

SOUTHERN OKLAHOMA DEVELOPMENT ASSOCIATION

REQUEST FOR APPLICATION

CENA COMMUNITY EXPANSION OF NUTRITIONAL ASSISTANCE

**DEADLINE:
TBD**

(Application to be completed and accepted on-line)
(All applicable mail-in items must be received by Soda)

Application Conferences are TBD in Atoka OR TBD in Ardmore time TBD.

To make inquiries concerning CENA, please contact
Amie Judd at SODA AAA or write to:

**Southern Oklahoma Development Association
(SODA)
P.O. BOX 709
DURANT, OK 74701-0709**

For hand delivery the address is 2704 N. 1st Street, Durant, Ok

**PHONE: (580) 920-1388
E-MAIL: ajudd@soda-ok.org
WEBSITE: cena.soda-ok.org/
Southern Oklahoma Development Association
CENA Procedures**

In accordance with the Oklahoma Department of Commerce's (ODOC) request for application, Southern Oklahoma Development Associations, Area Agency on Aging (SODA AAA) is issuing this Request for Application (RFA) for funding under the Community Expansion of Nutrition Assistance (CENA) Program. Funds are awarded to Independent Senior Centers. The AAA distributes funds to eligible Senior Centers using an application process. This RFA is contingent upon the appropriation of State Funding to the CENA Program.

The contract period is July 1st through June 30th (State Fiscal Year). Contractors must expend all funds within this contract period. **The service area distribution formula will consist of the number of eligible sites and Oklahoma senior population. The local distribution application process is determined by local agencies and approved by the Oklahoma Department of Commerce.**

STATEMENT OF PURPOSE

To provide funding for general improvement of nutritional conditions at eligible senior centers that will assist with: increasing meals served and expanding needed services for senior residents of Oklahoma.

DEFINITIONS

1. Independent Senior Center: Facilities that have a Board of Directors (BOD) and By-laws which provide senior adults (age 60+) with a myriad of programs and activities designed to meet their needs.
2. Eligible Applicant: Independent Senior Center Organizations that coordinate senior adult supportive services with Area Agencies on Aging (AAA).
3. Eligible CENA Funding Site (Independent Senior Center) Criteria:
 - a. Must submit an application to a AAA in their region for Funding Consideration.
 - b. Must have a current "BOD".
 - c. Must qualify as an "Eligible Applicant".
 - d. Must have approved "By-Laws".
 - e. Shall comply with the applicable regulations of their local Oklahoma County State Health Department, regarding "Food Establishments" documented in the Oklahoma Administrative Code (OAC) Title 310: Chapter 257.

CENA FUNDING SITE SCOPE OF WORK

This proposed Scope of Work describes the tasks to be performed by the contracted Independent Senior Center.

Basic Scope of Service

- A. Serving seniors 60+ is the target audience.
- B. Serve meals free of charge to seniors 60+.
- C. Serve seniors with activities other than meals to meet their needs.
- D. Create monthly reimbursement reports with supporting documentation for expenses related to serving those seniors 60+; including each invoice/receipt, monthly bank statement, and purchase orders if so required.

- E. Create monthly petty cash reimbursements with supporting documentation for expenses related to serving those seniors 60+; including each invoice/receipt signed by person being reimbursed, check written for reimbursement must match invoice/receipt totals, and the check must show on the monthly bank statement as cleared.
- F. Maintain annual site inventory of equipment purchased with CENA funding. Including SODA AAA inventory sticker number, Item, Item Description, Model Number, Serial Number, Date of Purchase, Reason for Disposal (if done) and Original Receipts in corresponding folder.
- G. Maintain records for site for 7 years including sign in sheets for the site.

SODA AAA Policy and Procedure

- A. SODA AAA will create and maintain a list of eligible senior centers in the regional service area annually by verifying them individually.
- B. CENA applications will open each year on **April 15 at 8:00 A.M.** The closing date will change each year and will be posted on the SODA website www.soda-ok.org under the Area Agency on Aging Division. All applications will be filled out and accepted on-line.
- C. Under no circumstances will applications or any of the documentation submitted with said applications be carried over from the previous years
- D. **Application Conferences** will be offered in two sessions each year once the grant opens and posted on the application website, these are considered mandatory for those requiring assistance in filing their application and to receive any changes for the upcoming year. You will be required to bring all application documents with you to these conferences as well for filing assistance from the SODA AAA.
- E. Applications must be completed and accepted on the application website for consideration of funding by the deadline.
- F. An application is not complete without all information requested in the fields, all uploaded documents attached and signature page with Authorized Officials Signature.
- G. After the application close date, a working application list and score report exports to excel from the website. The working application list is then submitted to the internal SODA committee for review. The internal committee may consist of the Executive Director, CFO, AAA Director, and AAA Staff. All ineligible applications are removed at this time and minimum daily meals served listing is created.
- H. All eligible applications for entry into the scoring formula and calculated. Formula basis includes level of funding received from ODOC during the SFY, number of eligible applications, along with the RFA score. Funding amounts are not be guaranteed from year to year, except for eligible applicants to receive the minimum award of \$1,500.00. The internal committee always reserves the right to adjust award amounts based on circumstances, history and special requests.
- I. The AAA Director presents recommended allocations to the SODA Board of Directors at a regular or executive board meeting.

- J. Upon approval from the SODA Board, SODA AAA will send out award letters with contracts that are returned with the Authorized Official's signature. When SODA AAA receives this, the entity may now receive qualified reimbursements. Each project not approved will receive a "Not Funded" letter.

- K. Qualified reimbursements include building rent; utilities (site: water, electric, gas, phone); groceries for preparing meals; supplies (office, home delivered meals and site cleaning); and insurance.

- L. Equipment will be a separate application process. You will send a request to the SODA AAA upon the sites need.

- M. SODA AAA staff will conduct annual assessment and performance reviews an on each awarded site annually. SODA AAA staff will monitor monthly the expenditures submitted for reimbursement.