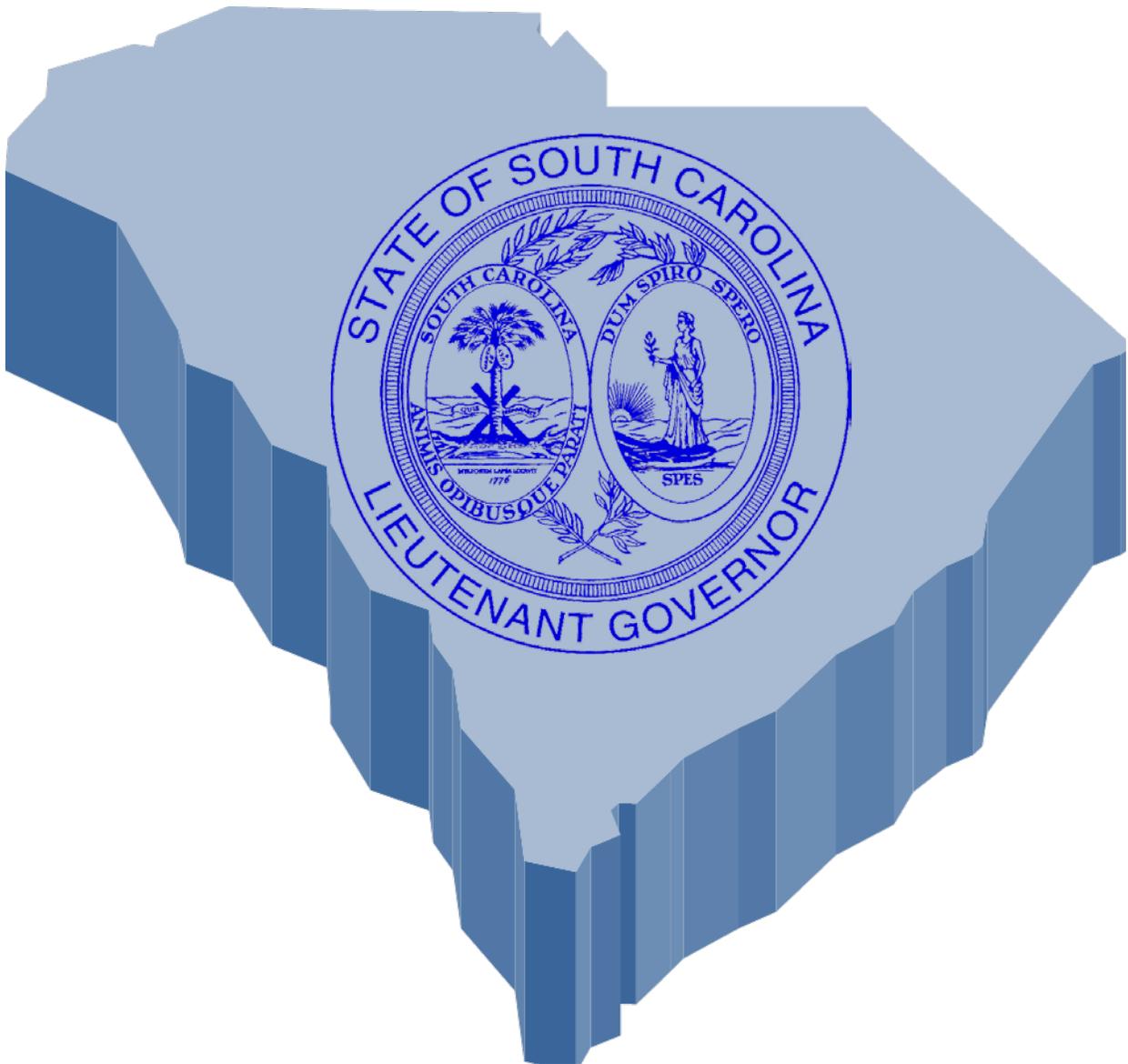

SC LIEUTENANT GOVERNOR'S OFFICE ON AGING

SENIOR CENTER

PERMANENT IMPROVEMENT PROGRAM

2014 Grant Application Package



2014 PIP Grant Cycle: Applications accepted February 1 – 28, 1014

TABLE OF CONTENTS

I. INTRODUCTION 4
 PURPOSE4
 GENERAL4
 BACKGROUND4
 NEED5
 SOLICITATION OF GRANT PROPOSALS5
 SUBMISSION OF GRANT PROPOSALS6

II. ELIGIBILITY FOR FUNDING 6
 APPLICANT ELIGIBILITY6
 FACILITY REQUIREMENTS6

III. MATCHING FUNDS 7

IV. ALLOWABLE EXPENDITURES 7
 RENOVATION/EXPANSION7
 CONSTRUCTION PROJECTS8
 EXCLUSIONS9

V. DISTRIBUTION OF FUNDS AFTER AWARD 9
 AVAILABILITY OF FUNDS9
 TIME-LIMITS FOR REQUESTING A GRANT AGREEMENT10
 TIME-LIMITS FOR COMPLETING PROJECTS10

VI. SPECIAL INSTRUCTIONS AND CONDITIONS 10
 ANCILLARY SERVICES11
 MANAGEMENT11
 GRANT PROPOSAL CONSTITUTES OFFER11
 NO OBLIGATION TO LGOA11
 AMENDMENTS12
 QUESTIONS12
 AWARD12
 RIGHT OF NON-COMMITMENT OR REJECTION12
 NOTICE OF AWARD12
 NOTICE OF TERMINATION12
 PROHIBITION OF GRATUITIES13

VII. PREPARATION OF GRANT PROPOSAL 13
 GRANT PROPOSAL STRUCTURE AND CONTENT13
 SUMMARY OF APPLICANT’S QUALIFICATIONS14
 ADMINISTRATIVE AND FISCAL CAPABILITIES:14
 DOCUMENTS REQUIRED FROM SELECTED APPLICANTS:14

VIII. GRANT PROPOSAL FORMAT AND CONTENT 14
 GRANT PROPOSAL COVER SHEET16
 PROGRAM NARRATIVE: GENERAL INFORMATION17
 PROGRAM NARRATIVE: REQUIRED SECTIONS18
 A. PROJECT JUSTIFICATION18
 B. ENHANCEMENT OF SERVICES TO THE ELDERLY19
 C. USE AND PURPOSE STATEMENT20
 D. COMMUNITY COORDINATION AND INPUT21
 E. COORDINATION OF COMMUNITY FUNDING22
 F. MANAGEMENT EXPERIENCE23
 G. PLANS TO COMPLETE PROJECT24
 H. PROPOSED SOURCES OF FUNDING25
 I. PROJECT PLAN BACKGROUND26
 J. ESTIMATED TOTAL PROJECT COST27
 K. OPERATING BUDGET28
 CHECKLIST29

IX. EVALUATION CRITERIA 30
 EVALUATION.....31

APPENDIX A: PROJECT PLAN PACKAGE FOR GRANT AGREEMENT 32
 PROJECT PLAN CONTENT32
 SUBMISSION OF PROJECT PLAN.....32
 PROJECT IMPLEMENTATION33
 CASH FLOW MANAGEMENT AND CONSTRUCTION PROGRESS PAYMENTS33
 REPORTING SCHEDULE.....33
 MULTIPLE FUNDING SOURCES34
 RETENTION OF FILES.....34
 STATE REVERSIONARY INTEREST IN SENIOR CENTERS34
 SENIOR CENTER FACILITY AND PROGRAM STANDARDS35
 SPACE STANDARDS FOR SENIOR CENTERS37
 PROJECT PLAN CONTENT AND FORMS38
 W-9 TAXPAYER IDENTIFICATION.....39
 C-1 PROJECT PLAN NARRATIVE.....40
 C-2 ESTIMATED PROJECT COST41
 C-3 PROPOSED SOURCES OF FUNDING WORKSHEET42
 C-4 CERTIFICATION OF MATCH43
 C-5 PIP APPLICANT’S’S CERTIFICATION OF ASSURANCES.....44
 C-6 AAA’S CERTIFICATION OF ASSURANCES45
 C-7 FINAL REPORT NARRATIVE, PAGE 1.....46
 C-7 FINAL REPORT NARRATIVE, PAGE 2.....47
 C-8: CERTIFICATION OF PROCUREMENT FOR ARCHITECT/ENGINEER SERVICES.....48
 C-9: CERTIFICATION OF PROCUREMENT FOR CONSTRUCTION SERVICES49

APPENDIX B: GLOSSARY OF TERMS 50
APPENDIX C: OVERVIEW OF THE GRANT PROCESS 54
APPENDIX D: HELPFUL PLANNING INFORMATION..... 57

I. INTRODUCTION

MISSION STATEMENT

The LGOA has established and has the authority to continually strive to assure that the Permanent Improvement Project (PIP) funding is fairly distributed and beneficial to all approved senior center capital improvement projects. The PIP funds, as determined by the LGOA, are intended to be used as a resource to assist in construction, renovation, and emergency (as defined the LGOA policy) financial assistance to all Area Agencies on Aging, (here and after referred to as the Grantee), that meet the specified PIP guidelines, follow the established procedure, and administer the PIP project according to signed PIP documentation that serves as an agreement between the Grantor and the Grantee.

LGOA agency prides itself in assuring that all ethics and legal policies and procedures will be practiced in the PIP program process and administration.

DECLARATION OF INTENT

It is the intent of the LGOA, to administer the PIP grant according to the authority vested to the LGOA by the legislature, Section 12-21-3441 and 12-21-3441. The LGOA keeps the state's legislative intent at the forefront of its PIP grant mission, and manages the matching grant program accordingly.

PURPOSE

The Lieutenant Governor's Office on Aging (LGOA), requests Grant Proposals for permanent improvements to senior centers in the State of South Carolina annually in the month of February, if funds are available. Annually, applications will be received in the month of February, with site visits and evaluations made in March, and grants awarded later in the spring. Permanent Improvement funds are to be used for construction projects and not to fund engineering, preplanning projects or land acquisition. The funding will be awarded for 60 days for emergency grants, 12 months for renovations, and 24 months for new projects. If the project is not completed within that period the funds will revert back to the LGOA PIP account.

GENERAL

This Grant Application Package describes the procedures necessary to apply for and successfully complete a Senior Center Permanent Improvement Project (PIP). Questions regarding the Grant Application Package should be directed to the Grant Proposal PIP Coordinator at (803) 734-9867.

BACKGROUND

In 1991, the South Carolina State Legislature established the Senior Center PIP and appropriated \$948,000 per year from State Bingo tax and licensing fee revenues to fund a list of 74 specifically identified capital improvement projects. The total amount of funding required to complete these projects was reached in the year 2000.

The original legislation was amended by the General Assembly in 1997 to continue the program beyond the original list and the State Unit on Aging (hereafter called the Lieutenant Governor's Office on Aging or LGOA), was given responsibility for developing an ongoing process to select and fund applications for senior center capital improvement projects. The resulting procedures created a competitive grant process for securing Senior Center PIP funds.

The legislative basis for this grant program can be found in Section 12-21-3441 of the Code of Laws of South Carolina 1976

and Section 12-21-4200.

NEED

Grant Proposals must provide evidence of need for proposed projects in the community. PIP Applicants should conduct or refer to existing needs assessments in their community, in order to best meet those needs. This funding process is designed to promote a visionary, collaborative and community-oriented approach in designing facilities to serve the needs of the state's elderly population.

