

**CORTLAND COUNTY AREA AGENCY ON AGING
RECREATION, EDUCATION AND OTHER SERVICES FOR OLDER ADULTS
FUNDING OPPORTUNITY ANNOUNCEMENT
JULY 2021**

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Cortland County, New York

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Cortland County, New York

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Attachment A Grant Application Template Tier I

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Information for Prospective Applicants

Grant Application for Local Aging Adult Satellite for Services

1. INTRODUCTION

A. Purpose

The Cortland County Legislature and the Area Agency on Aging (AAA) approved a funding opportunity for municipalities, community organizations, not-for-profits and/or faith-based organizations to provide meeting places, activities, services and outreach for the County's aging adult population. This Cortland County grant program is known by the acronym LASS (Local Aging Adult Satellite for Services).

B. Background

The recent COVID-19 pandemic forced the closing of senior centers centrally controlled and staffed by the Cortland County Area Agency on Aging (AAA). An analysis of the centers led to a decision to make a more direct investment in, and better serve, the aging adult in Cortland County. The LASS grant program offers seniors an opportunity to become active leaders and participants in creating, directing, and managing those activities best suited to the needs of the local communities in which they reside. Authority and control move exclusively from the County to an equal partnership between the County AAA and the local community. The AAA assumes more of a technical assistance, supportive role at the same time providing an option for local senior citizens to become more self-directed.

The County and AAA believe that our aging adults possess the ability to embrace and enact decisions beneficial to themselves and their generation within local communities. This grant program model is structured to enable our seniors through guidance and resources provided by AAA to determine their goals and empower them through shared decision-making with AAA to achieve them.

D. LASS Goal

To provide aging adults the knowledge, skills and where appropriate resources, to help them achieve and maintain a safe, secure, nourishing, and emotionally fulfilling environment however they may define that term, which enables the older adult to exercise more control over how, where and with whom they choose to live their life.

E. LASS Objectives

- 1) To promote, fund and aid local community based and directed recreation, education, and health promotion activities to individuals aged 60 and older and their caregivers.
- 2) To collaborate with the Area Agency on Aging (AAA) to encourage healthy aging, and address barriers to services and assistance for older persons.
- 3) To have fun and do good.

2. PROPOSED GRANT TIMETABLE

Proposed Action	Target Date
Request for Funding Application Issued	August 6 2021
Application Due Date	September 17 2021
Evaluation of Proposals	September 20 2021 through September 24 2021
Recommendation by Review Committee	September 24 2021
Contract Commencement	October 1 2021

3. HOW TO SUBMIT GRANT APPLICATION

Two LASS grant program levels are available, LASS Center Tier I (Attachment A) or LASS Center Tier II (Attachment B). Applicants must choose a Tier level. Each application is to be completed using the attached grant application (**Attachment A or Attachment B**). Instructions for completing an application are detailed in the section, **PART 5, Grant Application – The Basics and Instructions**.

One original hard-copy or one electronic copy of the completed application is to be submitted and must be signed by the authorized representative of the entity submitting the grant application. Applications should be clearly marked **LASS Application**

Electronic copy is to be emailed to: Savannah Hempstead, Clerk of the Legislature at shempstead@cortland-co.org

Paper copy is to be mailed or delivered to:

Cortland County Area Agency on Aging

Attn: Elizabeth Haskins, Director, 60 Central Avenue, Cortland, NY 13045

Last day for grant application submission is September 17, 2021 at 3:00 p.m.

Questions about the LASS grant application may be directed by email or phone to:

Cathy Bischoff, Chair, Health & Human Services, Cortland County

You can email at cbischoff@cortland-co.org or call (607) 758-5565

Questions may be submitted up and until September 10, 2021 at 3:00 p.m. If there are questions and answers beneficial to all potential applicants, those responses will be posted on

<https://www.cortland-co.org/434/Area-Agency-on-Aging>

Assistance is available to help interested organizations with grant application completion, including a site visit to local communities. Please call Cathy Bischoff at (607) 758-5565 to make an appointment.

4. GRANT SELECTION COMMITTEE AND EVALUATION CRITERIA

Every complete application received by the deadline will be reviewed for a possible grant award.

