SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM
2021 Grant Application Package

South Carolina
DEPARTMENT ON AGING

2021 PIP Grant Cycle: Applications accepted until Monday, March 1, 2021

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I. INTRODUCTION

BACKGROUND

In 1991, the South Carolina State Legislature established the Senior Center Permanent Improvement Project (PIP) grant program and appropriated $948,000 per year from State Bingo tax ($79,000 monthly) 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 SC Department on Aging or SCDOA), 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.

DECLARATION OF INTENT

It is the intent of the Department on Aging (SCDOA), to administer the South Carolina Senior Center Permanent Improvement Project grant program according to the authority vested to the SCDOA by the legislature, Section 12-21-3441 and 12-21-3441. The SCDOA keeps the state's legislative intent at the forefront of its PIP grant mission, and manages the matching grant program accordingly.

MISSION STATEMENT

The Department on Aging (SCDOA) has established guidelines to assure that the South Carolina Permanent Improvement Project (PIP) funding is fairly distributed through an application process in order to fund senior center capital improvement projects. The PIP funds, as determined by the SCDOA, are intended to be used as a resource to assist in construction, renovation, and emergencies (as defined the SCDOA policy) financial assistance to Grantees 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. In turn, the Grantee provides project reimbursement to the grant recipient upon receipt of verified work invoices.

NOTE: The SCDOA shall not start reimbursing the PIP recipient until it is fully demonstrated through documentation that at least 50 percent of the project is completed. The balance of the allocated award will be paid once the recipient documents completion of the project.

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

PURPOSE

The Department on Aging (SCDOA, 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.

Application Procedures:

- Applications will be received in the month of February if funds are available.
- Project applicant meetings and evaluations will be made in March - April.
- PIP grants will be awarded later in the spring.

NOTE: Permanent Improvement funds are to be used for construction projects and not to fund engineering, preplanning projects or land acquisition. Recipients will have 60 days to complete emergency repairs and 24 months for renovations, expansions, and new construction projects. If the project is not completed within the allotted grant period, the funds will revert to the SCDOA PIP account. **In order to meet the timeline requirements set in the PIP guidelines the applicant must demonstrate in this grant application that it has all necessary funding committed and must show that all pre-planning (such as design, engineering, land preparation, and permitting) for the project has been completed.**

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.

NEED

Grant Proposals must provide **evidence** of need for proposed projects in the community. PIP Applicants should conduct or refer to existing needs evaluations, in order to demonstrate the need for the proposed project. The PIP application process seeks to promote a visionary, collaborative, and community-oriented approach in designing facilities that serve the local needs of the older population, while adhering to the strategic mission statement established by the SCDOA.

NOTE: Prior to submission of an application, the applicant shall read the South Carolina Aging Network's Policies and Procedures Manual, as well as the current South Carolina State Plan on Aging to have a professional knowledge of applicable SCDOA protocols and policies.

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 by February 28 annually (under the discretion of the SCDOA). The SCDOA 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 SCDOA web site (WWW.Aging.SC.Gov). **The SCDOA reserves the right to amend and modify PIP policies and procedures as needed.**

The SCDOA requires each condition of the Permanent Improvement Project Grant Application to be strictly followed during the application process, grant period and for the required reversionary period. If the recipient does not adhere to and meet the conditions and requirements set by the SCDOA 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, SCDOA PIP Coordinator**
SC Department on Aging
1301 Gervais Street, Suite 350
Columbia, SC 29201

NOTE: Faxed 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 local or county governmental entity/subdivision recognized by the State of South Carolina, an established not-for-profit entity that provides services for seniors using Older Americans Act or State aging funding, or a not-for-profit human services organization designated by their Area Agency on Aging (AAA) as a contracted provider of aging services. Each applicant shall be a community focal point for seniors. In addition, all 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, although membership is not a requirement.
- There will be a mandatory applicant meeting before the start of the grant cycle. Applicants who do not participate in the meeting will be considered ineligible for funding.
- **Applicants must submit their application to their local AAA for review and evaluation. The AAA must approve the project by signing the grant application. By signing the application, the AAA states that there is need for the project and that the applicant is in good standing with the AAA and capable of operating a multi-purpose senior center. No proposal will be considered without written approval from the AAA.**
- 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.
- Non-Governmental PIP Recipients 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. **Each applicant shall have Escrow funds or a Designated Fund Account in order to make necessary repairs or to renovate real property that has worn out or reached the end of its normal life expectancy. These standard repairs are not eligible 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."*
- The center 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 for set hours each day (the SCDOA recommends each site operating for at least six hours each day).
- 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 Reversionary Period of the grant, if those changes affect senior center services, activities and programs. Senior centers that receive PIP funding shall execute all of these changes during the entire reversionary period stated in the PIP grant agreement.