SOLICITATION OF GRANT PROPOSALS

Grant proposals will be solicited annually in the month of February, based on available PIP funds. Grant applications may be submitted February 1 – 28 annually (under the discretion of the LGOA). The LGOA will publish requirements and each organization wishing to apply for a grant under this program may find this Grant Application Packet containing instructions, procedures, and all necessary forms on the LGOA web site (WWW.Aging.SC.Gov). **The LGOA reserves the right to amend and modify PIP policies and procedures as needed.**

The LGOA requires each condition of the Permanent Improvement Project Grant Application to be strictly followed during the application process, grant period and for the twenty (20) year reversionary period. If the recipient does not adhere to and meet the conditions and requirements set by the LGOA and the Permanent Improvement Project Grant Application, the PIP Grant may be suspended or terminated.

SUBMISSION OF GRANT PROPOSALS

Mail or Deliver to: Gerry Dickinson, LGOA PIP Coordinator

Lt. Governor's Office on Aging
1301 Gervais Street, Suite 350
Columbia, SC 29201

If mailing, allow sufficient time to ensure receipt of Grant Proposals. Faxes or electronic submissions will not be accepted.

II. ELIGIBILITY FOR FUNDING

APPLICANT ELIGIBILITY

The following conditions apply to applicants for grants under the Senior Center Permanent Improvement Project:

- Applicants must either be a governmental entity/subdivision recognized by the State of South Carolina, a non-profit religious denomination or congregation that plans to operate a center open to the entire community but not limited to just church members, not-for-profit human services organization designated by their Area Agency on Aging (AAA)/Aging and Disability Resource Center (ADRC) as a provider of aging services, a not-for-profit organization serving seniors, or a local designated focal point. **(Applicants shall meet the National Council on Aging's Multipurpose Senior Center Standards – to be a Village Square or Focal Point for aging services. Senior center directors are encouraged to join the National Council on Aging).**
- Applicants must submit their application to their local AAA/ADRC for review and evaluation. The AAA/ADRC must approve the project by signing the grant application, and submit to LGOA an approval letter supporting the application. No non-emergency proposal will be considered without written approval from the AAA/ADRC.
- Funding under this grant can only be used for permanent improvements to senior centers or the portion of a facility used for aging services.
- Any applicant that has received up to \$350,000 cumulative in PIP funds in the previous 7 years is not eligible to receive additional PIP funding. PIP applicants who have received less than \$350,000 can continue to request funding until they have reached a \$350,000 limit. After 7 years, previous PIP recipients of \$350,000 will be eligible to apply in the next PIP funding cycle.
- PIP Recipients/Grantees must have an Escrow Account set up for the entire tenure of the reversionary period in order to make necessary improvements, such as standard repairs and improvements that will be expected from the normal day to day use of a facility. **Escrow funds or a Designated Fund Account must be used to repair or renovate real property that has worn out or reached the end of its normal life expectancy. These standard repairs will not be considered for emergency PIP funding.**

FACILITY REQUIREMENTS

Either at the time of the application, or as a result of the proposed project, the facility must meet the following requirements:

- It must be a facility that meets the *National Council on Aging's* definition of a senior center which is as follows: “A *community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community.*”
- It must comply with all Senior Center Standards set by the National Council on Aging.
- It must provide or arrange for a broad spectrum of services including health, social, nutritional (but not necessarily meals), educational, and recreational programs.
- It must operate at least five days a week, except for legal holidays and emergencies.
- It must have programs and services available at least six hours each day of operation.
- PIP Recipients will be expected to follow and incorporate any amendments/changes made to the Older Americans Act and to the National Council on Aging's Senior Center Standards during the 20 year Reversionary Period of the grant if those changes affect senior center services, activities and programs. Senior centers that receive PIP funding will be expected to execute all of these changes during the entire reversionary period stated in the PIP regulations and application.

III. MATCHING FUNDS

The Senior Center PIP Program is a matching funds grant program. The local PIP Applicant must provide the matching funds. The match rate is ten (10) percent for Emergency PIP requests; twenty (20) percent for (renovations) awards of up to, and including \$100,000, with a total minimum project cost of \$125,000; and Thirty (30) percent for (new construction) awards greater than \$100,000 and up to \$350,000 with a total minimum project cost of \$500,000 for a \$350,000 grant. Examples would be a PIP Grant Award of \$100,000 with a twenty (20) percent match would equal a project total of \$125,000 or a \$350,000 PIP Grant Award with a thirty (30) percent match would equal a total project cost of \$500,000.

When documenting its match, the grant recipient must provide a bank statement showing there is a designated funds account to manage a match and board minutes reflecting a match has been met.

Allowable matching funds include the following:

- Local Government funds
- Rural Government funds
- United Way contributions
- Church and civic donations
- Private donations
- Monies generated through fund raising activities
- In-kind based on real estate

IV. ALLOWABLE EXPENDITURES

RENOVATION/EXPANSION/EMERGENCY

Renovation is the improvement or modernization of the senior activity area of a senior center or the mechanical systems serving such areas. *Expansion* is the increase in external size of an existing center for the purpose of offering new programs or increasing the number of clients served in existing programs. **No more than twenty-five (25) percent of the increased space can be dedicated to office space.** Examples

of *allowable* renovation/expansion/emergency expenses are, in order of recommended priority:

- Emergency repairs to the facility to alleviate safety or health concerns. The LGOA will award emergency PIP Funding in cases that would prevent senior centers from operating safely or where there are serious health concerns. This funding is awarded on a case by case basis at the discretion of the Director and PIP Coordinator. Emergency PIP applicants must submit a completed PIP application, as well as three valid work estimates in writing. There is a ten (10) percent local match which must be met for Emergency PIP awards. Emergency Repairs - means the process of restoring, to a serviceable condition, by putting back together real property that is damaged. For the purpose of this definition, the term "Emergency Repair" does not apply to real property that has worn out or reached the end of its normal life expectancy. Examples of Emergency Repairs are as follows: (1) Vandalism, (2) Accidents, (3) Flood, lightening or wind damage, (3) Fire damage;
- Renovations mandated by federal or state regulations, such as: ramps, handicapped door openers, automatic faucets, toilet handles, hand dryers, elevator controls, signage; and installation or repair of emergency, fire or security systems;
- Major energy-related renovations, such as: lighting systems, HVAC systems, repair of roof, and replacement of windows;
- Refurbishment of existing space for the purpose of accommodating aging services delivery; and
- Expansion of existing space for the purpose of accommodating aging services delivery.

Examples of disallowable renovation/expansion expenses are as follows:

- Equipment and furnishings with a life expectancy of less than 15 years, such as audio-visual equipment, computers, and exercise equipment are examples of items excluded because of failure to meet this requirement. Only "built-in" kitchen equipment such as stoves and dishwashers are allowable, which *excludes* stand up refrigerators, microwaves, and carts.
- Equipment and furnishings that is not heavy enough to preclude easy removal. Tables, individual desks, chairs and draperies are examples of items *excluded* because of failure to meet this requirement. *Allowed* would be examples such as built-in bookcases, fixed blinds, and built-in information desks.
- Renovating or expanding existing office space or areas not directly related to service delivery beyond stated limits (twenty-five (25) percent).
- The AAA/ADRC may request that LGOA make a ruling prior to submitting a project plan. Such decisions shall be made in accordance with the guidelines and philosophy of this grant program.

CONSTRUCTION PROJECTS

New construction is the construction of a senior center on an unoccupied site, the construction of a building after razing an existing building on the site, or building a new structure to serve as a senior center that will be part of a complex that includes an existing building(s). Any expansion of an existing facility that doubles its size or increases it by more than 1,500 sq. ft. will be classified as new construction. No more than twenty-five (25) percent of the space can be used as office space.

PIP funds cannot be used to acquire property for use as a senior center. Nor can PIP funds be used for pre-construction costs such as engineering or architectural uses. PIP funds can only be used for actual

construction or building purposes.

No more than twenty-five (25) percent of the space can be used as office space.

Types of *allowable* expenses for construction are as follows:

- Construction costs; and
- Costs associated with conversion to a senior center.

Common types of *disallowable* construction/acquisition expenses are:

- Equipment and furnishings with less than a 15-year life expectancy, such as audiovisual equipment, computers, and exercise equipment. Kitchen equipment must be “built-in,” such as stoves and dishwashers, which *excludes* stand up refrigerators, microwaves, and carts.
- Equipment and furnishings that are not heavy enough to preclude easy removal, such as tables, individual desks, chairs and drapery are examples of items excluded because of failure to meet this requirement. Allowed would be examples such as built-in bookcases, fixed blinds, and built-in information desks.
- Appraisals, Environmental study, architect, engineering, landscaping, and/or other professional fees;
- Site improvements or preparations, including demolition of an existing structure.

EXCLUSIONS

No funds from Senior Center PIP grant awards may be used for the following:

personnel costs	late payment charges, including penalties and fines
operational costs	contributions
senior center activity costs	entertainment
administrative expenses	promotional expenses
bad debts	actual losses which could have been covered by insurance
contingency funds	interest;
fund raising costs	investment management costs
legal fees	profit/losses on disposition of depreciable property or other capital assets
	Acquisition of Property (unless there is a ready-use building already in place)

The LGOA reserves the right to determine whether any cost is an allowable expense. The LGOA will make the final determination as to whether a particular expense is allowable.

V. DISTRIBUTION OF FUNDS AFTER AWARD

AVAILABILITY OF FUNDS

Unlike most government-funded programs, PIP does not receive its annual funding in a lump sum at the beginning of the fiscal year. It is received in monthly payments from Bingo revenue; therefore, sufficient funds are not always on hand to initiate a new grant agreement. All funds will be released through a grant agreement between the AAA/ADRC and LGOA. PIP Grant Applications will not be evaluated by the LGOA unless first approved by the AAA/ADRC. The only exception to this is Emergency Application Requests (AAA/ADRC Directors will still coordinate paperwork for emergency applicants). The order in

which grant agreements will be initiated will be based on the following considerations:

1. Amount of available funds at the time a grant agreement is requested
2. Priority given for emergency repairs or in situations where delaying construction will lead to further damage (e.g. leaking roof repairs)
3. PIP Applicants readiness to begin construction
4. Need

Upon receipt of an approved project plan package, a grant agreement will be initiated in approximately 30 days, **if sufficient funds are available at that time.** If funds are not yet available, the AAA/ADRC will be notified of the estimated time when sufficient funds will be available.

If the General Assembly makes any changes to the PIP Bingo Funding received by the Lt. Governor's Office on Aging, all PIP grant recipients will be notified immediately and informed of any changes to their funding.

TIME-LIMITS FOR REQUESTING A GRANT AGREEMENT

PIP Recipients/Grantees will have approximately 30 days from the time they receive their grant award notification in which to submit a properly completed project plan package (C-Forms) and request that a Grant Agreement (NGA) be initiated between the LGOA and AAA/ADRC. No NGA's will be issued until the PIP Recipient submits the necessary forms including the C-Forms to the AAA/ADRC and the AAA/ADRC sends these documents to the LGOA PIP Coordinator. PIP Recipients/Grantees must be prepared to begin construction within this period and must be prepared to begin actual construction within 90 days of (NGA) contract initiation (Emergency PIP Recipients will only have 60 days to complete total project). Those who fail to request a Grant Agreement (including a properly completed project plan package), within this time period, will forfeit their funds. Forfeited funds will be added to the total funds available for new applications.

Note: A Grant Agreement shall not be requested when the sole purpose is to avoid or delay the loss of PIP funds.

