



2024-2025 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 (SCCs) from 2024-2025 fiscal year funds.

The purpose of the grant program is to provide funding to Pennsylvania's AAA-affiliated SCCs to increase participation and programming; attract a new generation of older adults; and enable SCCs to provide a safe and healthy environment for their 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 complete the grant application.

All applications and application documents must be submitted electronically through the Commonwealth's Electronic Single Application (ESA) system no later than 5 p.m. Friday, December 13th, 2024.

There is a limit of one (1) application per SCC or group of collaborating SCCs. The ESA system will not allow incomplete applications or applications submitted after the deadline. Applications and required documents will not be considered if submitted to the Department via other means, such as email.

These application submission instructions are also available online at [2024-2025 Senior Community Center Grant Opportunities](#).

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

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

Respectfully,

A handwritten signature in blue ink, appearing to read 'Jason Kavulich', is written over a light blue horizontal line.

Jason Kavulich
Secretary, Pennsylvania Department of Aging

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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. Centers shall be in operation as of October 1, 2024. Applicants who previously received SCC grant funding shall have complied with all applicable requirements from prior grant years, such as complying with grant evaluation requirements.

SCCs applying for a competitive grant, including collaborating centers, are **ineligible** to receive a non-competitive award.

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B. Eligible / Ineligible Grant Projects

Eligible Projects

Examples of projects 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
- Technology, 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
- Marketing and outreach tools and materials to reach new and existing center participants

Ineligible Projects

Examples of projects 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 and/or operational overhead like rent, etc.
- 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
- Travel expenses
- Vans or other vehicles
- Food or snacks that are part of congregate meals or for celebratory activities
- Handouts/gifts
- Administrative costs or fees associated with administering the grant funding

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C. Application Submission Requirements

Applications and required documents shall be received electronically through the [Commonwealth Electronic Single Application \(ESA\)](#) system no later than **5 p.m. on Friday, December 13, 2024**. The ESA system does not allow incomplete applications to be submitted or applications to be submitted after the deadline. Applications and required documents will not be considered if submitted to the Department via other means, such as email.

The Department reserves the right to reject applications not complying with minimal submission standards.

Instructions for using the ESA system can be found here: [Electronic Single Application \(ESA\) Instructions](#)

D. AAA Letter of Support Form

Applicants are required to secure a letter of support from the AAA overseeing the applicant's planning and service area. Applicants shall use the **AAA Letter of Support Form** template developed by the Department to fulfill this requirement.

The **AAA Letter of Support Form** shall be completed by the AAA Director and submitted electronically as part of the grant application.

E. Itemized Budget

Applicants are required to submit an itemized budget on the **Department's Excel Spreadsheet Template** available to download in the Attachment & Addenda section of the electronic application. Complete the itemized budget spreadsheet, as appropriate, to submit with the application. The budget should not include cents, only whole numbers.

Applicants may provide additional budgetary information; however, applicants shall submit an itemized budget on the **Department's Excel Spreadsheet Template** provided in the electronic application. Budgets submitted using a different format or spreadsheet other than the **Department's Spreadsheet Template** shall not be considered.

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F. 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. For example, several SCCs are interested providing the same program at each center. This program will be replicated at each center with the same instructor and curriculum. This is a collaborating project. Alternatively, SCCs should apply separately when each center wants to provide programming, but instructors and curriculum differ from center to center. This would not meet the criteria for a collaborating project as the programs at each center vary. Another example would be when several SCCs are interested in purchasing the same equipment (appliances) for their centers. A collaborating project is when the same appliances are being requested for each center. When the requested appliances differ for each center, such as the purchase of a stove for a center and a freezer for another center, the SCCs should apply separately. The appliances are different and does not meet the criteria for a collaborating project.

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 submitting invoices for all grant-related charges and expenses.

G. Copy of Current Lease and Landlord Written Assurance

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

If the project includes capital improvements and/or renovations over \$5,000 which may affect the value of the building, a complete copy of the current lease **AND** the Landlord Written Assurance Form indicating the landlord agrees to continue to rent the location exclusively to the center for one (1) year for every \$5,000 up to 10 years or \$50,000, of grant funding approved for renovations, shall be provided.

Failure to submit the **Landlord Written Assurance Form AND a complete copy of the lease agreement** for project budgets containing over \$5,000 dedicated to renovation or capital improvement projects shall disqualify the application.

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H. Scoring Criteria

Applications shall 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 (30 points)
- Improved Quality and/or Increased Participation (30 points)
- Cost Effectiveness and Sustainability (30 points)
- Intended Outcomes and Measures of Success (10 points)

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

I. Award Notification and Dispersal

Applicants shall be notified by email whether they have been selected to receive an award.

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

J. Tentative Timeline

Applicant Webinar	October 29, 2024
Grant Announcement	November 1, 2024
Applications Due	December 13, 2024
Notification to Applicants	April 2025

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K. Awardee Data Collection and Reporting Requirements

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

- 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 project outcomes and measures of success in the timeframe specified.

L. Department Contact Information

Please email SCCgrants@pa.gov or call PDA's Senior Center Grant Program Administrator at (717) 772-2551 if you have questions about the grant process.