Protocols for Evaluating PIP Applications and the Awarding of Grants
(All requirements of the PIP Application Package and the SCDOA policies and procedures for PIP grants must be met to be a successful applicant.)

1. Grant applications are due to the SCDOA by February 28 annually unless previously stated.
2. Applications must be approved by the local AAA Director before the SCDOA will consider the project. Please Note: No PIP grant will be awarded to an entity not approved by an AAA.
3. Once the AAA submits applications, the PIP Coordinator reviews the applications for compliance with application requirements and agency policies and procedures.
4. AIM data is reviewed to determine service performance and actual need in the area served by the senior center.
5. Applicant meetings are scheduled with the SCDOA PIP Coordinator to meet with each applicant and local AAA Directors to discuss applications, committed project funds, agency finances, project details, and the long-term sustainability of the senior center. A standardize list of questions is asked of all applicants during each visit. Each visit follows a uniformed process.
6. After the applicant meetings are concluded, the PIP Coordinator and Nutrition Coordinator will conduct a final review of the applications.
7. The PIP Coordinator will brief the SCDOA Director who will approve grant recipients.
8. PIP recipients and local AAAs will be notified in writing of the awards.
9. After the recipients are notified, the SCDOA will prepare NGAs for the AAAs to sign and execute.

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 10 percent for Emergency PIP requests, and 30 percent for (new construction, expansion, and renovation) awards.

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.

How is the local match determined? (Match plus requested funds equals the grant total.)

State Dollars Requested

Percentage of State Amount (10% for emergencies and 70% for everything else
= whole amount

If the applicant is requesting $350,000 in state funds:
Divide $350,000 by 70% = the whole of $500,000
Subtract 350,000 from $500,000 to determine the local match of $150,000

If the applicant is requesting $200,000 in state funds:
Divide $200,000 by 70% = the whole of $285,714
Subtract $200,000 from $285,714 to determine the local match of $85,714

Allowable matching funds include the following:		
Local Government funds	Rural Government funds	United Way contributions
Church and civic donations	Private donations	In-kind based on real estate
Monies generated through fund raising activities.	Or anything else approved in advance by the SCDOA during the application process.	Organization has actual funds on hand to use as match.

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. (There is a 30 percent local match and the recipient shall have two years from executing a Notification of Grant Award to complete the project. A change in funding or the scope of the project may result in the termination of the grant agreement.)
- *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. (There is a 30 percent local match and the recipient shall have two years from executing a Notification of Grant Award to complete the project. A change in funding or the scope of the project may result in the termination of the grant agreement.)
- *Building Purchase:* The purchase of a building, which is immediately ready to occupy and operate as a multi-purpose/fully functioning senior center on the day of the real estate closing, is allowed at the discretion of the SCDOA Director and PIP Coordinator. The project shall meet all PIP guidelines, as well as the policies and procedures for a senior center/meal site. If the facility is to be shared with non-aging related entities, the applicant must demonstrate that the PIP funds will be used exclusively for the senior center component.
  NOTE: PIP funds shall not be used to purchase real estate, which does not have a move-in ready building on site ready to occupy/operate.
- *Emergency repairs to the facility to alleviate safety or health concerns.* The SCDOA can 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 SCDOA, if funding is available. 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 for Emergency PIP awards. Emergency PIP recipients shall have 90 days upon the NGA being executed to complete the project.

Note: No more than twenty-five (25) percent of the increased space can be dedicated to office space. PIP funds must provide a beneficial senior center experience for older adults.

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

- 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.
- 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
  (4) Fire damage

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, exercise equipment, and some kitchen appliances. Only "built-in" kitchen equipment such as stoves, permanent commercial refrigerators, 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, office equipment, and draperies are examples of items *excluded* because of failure to meet this requirement. *Allowed* examples include 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 (25 percent).
- The Grantee may request that SCDOA 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 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.

