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**FISCAL YEAR 2006 MULTIPURPOSE SENIOR  
CENTER (MSC) GRANT PROGRAM  
STATE APPROPRIATED FUNDS (SAF)**

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***Request For Proposal***



*Oklahoma Department of Commerce  
Community Development  
900 North Stiles  
P.O. Box 26980  
Oklahoma City, Oklahoma 73126-0980  
405/815-6552*

[www.okcommerce.gov](http://www.okcommerce.gov)



February 2006

**OKLAHOMA DEPARTMENT OF COMMERCE  
COMMUNITY DEVELOPMENT**

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**MULTIPURPOSE SENIOR CENTER GRANT PROGRAM (MSC)  
STATE APPROPRIATED FUNDS (SAF)**

**REQUEST FOR PROPOSALS (RFP)  
FISCAL YEAR 2006**

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The Oklahoma Department of Commerce/Community Development (ODOC/CD) is requesting proposals for the use of state appropriated funds allocated to improve and enhance services provided through local Multipurpose Senior Centers. The statewide allocation of state funds is \$115,112.

***Purpose***

The Program is designed to help improve the quality of existing Multipurpose Senior Centers, to construct or rehabilitate such centers, and to provide necessary equipment to enhance the supportive services.

***Definitions***

For the purpose of this RFP the following definitions will be used:

Conversion: A change in the use of a building to a Multipurpose Senior Center.

Eligible Applicants: Units of General Local Government and private non-profit organizations for the purposes of serving the citizens over the age of 60.

Leveraged Funds: Funds contributed to the project for the express purpose of implementing the proposed activities. The source of funds may be cash value or other valuable consideration, e.g., land, building, or volunteer time.

Major Rehabilitation: Rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation.

Multipurpose Senior Center: A community or neighborhood facility for the organization and provision of a broad spectrum of services including health, social and nutritional group activities for senior citizens over the age of 60 years.

Operation: Payment of maintenance, administration, rent, security, fuels, insurance, utilities and furnishings.

Private Non-profit: Any organization that is legally incorporated in the state as a non-profit, has a stated purpose of serving Oklahoma senior citizens of 60 years of age and over, and has an advisory board made up of a majority of senior citizens.

Rehabilitation: Labor, materials, tools, and other costs of improving buildings, including repair directed toward an accumulation of deferred maintenance; replacement of principal fixtures and components of existing buildings; installation of security devices; and improvement through alterations or incidental additions to, or enhancement of, existing buildings. This includes the conversion of a building to a Multipurpose Senior Center where the costs of conversion and any rehabilitation does not exceed 75 percent of the cost of the building pre-rehabilitation. Also includes structural changes necessary to make a structure accessible to persons with physical disabilities.

Unit of General Local Government: Any incorporated city, county or town of Oklahoma.

Value of the Building: Monetary value assigned to a building by an independent real estate appraiser or as otherwise reasonably established by the State.

### ***Eligible Use of Funds***

For Fiscal Year 2006 the Multipurpose Senior Center Grant Program will have a maximum grant request amount of \$25,000 per application.

Multipurpose Senior Center grant amounts may be used for one or more of the following activities:

1. Major rehabilitation or conversion of buildings for use as Multipurpose Senior Centers.
2. Payment of equipment necessary to provide supportive services.
3. Acquisition or construction of a Multipurpose Senior Center.

### ***Ineligible Use of Funds***

Multipurpose Senior Center grant amounts may not be used for activities other than those authorized under the previous section. For example, grant amounts may not be used for the costs of operation and administration of the Center.

### ***Leveraged Funds***

For FY 2006 the Multipurpose Senior Center Grant Program does not require a local match. However, leverage supplied by a locality for purposes of supplementing MSC funds, regardless of its source (except previously awarded MSC Grant funds), will receive points in the rating process. Applicants seeking to augment their project with some degree of leverage are encouraged to identify several sources of leverage, as the Department does not weigh the source, but rather the actual existence of leverage in the event that a grant is awarded. Evidence that an applicant has identified and committed leverage to support their proposed MSC project is documented through the completion of an ODOC-1 certification.

In calculating the amount of leveraged funds, the following may be included: the value of any donated material or building; the value of any lease on a building; any salary paid to staff of the applicant or non-profit recipient (as appropriate) in carrying out the MSC Grant Program; and the time and services contributed by volunteers, determined at the rate of \$10.00 per hour. For purposes of this program, the applicant will determine the value of any donated material, building, or lease using any method reasonably calculated to establish a fair market value.

