**Chapter 7: Senior and Community Centers**

Instructions / Application

1. **Physical Conditions and Building Assessment (350 points):** Points will be awarded to each application based upon the center’s documented needs.
2. **Facility / Building Assessment (100 points):**
3. For an existing facility the following should be conducted or assessed (100 points):

Completion of a facilities plan or preliminary architectural report. The plan or report should include:

* 1. Information on the size, age, condition, adequacy, and suitability for continued use.
  2. Inspection or observation reports by local building officials, public works staff, design professional, or contractors (identify safety/health concerns, violations of codes or standards, if any).
  3. ADA assessments of the building and site.
  4. Energy audits of the building.
  5. When necessary, any environmental reports such as asbestos and lead-based paint testing, an ASTM Phase I (if acquiring a facility), or other reports.
  6. Photographs of the facility.

1. For a new facility, provide (100 points):

Completion of a facilities plan or preliminary architectural report. The plan or report should include:

1. Describe the need for the facility and the alternatives to new construction that were considered and why new construction is the selected option.
2. Any environmental reports such as an ASTM Phase I if a site has been designated.
3. General description of the proposed facility including design criteria adopted for continued use, square footage, schematics or plans.
4. Information on consistency with zoning and local plans.
5. Energy efficiency components of building.
6. Will the new facility provide meals or meals on wheels?
7. What community organizations will utilize the facility?
8. What activities are expected to be held at the new facility?

*Writer’s Guide - Provide plans, reports and additional exhibits in the appendices.*

1. **Senior or Community Center (250 points):** Identify the problems or needs of the facility. Check the building components as **critical,** **urgent,** **potential concern** or **no problems**. Document below why a component is considered critical (violation of building or health codes or safety concerns), urgent (health and safety problems), or potential concern (end of useful life).

**Criticalness and Urgency of Problems**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Problem or Need Rating** | | | | |
| **Identification of Problem** | **Critical**  **(9)** | **Urgent**  **(5)** | **Potential Concern**  **(1)** | **Reviewed**  **No Problems** |
|  | (insert **√** ) | (insert **√** ) | (insert **√** ) | (insert **√** ) |
| Physical Conditions: |  |  |  |  |
| Roof |  |  |  |  |
| Walls |  |  |  |  |
| Foundation |  |  |  |  |
| Floors |  |  |  |  |
| Weatherization |  |  |  |  |
| Expansion |  |  |  |  |
| Other: |  |  |  |  |
| New Center |  |  |  |  |
| Interior Problems: |  |  |  |  |
| Asbestos/lead based paint |  |  |  |  |
| Restrooms |  |  |  |  |
| Electrical/plumbing/lighting |  |  |  |  |
| Heating/air conditioning |  |  |  |  |
| Fire safety |  |  |  |  |
| Unusable space |  |  |  |  |
| Other: |  |  |  |  |
| New Center |  |  |  |  |
| Kitchen and Food Storage: |  |  |  |  |
| Health inspection |  |  |  |  |
| Capacity of dry storage |  |  |  |  |
| Capacity of cold storage |  |  |  |  |
| Equipment |  |  |  |  |
| Other: |  |  |  |  |
| New Center |  |  |  |  |
| Access for Persons w/Disabilities |  |  |  |  |
| Parking |  |  |  |  |
| Entry |  |  |  |  |
| Restrooms |  |  |  |  |
| 2nd Floor Access |  |  |  |  |
| Other: |  |  |  |  |
| New Center |  |  |  |  |
| Subtotals |  |  |  |  |

**Identify why any component considered critical or urgent is such. Provide photos when possible:**

II. **Project Implementation (200 points)**: Using the categories below, the applicant must describe and document the process used to plan and implement the project and describe the components of the project.

1. **Planning (40 points):** Respond to the following questions.

Explain expected form of procurement for construction. (Examples: single bid, construction management, design build, owner build, or other)

Has there been any site plans, schematics, or sketches prepared for the project?

\_\_\_ Yes \_\_\_ No

If yes, provide drawing in the appendices.

What energy efficiency considerations and operating cost savings are incorporated into the project? (Examples: LEED and/or Energy Star design criteria)

List of work that has been completed on the facility in the last year.

(Example: patched leaking roof – August 2023)

1. **Design Professional (20 points)**:

**Option 1**: To receive points the applicant must have completed the design professional selection process using procurement requirements as described in the most recent Grant Administration Manual.

**Option 2:** However, sometimes in existing facilities, a design professional is not required and the work by qualified specialist vendors, force account, or even volunteers can be sufficient. If this is the option chosen, provide convincing support for the alternative option. Approaching a project this way also requires the grantee or sub recipient to demonstrate its ability to provide competent construction management.

*Writer’s Guide – If option 1 attach design professional procurement documentation (example: RFP and evaluation summary in appendices).*

*If option 2: Explain how construction planning, design and oversight will be implemented.*

1. **Grant Administration (20 points)**: To receive points the applicant must be soliciting or has solicited for grant administration service using the procurement requirements as described in the most recent Grant Administration Manual.

**Note:** Grant Administration services estimated under $25,000 allow for micro-purchase procedures.

*Writer’s Guide – Attach grant administrator procurement documentation in appendices.*

1. **Schedule (5 points)**:Points will be awarded based on the project schedule completed in the general application.