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 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.
- Appraisals, Environmental study, architect, engineering, landscaping, and/or other professional fees.
- Site improvements or preparations, including demolition of an existing structure.
- PIP funds cannot be used to fund senior center programmatic activities.

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
promotional expenses	administrative 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 SCDOA reserves the right to determine whether any cost is an allowable expense. The SCDOA 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 Grantee and SCDOA. PIP Grant Applications will not be evaluated by the SCDOA. 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 (PIP projects must be completed within two years of the execution of a Notification of Grant Award. A change in funding or the scope of the project may result in the termination of the grant agreement.)
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 Grantee 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, all PIP 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 SCDOA and Grantee. No NGA's will be issued until the PIP Recipient submits the necessary forms including the C-Forms to the SCDOA. PIP Recipients must be prepared to begin construction within this period and must be prepared to actually start construction within 90 days of (NGA) execution. The SCDOA will not award PIP funds to an applicant unless there is sufficient evidence through documentation to show that construction will start immediately.

(Emergency PIP Recipients will only have 60 days to complete the total project from execution of a signed NGA).

Recipients that fail to request a Grant Agreement (including a properly completed project plan package), within this 30-day time period, will forfeit their funds. Forfeited funds will be added to the total funds available for future applications. A Grant Agreement shall not be requested when the sole purpose is to avoid or delay the loss of PIP funds.

Note: The NGA period is different than the PIP Grant Period. An NGA is effective for a fiscal year only, while the PIP Grant Period may overlap fiscal years.

At the conclusion of the first NGA period, the SCDOA will reevaluate the PIP project to determine if a second year NGA extension is warranted to conclude the project. Through its quarterly updates, the recipient shall have demonstrated that it adhered to all PIP requirements during the NGA period, and is showing significant progress toward completing the project in order to be awarded an NGA for a second year.

NOTE: All local match and other local project funds shall be spent before the PIP recipient can

request reimbursement from the SCDOA.

NOTE: The SCDOA shall not start reimbursing the PIP recipient until it is fully demonstrated through documentation that at least 50 percent of the project is completed. The balance of the allocated award will be paid once the recipient documents completion of the project.

TIME-LIMITS FOR COMPLETING PROJECTS

Emergency Grants
Emergency projects will be completed within 60 days, and new construction/renovation/expansion projects will be completed within 24 months.

New Construction/Expansions/Renovations Grants
After a Grant Agreement (NGA) has been put in place, actual construction must begin within 90 days of the grant agreement.
NOTE: 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 for funding issues that were not disclosed when the original PIP application was submitted. The recipient will repay any funds provided by the SCDOA for a project not completed in the grant period.

NOTE: The SCDOA shall not start reimbursing the PIP recipient until it is fully demonstrated through documentation that at least 50 percent of the project is completed. The balance of the allocated award will be paid once the recipient documents completion of the project.

PROCESS TO APPLY FOR EXTENSION

The PIP Recipient must contact the SCDOA 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 SCDOA will respond to the AAA and PIP recipient, and officially notify them that they will have ten working days from receipt of the SCDOA correspondence to complete a new PIP grant application and a PIP NGA Extension Form. 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.

Once the newly revised PIP application is reviewed and approved by the SCDOA, a new Notice of Grant Award (NGA) will be signed by the SCDOA Director and the Grantee, 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 SCDOA PIP Application Package and NGA, and not the policies, terms and conditions previously agreed to in their originally submitted PIP application and NGA.

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

NOTE: A recipient who has not completed the project within the grant period shall reimburse the SCDOA for any/all PIP funds awarded.

TIME-LIMITS FOR QUARTERLY UPDATES

PIP Recipients/Grantees are expected to provide quarterly project updates, using the standardized template found on Page 54. The updates will be sent to the SCDOA. The SCDOA 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. **NOTE: Any PIP project that fails to meet this requirement and provide quarterly updates may forfeit remaining PIP funding and shall reimburse the SCDOA for previous PIP funds allocated.**

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 SCDOA

Neither the SCDOA 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, SCDOA PIP Coordinator
SC Department 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 SCDOA reserves the right to reject any and all Grant Proposals, and in all cases the SCDOA 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 SCDOA to award a grant or to pay any costs incurred in the preparation of a Grant Proposal. The SCDOA 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 SCDOA to do so.