TIME-LIMITS FOR COMPLETING PROJECTS

After a Grant Agreement (NGA) has been put in place, actual site work and/or construction must begin within 90 days of grant agreement start date. It is expected that emergency projects will be completed within 60 days, renovation/expansion projects will be completed within 12 months and new construction projects be completed within 24 months. No project extension will be approved unless there is proof of conditions outside the control of all parties which would not allow the project to be completed within the grant period. There will be no extensions granted for routine construction delays or funding issues that were not disclosed when the original PIP application was submitted.

PROCESS TO APPLY FOR EXTENSION

The PIP Recipient must contact the AAA/ADRC and LGOA in writing within 30 working days before the end of the PIP NGA Grant Period if an extension will be needed for the project to continue. The LGOA will respond to the AAA/ADRC and PIP recipient, and officially notify them that they will have ten working days from receipt of the LGOA correspondence to complete a new PIP grant application and a PIP NGA Extension Form. A copy of the PIP NGA Extension Form can be found in the PIP Application Packet on the LGOA web site. The revised PIP application must contain new timelines, work/project schedules, funding changes, and a summary of any project changes that have been made or planned to be made in the scope of the project. The revised application must also provide a new project completion date.

The PIP recipient will send the revised and signed PIP application to the AAA/ADRC and after being reviewed it will be sent to the LGOA PIP Coordinator. (Guidelines for PIP Grant Extensions are found in the revised 2013 South Carolina Aging Network's Policies and Procedures Manual.)

Once the newly revised PIP application is reviewed and approved by the LGOA, a new Notice of Grant Award (NGA) will be signed by the LGOA Director and the Planning Service Area (PSA) Director which will establish the extension and a new grant period.

By receiving an extension, the PIP recipient agrees to adhere to all current PIP policies established in the most recently revised LGOA PIP Application Package and NGA, and not the policies, terms and conditions previously agreed to in their originally submitted PIP application and NGA.

The final authority to approve a documented grant extension request will be the LGOA. There is no appeal process.

TIME-LIMITS FOR QUARTERLY UPDATES

PIP Recipients/Grantees are expected to provide quarterly project updates for the AAA/ADRC, who then forwards the updates to the LGOA. The LGOA expects to receive Quarterly Updates by the close of business on March 15, June 15, September 15 and December 15. Updates will be required until the PIP Recipient provides the necessary end-of-project forms to close their file. Any PIP project that fails to meet this requirement and provide a quarterly update may forfeit remaining PIP funding.

ANNUAL UPDATES REQUIRED FOR COMPLETED PROJECTS

Upon completion of the PIP Project, PIP Grant Recipients will be required to provide an annual update to be received by the LGOA by July 1 until the terms of the reversionary period have legally concluded. This annual report should be a brief summary of activities which ensures services and programs promised in the Grant Application are being provided at the center. Documenting Senior Center activity calendars must be included and photographs may be included.

VI. SPECIAL INSTRUCTIONS AND CONDITIONS

ANCILLARY SERVICES

Applicant organizations must take responsibility for publicity and outreach activities directed toward community collaboration in regard to the project, linkages with other community resources, and obtaining funding support designed to ensure long-term sustainability of the senior center.

MANAGEMENT

There must be adequate evidence of organizational capacity to develop and manage the project, as well as proof to show the long term viability of a project to operate over the entire reversionary period.

GRANT PROPOSAL CONSTITUTES OFFER

By submitting a Grant Application, the applicant agrees to be governed by the terms and conditions described in this document except where subsequent amendments are specifically agreed to in writing by the parties to supersede any such provisions of this document.

NO OBLIGATION TO LGOA

Neither LGOA nor any agent thereof will be obligated in any way by any applicant response to this document.

AMENDMENTS

If it becomes necessary to revise any part of the Grant Application Package, all amendments will be provided in writing to all applicants. Verbal statements or discussions cannot add, delete or modify any written provision.

QUESTIONS

Every effort has been made to ensure that all information needed to properly complete a grant application is included in this document. If any additional information is needed regarding the grant application process, please submit written questions only to the person designated below:

Gerry Dickinson, LGOA PIP Coordinator
Lt. Governor's Office on Aging
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201
Email Address: gdickinson@aging.sc.gov

AWARD

Grants will be awarded to applicants who best meet the requirements and evaluation criteria described in this Grant Application Package. Due to funding limitations, the number of grants awarded is contingent upon the dollar requests of the applications received. The LGOA reserves the right to reject any and all Grant Proposals, and in all cases the LGOA will be the sole judge as to whether a Grant Proposal has or has not satisfactorily met all requirements.

RIGHT OF NON-COMMITMENT OR REJECTION

This solicitation does not obligate the LGOA to award a grant or to pay any costs incurred in the preparation of a Grant Proposal. The LGOA reserves the right to accept or reject any or all Grant Proposals received as a result of this Grant Application Package, or to cancel in part or in its entirety this Grant Application Package if it is in the best interest of the LGOA to do so.

The LGOA reserves the right to reduce the number and/or dollar amounts of grant awards if it determines that the applications received do not provide adequate evidence that sufficient funding is available for both completing the construction project and managing future operating (including programming and services) expenses.

NOTICE OF AWARD

Each applicant will receive written notification of awards made under this Grant Application Request. Upon completing the necessary C-Forms with the AAA/ADRC, an NGA will be signed by the AAA/ADRC and LGOA. After the NGA is signed, the Applicant must meet the time limit (60 days for emergency, 12 months for renovation and two years (24 months) for new projects) to complete the project or the grant funding will be terminated. Failure to meet any of these terms may result in forfeiture of funds.

NOTICE OF TERMINATION

Any Grant Agreements resulting from this process will contain the following language. *"This Grant Agreement may be canceled and terminated by either party at any time within the agreement period whenever it is determined by such party that the other party has materially breached or otherwise*

materially failed to comply with its obligations hereunder. In the event of the termination of this Grant Agreement, the party terminating the Grant Agreement shall give notice of such termination in writing to the other party. Notice of termination shall be sent by certified mail, return receipt requested.”

PROHIBITION OF GRATUITIES

Each applicant shall comply with all applicable South Carolina ethics laws, including, but not limited to, S.C. Code Ann. § 8-13-700, et. seq.

VI. PREPARATION OF GRANT PROPOSAL

Each applicant **must provide original plus 3 copies** of the Grant Proposal. Each copy of the Grant Proposal (including documentation) should be bound (stapled or spring clipped) in a *single volume*. Grant Proposals should not have hard covers or be spiral bound. Grant Proposals should be prepared simply and clearly, with a straightforward, concise description of applicant's ability to satisfy the requirements of the Grant Application Package. *Emphasis should be on completeness and clarity of content.*

- Grant Proposals must supply all requested information. Grant Proposals that are incomplete or contain significant problems, deficiencies, or discrepancies will be disqualified.
- Any clarifications requested by the LGOA must be submitted within the timeframe specified and must be acceptable to the LGOA. Failure to adequately respond within the timeframe will result in disqualification of the application.

GRANT PROPOSAL STRUCTURE AND CONTENT

The Grant Proposal must include the following, in this order:

- **COVER SHEET**
Submit the completed cover sheet provided in this section.
- **NARRATIVE SECTION GENERAL INFORMATION SHEET**
Submit the completed sheet provided in this section.
- **PROGRAM NARRATIVE AND BUDGET SPREADSHEETS**
Complete program narratives and submit in the order as provided in this section.
The narrative sections must be concise, yet sufficiently responsive to each question. Budget narratives and spreadsheets must provide a clear picture of how resources will be obtained and utilized to complete the proposed project, operate the center after construction, and include the status and source of all on-hand, committed, or anticipated resources, including in-kind contributions (Match documentation must include proof of matching funds available in bank or financial statement, as well as board minutes noting a match is being met).
- **ATTACHMENTS**
 - A letter of support for the project signed by the County Council and, where appropriate, City Council, is required of all applicants.
 - Applicants should submit copies of any working agreements or letters of support from other service delivery agencies in their community. Do not submit more than five documents.
 - When needed, an applicant must include a Memorandum of Agreement with a COA or other senior service provider, when the applicant is contracting with a third party to provide senior services and programming required to operate a senior center that meets national standards. The PIP recipient is legally obligated to provide services and programming for the entire

reversionary period of the grant, regardless of third party involvement.

- **CHECKLIST REVIEW**

Submit the completed sheet provided in this section.

SUMMARY OF APPLICANT'S QUALIFICATIONS

The applicant must, **upon request** of LGOA, furnish satisfactory evidence of ability to furnish products or services in accordance with the terms and conditions of this Grant Application Package. LGOA reserves the right to make the final determination as to the applicant's ability to provide the services requested in this Grant Application Package before entering into any grant.

ADMINISTRATIVE AND FISCAL CAPABILITIES:

LGOA reserves the right to seek additional information to determine the administrative and fiscal capabilities of the applicant.

DOCUMENTS REQUIRED FROM EMERGENCY APPLICATIONS: Emergency Applicants complete the PIP application, specifying the emergency and provide a summary of problems, along with three written estimates from contractors. If approved, funding will be provided based on the lowest estimate. Application must also include Grant Proposal Cover Sheet, Grant Proposal Program Narrative and Federal I.D. Number. The LGOA reserves the right to request additional information as needed from Emergency PIP Applicants.

DOCUMENTS REQUIRED FROM SELECTED APPLICANTS:

Before Grant Agreements (NGAs) are signed, selected applicants may be required to provide the following information to the LGOA.

- Federal I.D. Number
- Organizational Chart
- Charter and By-laws of Organization
- Evidence of Signatory Authority
- List of Current Board Members of Governing Body
- Current Fiscal Statement and Copy of Last Audit or Compilation
- Other pertinent documentation, if requested

NOTE: It is not necessary to submit this information with your Grant Proposal.

VII. GRANT PROPOSAL FORMAT AND CONTENT

(All Grant Proposals must be sent to the AAA/ADRC for approval before being forwarded to the LGOA)

- Grant Proposal Cover Sheet
- Grant Proposal Program Narrative – General Information
- Grant Proposal Narrative Sections

Grant Proposal Sources of Funding Form

Grant Proposal Estimated Total Project Cost Form

NOTES:

Using the electronic version of this document, these forms can be filled in on your screen and then printed, or they can be printed and filled in by hand.

To complete the forms on the screen, the Grant Proposal Application document (in Microsoft Word) must be "locked." On the main menu bar at the top of the screen, click on "View," "Toolbars," then select "Forms." The Forms Toolbar will appear. On the right end of the Forms Toolbar, there is a padlock icon. Click on this padlock to "indent" it; your cursor will then automatically go to the first data field on the form. Use the <TAB> key to move from field to field. Text boxes will expand as you type.

To return to other parts of the package, click on the padlock icon to "unselect" it.

GRANT PROPOSAL COVER SHEET			
Name of Sponsoring Organization:			
Address:			
County:		Email Address:	
Phone Number:		Fax Number:	
Federal ID Number:			
Grant Budget::			
Applicant's Email Address			
PIP Grant Amount::			
Required Match:			
PIP Grant Total:			
Estimated Total Project Cost:			
Contact's Email Address:			
I certify that I am the executive officer of the applicant organization and that this application is true and correct to the best of my belief and knowledge.			
Printed or Typed Name		Title	
Signature		Date:	
I am the chairperson of the board/advisory council of the applicant organization and the board of directors/advisory council endorses the proposed project.			
Printed or Typed Name		Title	
Signature		Date:	
Print Name of PSA Director			
PSA Director's Signature			
Date PSA Director Signed			

*Grant Proposals must be approved by the AAA/ADRC, including signature of approval in proposal and letter of support. The AAA/ADRC submits approved Grant Proposal to the LGOA.

