilities. Internet service will be treated as a utility. Equipment purchase using this grant require annual review of inventory and are therefore discouraged due to higher administrative costs.

MONITORING

ASCOG AAA will monitor Senior Centers and perform random site visits on an annual basis to ensure proper use of funds. Notification will be given to the Senior Center in advance of the monitoring visit. Unannounced visits may be performed at the discretion of the AAA Director. Monitoring reviews will include but is not limited to the following:

- Review of sign-in sheets
- Documentation of meal services provided
- Documentation of utility services at site
- Documentation of completed maintenance or repair work
- Documentation of insurance coverage
- Verification of attendance
- Review of invoices or receipts related to reimbursement requests
- Review of equipment inventory if applicable.

VERIFICATION PROCESS

ASCOG AAA will verify the eligibility of Senior Centers for the CENA grant based on review of the current Senior Center By-Laws, list of the current Board of Directors, and, if necessary, confirmation that the CENA funds will not be used to support the above mentioned Federally Funded program that are disallowed.

CENA QUESTIONS OR ASSISTANCE

TECHNICAL

Technical assistance for your CENA application will be provided by Ken Jones at jone_ke@ascog.org or 580-736-7972.

CONTRACT

For any contract questions, please contact Ken Jones at jone_ke@ascog.org 580-736-7962.

ACCOUNTANT

For any accounting questions, please contact Nancy Bluml at blum_na@ascog.org or 580-736-7966.

SUBMITTAL OF APPLICATION

Submit completed application by **August 31, 2017** to:

Ken Jones, Director
ASCOG AAA
802 W. Main St.
PO Box 1647
Duncan OK 73534-1647

**Association of South Central Oklahoma Governments
(ASCOG)
Area Agency on Aging
Community Expansion of Nutritional Assistance
Program Year 2018
Grant Application**

Name of Center		
Mailing Address	City	Zip
Center Telephone Number	Center Fax Number	

Contact Person	EMAIL (REQUIRED)	
Address of Contact Person	City	Zip
Telephone of Contact Person		

Signature of Authorizing Official

Name: _____

Title: _____

Date: _____

**Association of South Central Oklahoma Governments
(ASCOG)
Area Agency on Aging
Community Expansion of Nutritional Assistance**

(CENA)

PROJECT NARRATIVE

Describe in detail what your center intends to purchase with this grant? If insurance is included in your request, please specify what kind of insurance. (no funds will be allowed for personnel.)

How will the purchase(s) benefit the seniors (60+) that utilize the center?

What other source of income does your center receive other than donations from participants?

Approximately how long has your center been in existence?

How many seniors (60+) utilize the center on a monthly basis? _____

**How often and when are meals served at your senior center?
(days of the week and times)** _____

Who is the legal owner of the structure and property where the center is located?

Application was prepared by: _____ Phone Number _____

**Association of South Central Oklahoma Governments
(ASCOG)
Area Agency on Aging
Community Expansion of Nutritional Assistance
Program Year 2018**

Proposed Budget

List **by priority** items to be purchased and cost of each item.

ITEM(S) If insurance, please specify what kind of insurance. No personnel costs will be allowed.	COST
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL AMOUNT REQUESTED	

**Association of South Central Oklahoma Governments
(ASCOG)
Area Agency on Aging
Community Expansion of Nutritional Assistance
Program Year 2018**

Senior Center Board of Directors

President

Name: _____ EMAIL _____

Address: _____ City _____ Zip _____

Telephone: _____

Vice President

Name: _____ EMAIL _____

Address: _____ City _____ Zip _____

Telephone: _____

Secretary

Name: _____ EMAIL _____

Address: _____ City _____ Zip _____

Telephone: _____

Treasurer

Name: _____ EMAIL _____

Address: _____ City _____ Zip _____

Telephone: _____

SAMPLE BY-LAWS

_____ SENIOR CITIZENS BY-LAWS

PREAMBLE

We, the members of the _____ Senior Citizens, in order to more adequately meet the exigencies of the times, do hereby ordain, ratify, and establish these by-laws to carry out the purposes and functions set forth by this organization.