Applications will be reviewed by a selection committee comprised of the following individuals:

- Two members of the Older Americans Act Advisory Board
- An agency representative involved in rural service delivery
- At-Large Community Representative
- A member who represents faith-based awareness of elderly needs
- Director, Area Agency on Aging
- Cortland County Legislative Chair (or designees), Health & Human Services Committee
- Cortland County Legislator representing a rural district
- Cortland County Administrator
- Advisory Capacity: County Attorney (or designee)

LASS grant funding will be awarded based on a completed LASS grant application which satisfactorily fulfills the grant application requirements, is submitted by an eligible entity, and is recommended for grant funding by the selection committee based on the evaluation criteria. An **eligible entity** can be a community agency, a not-for profit-organization, a faith-based organization, a municipality, or a duly organized group which completed and filed the necessary paperwork for a DBA.

A maximum number of eight (8) grants may be approved for a funding award. The County reserves the right to award less than the maximum number of grants if such is the independent selection committee's recommendation. Awards will be primarily based on the evaluation criteria listed in **Attachment C**. The selection committee and the County reserves the right to determine if there is an appropriate fit between the applicant's proposal and the requested Tier level.

If the County receives more than one application from the same or closely overlapping geographic areas, the County reserves the right to request these applicants to submit a collaborative grant application.

Changes to the individual grant application may be recommended by the selection committee as a condition of approval. If this is the case, the County will seek to see if a mutually agreeable resolution with the individual applicant can be reached. Prospective applicant(s) are strongly encouraged to contact Cathy Bischoff at (607) 758-5565 if there are any questions about any part of the application process prior to application submission.

Template for grant application submission is provided in **Attachment A (Tier I) or Attachment B (Tier II)**. Evaluation criteria is contained in **Attachment C**.

5. GRANT APPLICATION – THE BASICS AND INSTRUCTIONS

A. Overview

The Cortland County AAA will implement an Aging Well Center Hub (HUB) for individuals age 60 and older located in the City of Cortland with a limited number of community-based satellite center sites (LASS). LASS centers will be strategically located throughout the County to ensure older adults have reasonable access to services. The Aging Well Center Hub, funded through federal, state and county monies, will comply with all federal and state regulations. The Local Adult Service Satellites (LASS), the subject of this grant application, will be funded with Cortland County money and therefore, the requirements and guidelines for LASS design and delivery of activities and services are more flexible.

What are the differences between the Aging Well Center Hub (HUB) and the LASS programs? The HUB is under the fulltime direction of the County's Area Agency on Aging (AAA) staff, is open five days a week for four to five hours, providing a meal every day at the noon hour. The HUB will also offer a daily agenda of structured and unstructured activities. The HUB will be accessible to all Cortland County adults over 60 through a transportation plan to be implemented by AAA. In the future, the AAA plans is to make all HUB programming virtually available to all LASS centers and aging adult residents who are homebound as well as those with disabilities.

For LASS centers, the hours of operation can be less frequent, the provision of meals is optional, and the staffing function can be a volunteer, a stipend volunteer, a per diem staff or part-time staff. The activities offered will vary depending upon whether the applicant chooses the LASS Tier I or Tier II model described in **Section D, Grant Program Requirements**.

This LASS center concept is an aspirational model. It asks both the applicants and participants to stretch, little by little, to envision a gathering place where the definition of socialization becomes so much richer, multi-faceted and inspirational. A LASS center can be a place where the aging adult is playing cards in one corner, another group gathers around computer stations to learn the latest social networking technique or perhaps a foreign language, another group is moving in unison to the flow of a yoga instructor and a fourth is enjoying the aromas and tastes of a healthy cooking class.

Our hope is the LASS model's inherent flexibility leads to even greater creativity by prospective applicants as to how they propose to use the LASS grant to actively respond to the needs and desires of the local aging adult.

For example, let's say that an applicant chooses Tier II. A basic element, or "requirement" of Tier II is the LASS center is open twice a week for 3 hours each. An applicant may propose instead to be open one day a week for six hours, specifically detailing how this approach is a better response to participants' needs and desires. If the justification is sound and the specific action plan is solid, the Selection Committee will review this application.

B. Grant Program Length

Initial Grant Program Period: September 2021 through December 2022 (16 months)

Subsequent Grant Program Periods: Every 2 years beginning in January 2023.