PROGRAM NARRATIVE: GENERAL INFORMATION										
(Please type or print clearly)										
Project Name:										
Name of PIP Applicant/Sponsor:										
Program Location:										
City:				County:				Zip Code		
Email Address										
Name and Title of Contact Person for this Application:										
Phone Number:						Fax Number				
Organizational Status:			<input type="checkbox"/> Private Non-Profit		<input type="checkbox"/> Public Agency					
Type of Project:										
<input type="checkbox"/>	Renovation	<input type="checkbox"/>	Expansion	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Emergency			
Geographic Location:										
<input type="checkbox"/>	Urban	<input type="checkbox"/>	Suburban	<input type="checkbox"/>	Small Community	<input type="checkbox"/>	Rural			
Projected Number of Day and Hours a Week Site Will be Open:							Days	Hours		
Projected Number of Participants to be Served in the First Year:										
Services to be Offered:										
<input type="checkbox"/>	Group Dining	<input type="checkbox"/>	Home-Delivered Meals	<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Health Promotion			
<input type="checkbox"/>	Recreation	<input type="checkbox"/>	Art/Performing Arts	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Daycare/Respite			
<input type="checkbox"/>	Other (Specify)									
Will This Facility be Used Primarily as a Senior Center				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If not, describe other		
use(s):										
Has Your Organization previously received PIP Funding?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, Amount:					Year:					
Which Center(s)?										

PROGRAM NARRATIVE: REQUIRED SECTIONS***A. PROJECT JUSTIFICATION***

Provide a clear and comprehensive justification of the need for this project. Does your geographic area have a need for this project (please provide specific data showing the need)? Include a description of the facilities currently available in the geographic area to be served, any existing problems with existing facilities or concerns for serving the needs of seniors in this geographic area, steps taken in the past to address those problems, steps that are being proposed to address problems, and how the current or projected client base justifies the proposed project. Does this project have the support of community leaders?

State if the need is of a safety or emergency concern and, if so, provide evidence of such. What is the justification for repairs, renovations or new construction?

Attach additional pages or any supporting documentation to the back of this page.

B. ENHANCEMENT OF SERVICES TO THE ELDERLY

Describe how the proposed project will enhance the existing delivery of services to the elderly population of the area. What steps will be taken to ensure that this senior center is a community focal point for the elderly in the geographical area? How does your organization reach out to the community to build partnerships and coalitions designed to enhance services and programming for the elderly? Include current or planned senior center activities and programs and the potential impact on the number of senior citizens to be served through the proposed project (in terms of daily, monthly, and yearly figures).

C. USE AND PURPOSE STATEMENT

Note that all projects must comply with the Senior Center Standards set by the National Council on Aging unless otherwise stated

Provide a clear and concise statement of the use and purpose of renovations, expansions, and/or new construction for which funding is being requested.

D. COMMUNITY COORDINATION AND INPUT

How will this project coordinate and contribute to other aging-related programs and initiatives in the community and this geographical area? How will it benefit the overall community in which it is located? What measures have been taken to ensure community input into the project? What type of community involvement and support does your organization already have in your geographic area and how will PIP funding be used to further increase community participation and support? What steps has your organization taken to build coalitions and partnerships to support services and programming for the elderly? Will your organization be able to successfully utilize this community involvement to successfully fundraise in order to support this senior center and seek volunteers to support day-to-day senior center operations?

E. COORDINATION OF COMMUNITY FUNDING

How will this grant be used in conjunction with other financial support/grants from other resources, particularly those available in the county or region? Please provide in-depth detail on how your local and other funds will be utilized to fund this project. **Section E must agree with data from chart in Section H.**

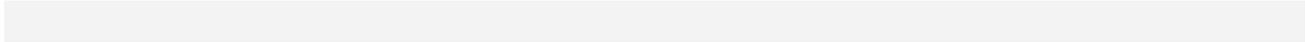
F. MANAGEMENT EXPERIENCE

Provide evidence of how the applicant has been able to successfully manage similar or other non-recurring grants in the past by providing specific details on previous grant projects. How have previous grant projects prepared the applicant to effectively manage a PIP project and successfully operate and manage a senior center that is a community focal point?

G. PLANS TO COMPLETE PROJECT

Project Title:	
If approved, what is the estimated start date of actual construction?	
Completion Date?	

Provide evidence of a work schedule to complete the proposed project, including attainment of financial resources and the ability to meet project deadlines.



H. PROPOSED SOURCES OF FUNDING

PROJECT TITLE:		
AMOUNT	SOURCE OF FUNDS*	EXPLANATION/DESCRIPTION**
	PIP Funds	
	Community Block Grant	
	County Government (specify)	
	Local Government (specify)	
	Rural Development Grant	
	Tax Millage (Must specify)	
	Endowment (Must specify)	
	Annual Fundraising (Must specify)	
	Other (Must specify)	
	Other (Must specify)	
	Other (Must specify)	
	Other (Must specify)	
	TOTAL AVAILABLE FUNDS (Must equal or exceed Total Project Cost)	

* See section on Matching Funds (pages 2 and 3 of this document) for a list of allowable funding sources.

** Explanation must also specify whether funds are already on-hand, firmly committed, or anticipated. A more detailed discussion will be required in the narrative section of the project budget.

Submitted by:

Date:

(Signature of PIP Applicant)

Approved by:

Date

(Signature of AAA/ADRC Director)

: _____

I. PROJECT PLAN BACKGROUND

Describe how the project budget was formulated and what alternatives were considered. Information regarding contributions of other resources is required, if included in the budget. Specifically, discuss community and other local government contributions, whether cash or in-kind. Which funds will be used to meet the required match? Are funds on hand, committed or anticipated? If additional funds are needed, explain how and from whom they were obtained, and when they will be obtained (**All local funding, including a match, is expected to be on-hand when PIP Proposal is submitted.**)

J. ESTIMATED TOTAL PROJECT COST

PROJECT TITLE:		
AMOUNT	TYPE OF EXPENSE	BRIEF EXPLANATION/DESCRIPTION
	Land Purchase (PIP Funds Prohibited for Land Purchase)	
	Property Purchase (PIP funds prohibited unless there is a building ready for occupancy at purchase time)	
Fees not paid by PIP	Professional Services (Environmental study, Architects, etc.) (PIP Funds Prohibited)	
	Equipment/Materials	
	Site Development (earth moving, etc.)	
	New Construction (including additions 1500+ sq.ft)	
	Renovations - Interior	
	Renovations - Exterior	
	Roofing	
	Labor Costs	
	Other	
	Other	
	Other	
	Contingency	
	Environmental Hazard Abatement	
	TOTAL ESTIMATED PROJECT COST	

K. OPERATING BUDGET

As a result of this project, what increases/decreases in the center's operating budget are anticipated? Provide a 5 year operating projection with sources of revenue required to manage the project and to provide all services expected to be delivered in this application. How will any increases in operating costs be handled? Are there firm commitments or collaborative agreements to fund on-going operations of the facility? Include all activities which will generate revenue to fund operating expenses (fundraising, grants, contributions, etc.) It is important to demonstrate the ability to generate sufficient revenue to operate a senior center and how these activities will involve the community. In this section, applicants must show sufficient ability to maintain this property over the entire reversionary period. Include in budget plans for an Escrow Account to provide for ongoing maintenance and repair cost. Include examples of fundraising activities designed to provide revenue streams and the amount of fundraising dollars raised annually to support your center's activities. *(An Escrow Account and designated funds must be set aside to maintain the facility and to make necessary repairs in order to provide a safe environment for seniors using this facility.)*

CHECKLIST

Each Grant Application must contain the following completed forms:	
<input type="checkbox"/>	Completed Application Cover Sheet
<input type="checkbox"/>	Completed Program Narrative General Information Sheet
<input type="checkbox"/>	Completed Project Narrative/Budget Questions, including
<input type="checkbox"/>	Estimated Total Project Cost Spreadsheet
<input type="checkbox"/>	Proposed Source of Funding Spreadsheet
Grant Applications must contain the following attachments:	
<input type="checkbox"/>	Letter of Recommendation from AAA/ADRC
<input type="checkbox"/>	Letter of Recommendation from County/City Council
<input type="checkbox"/>	Letters of Collaboration/Support/Commitment from other agencies/organizations

An original Grant Application and four (4) copies must be received by the LGOA by the deadline set by the LGOA.

VIII. EVALUATION CRITERIA

Proposal Review

Grant Proposals will not be scored. However, each proposal will be reviewed based on the criteria listed below. The bracketed letter(s) by each criterion reflect the primary section(s) of the grant questionnaire to which they relate.

REVIEWCRITERION

Evidence of general need and client base for project; additional evidence provided if need is of an emergency nature due to life and/or safety concerns; effective plan to address needs; discussion of alternatives considered; and ability to manage the project. [A, F, G]

Adequacy of the proposed design, utilization of space and provision of a wide range of services and activities to support a high quality Aging program. [B, C]

Project budget is reasonable; identifies on-hand or firmly committed financial (including in-kind) support from the applicant, community and other funding sources; includes contingency funds. [E, G, H, I, J]

Evidence of how the completed project will benefit the community and, for construction grants, evidence of community collaboration in planning and development of the project so that it will serve as a community resource. [C, D, E]

Operating Budget discussion identifies potential cost increases and/or decreases as a result of completing the proposed project; identifies reliable, committed sources of income, financial support from the community and provides evidence of financial capacity to operate the facility after project completion, including annual fundraising activities. The applicant must provide documentation to show that funds have been designated to maintain this project and that an Escrow Account has been established to make necessary safety repairs and improvements throughout the reversionary period [D, K]

EVALUATION

PIP Proposals will be reviewed by the LGOA PIP coordinator and the Director. In addition to an evaluation, a site visit with the applicant will be made.

NOTE: The **Project Plan Package** that follows in **Appendix A** is to be prepared and submitted after a Grant Application is approved and a Notice of Award is received by the PIP Applicant. The Senior Center and Facility Standards included in the package will be helpful during the Grant Application process. **Appendix B** contains a glossary of terms relating to terms used in state building projects. **Appendix C** provides an overview of the entire PIP process. **Appendix D** contains materials developed from various resources by LGOA staff in order to assist potential PIP Applicants in planning for the development of a senior center, including the purchase of land and the design of the facility.