The SCDOA 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, an NGA will be signed by the Grantee and SCDOA. After the NGA is signed, the Applicant must meet the time limit (60 days for emergency, 24 months for renovation, expansion, and new construction. 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.*"

NOTE: Upon termination of the grant agreement, the recipient shall be legally responsible for reimbursing the SCDOA any/all PIP funds previously allocated to the recipient for the project.

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

In addition to the original signed grant proposal, each applicant must provide four copies of the 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 SCDOA must be submitted within the timeframe specified and must be acceptable to the SCDOA. 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 the SCDOA, furnish satisfactory evidence of ability to furnish products or services in accordance with the terms and conditions of this Grant Application Package. SCDOA 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:

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

DOCUMENTS REQUIRED FROM EMERGENCY APPLICATIONS:

Emergency applicants shall 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 SCDOA reserves the right to request additional information as needed from Emergency PIP Applicants.

DOCUMENTS REQUIRED FROM SELECTED APPLICANTS:

Applicants are required to provide the following information to the SCDOA. This information must be submitted with the grant application.

- Federal I.D. Number
- SCEIS Vendor ID
- W-9 IRS Document
- Organizational Chart
- Charter and Bylaws 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

VII. GRANT PROPOSAL FORMAT AND CONTENT

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

- 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:

When using the electronic version of this document, the 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	
Chairman's 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	
AAA Director's Signature		Date:	
Print Name for AAA Director			
AAA Director's Signature			
Date Signed			

***Grant Proposals must be approved by the AAA, including signature of approval in proposal. The Grantee submits approved Grant Proposal to the SCDOA.**

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

PIP Project Terms and Conditions

1. Projects funded through emergency grants shall be completed within the three-month grant agreement. There will be no extension approved unless there is proof of conditions outside the control of all parties, which would not allow completion of the project within the grant period. Extensions are not allowed for routine construction delays, loss of funding and other funding related issues, or for funding concerns not disclosed when the original PIP application was submitted. The recipient will repay all funds provided by the SCDOA for a project not completed in the grant period.

2. Renovation, expansion, and new construction projects shall be completed within the two-year grant agreement. 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. No extensions will be granted for routine construction delays or for funding issues that were not disclosed when the original PIP application was submitted. The PIP recipient will repay any funds provided by the SCDOA for a project not completed in the grant period.

3. The SCDOA will not provide reimbursement for a PIP project until the PIP recipient has confirmed completion of at least 50 percent of the project.

4. The SCDOA will not reimburse PIP funds until the project expends local match, local funding, and other funding first.

5. The failure by the PIP Grantee to submit all required reports to the SCDOA on time shall result in the termination of the grant agreement. The grant recipient shall repay all state funds provided by the SCDOA in the event of termination. (Starting from the date of the Notification of Grant Award, written progress reports are to be submitted to the AAA 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, 4) all delays; and 5) Any other remarks or comments of note. Upon completion of the project, the PIP Recipient must submit a final report within 30 calendar days.)

_____ _____

AAA Director Date

_____ _____

PIP Applicant/Recipient Date

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:	
Note: The SCDOA requires construction to start within 90 days of the grantee signing an NGA with the SCDOA.	
If approved, what is the estimated start date of actual construction?	
Completion Date?	

Provide evidence of a work schedule to complete the proposed project and the ability to meet project deadlines. (Financial resources must be committed before the SCDOA awards the grant.)