C. Grant Program Funding

USE THE BELOW FUNDING AMOUNT FOR THIS APPLICATION 2021-2022

Tier I: Total grant funding (9/21-12/22 16 months) **\$11,336**

Tier II: Total grant funding (9/21-12/22 16 months) **\$15,333**

For this grant period, the applicant's budget should be planned **over the entire 16 month grant period from September 2021 through December 2022**. Budget the entire amount based on the projected programs and activities and other related LASS center costs

D. Grant Program Requirements

Socialization is one of the primary attractions for aging adult center and therefore, the LASS funding envisions a partnership between the AAA and selected entities in Cortland County for the provision of recreation and education activities accessible to aging adults in the County.

LASS grant applicants can apply for one of two levels of programming called Tier I or Tier II. The applicant can choose to completely fill out the LASS Tier I (**Attachment A**) or the LASS Tier II (**Attachment B**) application. The grant requirements are listed in the application. How are requirements for Tier I and Tier II similar and how are they different? Here are differences and a similarity.

Tier I: Open at least one (1) day per week for a minimum of three (3) hours

Tier II: Open at least two (2) days per week for a minimum of three (3) hours each day

Tier I and Tier II: A forum or discussion on a topic related to health, finance, and an area of interest to the LASS Center's participants will be held three (3) times per year when the Center is open.

Tier I: NO requirement for a program with a series of classes like Bone Savers or a Matter of Balance. Tier I can schedule such a program but it is not a requirement.

Tier II: Schedule two (2) programs with a series of classes like Bone Savers or a Matter of Balance during the grant period of September 2021 through December 2022. The actual program topic is the applicant's choice.

All the remaining LASS Center requirements listed in under Tier I or Tier II are the same.

E. Organization Capacity and Experience

All applications will include information showing the applicant has the organizational capacity and experience to carry out LASS center requirements and complies with the definition of an eligible entity on page five (5). The application will include a description of the applicant's organization and any collaborative applicant organization, if applicable. Each applicant will also designate a lead for the LASS Center. In some case there may be two leads. Here are definitions of these roles:

Primary Applicant: The organization which submits the grant under the organization's name and signs the completed application prior to submittal. There is only one primary applicant. A primary applicant must serve as a fiscal agent, but it may also serve as both a fiscal agent and the operational administrator of the LASS Center.

Primary Lead: An individual who represents the primary applicant and serves as the primary contact for Area Agency on Aging. There is only one Primary Lead.

Collaborative Applicant(s): An organization(s) which partner with the Primary Applicant and provides operational or programmatic support for the LASS Center. There can be more than one collaborative applicant.

Operational Lead: An individual who represents the collaborative applicant(s) and serves as the operational/program contact for the Area Agency on Aging. There is only one Operational Lead.

An example. If a municipality applies, the municipality may choose to be a fiscal agent only, collaborating with another group (such as the local senior club, a church, school, or not-for-profit agency) to organize and operate the LASS center. If that is the case, the municipality, since it is the primary applicant, will designate a primary lead, and the collaborating organization will designate an operational lead.

F. Accountability and Evaluation

All successful applicants are expected to periodically ensure that all program requirements are being met and the program continues to satisfy the stated needs and desires of the aging adult population in their local community. All successful applicants are expected to attend a workshop which will provide training in reporting requirements, financial record keeping, voucher processing, and other administrative matters pertinent to the grant. In addition, LASS Center Leads are expected to attend quarterly meetings with fellow LASS Center lead personnel during the LASS Center grant period.

G. Budget

All applications to be considered complete will provide a detailed budget which allocates the selected Tier funding into specific cost categories (i.e., meals, rent, utilities, programs, activities, supplies, transportation, field trips, administration, insurance etc.) An applicant may allocate grant funds in the following ways:

- To fund provision of meals and/or food
- Contribute or underwrite costs of meeting room
- Pay volunteers and/or staff to organize/supervise meeting spaces and center activities and fulfill administrative requirements such as submitting invoices, maintaining records, preparing reports
- Purchase supplies and equipment to support recreational and other center activities
- To support occasional activities outside of center meeting space such as field trips
- To pay speakers, experts or instructors to provide seminars, programs or one day talks
- To provide group transportation to facilitate shopping, prescription pickups, medical appt
- To cover costs related to insurance and required permits (i.e., liability, food service permits)
- To underwrite fundraising costs. The original LASS Center monies used for fundraising are returned to the LASS Center accounts. Net monies earned by the fundraiser are held in account separate from the LASS
- Other uses can be possible if funding idea is submitted and approved by the County prior to application deadline. Please contact Cathy Bischoff for any questions and approvals.