APPENDIX A: PROJECT PLAN PACKAGE FOR GRANT AGREEMENT

PROJECT PLAN CONTENT

The project plan package for initiating a grant agreement must include:

1. Project Plan Narrative (Form C-1)
2. Estimated Project Costs (Form C-2)
3. Proposed Sources of Funding (Form C-3)
4. Certification of Match (Form C-4). (**All local match funding must be on-hand when PIP application/proposal is submitted to the LGOA**). When documenting its match, the grant recipient must provide a bank statement showing there is a designated funds account and board minutes reflecting that a match has been met. Acceptable match may consist of any of the following:
 - a. Real property: PIP Recipients who hold title to real property can use as match the full market value of the land specifically being used as the site (Foot Print) for the project, based on an approved appraisal conducted by a state certified appraiser, with the condition that this match be allowed only for new construction or major expansion projects on that land, and not for internal renovations or improvements. **Also, any real property that has been previously constructed renovated or improved by the use of PIP funds cannot be used as match.** ("Real Property" is defined as any land, all things growing or attached thereto, and all improvements made thereto including building structures.)
 - b. Cash on-hand supported by appropriate bank statements. If funds are being provided by another entity, a letter of commitment and/or a copy of the minutes from the meeting when funding was approved are sufficient for documentation.
 - c. In-kind: documented by a statement that describes how the value of in-kind donations and contributions were determined (including financial/bank statements and board minutes).
 - d. Equipment/furnishings to be purchased or received by the PIP Applicant for use in the facility, including those disallowed for PIP reimbursement such as tables or chairs.
4. Memorandum of Assurances - PIP Applicant (Form C-5)
5. Memorandum of Assurances and Recommendation - Area Agency (Form C-6)
6. Letter of commitment from the county building inspector's office, stating that the county building inspector will be involved in development of the project, that they will review drawings/plans, and ensure compliance with all applicable codes and regulations.
8. Completed W-9 form (taxpayer identification number) from the AAA/ADRC

SUBMISSION OF PROJECT PLAN

PIP RECIPIENT. After the initial Notice of Award, the PIP Recipient shall undertake the planning measures necessary to initiate and implement the project. A project plan shall be prepared using the forms provided in Appendix C and submitted to the AAA/ADRC for review. All projects must involve the County Building Inspector's Office to ensure compliance with all applicable State and local building codes and regulations. All land prep work should be completed before the PIP Grant Application is submitted to the AAA/ADRC and LGOA. **No PIP funds can be used to pay for environmental, engineering or architectural work.**

AAA/ADRC. The AAA/ADRC must give technical assistance to the PIP Recipient in preparing the project plan and approve a project plan for it to proceed. The AAA/ADRC must certify that local match is available, that all required forms have been completed, and add the AAA/ADRC Memorandum of Assurances and Recommendations. The AAA/ADRC shall then send two copies of

the completed package to LGOA.

LGOA. The LGOA will provide technical assistance when requested by the AAA/ADRC and/or PIP Recipient. Upon receipt of a complete, approved project package, a grant agreement will be initiated within 30 days, **if sufficient funds are available at that time.** If a project plan is approved, but funds are not immediately available, the AAA/ADRC will be notified of the approximate time when funds will be available.

PROJECT IMPLEMENTATION

The following guidelines apply only to projects of \$50,000 or more in PIP funds. For all projects of less than \$50,000, LGOA shall issue specific guidelines on a case-by-case basis.

SPONSOR. PIP Recipients/Grantees are not required to follow the South Carolina Consolidated Procurement Code. However if the PIP Recipient is a government entity, they must comply with the procurement assurances established by their local or county government. Non-profit Recipients/Grantees must comply with procurement guidelines established by their boards of directors. (Previously, PIP Recipients/Grantees were required to abide by SC Consolidated Procurement Code at <http://www.mmo.sc.gov/MMO>.)

AAA/ADRC. The AAA/ADRC shall monitor professional services and construction, and provide technical assistance as needed. The AAA/ADRC will maintain a project file and forward one copy of each document to the LGOA for final approval of all design and construction documents.

LGOA. The LGOA PIP Recipient shall monitor the project implementation processes and approve all required documents sent to LGOA. If the LGOA PIP Coordinator has concerns about the state of the project, he/she will communicate them in writing to the AAA/ADRC with a copy to the PIP Recipient and must receive a written reply addressing those concerns within a time period to be specified.

CASH FLOW MANAGEMENT AND CONSTRUCTION PROGRESS PAYMENTS

SPONSOR. No invoices will be paid until the PIP Recipient submits all required C-Forms to the AAA/ADRC, and the LGOA and AAA/ADRC have signed an NGA. After an NGA has been signed, the PIP Recipient will request payment by submitting invoices received from the contractor(s) to the LGOA via the AAA/ADRC. The AAA/ADRC must keep copies of the invoices and provide the LGOA copies when requesting payment. The final payment, of not less than ten (10) percent of the grant award, will be released to the PIP Recipient only after the project is substantially complete; all necessary documentation has been provided.

Note: S.C. Law 29-6-50 permits a contractor to assess interest in the amount of 1 percent per month on the unpaid disputed amount of a pay request not paid within twenty-one (21) calendar days of receipt by the owner. These penalties shall not be paid out of PIP funds.

LGOA. The Senior Center Grant PIP coordinator will review and approve requests for payment from the AAA/ADRC expeditiously. He/she shall authorize the final payment of the remaining ten (10) percent of the grant award only when satisfied that the work was performed in accordance with the project plan, or as amended, and that all documentation and reports were submitted as required. The LGOA may make a final inspection of the site. The LGOA may assess penalties due to non-compliance with the requirements of this grant program up to the remaining amount of the grant award.

REPORTING SCHEDULE

SPONSOR: PROGRESS REPORTS. Starting from the date of the Notification of Grant Award,

written progress reports are to be submitted to the AAA/ADRC at quarterly (3 month) intervals throughout the entire project period. The progress reports are due by March 15, June 15, September 15, and December 15. These reports include: 1) Major activities and accomplishments 2) Any deviations or departures from the original project plan 3) Discussion of any significant problems encountered or anticipated, and 4) Any other remarks or comments of note. Upon completion of the project, the PIP Recipient must submit a final report within 30 calendar days.

FINAL REPORT. The final report includes:

1. A signed statement by the PIP Recipient that the facility will comply with the State Reversionary Interest in Multipurpose Senior Centers;
2. Five different "before" and "after" pictures of the facility; and
3. Completed Final Report (Form C-7).
4. After the project is completed: PIP Recipient/Grantees must provide an annual update of activities and programs offered at the Senior Center for a period of 20 years or until the terms of the State Reversionary Clause have ended. Annual reports should be brief and submitted by December 30.

AAA/ADRC. The AAA/ADRC must review all reports received from the PIP Recipient and keep a copy for their project file. Any significant changes, delays or concerns must be forwarded to LGOA. The final report must include a signed statement by the AAA/ADRC director stating that the project is complete.

LGOA. The Grant PIP Coordinator will review all submitted reports and monitor the status of all open projects. If the PIP Coordinator finds any discrepancies or questions raised, he/she shall communicate those concerns to the AAA/ADRC. Upon receiving and approving the final report, the Grant PIP Coordinator will authorize final payment to the PIP Recipient and formally close out the project.

MULTIPLE FUNDING SOURCES

LGOA recognizes the difficulties that may result from coordinating multiple funding sources in a project, each with its own rules and regulations to follow. Accordingly, a PIP Recipient may apply in writing to LGOA via the AAA/ADRC for a waiver of certain program guidelines. All waivers must be approved by the LGOA and final approval will be granted solely at the discretion of the LGOA. Requests must include documentation that adequate oversight of the project will be maintained, a description of the potential impact that may result if the waiver is not granted, and any other information deemed necessary by LGOA in considering this request. **A waiver of State Reversionary Interest will not be considered.**

RETENTION OF FILES

PIP Recipients/Grantees are required to retain copies of all transactions regarding the project. The Project's Sponsor must permit LGOA staff to examine and/or copy any records concerning the PIP project and these records must be retained for a minimum of three years after the project is completed.

STATE REVERSIONARY INTEREST IN SENIOR CENTERS

1. **General:** When State Funds are used for alteration, construction and renovation of senior centers, there remains a reversionary interest. The reversionary interest entitles the State to recovery of funds if the owner ceases to be a public or non-profit organization or the center ceases to be used to provide services to senior citizens, or no longer meets the standards of a senior center.
2. **Recovery of Funds- Construction:** State reversionary interest remains for 20 years if they are

used to construct the facility. Substantial alterations that double the square footage of the original facility are considered new construction. The amount of the recovery is the percentage of the current market value of the facility equal to the percentage of state funds contributed to the original cost of the facility.

3. **Recovery of Funds-Minor Alterations and Renovations:** There remains a state reversionary interest when funds are used for the purpose of minor alterations or renovations to a facility; when modifications are made to an existing facility that are necessary for cost-effective use as a Senior Center, including restoration, repair, some expansion, and all related physical improvements. If a facility is owned by the recipient/Grantee of funds for minor alteration or renovation for use as a Senior Center, the recipient must assure the LGOA by a signed agreement that the facility will continue to be used for the periods stated below. The agreement shall also stipulate that the State shall be entitled to recover from the recipient a prorated amount of the total granted for each year or portion thereof that the facility is not available during the period stated in the agreement:
- a. A facility funded at \$50,000 or more: the agreement must be for at least twenty years duration. (This includes projects that have received multiple PIP Awards under \$50,000 each but cumulatively total \$50,000 or greater).
 - b. A facility funded at less than \$50,000: the agreement period must be for at least five years, plus one additional year for each five thousand dollars or fraction thereof.

When the facility to be altered or renovated is leased, a copy of a fully executed property lease, with sufficient term to provide benefits consistent with the amount and duration of interest stated above, shall be submitted before work commences. The lease must be revocable only by mutual consent and shall contain the stipulation that the state shall be entitled to recover from the owner a pro-rated amount of the grant award for the period of time the facility is not available during the period stated in the lease.

SENIOR CENTER FACILITY AND PROGRAM STANDARDS

Note: The following standards shall apply to all projects funded by the Senior Center Permanent Improvement Program.

- The facility shall be designed, constructed and/or maintained in compliance with all applicable federal, state and local building codes and operational regulations including the Americans with Disabilities Act, fire and safety codes, and Department of Health and Environmental Control (DHEC) sanitation and licensing standards.
- Lighting, furnishings, equipment and floor surfaces shall be suitable for accommodating older adults, conducive to prevention of falls, and easy to use by the participants.
- Heating, Ventilation and Air Conditioning (HVAC) systems shall be designed to provide a comfortable environment to accommodate the variety of activities planned for each part of the building.
- Appropriate placement and installation of smoke alarms, fire extinguishers, sprinkler systems, etc., shall be a part of the overall design as required by current building codes.
- Access to all areas of the facility shall be assured by placement of ramps, bars, and guide rails, etc. in appropriate locations and installed according to current codes.

- All storage spaces shall be appropriate for the types of materials and equipment stored and shall be separate from the areas used for program activities.
- Materials and supplies shall be stored in a safe manner that reduces the risk of injuries, accidents, falls, etc.
- Maintenance and housekeeping shall be carried out on a regular schedule, and without interfering with scheduled programs.
- Plans for evacuation of the facility, in case of fire or other emergency, shall be posted in large print at prominent locations throughout the building and drills shall be conducted regularly.
- Interior space shall be designed to provide enclosed areas of various sizes to allow for individual, small group, and large group activities.
- Interior design shall provide adequate space for private conversation, one-on-one consultation, and similar activities between staff and participants.
- Offices within the senior center shall be located in areas that do not interfere with activities carried out for/by seniors, yet are easily accessible to seniors.
- No more than 25 percent of the total square footage in the center shall be assigned to office space.
- The agency shall offer a wide variety of programs, activities, and services:
- The agency shall provide regularly scheduled social activities, educational programs, wellness programs, etc. (It must be a facility that meets the *National Council on Aging's* definition of a senior center which is as follows: ***“A community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community.”***)
 - There shall be health promotion activities offered on a regular basis.
 - Physical fitness activities shall be accessible to participants on a daily basis.
 - There shall be a variety of recreational, cultural, and creative arts programs offered at least three times a week.
 - Transportation to the senior center shall be available to participants for all programs offered at the senior center at least three times a week, either directly by the senior center operator or accessible through other providers.
- The agency shall assure appropriate access to senior center facilities:
 - **At a minimum**, senior centers shall be open six hours per day, Monday through Friday, except for scheduled holidays and emergencies. (The LGOA must be notified in advance if a senior center is closed for any reason other than scheduled holidays or emergencies).
 - Regular hours of operation and phone number(s) shall be provided in all promotional materials about the senior center and on any signage outside the center.
 - Written policies related to night and weekend operation at the center shall be developed

and receive formal, documented approval by the Board of Directors.