### ***Building Standards***

Any building for which Multipurpose Senior Center Grant amounts are used for rehabilitation, conversion or major rehabilitation must meet applicable local government safety and sanitation building codes. ODOC/CD For publicly owned buildings where the estimated cost for the rehabilitation, conversion or major rehabilitation exceeds \$40,000, 59 O.S. § 46.3 E. must be followed.

### ***Contractor Responsibilities***

Applicants receiving approval and a contract with the Oklahoma Department of Commerce shall be responsible for, but not be limited to, the following:

1. Contractors shall conduct programs/projects in compliance with local sanitation and building codes;
2. Contractors shall submit reports on actual or accrued expenditures and project progress reports as required;
3. Contractors shall develop and submit program plans and reports to assist the monitoring of program accomplishments;
4. Contractors are required to conduct an orderly and timely close-out of contracts with ODOC/CD;
5. Contractors shall use a financial management system for management of private and public funds that ensure compliance with generally accepted accounting principles;
6. Contractors shall certify that if the proposed project is funded by the Multipurpose Senior Center Grant program it will be properly insured.

### ***Submission and Inquiries***

Proposals must be received at the Oklahoma Department of Commerce, Community Development, by 5:00 p.m., May 15, 2006. No proposals, corrections or modifications will be accepted after this time and date unless specifically requested by ODOC/CD. For additional information, contact Jeff Irons at 405/815-5367 or 1-800-879-6552, extension 5367.

Proposals with original signatures must be submitted to:

D. Scott Myers  
Oklahoma Department of Commerce  
Community Development  
P. O. Box 26980  
Oklahoma City, Oklahoma 73126-0980

### ***Approval of Application***

Notification of grant awards shall be made no later than July 14, 2006. Grant award announcements are to be considered tentative pending discussion and potential revisions between ODOC/CD and applicant.

### ***Selection Process***

Proposals accepted for review will be rated on a competitive basis. Factors to be considered include, but are not limited to, the following:

1. The percent (%) of senior citizens and low income senior citizens by county.
2. Whether the project addresses unmet needs or results in an increase in the number of senior citizens served.
3. Nature and extent of the unmet needs of senior citizens within the area to be served.
4. Applicant's experience in providing services to meet the needs of senior citizens.
5. Extent to which proposed activities meet those needs.
6. Applicant's ability to carry out proposed activities.
7. Extent of leverage.
8. Whether the applicant can provide financial management certification.
9. Cost per person served.

### ***RFP Development Instructions and Forms***

In order to be considered for a grant, an application must contain the items listed below in the following order:

1. Application for Financial Assistance FY 2006 Multipurpose Senior Center Grant Program should be completed in its entirety.
2. Project Narrative: each applicant must submit a Program Narrative consisting of not more than four (4) double spaced pages. All information should be concise, objective, and quantifiable, if possible. Lengthy narratives are not desired and will not be of benefit.
3. Project Budget: complete the form in its entirety. MSC Grant Program funds cannot be used for the Other category. Include the estimated number of persons to be served for a one year period by the Center and the average cost per person served by dividing the MSC request by the estimated number of persons served.

4. Leveraged Funds: complete the FY 2006 Budget Summary certification whether or not leverage has been committed to the project.
5. Financial Management System Certification: For FY 2006 the Multipurpose Senior Center Grant Program does not require a financial management system certification, however, applicants seeking to augment their project with extra points are encouraged to submit a completed certification.

***Non-Profit Applicants***

All non-profit applicants must submit documentation for the following items:

1. Legal incorporation in Oklahoma as a non-profit;
2. Provision of serving the senior citizens of Oklahoma in by-laws or other document, and;
3. Advisory Board Membership composition indicating members 60 years of age and over.