Programming required in Tier I or Tier II may be provided by AAA at no cost to the LASS center. Funding for program activities indicated in the grant application should focused on possible program activities **in addition to** those provided by AAA. If the applicant is uncertain what proposed programs or activities are provided AAA at this time, please consult with Cathy Bischoff prior to submission of completed grant application.

Some additional budget guidelines:

If more than 50% of the budget is applied to paid volunteers or staff, this request must be accompanied by a budget justification as to how this expenditure directly supports, and is key to, proposed program activities

If more than 20 % of the budget is applied to utilities, this request must be accompanied by a budget justification as to how this expenditure directly supports, and is key to, proposed program activities.

If more than 30% of total budget applied to food, this request must be accompanied by a budget justification as to how this expenditure is key to the overall viability of the LASS center.

Preferably 20% or more of budget is applied towards activities and supplies.

A couple of critical takeaways from the above budget guidelines. One, the applicant is not required to spend any money on staff, utilities or food, for instance. **There is an expectation that at least 20%, if not more, is allocated to activities and supplies.** However, if the applicant is passionate about spending more in a budget category than is recommended, justify the passion by making a case as to how it is important to achieve the LASS center goals. If the rationale is sound, documentation is provided and a strong link between proposed expenditure(s) and direct support and aid to aging adults is demonstrated, the application will get a fair hearing from the selection committee.

If the applicant would like to propose a specific budget cost category but the applicant is unsure whether that cost category is allowable, please contact Cathy Bischoff prior to submission.

H. Contract

All approved applicants will enter into, and sign, a contract with the County which will incorporate by reference and attach, the completed approved application with any mutually agreed to changes, terms and conditions (standard to any contract between the County and another entity), the length of the grant award and specific amount to be awarded. The terms and conditions will be sent under a separate cover.

ATTACHMENT A
Grant Application
LASS CENTER TIER I

This application is comprised of five parts, the **Cover Sheet**, the **LASS Center Requirements**, **LASS Center Design, Budget**, and a **LASS Grant Application Process Checklist**. It is recommended the applicant complete the application in the order presented.

This is the **COVER SHEET**. Those sections in **BOLD** must be completed. (Please consult page eight (8) for definitions of the below roles)

Name of Primary Applicant:

Authorizing Agent for Applicant (Name, Title, Contact Information):

Role and/or Services to be provided by Primary Applicant:

Name of LASS Center Primary Lead (main contact person for AAA):

Contact Information:

Lead's Position in Applicant Organization (if applicable):

Name of Collaborative Applicant(s):

Role and/or Services to be provided by Collaborative Applicant (if applicable):

Name of LASS Center Operational Lead (if applicable):

Contact Information:

Letters of Community Support. Although not a requirement, please include with the application. Do not send separately.

Authorizing Agent Signature for Primary Applicant
and Title

Date

Attachment A
Grant Application
LASS Center Tier I Requirements

Please read each requirement and then check the box which indicates the applicant read the requirement and agrees. How the applicant chooses to carry out the requirements is the applicant's choice and will be described in the next part, **LASS Center Design**. The requirements specific to Tier I are in **bold for informational purposes only**. **Every requirement in this list is equally important**.

- Provide programs and/or activities for aging adults to gather, socialize and learn.
- Center open a minimum of one (1) day per week for a minimum of three (3) hours**
- Center will hold three (3) forums during the grant period on each of the following general areas. The actual topic does not need to be selected at the time of the application.
 1. Physical/Health Wellness
 2. Financial Wellness
 3. A topic chosen by center participants
- Conduct a local assessment to determine needs of the aging adult in the applicant's community, if no current needs assessment available. AAA has surveys, tools, and other resources to conduct this initial survey with the applicant.
- Plan center activities around current local community assessment of aging adult needs and priorities. If no current needs assessment, applicant will provide activities to the best of their ability understanding center activities may change due to input from a future needs assessment.
- Setup and maintain group activity spaces in a safe, age-appropriate manner
- Provide materials necessary to the conduct of recreational activities prioritized by aging adult population (i.e., cards, board games, pottery, resistance bands, light weights, etc.)
- Serve as a focal point for services and programs available through the Area Agency on Aging (Center's schedule to accommodate a AAA staff visit every four to six weeks) Collaborate with AAA to find space for confidential health and related discussions with individuals.
- Provide outreach communication in whatever formats suitable to the local community at large to increase aging adult participation in the LASS center.
- Provide timeline for program implementation activities. (i.e., the calendar of activities and events to be held over the course of this grant cycle of 16 months.)