- The phone number(s) of the senior center shall be listed in the Community resources section of telephone directories, where available, and in the business white pages of all telephone directories under the heading SENIOR CENTER.
- Signage shall be of appropriate size and color and shall be installed in a prominent location. (The center must meet all necessary requirements, procedures, and guidelines for signage as required by the LGOA for normal aging related programming and services.)
- Parking areas for the senior center shall be well lighted, conveniently located, with any specialty parking well marked.
- An adequate number of Handicapped parking spaces shall be provided as directed by law.

SUGGESTED SPACE STANDARDS FOR SENIOR CENTERS

The following standards were developed by State Engineers for the Maryland State Office on Aging for use by their senior center grantees. These standards are, of course, not exact, and are recommended as guidelines only. However, if any of your spaces deviate from the standard by twenty (20) percent or more, you should explain the deviation in your plan. If multiple activities take place in the same area, the area should meet **the largest space requirement**, e.g. if painting and sculpture are to be offered, the crafts area should have 35 sq. ft. per person. Maximum occupancy can then be determined for each activity to be carried out in the area.

TYPE OF SPACE	STANDARD
Multi-Purpose Rooms	10 – 15 sq. ft. with tables; 7 sq. ft. without tables
Conference Space	Small (fewer than 10 people): 100-149 sq.ft. total Medium (10-20 people): 150-249 sq.ft. total Large (30-60 people): 250-500 sq.ft. total
Craft Areas; Square Feet Per Person	
Ceramics	20
Woodwork	25
Needlework	15
Painting/Sculpture	35
Jewelry Making	15
General Handcrafts	15 - 20
Game Rooms: Square Feet Per Person	
Cards	10 – 15
Bingo	8 – 15
Chess and Checkers	8 – 15
Pool/Billiards	16’ 9” X 25 for table and players; 5 – 7 for on-lookers
Lounges	
	13 – 17 Square Feet Per Person
Sanitary Facilities	Refer to Americans With Disabilities Act of 1990
Reception Areas	3.5 Square Feet Per Person
Dining Areas	15 – 20 Square Feet Per Person (60” turning radius for wheelchairs) Round tables recommended for ease of conversation
Food Service Facilities: The space required for food service facilities must be adequate to support the type of meal service, the maximum number of persons served at any meal, future expansion capability and space for future equipment to be added. All figures are approximate; for further guidance, consult with LGOA staff.	
Food Portioning Area	256 square feet
Food Service Area	128 square feet

TYPE OF SPACE	STANDARD
Aisles	4 feet wide
Loading	20 square feet
Receiving	60 square feet
Dry Food Storage	80 square feet
Refrigerator	22 square feet
Freezer	10 square feet
Non-Food Storage	60 square feet
Dishwashing	275 square feet
Dish Return	40 square feet
Trash and Garbage	60 square feet
Utility Room	48 square feet
Office and Employee Lockers	24 square feet

PROJECT PLAN CONTENT AND FORMS

In order to receive PIP funds, a grant agreement between LGOA and the PSA must be in place. The LGOA will not authorize the release of any PIP funds for construction-related expenses until a completed Project Plan Package has been received and approved. The forms contained in this appendix, sometimes referred to as "C-forms," have been developed and numbered to keep the process as simple as possible.

The Project Plan Package to initiate a contract **must** include the following forms for **all** projects:

- W-9 Taxpayer identification
- C-1 Project Plan narrative
- C-2 Estimated Project Cost worksheet
- C-3 Proposed Sources of Funding worksheet
- C-4 PIP Recipient's and AAA's/ADRC's Certification of Match (required documentation)
- C-5 PIP Recipient's Certification of Assurances
- C-6 AAA's/ADRC's Certification of Assurances

Prior to final payment on any project, the following form must be submitted:

- C-7 Final Report narrative

The following two forms **may** be required (LGOA will make the request for C-8 and C-9 in writing only if needed):

- C-8 Certification of Procurement for A/E Services (required if Architectural/Engineering services are budgeted)
- C-9 Certification of Procurement for Construction Services (required if more than \$50,000 is received in PIP funds)

NOTE: Using the electronic version of this document, forms C-1 through C-6 can be filled in on the screen and then printed, or they can be printed and filled in by hand. To fill in on the screen, double-click on the form. This will give you an Excel spreadsheet version of the form. You may enter data into the spreadsheet, and then print it for inclusion into your Project Plan Package. Forms C-7, C-8, and C-9 can be completed by using the <TAB> key to navigate from data field to data field. They can also be printed and completed by hand.

W-9 TAXPAYER IDENTIFICATION

This form is available on the IRS Website. It can be completed there and then printed. www.irs.gov/formspubs/

Form (Rev. January 2005) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the Requester. Do not send to the IRS.										
Print or type See special instructions on page 2	Name (one shown on your income tax return)											
	Business name, if different from above											
	Check appropriate box	<input type="checkbox"/> Exempt from backup withholding										
	Address (number, street, and apt., nor suite no.)	Requestor's name and address (optional)										
	City, state, and ZIP code											
	List account number(s) here (optional)											
Part I Taxpayer Identification Number (TIN)												
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entry, see the Part I instructions on page 3. For other entities, it is your employee identification number (EIN). If you do not have a number, see <i>How to Get a TIN</i> on page 3.												
		Social Security Number <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>										
Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter		Employee Identification No. <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>										
Part II Certification												
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct social security number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien.). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of a secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)												
Sign Here	Signature of U.S. person ▶	Date ▶										
Purpose of Form												
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions to an IRA, U.S. person. Use form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requestor) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued). 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. Note: If a requestor gives you a form other than Form W-9 to request your TIN, you must use the requestor's form if it is substantially similar to this Form, W-9. For federal tax purposes you are considered a person if you are: <ul style="list-style-type: none"> • An individual who is a citizen or resident of the United States • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States. 	<ul style="list-style-type: none"> • Any estate (Other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) for additional information. Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-6 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities). Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes. If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement for Form W-0 that specifies the following five items: <ol style="list-style-type: none"> 1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien. 2. The treaty article addressing the income. 3. The article number (or location) in the tax treaty that contains the saving clause and the exceptions 											
Cat. No. 10223.1X		Form W-9 (Rev. 1-2005)										

C-3 PROPOSED SOURCES OF FUNDING WORKSHEET

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM

Proposed Sources of Funding (Form C-3)

Project Title: _____

Project Sponsor (Agency): _____ Project Name: _____

Is this a revision to an existing Source of Funding form or part of a new project request?

_____ Existing _____ New

\$ _____ PIP Grant Funds

\$ _____ Community Development Block Grant

\$ _____ Local Government (please specify): _____

\$ _____ Rural Development Grant

\$ _____ Agency/Local Fund Raising

\$ _____ Other (please specify): _____

\$ **TOTAL PROPOSED FUNDING** (must equal or exceed total estimated project cost from C-2 form)

Submitted by: _____
Signature of Project Sponsor Representative

Date: _____

Approved by: _____
Signature of AAA Director

Date: _____

C-3 Revised 12/07, Replaces all Previous versions

C-4 CERTIFICATION OF MATCH

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM

Certification of Match (Form C-4)

Project Title: _____
 Project Sponsor (Agency): _____ Project: _____

Is this a revision to an existing Certification of Match or part of a new project request? Existing New

In accordance with the Senior Center Permanent Improvement regulations, acceptable match for Permanent Improvement Grants must be provided by the project sponsor and certified by the Area Agency on Aging.

Amount	Source of Matching Funds
TOTAL Matching Funds Available	

20% 30% Circle the Required Match Rate for this project

I declare that the above match is available and complies with the match requirements of the Senior Center Permanent Improvement guidelines.

 Signature of Project Sponsor

 Date

I certify that the above match is available to the grantee and complies with the match requirements of the Senior Center Permanent Improvement guidelines. I certify that the match rate specified above is correct and complies with the Senior Center Permanent Improvement guidelines according to my interpretation of the manual.

 Signature of AAA Director

 Date

Attach all supporting documentation (e.g. appraisal, bank statement, letter from city/county council, etc.)

C-4 Revised 12/07, Replaces all previous versions

C-5 PIP RECIPIENT'S CERTIFICATION OF ASSURANCES

C-5

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM
Project Sponsor Certification of Assurances (Form C-5)

In regards to the _____ Senior Center Permanent Improvement Project,
Project Title

_____ hereby agrees to and gives assurances to LGOA that it:
Project Sponsor

Possesses legal authority to apply for the award, and to acquire, construct and/or renovate the proposed project, that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understanding and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

Currently has or will have the required matching funds prior to the start of construction.

Has or will have sufficient funds or other resources to operate and maintain the senior center funded under this program in accordance with the Senior Center Procedure Manual, Senior Center Standards, issued by LGOA.

Will maintain competent architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and other related information as the State may require.

Will commit to completing the project within the required timeframe and inform LGOA of any delays and potential problems.

Will comply with the State Reversionary Interest in Multi-Purpose Senior Centers.

Will comply with all federal, state, and local requirements and applicable codes, laws and regulations.

Will ensure that the facility is or will be readily accessible to persons with disabilities and will comply with the Americans Disabilities Act Requirements. Any structural changes will be made in accordance with the Architectural and Barriers Act, 42 U.S.C. 4151-4157.

Will provide all services available under these funds in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 as amended.

C-6 AAA/ADRC'S CERTIFICATION OF ASSURANCES

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM							
Area Agency on Aging Certification of Assurances (Form C-6)							
Regarding the						PIP project,	
	Project Title						
sponsored by						,	
	Project Sponsor						
				hereby agrees to and gives assurances to			
Area Agency on Aging							
LGOA that:							
<p>This application has been reviewed and meets the Senior Center Program Manual requirements.</p> <p>It will provide oversight and assistance to the project sponsor to the extent necessary to ensure compliance with the Senior Center Program Manual guidelines.</p> <p>It will ensure adequate control and timely release of funds to the project sponsor using generally accepted accounting procedures.</p> <p>It will comply with the State Reversionary Interest in Multi-Purpose Senior Centers.</p> <p>It will monitor the project sponsor for compliance with the Senior Center Program Manual.</p> <p>It will advise the LGOA Senior Center Coordinator of any significant problems encountered in the process of completing the project.</p>							
AAA Recommendation(s):							
Authorized Signature for Area Agency on Aging				Title			
Date							
C-6 Revised 12/07, Replaces all previous versions							

C-7 FINAL REPORT NARRATIVE, PAGE 1

**SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM
Final Report (Form C-7)**

Project Title: _____
Project Sponsor (Agency): _____ Date: _____

Senior Center Location: _____ County: _____

Description of Completed Project: (enclose 5 "before" pictures, if available, and 5 "after" pictures)

Explain/describe any significant or unanticipated problems encountered.

Was the end result consistent with expectations? Please explain.

C-7 FINAL REPORT NARRATIVE, PAGE 2

FINAL REPORT (Form C-7) Page 2 of 2

Project Title: _____

Suggestions or comments on how to improve the process in the future

Grid area for suggestions and comments.

Additional comments

Grid area for additional comments.

Certification

(project sponsor) pledges to comply with the State Reversionary Interest in Multi-Purpose Senior Centers as a requirement of receiving funds from the Senior Center Permanent Improvement Fund. We understand that this entitles the State of SC to pursue recovery of funds if the facility ceases to be a public or non-profit organization or ceases to provide services to senior citizens. We also pledge to comply with the Senior Center Standards as defined in the procedure manual for as long as the reversionary interest applies.

