

OKLAHOMA
DEPARTMENT OF COMMERCE
OKcommerce.gov

**COMMUNITY EXPANSION OF
NUTRITION ASSISTANCE
(CENA)**



April 2012

Oklahoma Department of Commerce
900 N Stiles Ave.
Oklahoma City., OK 73104

800-879-6552

Community Expansion of Nutrition Assistance (CENA) Program State Fiscal Year (SFY) 2013 Request for Application

INTRODUCTION

In accordance with the Oklahoma Department of Commerce's (ODOC) appropriations bill, Community Development (CD) is issuing this Request for Application (RFA) for funding under the Community Expansion of Nutrition Assistance (CENA) Program. Funds are to be awarded to Councils of Government and Area Agencies on Aging for distribution to eligible applicants'. This RFP is contingent upon the appropriation of State Funding to the CENA Program.

The contract period is July 1, 2012 through June 30, 2013. Contractors must expend funds within this contract period. The statewide distribution formula will consist of the number of eligible sites and Oklahoma senior population. The local distribution formula is determined by local boards and approved by the Oklahoma Department of Commerce.

PURPOSE

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



Eligible CENA Sites

A site must meet the following eligibility criteria:

- Must submit an application to the Council of Government or Area Agency on Aging.
- Must qualify as an "Eligible Applicant" as defined below.
- Must have a current Board of Directors.
- Must have approved By-Laws.
- Must comply with other requirements of the Oklahoma Department of Human Services (DHS) Area Agencies on Aging.

"Eligible Applicants" means independent senior center organizations and Title III-Multi-Purpose sites that coordinate senior adult supportive services with Councils of Governments and Oklahoma Department of Human Services Area Agencies on Aging.

"Eligible Applicants" does **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.



PLEASE SUBMIT:

In order to respond to this RFA, proposed contractors (Council of Government or Area Agencies on Aging) must provide the following:

APPLICANT INFORMATION FORM

A list of eligible applicants that include:

- Complete Site Name
- Complete Name of Contact Person
- Complete Site Physical Address
- Site Phone Number (with area code)

Procedures for the local distribution of funds including:

- Sample Application used to determine funding sites and projects
- Verification Process used to determine the eligibility of applicants



FUNDING / ALLOCATION

Funding amounts for each award will be determined when ODOC receives state appropriation notice from the Oklahoma Legislature. The allocation amount for each applicant will be determined by an established distribution formula.

A program ***Budget*** will be requested in your award letter after state appropriations are received and allocations are determined. Budgets are not due at this time. *Reminder: a maximum budget amount of 5% may be used for administrative cost.*

ALLOWABLE USE OF FUNDS

Eligible expenditures include, but are not limited to, food, utilities, insurance, equipment, repairs, and maintenance. The submitted program budget should support the implementation of the program purpose.

ACCESSING CONTRACT FUNDS

After a contract has been executed between ODOC and the Contractor, the Contractor will submit to ODOC an Expenditure Report/Payment Request when funds are desired.

State Appropriated Funds are paid in equal increments of one-twelfth (1/12th) of the contract amount. The funds are available for disbursement after services are rendered pursuant to 74 O.S. & 85.44B. Claims for funds cannot exceed the actual expenditures or the cumulative one-twelfth (1/12th) month allocation to date for the contract.

CONTRACT ADMINISTRATION AND MANAGEMENT

A designated ODOC Liaison will receive and authorize monthly Expenditure Report/Payment Request and perform contract monitoring that will include, but is not limited to: eligibility of sites, verification of Services and financial management of state appropriated funds.

REPORTING REQUIREMENTS

Contractors will be required to report on CENA Funded activities for each site on annual basis. The Annual Report will be due at closeout (60 days after contract end).

MONITORING

ODOC will monitor contractors and perform random subcontractor site visits on an annual basis to ensure proper expenditure of funds. Notification will be given to the contractor in advance of the monitoring visit.

ENCLOSED FORMS

- Applicant Information Form
- Budget Form
- Expenditure Report Form
- Annual Performance Report Form



For any and all questions, please contact Rhonda Harding-Hill at 405-815-5126 or Rhonda_Harding-Hill@okcommerce.gov.