**2006 MULTIPURPOSE SENIOR CENTER  
STATE APPROPRIATED FUNDS  
APPLICATION SUMMARY AND CERTIFICATION**

**7. TOTAL COST BENEFICIARIES**

**Previous Year Cost of Service**

Total Cost of Service \_\_\_\_\_  
 Total Beneficiaries Served \_\_\_\_\_  
 Cost Per Beneficiary \_\_\_\_\_

**MSC Funds Estimated Cost**

Total Cost of Service \_\_\_\_\_  
 Total Beneficiaries Served \_\_\_\_\_  
 Cost Per Beneficiary \_\_\_\_\_

**8. FY 2006 BUDGET SUMMARY**

	MSC Grant Funds	*Leverage Funds Identify Source	*Leverage Funds Identify Source	Total Project Expenditures
Rehabilitation/Conversion	_____	_____	_____	_____
New Construction	_____	_____	_____	_____
Acquisition	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____

**\*LEVERAGED FUNDS: Provide documented proof of leverage, i.e., award letter, contract, etc.**

**9. APPLICATION CERTIFICATION**

By signing this application I certify that the information contained in the Application is true and complete and the Application has been authorized by the Governing Board of the Applicant.

\_\_\_\_\_  
 Type Name of the Authorized Representative

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

**FY 2006 MULTIPURPOSE SENIOR CENTER (MSC)  
STATE APPROPRIATED FUNDS (SAF) GRANT PROGRAM**

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**PROJECT NARRATIVE**

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Each Applicant must submit a Project Narrative consisting of no more than four (4) double-spaced pages (this does not include third party letters). All information should be concise, objective, and quantifiable, if possible. Lengthy applications are not desired and will not be of benefit in project selection. Complete each section of the project narrative - the information supplied will be used to score and rank the application.

**1. Description of Need**

- A. Describe the nature and the extent of the unmet need for adequate services for the senior citizens in the area to be served. (State the source of your information, e.g., previous studies.)
- B. Describe the size and characteristics of the particular senior citizen population currently being served by the project and basis or source used for making such estimates.
- C. Estimate the number of those currently not being served and the percentage or number of those who will receive services as a result of this project.

**2. Program Plan**

- A. Describe proposed project, include how the project will impact the unmet needs.
- B. If all or part of the project consists of conversion, rehabilitation or new construction, include information regarding the structure to be used, describe the proposed activity, the estimated costs of the rehabilitation/construction and value as determined by an appraisal of the structure before rehabilitation assistance.

**3. Proposed Contractor Information**

- A. Describe the extent and quality of the proposed contractor's past experience in establishing and operating multipurpose centers and supportive services. Include the nature and length of experience in administering federal or state funds.
- B. Describe the ability of the proposed contractor's personnel to perform administrative, managerial and operational functions necessary for the successful development and operation of a Multipurpose Senior Center.
- C. Describe the management and staffing plans of the Center including the number and qualifications of professionals and volunteers with respect to the service that will be provided.

**4. Use of Available Resources**

- A. Describe the public and private resources expected to be made available for the proposed leverage.

- B. Describe other resources, both public and private, expected to be made available to the project, but not included in the leverage.

**FY 2006 MULTIPURPOSE SENIOR CENTER  
SELECTION CRITERIA**

**ODOC USE ONLY**

Applicant Name and **Zip Code**: \_\_\_\_\_

Applicant:        \_\_\_\_\_ Unit of Local Government                        \_\_\_\_\_ Non-Profit

A. Threshold: (submissions for non-profits)

- 1. Certificate of Incorporation \_\_\_\_\_
- 2. Purpose of Organization: To serve Senior Citizens \_\_\_\_\_
- 3. Advisory Board Membership: Senior Citizens majority \_\_\_\_\_

B. Points Awards:

Awards shall be made to the applicants with the highest numerical scores until all available funds have been exhausted. ODOC reserves the right to adjust the grant amount requested.

ODOC realizes Senior Citizen Centers provides services to citizens outside the city/town limits. In an effort to account for all citizens receiving benefits ODOC will utilize the census data by Zip Code for each applicant. Projects awarded under this criterion will be awarded 4-20 pts for percent of Senior Citizens served and 4-20 pts. for the percent of Low Income Senior Citizens served as noted from the table below..

1. 2000 Census: Percent of Senior Citizens by Zip Code.

Zip Code Location (name): \_\_\_\_\_

Zip Code Population: \_\_\_\_\_

Zip Code S.C. Population: \_\_\_\_\_

Zip Percent Senior Citizen: \_\_\_\_\_

2. 2000 Census: Percent of Low Income Senior Citizen by Zip Code.