Authorized Board signature

Date

C-8: CERTIFICATION OF PROCUREMENT FOR ARCHITECT/ENGINEER SERVICES

In accordance with procurement regulations of the Senior Center Permanent Improvement Project program, proper procurement of A/E services must be declared.

PROJECT NAME:

PROPER PROCUREMENT CERTIFICATION

I declare that the A/E for the above named project has been procured in compliance the established policies of the applicant/recipient.

PIP Recipient Signature

Date

NO CONFLICT CERIFICATION

As the A/E for this project, I do hereby declare that neither I, nor any member of my immediate family, nor any individual I work with, or any business with which they are associated has an economic interest in the project or companies awarded the contract.

Architect/Engineer Name (Typed)

Signature

Date

C-9: CERTIFICATION OF PROCUREMENT FOR CONSTRUCTION SERVICES

In accordance with procurement regulations of the Senior Center Permanent Improvement Project program, proper procurement of construction services must be declared for all projects receiving more than \$50,000 in PIP funds. (Recipients are required to follow their own established procurement policies.)

PROJECT Title:

I/We declare that the construction services for the above-named project have been or will be procured in accordance with procurement policies established by the applicant/recipient for the procurement of construction services.

Signature of PIP Recipient

Date

Signature of PSA Director

Date:

APPENDIX B: GLOSSARY OF TERMS
Commonly Used Terms in State Building Projects
(For Information Purposes Only)

A/E - means the design professional with whom the agency is seeking or has a contractual agreement.

Architect - means an individual or firm experienced in and legally qualified to practice architecture in South Carolina. However, wherever the word "Architect" appears in the Office of State Engineer documents, the intent is the design professional (A/E) with whom the agency is seeking or has a contractual agreement.

Architect-Engineer and Land Surveying Services - are those professional services associated with the practice of architecture, professional engineering, land surveying, landscape architecture and interior design pertaining to construction, as well as incidental services that members of these surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals and other related services.

Change Directive - means a written order, prepared by the A/E and signed by the procurement officer, directing the contractor to make changes in the work, which the changes clause of the contract authorizes the procurement officer to order, without the consent of the contractor.

Change Order - means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

Construction - means the process of building, altering, repairing, remodeling, improving or demolishing any public structure or building or other public improvement of any kind to any real property. It does not include the routine repair, maintenance, routine repair, maintenance, routine maintenance, operation, or routine operation of existing structures, buildings or real property. Examples of Construction are as follows: (1) Demolition, (2) Renovation, (3) New buildings, (4) Site work, and (5) Utilities.

Construction Management Services - are those professional services associated with a system in which the using agency directly contracts with a professional construction manager to provide that group of management activities required to plan, schedule, coordinate, and manage the design and construction of a state project in a manner that contributes to the control of time, cost, and quality of construction as specified in the construction management contract.

Construction-Related Professional Services - means consulting services for construction normally employed on a fee basis (e.g. architect, engineer, construction manager or surveyor).

Contract - means all types of state agreements, regardless of what they may be called, for the procurement of disposal of supplies, services or construction.

Contractor - means any person or firm having a contract with an agency.

Days - means calendar days. In computing any period of time prescribed by the S.C. Consolidated Procurement Code or the ensuing regulations, or by any order of the Procurement Review Panel, the day of the event from which the designated period of time begins to run is not included. If the final day of the designated period falls on a Saturday, Sunday or a legal holiday for the state or federal government, then the period shall run to the end of the next business day.

Debarment - means the disqualification of a person to receive invitations for bids, or request for proposals, or the award of a contract by the state, for a specified period of time commensurate with the seriousness of the offense or the failure or inadequacy of performance.

Engineer - means an individual or firm experienced in and legally qualified to practice engineering in South Carolina. However, wherever the word "Architect" appears in the Office of State Engineer documents, the intent is the design professional (A/E) with whom the agency is seeking or has a contractual agreement.

Feasibility Study - is a detailed investigation and analysis conducted to determine the financial, economic, technical or other advisability of a proposed project.

Final Completion - means that the work has been completed in accordance with the terms and conditions of the contract.

Information Technology (IT) - means data processing, telecommunications and office systems technologies and services:

- (a) **data processing** - means the automated collection, storage, manipulation and retrieval of data including: central processing units for micro, mini and mainframe computers; related peripheral equipment such as terminals, document scanners, word processors, intelligent copiers, off-line memory storage and printing systems, data transmission equipment; and related software such as operating systems, library and maintenance routines and applications programs.
- (b) **telecommunications** - means voice, data, message and video transmissions, and includes the transmission and switching facilities of public telecommunications systems, as well as operating and network software.
- © **office systems technology** - means office equipment such as typewriters, duplicating and photocopy machines, paper forms and records; microfilm and microfiche equipment and printing equipment and services.

Invitation for Bids - means a written or published solicitation issued by an authorized procurement officer for bids to contract for the procurement or disposal of state supplies, services or construction, which will ordinarily result in the award of the contract to the responsible bidder making the lowest responsible bid.

Maintenance - means services and supplies necessary to keep real property in its existing state or condition. This includes replacement of components which have worn out or reached the end of their normal life expectancy with like or similar components. This is limited to items that can be replaced without the aid or architects and engineers and which do not affect codes or life-safety issues. Examples are repainting and re-carpeting of existing facilities. All mechanical, electrical and plumbing work should be treated as construction and should go through the OSE, unless within the agency's certification.

Operation - means services and supplies necessary to keep real property functional or operational. "Services" means the furnishing of labor, time, or effort by a contractor not required to deliver a specific end product, other than reports which are merely incidental to required performance. Examples of Operation are as follows: (1) Air conditioning maintenance contract, (2) Ground pollution monitoring contract, (3) Wastewater plant maintenance contract, and (4) Food service operation contract.

PIP - means permanent improvement project(s).

Prime Contractor - means a person who has a contract with the state to build, alter, repair, improve or demolish any public structure or building, or other real property improvements of any kind to public real property.

Procurement - means buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service or construction, including description of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.

Project Management Services - are professional services for which the agency directly contracts with a professional person or firm to provide the overall management of a construction project. The services may include management related to time, cost, quality of construction and coordination during the pre-construction phase and the construction phase. The Project Management person or firm may be required to work in cooperation with, and in reliance upon, the services of an architectural or engineering person or firm hired by the agency under a separate contract.

Real Property - means any land, all things growing on or attached thereto, and all improvements made thereto, including buildings and structures located thereon.

Rehabilitation, Renovation and Remodeling Projects - are projects whose purpose is to restore or upgrade an existing facility or system to the "Satisfactory" standard. Also included are projects that change the functional character of space, modify capacity for the number of persons to be accommodated by the area for purpose for the currently assigned programmatic functions, or alter spatial relationships provided by the area for purposes of the currently assigned functions or improving its operating efficiency.

Repairs - means the process of restoring, to a serviceable condition, by putting back together real property that is damaged. **For the purpose of this definition, the term "Repair" does not apply to real property that has worn out or reached the end of its normal life expectancy.** Examples of Repairs are as follows: (1) Vandalism, (2) Accidents, (3) Flood, lightening or wind damage, (3) Fire damage.

Responsible Bidder or Offeror - means a person or firm who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance which may be substantiated by past performance. In accordance with Regulation 19-445.2125(A) of the Procurement Code, factors to be considered in determining whether the state standards of responsibility have been met include whether a prospective contractor has the following:

- Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
- A satisfactory record of performance;
- A satisfactory record of integrity;
- Qualified legally to contract with the State; and
- Supplied all necessary information in connection with the inquiry concerning responsibility.

Responsive Bidder - means a person who has submitted a bid which conforms in all material aspects to the invitation for bids.

Routine Repairs - means the process of restoring, to a serviceable condition, by putting back together real

property that is damaged. For the purpose of this definition, the term "Routine Repair" shall only apply to damage caused by accidents, vandalism, or acts of God with total cost of less than \$25,000.00. The term "Repair" does not apply to real property that has worn out or reached the end of its normal life expectancy. Examples of routine Repairs are as follows: (1) Vandalism, (2) Accidents, (3) Flood, lightening or wind damage; and (4) Fire damage.

Services - Means the furnishing of labor, time or effort by a contractor not required to deliver a specific end product, other than reports which are merely incidental to required performance. This includes consultant services other than architectural, engineering, constructions management, and related services. This term does not include employment agreements or services as defined in Section 11-35-310(1)(d).

Specifications - means any description of the physical, functional, or performance characteristics, or of the nature of a supply, service or construction item. A specification includes, as appropriate, requirements for inspecting, testing, or preparing a supply, service or construction item for delivery. Unless the context requires otherwise, the terms "specification" and "purchase description" are used interchangeably.

State - means the State of South Carolina.

State Engineer - means the person holding the position as head of the Office of State Engineer and the Chief Procurement Officer for areas of construction management and land surveying services.

Subcontractor - means a person or firm who has a direct contract with the contractor to perform a portion of the work at the site.

Substantial Completion - is the stage in the progress of the work when the work or designated portion thereof is sufficiently complete in accordance with the contract documents so the agency can occupy or utilize the work for its intended use.

Suspension - means the disqualification of a person to receive invitations for bids, requests for proposals, or the award of a contract by the State, for a temporary period pending the completion of an investigation and any legal proceedings that may ensue because a person is suspected upon probable cause of engaging in criminal, fraudulent, or seriously improper conduct or failure or inadequacy of performance which may lead to debarment.

Source: Manual for Planning and Execution of State Permanent Improvements Part II, 1999 Edition.

APPENDIX C: OVERVIEW OF THE GRANT PROCESS

1. LGOA PIP Application process is no longer open-ended. Applications will be accepted during the month of February annually (February 1 – 28), with evaluations and site visits in the month of March. Awards will be announced later in the spring, depending on funding availability.
2. PIP Applicant submits a Grant Application Package to the regional AAA/ADRC. If the AAA/ADRC Director signs off on the application, it is then forwarded to the LGOA for consideration.
3. If approved, the Area Agency on Aging (AAA)/Aging and Disability Resource Center (ADRC) and the PIP Recipient/Grantee each receive an Award Notice approving the initial Grant Application Request. At this point, the project becomes approved, but not yet funded.

***At this time the grant applicant and AAA/ADRC will have 30 days to complete the necessary forms (C-Forms) to qualify for an NGA from the LGOA.**

4. Prior to accessing funds, the PIP Recipient/Grantee must submit a Project Plan package to the AAA/ADRC. In addition to a detailed description of the proposed project and budget, the Project Plan Package must include:
 - a. PIP Recipient's/Grantee's Memorandum of Assurances
 - b. Certification of Match Funds (When documenting its match, the grant recipient must provide a bank statement showing there is a designated funds account and board minutes reflecting that a match has been met.)
 - c. Environmental studies and/or appraisals, if required
 - d. Letter of Commitment from County Building Inspector's Office ensuring compliance with all applicable building codes and regulations
5. After review and approval, the AAA/ADRC forwards the Project Plan Package to the LGOA Senior Center PIP Coordinator, adding the following:
 - a. Cover letter requesting that LGOA initiate a Grant Agreement for the project
 - b. AAA's/ADRC's Memorandum of Assurance and Recommendation
 - c. AAA's/ADRC's Certification of Match
 - d. Completed W-9 form (taxpayer identification)
6. Upon approval of the Project Plan Package, LGOA will:
 - a. Initiate a Grant Agreement (NGA) within 30 days, **if sufficient funds are available at that time**, or
 - b. Advise the AAA/ADRC as to the approximate date when sufficient PIP funds will be available.