SUBMITTAL OF APPLICATION

Submit completed response by **May 18, 2012** to:

Community Development
Citizen Empowerment Team
900 N. Stiles Ave.
Oklahoma City, OK 73104-3234

**Oklahoma Department of Commerce
Office of Community Development
Community Expansion of Nutrition Assistance (CENA)**

Applicant Information

1. Contractor Name (Agency)

2. Contractor Address

3. Contractor Phone Number (with area code)

4. Contractor Fax Number (with area code)

5. Executive Director Name

6. Executive Director Email Address

7. CENA Program Planner Name

8. CENA Program Planner Email Address

9. To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the Governing Body of the applicant and the applicant will comply with the program requirements, upon notification and acceptance of the award.

10. Typed Name of Authorized person

11. Title:

12. Signature of Authorized Representative

12a. Date Signed:

Applicant Information Form

OKLAHOMA DEPARTMENT OF COMMERCE
Community Development
Community Expansion of Nutrition Assistance (CENA)
Budget / Budget Revision

Agency: _____ Contract Number: _____

Administration Cost Categories (Reminder: a maximum 5% of budget may be used for administrative costs.)

| Cost Category | | Present Budget | Budget Revision | New Budget |
|-----------------------------|--------|----------------|-----------------|------------|
| Administration | 563029 | | | |
| | | | | |
| | | | | |
| TOTAL ADMINISTRATION | | | | |

Operations Cost Categories

| Cost Category | | Present Budget | Budget Revision | New Budget |
|---|--------|----------------|-----------------|------------|
| Operations | 563049 | | | |
| | | | | |
| | | | | |
| TOTAL OPERATIONS | | | | |
| TOTAL BUDGET (Admin + Operations) | | | | |

Signature of Authorized Official

Date

For ODOC USE ONLY: Approved By:

Date

DEPARTMENT OF COMMERCE
Community Development
Community Expansion of Nutrition Assistance (CENA)

EXPENDITURE REPORT / PAYMENT REQUEST

Agency _____ Contract Number: _____ Period Ending _____

| CONTRACT RECONCILIATION | | CASH RECONCILIATION | |
|--------------------------------|----------|----------------------------|----------|
| Total Contract Amount | \$ _____ | Cash Received YTD: | \$ _____ |
| Requested to Date: | \$ _____ | Less Cash Expended (YTD): | \$ _____ |
| Contract Balance: | \$ _____ | Unexpended Cash Balance: | \$ _____ |

| ADMINISTRATION COST CATEGORIES | FISCAL USE ONLY | CURRENT EXPENDITURES | EXPENDITURES YEAR-TO-DATE | BUDGET | REMAINING BALANCE |
|---|--------------------------------|---------------------------------|--------------------------------------|---------------|------------------------------|
| Administration | 563029 | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL ADMIN. | | | | | |

| OPERATIONS COST CATEGORIES | | | | | |
|---|--------------------------------|---------------------------------|--------------------------------------|---------------|------------------------------|
| ADMINISTRATION COST CATEGORIES | FISCAL USE ONLY | CURRENT EXPENDITURES | EXPENDITURES YEAR-TO-DATE | BUDGET | REMAINING BALANCE |
| Operations | 563049 | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL OPERATIONS | | | | | |
| GRAND TOTAL EXPENDITURES | | | | | |

I hereby certify that the expenditures reported are taken from the original Books of Account and that such expenditures are valid and consistent with the terms of the contract.

Signature of Authorized Official _____
Date

FOR ODOC USE ONLY: Verified by: _____ Date: _____ Approved by: _____ Date: _____

OKLAHOMA DEPARTMENT OF COMMERCE

**Community Development
Community Expansion of Nutrition Assistance (CENA)**

PERFORMANCE REPORT

Annual Report (due at close-out)

Contractors are required to report on activities at each site on a semi-annual and annual basis. The **Annual Report will be due at closeout (60 days after contract end)**. All information should be cumulative.

Contractors Name: _____

Contract Number: _____

Date: _____

Contact Person: _____ Telephone Number: _____

Total Expenditures: _____ Person Assisted: _____

Number of Centers Funded to Date: _____

Type of Activities Funded *(include percentage of total funding expended for food)*:

Problems/Issues/Barriers Identified:

Do you have any success stories you could share with us?

Signature of Authorized Official

Date