Zip Code Low Income Population: \_\_\_\_\_

Zip Code Low Income Senior Population: \_\_\_\_\_

Percent of Senior Citizen Low Income within Zip Code: \_\_\_\_\_

<u>Senior Citizen %</u>	<u>Points</u>	<u>Senior Citizens Low Income %</u>	<u>Points</u>
0-24	5	0-24	5
25-49	10	25-49	10
50-75	15	50-75	15
76-Up	20	76-Up	20

**FY 2006 MULTIPURPOSE SENIOR CENTER  
SELECTION CRITERIA**

**ODOC USE ONLY**

Applicant Name and **Zip Code**: \_\_\_\_\_

3. Description of nature and extent of the unmet need for adequate senior service in the area to be served, include sources of information and was quantifiable. Documentation for need of services is clear and concise.

Clear: sources, quantifiable: \_\_\_\_\_ 10 points

Unclear: not quantifiable, no sources: \_\_\_\_\_ 0 points

4. The proposed applicant has \_\_\_\_ years of experience managing federal and/or state funds

Over 10 years experience \_\_\_\_\_ 9 points

6 to 9 years experience \_\_\_\_\_ 6 points

1 to 6 years experience \_\_\_\_\_ 3 points

0 to 1 year experience \_\_\_\_\_ 0 points

5. Cost of Service per Person

\$60.00 or more \_\_\_\_\_ 5 points

\$59.99 to \$40.00 \_\_\_\_\_ 10 points

\$39.99 to \$15.00 \_\_\_\_\_ 15 points

\$14.99 and less \_\_\_\_\_ 20 points

No Answer \_\_\_\_\_ 0 points

**Extra Points:**

Applicant submitted financial management certification:

Yes \_\_\_\_\_ 10 points

No \_\_\_\_\_ 0 points

## FY 2006 MULTIPURPOSE SENIOR CENTER SELECTION CRITERIA

### ODOC USE ONLY

Applicant Name and Zip Code: \_\_\_\_\_

6. Leverage funds: Although leverage is not a requirement projects will rated on their ability to integrate the use of funds other than MSC to carry out the proposed project. Leverage will be valued using full value of cash and **half** of the in-kind leverage will be recognized as cash.

- *Applicants with 76% or Higher Low Income Senior Citizens will receive a variable of two (2).*
- *Applicants less than 75% to 50% Low Income Seniors will receive a variable of one and a half (1.5).*
- *Applicants less than 49% to 25% Low Income Seniors will receive a variable of one (1).*
- *Applicants less than 25% Low Income Seniors will receive a variable of zero (0).*

Leverage will be calculated as follows:

**Formula:**

Cash Leverage      \$ \_\_\_\_\_ X      1 =      \$ \_\_\_\_\_

In-Kind Leverage      \$ \_\_\_\_\_ X      .5 =      \$ \_\_\_\_\_

Total Leverage Allowed for Rating      \$ \_\_\_\_\_

Total Leverage Committed  
Grant Request Amount      X 30 = Leverage Points.

**Example:**

Grant Amount Requested      \$10,000.00

Cash Leverage      \$2,000      X      1 =      \$2,000

In-Kind Leverage      \$2,500      X      .5 =      \$1,250

Total Leverage for Rating purposes only      \$3,250

\$ 3,250  
\$10,000 = .325 X 30      =      9.75 points

Example A:

The applicant has Senior Citizens Low Income of 50% to 75% thus they get a variable of  $1.5 \times 9.75 = 14.625$  pts

Example B:

The applicant has Senior Citizens Low Income of 49% to 25% thus they get a variable of  $1 \times 9.75 = 9.75$  pts

Example C:

The applicant has Senior Citizens Low Income of 80% thus they get a variable of  $2 \times 9.75 = 19.5$  pts.

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**2006 MULTIPURPOSE SENIOR CENTER (MSC)  
STATE APPROPRIATED FUNDS (SAF)**

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**FINANCIAL MANAGEMENT SYSTEM CERTIFICATION**

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I am a certified or duly licensed public accountant and have been engaged to examine and report on the financial accounts of the

\_\_\_\_\_  
Name of Agency

I have reviewed the accounting system that this agency has established and, in my opinion, it includes internal controls adequate to safeguard the assets of the agency, check the accuracy and reliability of accounting data, promote operating efficiency, and encourage compliance and prescribed management policies of the agency.

\_\_\_\_\_  
(Type Name of Accounting Firm)

\_\_\_\_\_  
(Type Name of Accountant)

\_\_\_\_\_  
(Signature of Accountant)

Date: \_\_\_\_\_ Area Code & Telephone No: \_\_\_\_\_