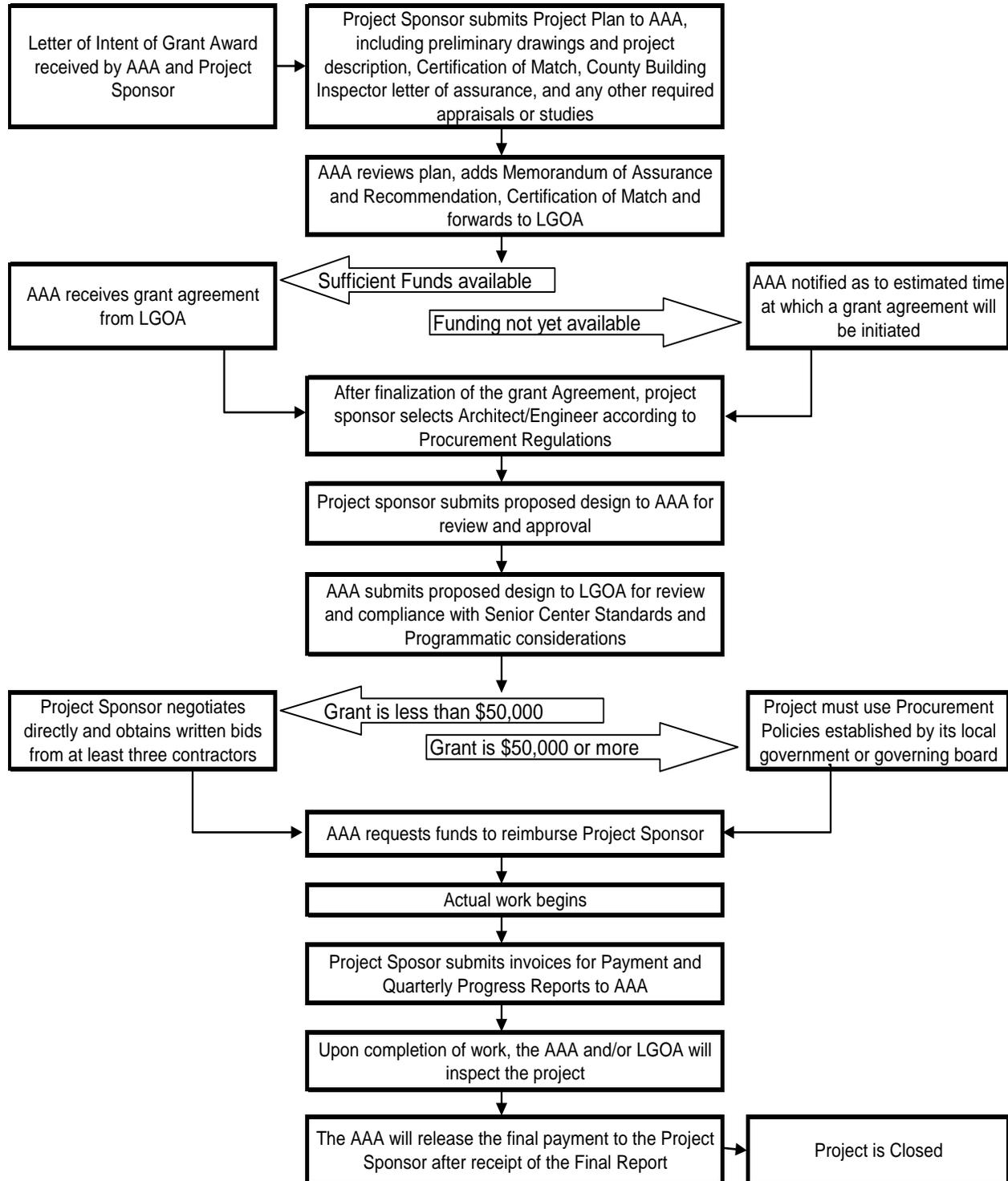
7. After the Grant Agreement has been signed between the AAA/ADRC and LGOA, the

AAA/ADRC may request funds for the project. After Grant Agreement is signed, the applicant has 90 days to begin construction.

8. The PIP Recipient/Grantee requests funds, as needed, from the AAA/ADRC for project expenditures.
9. Final Report submitted.

The Flow Chart on the next page shows the process for distribution of funds for a successful grant project.

Senior Center PIP Flow Chart



APPENDIX D: HELPFUL PLANNING INFORMATION

The following pages contain materials that have been developed from various resources by LGOA staff in order to assist potential PIP Recipients/Grantee's in planning for the development of a senior center, including the purchase of land and the design of the facility.

A Planner's Thoughts on Finding Land for a Senior Center

By Carolee Williams, City of Charleston Planner

- I. Evaluate the general location for your Senior Center:
 - Contact your city or region's planning department. The latter is usually found at the region's Council of Governments.
 - Are they aware of any plans or studies regarding the need for a senior center? You may find yourself with a lot more public and political support if your efforts coincide with a government's stated policy.
 - What does the latest census say about the location of senior population within your area? Have any projections been done about the amount and the locations for growth in the area? Is there an area where a greater number of seniors live or will live within the lifetime of your senior center project? The concentration might be in a retirement community or an aging subdivision or there might be no concentration.
 - Where is mass transit available and where is it planned? It is important that the Center be easily accessible to all whether they are able to drive or use mass transit.
- II. Determine generally the size of the building and of land that is desired for your project based on your general goals for what will happen at the facility. The Bureau of Senior Services and the Area Agency on Aging can offer lots of advice.
- III. Once this general information is gathered, the search for a site can begin based on the concentration of seniors and accessibility of areas for those who cannot drive and the size of land and/or space that is needed.
 - Are there any businesses that might want to partner in the development of the senior center such as a new mall, a downtown business association, a hospital, a public recreation agency?
 - Is there any surplus government property?
 - Where is there available and appropriate real estate? Realtors and/or a government representative can help.
 - What zoning does the property need to be in order to develop a senior center? Unfortunately every city and county's zoning regulations are different so you would need to check with that department to see what kind of zoning would allow for the senior center. Where the zoning is not appropriate, ask whether a rezoning or a variance for your proposed use would be allowed.

Developmental Process for Multi-Purpose Senior Centers

I. Decision to Build

- Establish a Senior Center Development Committee and include people such as agency representatives, local businesses, informal community leaders, local government officials and older persons.
- Assess the needs in your community
- Evaluate financial capability to build and cover operational expenses
- Evaluate pros and cons of each step along the way

Evaluate Options

- Purchase or renovate an existing building?
- Construct a new building?
- Sole ownership or co-ownership?
- Is it cost effective to share space and expenses with other agencies?

Establish a Building Fund

- Set goals for fund and investigate investment options
- Establish building and operational expenses fund
- Set policies for memorial and unspecified donations
- Grant/Funds search: Foundations (public and private), Governmental (local, county, state, federal), local businesses
- Fund Raising Activities: setting goals, evaluate efforts vs. projected profit

Basic Facility Plans

- Visit other multipurpose centers in communities of like size
- Assess space needed for current services
- Assess future space needs (new services, increase/decrease in participants)
- Assess administrative space needs (for offices, storage, etc.)
- Conduct focus groups to assess older persons' desires to participate in senior center activities; what activities do they want?

II. Involve Community

- Establish a building committee of experienced members of the community
- Establish a building advisory sub-committee
- Solicit volunteers to assist with raising funds
- Develop publicity materials and opportunities
- Develop program plans and solicit volunteers to conduct programs in center

Procurement Needs for Project Construction

- Select and hire architect

- Select interior designer if needed
- Select contractors and sub-contractors as appropriate

Board Responsibility

- Coordination and review of all committees on a regular basis
- Make all final decisions
- Hire staffing or approve staffing and salaries for operations in senior center
- Develop policies for operations and use of the center

Operation

- Grand opening
- Start-up and staffing
- Program development
- Staff training

Internal Evaluation

- Initial review of completed work and analysis of whether goals set at the beginning of the process were met
- Survey of senior citizens who use the center
- One year evaluation of usefulness and utilization

Planning Guide for Senior Centers

A senior center should be a place in the community that is attractive and makes older adults feel that it is the place where they want to come. An attractive senior center presents a message to the community that seniors are valued both by the community and by themselves. The location of the center and its psychological, as well as physical, accessibility to older participants requires careful consideration. The center should be convenient to available transportation, where such exists. Since the center is intended to serve a heterogeneous population, it should be located within a neighborhood which is accessible to a cross-section of older persons rather than in an area which is clearly identified with just one of the target groups and which is alien territory to the others.

A center should have adequate parking so that handicapped individuals and other participants, particularly in inclement weather, do not have difficulty in reaching the center. The center must be accessible to those in wheelchairs. Within the facility, rooms, bathrooms, and drinking fountains must be accessible to impaired persons. Careful attention should be given to appropriate construction and placement of ramps, width of doorways, and height of handrails. The Americans with Disabilities Act of 1990 states that all new facilities for aging services must be barrier free and accessible.

A center must have adequate space to allow for large group meetings, rooms for smaller activities and private areas in which individual counseling can take place. Participants should feel that the staff is accessible for private consultations and counseling. Adequate lighting, sound, temperature and ventilation control must be considered when the building is in the design phase. The center must meet local and state laws regarding fire safety, health, sanitation zoning and the most current building codes.

The furniture within the activity areas of the center should be comfortable and homey and appropriate for the activity. Lounge/reception area seating should not be too deep or too low as this makes it difficult for older persons to sit down and to get up. Seating in activity areas should be lightweight to allow participants to move it easily. All seating should be adequately balanced so that it does not tip easily and can hold the weight of a person who leans on the back of it. Whenever possible, furniture should be arranged in small groupings to encourage interaction.

When planning a full-service kitchen for a senior center there are a number of do's and don'ts to be aware of:

Do's:

1. Determine the maximum number of people that will be served before planning a kitchen.
2. Decide if the facility may be used by the agency for rentals or bids for meal contracts before planning.
3. Contact the SC Department of Health and Environmental Control (DHEC) for the regulations and if possible ask them to review the plans and make suggestions prior to construction.

4. Make a list of equipment needed. Ask a chef in a restaurant and not anyone in kitchen equipment sales for advice.
5. Buy used equipment whenever possible from restaurants going out of business. The result is better value. However, freezers and refrigerators should be new. Gas ranges, water heaters, and ovens are most energy efficient.

Don'ts:

1. Do not let a salesman design or plan equipment for the kitchen.
2. Do not make the kitchen larger than is needed.
3. Do not buy anything just because something free will be given (i.e. soap dispensers or paper towel holders, etc.)

What you must have (most of these are in DHEC regulations):

1. A three-compartment sink.
2. A hand sink.
3. Floor drains, grease trap, large capacity water heater (use gas because it recovers faster and two 45 gallon tanks used in tandem operate at half the cost of a 90 gallon tank).
4. A six to eight burner range with full-size oven.
5. The refrigerator and freezer sizes will depend upon the size of the center and the maximum meals that will be served. A double door reach-in cooler should be sufficient and glass doors are recommended to save time and money.
6. A stainless steel preparation sink and preparation table.

Nice to have:

1. A commercial dishwasher.
2. A combination convection and conventional oven that will cook anything saves time and money in the long run although it is expensive in the beginning. Be sure to purchase one that accepts full size sheet pans.