ARTICLE I

ORGANIZATION, MEMBERSHIP, SELF-GOVERNMENT, RECORDS

Section 1 Organization.

The members of the _____ Senior Citizens, a non-profit organization organized by the Senior Citizens of _____, as now established or hereafter established, shall continue to be a proper entity, for the purpose of promoting a general well-being for the elderly.

Section 2 Membership.

The membership of _____ Senior Citizens shall be those persons 60 years old or older who participate monthly in the organization and who reside in _____. Members who meet these qualifications are eligible to vote.

Section 3 Self-Government.

The _____ Senior Citizens shall be governed by a board selected by the majority of its members.

Section 4 Records.

All records shall be for the use of the officers and for public inspection by the members of _____ Senior Citizens and be kept and maintained at the office of _____ Senior Citizens, _____ County, Oklahoma.

ARTICLE II
GOVERNING BOARD

Section 5 Election of Officers.

The voting members shall elect a governing board of three (3) members to consist of a president, vice-president, and a secretary/treasurer. These elections will be held on the _____ day of _____ each year.

Section 6 President and Vice-President.

The duties of the President of _____ Senior Citizens are: to preside at regular meetings, events, and functions; to call special meetings with prior notices given when necessary; to work with the secretary and treasurer in signing all official and legal documents; to administer the business of the center in a timely and responsible manner.

The Vice-President shall perform the duties of the President in his/her absence, as well as any other duties that may be assigned to him/her by the President.

Section 7 Secretary/Treasurer.

The Secretary shall keep a complete and accurate record of all business meetings, read minutes from the previous meeting, and maintain a current record of participating members. The secretary shall also be responsible for reporting events and functions to the local newspaper or other media. Other duties may be assigned as needed by the President.

The Treasurer shall receive and deposit all funds and donations, maintain an accurate account of all financial transactions, and presenting a financial report to the membership at the regular meetings.

Section 8 Term of Office.

The term of each officer shall be for a period of one (1) year with any officer being eligible for re-election.

Section 9 Filling of Vacancies.

The Governing Board, by majority vote of its remaining members, shall fill vacancies in its own membership for the unexpired terms.

Section 10 Powers, Responsibilities.

Except as otherwise provided in these by-laws, all powers of the governing board, including the determination of all matters of policy, shall be vested in the board. Without limitation of the foregoing, the board may:

- A. Recommend, plan, conduct and administer program(s) of _____ Senior Citizens to provide fellowship and promote a general well-being for the elderly.
- B. Approve all expenditures of the _____ Senior Citizens funds. Three(3) signatures of board members shall be on the bank account with two(2) signatures, those of the Treasurer and the President, being on each check issued.
- C. Advise the membership on all matters relating to the plans and activities of the Center.
- D. Establish and appoint committees to assist the board in the discharge of its responsibilities. These committees will consist of at least three(3) members with one(1) chairman appointed.
- E. Carry out and enforce all by-laws of this organization.
- F. Appropriate all funds of the _____ Senior Citizens where recommended and warranted.

Section 11 Meetings.

There shall be a publicly held business meeting once a month at which time there shall be a reading and approval of minutes and reports from the Treasurer and any committees. A special meeting may be called by the president or a majority of the board members after notification. The board may determine its own rules of order and procedures in conducting meetings. Business may be introduced by any member of _____ Senior Citizens at which time the member will state concisely the nature of the business. Notice of all business meetings will be

properly posted on the door of the _____ Senior Citizens and members will be informed in advance of such meetings.

ARTICLE III

Disciplinary Action

Section 12 Suspension, Disbarment from Attendance.

- A. The Governing Board may, for just cause (i.e. Disturbances, excessive and abusive use of language, etc.), indefinitely suspend or bar any member from participating or attending any or all activities of the _____ Senior Citizens. No disciplinary action shall become effective until the member has an opportunity to explain the incident. The Governing Board shall then issue a written notice of indefinite suspension or disbarment, the effective date thereof, and reasons or grounds for such action to the member, with a copy provided to the Secretary for record-keeping. The disciplinary measure shall then become effective immediately.
- B. No disciplinary action shall be taken by the Governing Board against a member because of membership in any political, religious, or fraternal organization.