*Writer’s Guide – Complete Project Schedule located in Chapter 5 – General Application.*

1. **Project Site – Field Notes Review (10 points)**: Maximum points will be awarded if the applicant has completed the field notes review and mailed out environmental information request letters before submission of application.

*Writer’s Guide - Complete Field Notes Review located in Chapter 5 – General Application.*

1. **Property acquisition (20 points)**: Points will be awarded if the applicant or subrecipient has ownership of the property including easements or right of way permits or has an option to purchase pending completion of the environmental release.

**Note:** If property, including land, building, rights-of-way and easements is not secured but is identified on a plat map, 5 points will be awarded.

*Writer’s Guide – Complete Project Property and Permits in Chapter 5 – General Application.*

1. **Cost analysis (20 points)**:The detailed cost analysis sheet should be completed and dated within four weeks of submission of application.

*Writer’s Guide – Complete Cost Analysis in Chapter 5 – General Application.*

1. **Applicant administrative capacity (65 points)**:Points will be awarded based on:

a. The applicant’s grant project track record and the general ability of the city or county. Department staff may review financial audit reports, staff turnover, and recall elections to help make a determination. If sub-recipient, provide description of the agency’s governing structure or framework such as nonprofit corporation, district, or association and the board composition. (25 points)

*Writer’s Guide – Administrative Capacity will be based upon information provided in Chapter 5 – General Application.*

b. Has the applicant completed an ADA/Section 504 self-assessment of the accessibility of its public programs and facilities and also completed a Transition Plan? (5 points) \_\_\_ Yes \_\_\_ No

**Note:** Applicants may be required to submit the self-assessment, the transition plan and the name of the ADA coordinator to certify which elements have been completed. (5 points)

c. Affirmatively Furthering Fair Housing (10 points):

*Writer’s Guide – Complete the Fair Housing questions in Chapter 5.*

d. Provide an operating income for the facility (revenue/expenses) for the last two years, designating income sources and operating costs (include: staff, insurance, utilities, maintenance, reserves for repair and replacement, etc.) (15 points)

*Writer’s Guide – Provide documentation in appendices.*

e. Does the applicant have cash reserves in the amount of at least 5% of estimated construction cost to cover unforeseen expenses such as higher than expected bids or necessary change orders? This cash reserve is in addition to contingencies in the cost estimate and cash match committed to the project in the budget. (10 points) \_\_\_ Yes \_\_\_ No

If not, what changes to the scope of work is the applicant prepared to make to reduce the project costs?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

III. **Benefits (150 points):**

1. **Activities provided (100 points):**

List the number and frequency of activities and services the center is providing to seniors, the neighborhood and the community on a monthly basis. Applicants should include activities and services such as health, recreation, nutrition, educational and transportation programs. Put a check mark (**√)** to indicate if the activity exists or is proposed.

**Senior/Community Center Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Existing Activity**  **(**insert: **√**) | **Proposed Activity**  **(**insert: **√**) | **No. of Days**  **Offered**  **Per Month or Year\*** | **Facilitated By** |
| Health |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Recreation |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Meals (home delivery/@Center |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Education |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Transportation & Other |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Totals** |  |  |  |  |
| **This facility is open to the seniors/community \_\_\_\_\_ days per year.** | | | | | |

\* A service/activity that is offered 6 times per year = .5 days per month

**Activities Continued:** If facility provides meals identify number of:

* 1. Congregate meals served monthly/annually
  2. Home Delivered/Frozen Meals monthly/annually
  3. Takeout meals monthly/annually

*Writer’s Guide - Provide documentation in the appendices.*

1. **Outreach (50 points):** 
   * 1. Describe the center’s existing and/or proposed affirmative marketing and outreach efforts aimed at including participation by low-and-moderate-income persons, racial and ethnic minorities, disabled persons and non-English speakers. Examples might include: website, social media, postings, radio, television, outdoor signage, etc*. (1/3 page narrative)*

*Writer’s Guide - Provide narrative and documentation in the appendices*

* + 1. Has the city/county conducted a Limited English Proficiency (LEP) Four-Factor Analysis?

\_\_\_\_Yes \_\_\_\_No

IV. **Project Local Match (100 points):** Measures the amount ofcash and in-kind donations that are committed to just the CDBG project. A commitment letter must be provided in the appendix. If local match is a bond, the applicant must provide documentation that the bond has passed. The CDBG project can include prior planning, design, and property acquisition.

1. **Project cash match (60 points):** This criteria measures the percentage of cash matching funds committed to the ICDBG project. It is the direct matching funds to just the ICDBG project. Cash match includes cash on hand, urban renewal funds, recreation district, or resort city tax.

*Writer’s Guide - Match information and documentation will be taken from the budget sheet in the general Chapter 5 General Application.*

B. **Project in-kind match (40 points):** This measures the percentage of in-kind funds committed to the project which includes in-kind activities, force account work, volunteer work, donations, or waiving of fees to fund the ICDBG project. It is in-kind match to just the ICDBG project.

*Writer’s Guide - Match information and documentation will be taken from the budget sheet in the general Chapter 5 General Application.*