- Lead(s) will attend a workshop to provide training in reporting, voucher processing, financial records, and other relevant grant administration matters. This workshop will help applicant to set up procedures for administrative oversight, fiscal and program records, timely invoices, quarterly reports to AAA on center activities and level of participation. This workshop will also help applicants to establish emergency protocols in the event a participant needs assistance or participants need to evacuate the space.

- Participate, through designated lead(s) identified in grant application, in quarterly meetings with other LASS centers.

- Secure, if necessary, all necessary insurance and/or permits to comply with local, county and state regulations. (All associated costs can be paid out of grant funds)

LASS Center Design

In this part, the applicant will describe the activities and/or programs the Center plans to provide, how they plan to schedule those activities and/or programs over the length of the grant cycle (September 2021 to December 2022), and how they intend to allocate the grant funds to support those activities.

An applicant is requested to fully respond, to the best of their ability, to each of the below sections. Each section can be lengthened on the application's electronic version by the applicant to accommodate the response. If the applicant is using a hard copy version of the application and needs more space than provided under a specific section, please attached additional pages. Please make sure that every answer on extra sheets is referenced first by the section number.

1. Provide a brief summary for each of the organization (s) and Lead(s) listed below highlighting background, experience and other information that will assist the selection process in evaluating their capability to oversee and support the LASS center program. (Role definitions located on page eight (8))

Primary Applicant

Primary Lead

Collaborative Applicant (if any)

Operation Lead (if any)

Other roles planned for the Lass Center (List role, specific person assigned and background/experience)

2. Please describe the type of information, programs and/or activities the LASS Center will offer with a particularly focus on linking programs and/or activities to the LASS Center requirements and a current need assessment (if available). If a current needs assessment is not available, please plan for the distribution and collection of a needs assessment as an activity to be done. **Demographic and/or survey information AAA possesses about the applicant's local geographic service area will be sent under separate cover to specific applicants who requested the application. This material may aid the applicant in responding to this question #2.** The applicant is also encouraged to consult with aging adults in the local community to solicit ideas.

3. Describe how the applicant plans to physically setup and operate LASS center meeting space(s) on an initial and ongoing basis. Role/person responsible for opening and closing meeting space(s) and role/person (if different) who will ensure games are accessible or activities are organized (Please reference each space and its location separately if more than one space) If more hours will be provided than the minimum required by the Tier I level, please include in this section.

4. What supplies and/or equipment does the applicant anticipate will be needed to launch the LASS Center? Is this budgeted or does the applicant intend to seek donated items? Please explain.

5. Describe a general implementation and timeline plan for # 2 and #3 and, if applicable, #4 For example (and only be way of example), XYZ LASS Center (based on a Tier I model) will open on October 5, 2021, and every Tuesday thereafter from 10 a.m. to 1 p.m. Cards, bingo, and puzzles will be available every week. Contract Meals will be served every other Tuesday and funded through the budget; once a month a Dish to Pass will be organized. Every two months a field trip or some sort of outing will be organized and offered to participants. AAA staff will visit the last Tuesday of very month (except for holiday seasons). In November, the first of three forums will be held on a topic. The second forum or speaker will be held in March and the third is tentatively scheduled for June. In January, group transportation for periodic visits to Cortland will begin.

Any questions about how to fully respond to #5, please contact Cathy Bischoff.

#5 Implementation and timeline plan:

6. Why do you (the applicant and partner applicants, if applicable) want to do this? And, how do you plan to have fun? (Bonus Points)

Attachment A
Grant Application Template
LASS Center Tier I

Budget

Provide a proposed budget worksheet for the entire grant award and length. The budget is prepared to fulfill the expectations set forth in **Section G, Budget, in PART 5, Grant Application: The Basics and Instructions**. Remember to tie the budget allocations to the programs and/or activities described in #2 of this grant application. The County and Area Agency on Aging recognize that some proposed budget cost categories will be much easier to project the first half of the grant cycle than the second half. It is anticipated that the LASS Center will probably request to modify their budget throughout this initial grant period (September 1, 2021 through December 31, 2022). If the applicant prepared a separate budget, **please remove this page and replace it with the separate detailed Budget sheet.**

LASS Grant Application Process Checklist

Use this checklist to ensure the application is complete. Please read every line and check the box when the action is done.

