



ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS (ASCOG)

COMMUNITY EXPANSION OF NUTRITIONAL ASSISTANCE
(CENA)

CENA GRANT INSTRUCTION GUIDE

State Fiscal Year 2025

July 1, 2024-June 30, 2025

ASCOG
AREA AGENCY ON AGING
P.O. Box 1647 - 804 W. Main Street
Duncan, Oklahoma 73534-1647
ASCOG.ORG

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SENIOR CENTER APPLICATION GUIDELINES

PURPOSE

To provide funding for general improvement of nutritional conditions of eligible senior centers, to assist increasing meals served, and expansion of other needed services for senior residents of the ASCOG Planning and Service Area (PSA).

A. Eligible CENA Sites

To be eligible, a site must meet the following criteria:

1. Must submit a complete CENA application to ASCOG AAA with a detailed project narrative.
2. Must qualify as an “Eligible Applicant” as defined below.
3. Must have a current Board of Directors.
4. Must have approved By-Laws.
5. Must comply with other requirements of the ASCOG AAA.
6. Must 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.

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

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

B. Submission of Grant Application

Note: Incomplete applications will not be accepted.

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

1. Completed Grant Application with full and complete Project Narrative.
2. A list of your current Board of Directors and the meeting minutes authorizing the application and purpose of these funds.
3. A copy of the Senior Center’s current bylaws.
4. A complete ASCOG SFY2025 CENA Numbered List of Seniors Who Participate at the Senior Center At Least Monthly (Use the form provided in this application or a form approved by ASCOG AAA.)
5. At least one email address must be provided for the primary contact person of the center; email addresses for Board members should be provided, if available.
6. A copy of your food license (if required) from your county health department. If you are unsure if you need a food license, please contact your local county health department.

C. Funding

CENA is a reimbursement program, therefore; all purchases must be paid for by the seniors or senior center before requesting reimbursement. Please note if the senior center cannot pay for items in advance, then the senior center does not qualify for this program.

Selection of centers and funding amounts for each award will be determined by ASCOG AAA and are based upon the amount appropriated by the legislature, the number of applications received, the number of seniors served, the frequency that meals are served at the site, and the type of project. Applications must be complete, and narratives must be detailed.

Each center will be notified by email of the amount of the award and what the award can be expended on. A formal contract to be signed by the applicant center will follow.

D. Allowable Use of Funds

Eligible expenditures include food and costs directly associated with the senior meal program such as paper goods, utensils, and disposable serving ware OR utilities. To ensure most of the funding is used for meals for seniors, ASCOG will limit approval of funds for food grants to sites serving at least three days per week. ASCOG will only approve utilities for other sites on a competitive grant basis. If your site serves meals at least three days per week, you are eligible to apply for food grant funding. At least 95% of the pass-through funds awarded by ASCOG will be for food grant applications.

If your site does not serve meals at least three days per week, your site may still be eligible for utilities reimbursement. ASCOG will award no more than 5% of the passthrough funds to sites in this category. The maximum award allowed for utilities is \$2,000 per site.

ASCOG reserves the right to adjust the above percentage of funding based on need.

E. Monitoring

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

1. Review of sign-in sheets and verification of attendance.
2. Documentation of meal services provided.
3. Documentation of utility services at site if grant was for utilities.
4. Review of invoices or receipts related to reimbursement requests.
5. Review of bookkeeping paperwork including ledgers and bank statements.

F. Verification Process

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

G. Technical Assistance

For Technical Assistance with Application, Contract, or Program Compliance, contact:

Cindy Hale at Hale_ci@ascog.org or 580-736-7976.

For Technical Questions with Accounting Issues Contact:

Nancy Bluml at Blum_na@ascog.org or 580-736-7966.

H. Submission of Completed Application and Required Documentation

Please submit the CENA application and required documents in the following order:

1. Grant Application Page
2. Project Narrative: Fill in each question with the required information.
3. Senior Center Board of Directors (Chair, Vice Chair, Secretary, Treasurer)
4. Senior Center bylaws
5. Senior Center Minutes approving CENA Application and Use of Funds
6. Copy of County Health Department Food License: If no license is required by your local county health department (if food is not prepared at your center), please include a statement that describes the reason why from a Board Member, or a letter from the county health department stating that your facility does not require a license.
7. Attestation of Accuracy of Application (Notarized)
8. ASCOG SFY2025 CENA Numbered List of Seniors Who Participate at the Senior Center At Least Monthly Form: This form must be completed with all required information. If your center has an alternate form, please request approval to use the form by emailing a copy to the AAA Director prior to the deadline of the Application.

Application Due Date: July 1, 2024, Close of Business (5pm)

Submit the completed application with the required documentation by email to:

Cindy Hale, AAA Director at: Hale_Ci@ascog.org

OR

Mail or hand-deliver the application to:

ASCOG AAA Director
Attn: CENA Application
PO Box 1647
Duncan, OK 73534-1647