H. PROPOSED SOURCES OF PROJECT 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 2and 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 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 the PIP Proposal is submitted.)**

J. ESTIMATED TOTAL PROJECT COST

PROJECT TITLE:		
AMOUNT	**TYPE OF EXPENSE**	**BRIEF EXPLANATION/DESCRIPTION**
Fees not paid by PIP	Professional Services (Environmental study, Architects, etc.) (PIP Funds Prohibited)	Professional services shall be completed before a PIP application is submitted.
Fees not paid by PIP	Land Purchase	PIP funds prohibited for land purchase unless there is a building onsite ready for immediate occupancy at purchase time.
Fees not paid by PIP	Site Development (earth moving, etc.)	Site planning/development shall be completed before a PIP application is submitted.
	Equipment/Materials	
	New Construction (including additions 1500+ sq.ft)	
	Renovations - Interior	
	Renovations - Exterior	
	Roofing	
	Labor Costs	
	Other If justified and approved.	
	Contingency If justified and approved.	.
	Environmental Hazard Abatement If justified and approved.	
	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:		
☐	Completed Application Cover Sheet	
☐	Completed Program Narrative General Information Sheet	
☐	Completed Project Narrative/Budget Questions, including	
	☐	Estimated Total Project Cost Spreadsheet
	☐	Proposed Source of Funding Spreadsheet
Grant Applications must contain the following attachments:		
☐	Letter of Recommendation from AAA (Not required, but welcomed.)	
☐	Letter of Recommendation from County/City Council	
☐	Letters of Collaboration/Support/Commitment from other agencies/organizations	

An original grant proposal and four copies must be received by the SCDOA by the deadline set by the SCDOA.

VIII. EVALUATION CRITERIA

Proposal Review

Grant Proposals will not be scored. However, each proposal will be reviewed based on the criteria listed below. The PIP Coordinator will meet with applicants before final determination to determine eligibility and long-term viability of the project. Upon completion of the meetings, the PIP Coordinator will meet with the SCDOA Director to make recommendations for funding. (Meetings can be scheduled at the SCDOA, the AAA, the applicant's office, or by Zoom during the pandemic. Applicants who have submitted non-responsive applications will not have review meetings scheduled.)

REVIEW CRITERION

- 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. During the evaluation process, SCDOA client data (currently AIM data is used) will be reviewed to determine if the organization and site meet the requirements stipulated by the Older Americans Act and the South Carolina Aging Network's Policies and Procedures Manual.
- 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.
- 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.
- 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.
- 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.
- Response to standardized applicant review questions.

Possess knowledge of the SCDOA's mission and its policies and procedures.

EVALUATION

PIP Proposals will be reviewed by the SCDOA PIP coordinator and the SCDOA Director. In addition to an evaluation, the SCDOA PIP Coordinator will meet with the applicant before a final decision is 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 SCDOA 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 SCDOA).** 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. If county owned, a 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

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 for review. All projects must 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 and SCDOA. **No PIP funds can be used to pay for environmental, engineering or architectural work.**

The AAA shall give technical assistance to the PIP recipient in preparing the project plan as needed and approve a project plan for it to proceed. The AAA must certify that local match is available, and that all required C-forms have been completed accurately. The SCDOA will provide technical

assistance when requested by the AAA 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 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, SCDOA 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. Governmental entities 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 and provide the SCDOA with a copy of the procurement policies if requested. Grantees must demonstrate that there is not a conflict of interested when procuring construction contractors, or in the day-to-day execution of the project.

SCDOA. The SCDOA PIP Coordinator shall monitor the project implementation processes and approve all required documents sent to SCDOA. If the SCDOA PIP Coordinator has concerns about the state of the project, he/she will communicate them in writing to the AAA 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 SCDOA and a NGA has been signed. After an NGA has been signed, the PIP Recipient will request payment by submitting invoices received from the contractor(s) to the SCDOA. The Grantee must keep copies of the invoices and provide the SCDOA 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.

PIP INVOICES AND PAYMENT REQUESTS

The Department on Aging has protocols in place in order to ensure accuracy and to protect the integrity of Permanent Improvement Project (PIP) funds.

The Senior Center Grant PIP coordinator will review and approve requests for payment from the AAA expeditiously. He/she shall authorize the payment 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 SCDOA will make a final inspection of the site. The SCDOA may assess penalties due to non-compliance with the requirements of this grant program up to the remaining amount of the grant award.

In order to seek reimbursement of PIP funds, the PIP recipient must submit invoices to the grantee (Area Agency on Aging) for review and approval. Once the grantee (Area Agency on Aging) has reviewed the invoices and ensured that the invoices are accurate and the work has been completed, it shall submit copies of the invoices, along with a signed copy of the authorized SCDOA Payment Request Form (PRF) to the SCDOA PIP Coordinator via PSAHelp@aging.sc.gov. At that time, the PIP Coordinator will review the invoice and recommend payment if everything is in order.