Process

- Read the entire LASS grant application packet
- Asked any questions and received answers
- Selected a LASS Center Primary Lead (If primary lead fiscal agent, a second lead is chosen for operational administration)
- If applicable, selected a LASS Center Operational Lead
- Requested a technical assistance site visit for application completion (if necessary)
- Read **Attachment C, Evaluation Criteria**
- Selected a Tier level
- Completed Attachment A (Tier I) or Attachment B (Tier II) contingent on which Tier level chosen
- Prepared and/or attached a budget to complete application
- Secured a meeting space(s) contingent upon receipt of grant funding
- Planned for acquisition of activity materials, supplies and equipment
- Planned for acquisition of insurance (if applicable) and/or permits (if applicable)
- Secured authorizing signature (whoever has authority to signed on behalf of primary applicant) on application. Signature is to be placed on Cover Sheet in Attachment A or Attachment B contingent on which Tier level chosen)
- Included letters of support (if any)
- Make sure every part of the **Attachment A, Grant Application, LASS Center Tier I** is included in the submission to the County.
 - Cover Sheet
 - LASS Center Requirements
 - LASS Center Design
 - Budget
 - LASS Grant Application Process Checklist
- Checked off items on the Checklist and attached Checklist to complete application
- Made two copies of completed application (See page four (4) on mailing instructions)

ATTACHMENT B
Grant Application
LASS CENTER TIER II

This template is comprised of five parts, the **Cover Sheet**, the **LASS Center Requirements**, **LASS Center Design, Budget**, and a **LASS Grant Application Process Checklist**. It is recommended the applicant complete the application in the order presented.

This is the **COVER SHEET**. Those sections in **BOLD** must be completed. (Role definitions are located on page eight (8)).

Name of Primary Applicant:

Authorizing Agent for Applicant (Name, Title, Contact Information):

Role and/or Services to be provided by Primary Applicant:

Name of LASS Center Primary Lead (main contact person for AAA):

Contact Information:

Lead's Position in Applicant Organization (if applicable):

Name of Collaborative Applicant(s) (if applicable):

Role and/or Services to be provided by Collaborative Applicant (if applicable):

Name of LASS Center Operational Lead (if applicable):

Contact Information:

Letters of Community Support. Although not a requirement, please include with the application. Do not send separately.

Authorizing Agent Signature for Primary Applicant
and Title

Date

**Attachment B
Grant Application
LASS Center Tier II Requirements**

Please read each requirement and then check the box which indicates the applicant read the requirement and agrees. How the applicant chooses to carry out the requirements is the applicant's choice and will be described in the next part, **LASS Center Design**. The requirements specific to Tier II are in **bold for informational purposes only**. **Every requirement in this list is equally important.**

- Provide programs and/or activities for aging adults to gather, socialize and learn.
- Center open a minimum of two (2) days per week for minimum (3) hours each day**
- Provide two (2) programs with a series of classes per year. (i.e., Bone Savers, A Matter of Balance. See Attachment D for possible options)** The County and AAA acknowledge that the applicant may only be able to tentatively select a topic and tentatively schedule a time for these 2 programs in the application. The selection of an actual topic and specific dates and times may occur after the LASS center is open and the Lead has had an opportunity to poll the participants.
- Center will hold three (3) forums during the grant period on each of the following general headings. The actual topic does not need to be selected at the time of the application.
 - 1 Physical/Health Wellness
 - 2 Financial Wellness
 - 3 A topic chosen by center participants
- Conduct a local assessment to determine needs of the aging adult in the applicant's community, if no current needs assessment available. AAA has surveys, tools and other resources to conduct this initial survey with the applicant.
- Plan center activities around current local community assessment of aging adult needs and priorities. If no current needs assessment, applicant will provide activities to the best of their ability understanding center activities may change due to input from a future needs assessment.
- Setup and maintain group activity spaces in a safe, age-appropriate manner
- Provide materials necessary to the conduct of recreational activities prioritized by aging adult population (i.e., cards, board games, pottery, resistance bands, light weights)