NOTE: The SCDOA shall not start reimbursing the PIP recipient until it is fully demonstrated through documentation that at least 50 percent of the project is completed. The balance of the allocated award will be paid once the recipient documents the completion of the project.

REPORTING SCHEDULE

PROGRESS REPORTS. Starting from the date of the Notification of Grant Award, written progress reports are to be submitted to the AAA 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. Failure to submit required reports may result in forfeiture of PIP funds.

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).

AAA. The AAA 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 SCDOA. The final report must include a signed statement by the AAA director stating that the project is complete.

SCDOA. 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. 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

SCDOA 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 SCDOA via the AAA for a waiver of certain program guidelines. All waivers will be approved by the SCDOA and final approval will be granted solely at the discretion of the SCDOA. 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 SCDOA 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 SCDOA 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 the PIP funds ($100,000 and over) 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.

   NOTE: PIP recipients awarded $100,000 or more shall have a reversionary period of 20 years.
3. **Recovery of Funds-Minor Alterations and Renovations:** There remains a state reversionary interest when funds are used for the purpose of minor 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 SCDOA 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 to $99,999: the reversionary agreement shall be for at least 10 years duration.**
   b. **A facility funded at less than $50,000: the reversionary agreement period must be for at least five years duration.**

   NOTE: 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 SCDOA reserves the right to recover a percent of the PIP funds if it has been determined the funds were used to build office space exceeding 25 percent of the total square footage of the center.
- 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.

- The agency shall assure appropriate access to senior center facilities:
  - It is recommended that senior centers operate at least six hours per day, Monday through Friday, except for scheduled holidays and emergencies. Senior centers should adhere to the National Council on Aging's senior center guidelines when feasible.
  - 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 SCDOA 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.

PROJECT PLAN CONTENT AND FORMS

In order to receive PIP funds, a grant agreement between SCDOA and the PSA must be in place. The SCDOA 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

SCEIS Vendor ID Number

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 (SCDOA 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 **W-9**	**Request for Taxpayer Identification Number and Certification**	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	☐ 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 *How to Get a TIN* on page 3.

Social Security Number

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.

Part 1I ***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 that 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:

- 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.
- 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 know 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:

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-1 PROJECT PLAN NARRATIVE

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM

Project Plan (Form C-1)

Project Title: _____

Project Sponsor (Agency): _____ Contact person: _____

Address: _____ Phone # : _____

E-mail address: _____ Fax: _____

Location of Proposed project (if different from above address): _____

Requested Action: ____ Establish project ____ Revise scope of work ____ Revise Budget

Estimated date that funds will be needed: _____

Project Description

Describe the scope and goals of the project fully. Also describe how the proposed renovation, construction or acquisition will comply with the Senior Center Standards in Appendix B. Attach additional sheets as needed.

C-1 revised 12/07, Replaces all previous versions

C–2 ESTIMATED PROJECT COST

SENIOR CENTER PERMANENT IMPROVEMENT PROGRAM

Estimated Project Cost (Form C-2)

Project Title; _____

Project Sponsor (Agency): _____ Project Name: _____

Is this a revision to an existing estimated cost form or part of a new project request? ____ Existing ____ New

$ _____	Land Purchase	_____	Acres
$ _____	Building Purchase	_____	Gross Square feet
$ _____	Professional Services Fees		
$ _____	Equipment and/or Materials		
$ _____	Site Development (earthmoving, demolition, drainage, etc)		
$ _____	New Construction (or addition of +1500 square feet)	_____	Gross New Square feet
$ _____	Renovations- Building Interior		
$ _____	Renovations- Building Exterior		
$ _____	Roofing-- Age of roof: _____		
$ _____	Other Permanent Improvement		
$ _____	Landscaping		
$ _____	Other Capital Outlay		
$ _____	Labor Costs		
$ _____	Other: _____		
$ _____	Other: _____		
$ _____	Contingency		
$ _____	Environmental Hazard Abatement	(if hazards exist, please explain in comments section below)	
$ _____	**ESTIMATED TOTAL PROJECT COST**		**DATE:** _____

Additional comments: _____

C-2 Revised 12/07, Replaces all previous versions

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): _____

$ _____ Other (please specify): _____

$ _____ Other (please specify): _____

$ _____ Other (please specify): _____

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

Submitted by: _____ Date: _____

Signature of Project Sponsor Representative

Approved by: _____ Date: _____

Signature of AAA Director

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, accaptable 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'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:

This application has been reviewed and meets the Senior Center Program Manual requirements.