- Serve as a focal point for services and programs available through the Area Agency on Aging (Center's schedule to accommodate a AAA staff visit every four to six weeks) Collaborate with AAA to find space for confidential health and related discussions with individuals.
- Provide outreach communication in whatever formats suitable to the local community at large to increase aging adult participation in the LASS center.
- Provide timeline for program implementation activities. (i.e., the calendar of activities and events to be held over the course of this grant cycle of 16 months.)
- Lead(s) will attend a workshop to provide training in reporting, voucher processing, financial records, and other relevant grant administration matters. This workshop will help applicant to set up procedures for administrative oversight, fiscal and program records, timely invoices, quarterly reports to AAA on center activities and level of participation. This workshop will also help applicants to establish emergency protocols in the event a participant needs assistance or participants need to evacuate the space.
- Participate, through designated lead (s) identified in grant application, in quarterly meetings with other LASS centers.
- Secure, if necessary, all necessary insurance and/or permits to comply with local, county and state regulations. (All associated costs can be paid out of grant funds)

LASS Center Design

In this part, the applicant will describe the activities and/or programs the Center plans to provide, how they plan to schedule those activities and/or programs over the length of the grant cycle (September 2021 to December 2022), and how they intend to allocate the grant funds to support those activities.

An applicant is requested to fully respond, to the best of their ability, to each of the below sections. Each section can be lengthened on the application's electronic version by the applicant to accommodate the response. If the applicant is using a hard copy version of the application and needs more space than provided under a specific section, please attached additional pages. Please make sure that every answer on extra sheets is referenced first by the section number.

1. Provide a brief summary for each of the organization (s) and Lead(s) listed below highlighting background, experience and other information that will assist the selection process in evaluating their capability to oversee and support the LASS center program. (Role definitions located on page eight (8)).

Primary Applicant

Primary Lead

Collaborative Applicant (if any)

Operation Lead (if any)

Other roles planned for the Lass Center (List role, specific person assigned and background/experience)

2. Please describe the type of information, programs and/or activities the LASS Center will offer with a particularly focus on linking programs and/or activities to the LASS Center requirements and a current need assessment (if available). If a current needs assessment is not available, please plan for the distribution and collection of a needs assessment as an activity to be done. **Demographic and/or survey information AAA possesses about the applicant's local geographic service area are included for specific applicants who requested the application. This material may aid the applicant in responding to this question #2.** The applicant is also encouraged to consult with aging adults in the local community to solicit ideas.

3. Describe how the applicant plans to physically setup and operate LASS center meeting space(s) on an initial and ongoing basis. Role/person responsible for opening and closing meeting space(s) and role/person (if different) who will ensure games are accessible or activities are organized (Please reference each space and its location separately if more than one space) If more hours will be provided than the minimum required by the Tier II level, please include in this section.

4. What supplies and/or equipment does the applicant anticipate will be needed to launch the LASS Center? Is this budgeted or does the applicant intend to seek donated items? Please explain.

5. Describe a general implementation and timeline plan for # 2 and #3 and, if applicable, #4 For example (and only be way of example), XYZ LASS Center (based on a Tier II model) will open on October 5, 2021 and every Tuesday and Thursday thereafter from 10 a.m. to 1 p.m. Cards, bingo, and puzzles will be available every week. Contract Meals will be served every Tuesday and funded through the budget. Every two months a field trip or some sort of outing will be organized and offered to participants. AAA staff will visit the last Thursday of every month (except for holiday seasons). In November, the first of three forums will be held on a topic. The second forum or speaker will be held in March and the third is tentatively scheduled for June. In January, group transportation for periodic visits to Cortland will begin. In April, the first of two programs with a series of classes will start. In September, the second program with a series of classes will start.

Any questions about how to fully respond to #5, please contact Cathy Bischoff.

#5 Implementation and timeline plan:

6. Why do you (the applicant and partner applicants, if applicable) want to do this? And, how do you plan to have fun? (Bonus Points)

Attachment B
Grant Application Template
LASS Center Tier II

Budget

Provide a proposed budget worksheet for the entire grant award and length. The budget is prepared to fulfill the expectations set forth in **Section G, Budget in PART 5, Grant Application: The Basics and Instructions**. Remember to tie the budget allocations to the programs and/or activities described in #2 of this grant application. The County and Area Agency on Aging recognize that some proposed budget cost categories will be much easier to project the first half of the grant cycle than the second half. It is anticipated that the LASS Center will probably request to modify their budget throughout this initial grant period (September 1, 2021 through December 31, 2022). If the applicant prepared a separate budget sheet) **please remove this page and replace it with the separate detailed Budget sheet.**

LASS Grant Application Process Checklist

Use this checklist to ensure the application is complete. Please read every line and check the box when the action is done.