It will provide oversight and assistance to the project sponsor to the extent necessary to ensure compliance with the Senior Center Program Manual guidelines.

It will ensure adequate control and timely release of funds to the project sponsor using generally accepted accounting procedures.

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

It will monitor the project sponsor for compliance with the Senior Center Program Manual.

It will advise the LGOA Senior Center Coordinator of any significant problems encountered in the process of completing the project.

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 Page 1 of 2

C-7 Page 1, Revised 12/07, Replaces all previous versions

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

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-7 Page 2 of 2

C-7 Page 2, Revised 12/07, Replaces all previous versions

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 written and 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: OVERVIEW OF THE GRANT PROCESS

1. Applications will be accepted during the month of February, with evaluations and applicant meetings scheduled in the months of March and April. Awards will be announced later in the spring, depending on funding availability.
2. PIP Applicant submits a Grant Application Package to the regional AAA. If the AAA Director signs off on the application, it is then forwarded to the SCDOA for consideration.
3. If approved, the PIP Recipient/Grantee will 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 will have 30 days to complete the necessary forms (C-Forms) to qualify for an NGA from the SCDOA.**

4. Prior to accessing funds, the PIP Recipient/Grantee must submit a Project Plan package to the SCDOA. 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.)
5. After review and approval, the grantee forwards the Project Plan Package to the SCDOA Senior Center PIP Coordinator, adding the following:
    a. Cover letter requesting that SCDOA initiate a Grant Agreement for the project
    b. Completed W-9 form (taxpayer identification)
6. Upon approval of the Project Plan Package, SCDOA will:
    a. Initiate a Grant Agreement (NGA) within 30 days, **if sufficient funds are available at that time**, or
    b. Advise the grantee as to the approximate date when sufficient PIP funds will be available. The grantee may request funds for the project. After the Grant Agreement is signed, the applicant has <u>90 days to begin construction</u>.

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

Standardized Quarterly Report Template for the Permanent Improvement Project (PIP) Grant Program

AAA Region:
PIP Recipient:
PIP File Number:
PIP Recipient Contact Person:
Date:

1. What is the status of the PIP project?

2. When is the project expected to be completed? Are any delays anticipated?

3. Has there been a change in the scope of the project since the grant was approved? (size, design, etc.)

4. Has the project budget changed? Break down all current funding sources.

5. How much of the expended funds is PIP related?

6. Provide photographs of the ongoing work at the project site.

7. Additional concerns or comments:

SCDOA Checkoff List (for scoring purposes Yes = 5, No = 0, NA = 1 (This document may not be the final version and is subject to change)

Application Compliance	
Completed/In Compliance	**Yes/No/NA**
Was the application submitted on time?	
Was the application submitted correctly?	
Was the application completed in a professional manner?	
Is the grant amount correct (Total/Match)?	
Does the applicant have project funding lined up (on-hand)	
Does the applicant have adequate funds to operate the site for the reversionary period?	
Is the project NCOA certification compliant?	
Is the project shovel ready?	
Does applicant provide OAA/Title III Services?	
Is the applicant under agreement with the regional AAA to provide services?	
If the applicant was a previous PIP recipient, did the applicant fulfill requirements of quarterly updates and annual reports?	
Is this site owned by the applicant or does it have a long-term lease?	
Does the applicant have a history of adhering to SCDOA policies and procedures for service delivery?	
If contracted with an AAA, has the applicant experienced any contractual issues in the previous ten years?	
Has the applicant ever had compliance issues in the past with either the AAA or SCDOA?	
Does the site have a client advisory council to advise on menus, services, activities etc.?	
Does the applicant have a relationship with either a local or county governmental entity?	
Will the applicant offer intergenerational opportunities?	
Does the site currently serve at least 25 people per day as stipulated by SCDOA policy?	
Does the applicant have written and established procurement policies?	
Applicant's Total Score	