Process

- Read the entire LASS grant application packet
- Asked any questions and received answers
- Selected a LASS Center Primary Lead (If primary lead fiscal agent, a second lead is chosen for operational administration)
- If applicable, selected a LASS Center Operational Lead
- Requested a technical assistance site visit for application completion (if necessary)
- Read **Attachment C, Evaluation Criteria**
- Selected a Tier level
- Completed Attachment A (Tier I) or Attachment B (Tier II) contingent on which Tier level chosen
- Prepared and/or attached a budget to complete application
- Secured meeting space (s)
- Planned for acquisition of activity materials, supplies and equipment
- Planned for acquisition of insurance (if applicable) and/or permits (if applicable)
- Secured authorizing signature (whoever has authority to signed on behalf of primary applicant) on application. Signature is to be placed on Cover Sheet in Attachment A or Attachment B contingent on which Tier level chosen)
- Included letters of support (if any)
- Make sure every part of the **Attachment B, Grant Application, LASS Center Tier II** is included in the submission to the County.
 - 1 Cover Sheet
 - 2 LASS Center Requirements
 - 3 LASS Center Design
 - 4 Budget
 - 5 LASS Grant Application Process Checklist
- Checked off items on the Checklist and attached Checklist to complete application
- Made two copies of completed application (See page four (4) on mailing instructions)

ATTACHMENT C

Evaluation Criteria

A determination that the applicant submitted a complete and responsive application as stated in this LASS grant application. (10 points)

An evaluation of the applicant's plans to meet the requirements listed in this application under **LASS Center Requirements** (located in Attachment A for Tier I program and Attachment B for Tier II program), with a particular focus on how the programs, activities and services proposed in the applicant's plans are linked to those requirements and support the needs and desires of aging adults in the applicant's targeted local community. (30 points)

An evaluation of the applicant's proposed budget and its relationship to the applicant's plans for the LASS center. Do the specific budget allocations link to, and support, the **LASS Center Requirements** (located in Attachment A for Tier I program and Attachment B for Tier II program), and the needs and desires of aging adults in the applicant's targeted local community (25 points)

The applicant's capability to carry out the plans for the LASS center (20 points)

The applicant's current or previous experience to carry out the plans for the LASS center. (15 points)

Bonus Points to be awarded for the answer provided in #6 in the **LASS Center Design**, found in either **Attachment A** or **Attachment B, Grant Application**

Attachment D

Core Areas and Potential LASS Center Activities

Based on a review of national best practices, those aging adult centers receiving national recognition tend to offer activities that fall within one of eight (8) core areas.

Core Areas

- Health Promotion and Education
- Lifelong Learning
- Nutritional Self-Care and Support
- Health & Balance
- Fitness & Movement
- Financial Wellness
- Socialization and Recreation
- Physical and Emotional Safety and Support*

The guidance to applicants is to focus on those areas between **Health Promotion and Education** and **Socialization and Recreation** for possible activities for either a Tier I or Tier II LASS Center. For example, under **Lifelong Learning**, possible topics could be *How to grow Vegetables in a Raised Bed* or *How to Dry Flowers & Make Lasting Arrangements* or *The History of the Civil War in Cortland* or *Computer Literacy in 6 Sessions*. Under **Nutritional Self-Care and Support** an activity could be *How to Indulge in Chocolate and Stay Healthy* or *How to Cook for the Diabetic Spouse or Partner* or *How to Make 5 Healthy Pasta Dishes* or *Being at Your Best Weight: Focus on the Calisthenics not the Calories*

As some applicants may be aware, the Area Agency on Aging can provide several programs such as *A Matter of Balance* and *Bone Savers*. The Agency plans to gradually increase the number of course offerings and what AAA chooses to offer will be tied to community surveys about wants and needs of the County's aging adult population.

For those applicants applying for LASS Center Tier II, the applicant should consider using AAA already existing programs to fulfill the 2 programs with a series of classes requirements such as *A Matter Of Balance* and *Bone Savers*. These programs will be provided at no cost to the LASS Center. The applicant can also select another program if that program is better suited to the needs of their participants. In that case, the applicant would allocate funding in the proposed budget to cover those costs.

To help the applicant brainstorm about possible programs and/or activities for the present and future, please find attached *Calendar of Spring Programs* as a resource of the very extensive offerings of Iowa City/Johnson County Senior Center, a remarkable and nationally acknowledged center for aging adults. The applicant is encouraged to search the Internet for other centers like Iowa City for inspiration.