



## **CT Senior Centers ARPA Beneficiaries Information Form**

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During the 2022 Legislative session, American Rescue Plan Act (ARPA) funds were allocated within the CT Department of Aging and Disability Service's (ADS) budget, to be distributed to Connecticut senior centers; the Department's State Unit on Aging (SUA) has been tasked with administering the funds. Municipalities can use this form to identify allocations for each senior center within the town limits and to request funds for all municipal-run senior center(s) within their town. Municipalities that do not have a senior center within their town limits may contract with another municipality to allocate funds to them, for the benefit of their residents aged 60 years and older. Funds must be used to benefit the senior center and members and must be used in a manner related to the mitigation of COVID-19 or to respond to the negative public health impacts related to COVID-19.

When the SUA receives a municipality's completed form, it will review the information to ensure the anticipated projects are appropriate uses for ARPA funds. If they are, the SUA will work with ADS's finance department to distribute funds to the requesting municipality. Monies distributed to a municipality through this funding opportunity must be used in the way a municipality identifies they are going to be used. Inappropriate use of ARPA funds may result in the state reclaiming these funds from a municipality.

**All “CT Senior Centers ARPA Beneficiaries Information” forms must be completed and submitted by 4:00 p.m. on Friday, June 28, 2024.**

*For the purposes of this funding opportunity, the definition of a senior center is: “Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.”*

**Please provide complete and accurate information so the State Unit on Aging can review and process your request.**

Name of municipality \*

Street address \*

City/Town \*

Zip code \*

Name of authorized representative for the municipality (the person who will be signing this form) \*

Street address \*

City/Town \*

Zip code \*

Job title \*

Phone number \*

Please enter a valid phone number.

Email \*

If the senior center authorized representative is also the designee, click here

Name of designee for the municipality \*

Street address \*

City/Town \*

Zip code \*

Job title \*

Phone number \*

Please enter a valid phone number.

Email \*

**A Unique Entity Identifier (UEI) is required for all organizations and municipalities to receive federal funds**

UEI Number \*

**If you don't already have a UEI number, you can go to: [sam.gov/content/duns-uei](https://sam.gov/content/duns-uei) to get one. This page provides step by step directions for getting a UEI to replace your DUNS number if you haven't done so already**

FEIN \*

Name of primary person to whom communications should be sent \*

Street address \*

City/Town \*

Zip code \*

Job title \*

Phone Number \*

Please enter a valid phone number.

Email \*

Name of alternate person to whom communications should be sent

Street address

City/Town

Zip code

**Job title**

**Phone number**

Please enter a valid phone number.

**Email**

**Finance Contact Person \***

**Finance Contact Person Job title \***

**Finance Contact Person Phone number \***

Please enter a valid phone number.

**Finance Contact Person Email \***

Confirm email

How do you wish to receive funding? \*

- Check
- ACH (automated clearing house)

**\*If you wish to receive payment via ACH (also known as a direct deposit) please set that up with the Office of the State Comptroller (OSC): [Vendor Resources - OSC](#)**

In which Area Agency on Aging (AAA) region are you located? \*

Please Select

**If you do not know within which region your town is located, please check with the following link: [Area Agencies on Aging \(ct.gov\)](#).**

How many senior centers are in your municipality? \*

Please Select

**Municipalities who do not have a Senior Center within their town limits may contract with another municipality, allocating funds to them, for the benefit of their Residents aged 60 years and older.**

The definition of a Senior Center is: *“Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.”*

If you do not have any Centers within your municipality, will you be contracting with another municipality for Senior Center services? \*

- Yes, Single town
- Yes, Multiple towns
- No
- N/A

If yes single town, which municipality will you contract with?

Andover  
Ansonia  
Ashford

If Yes Multiple towns, which municipalities will you contract with?

Andover  
Ansonia  
Ashford  
Avon

Has another municipality allocated their ARPA Senior Center funding to your municipality?



- Yes, Single town
- Yes, Multiple towns
- No
- N/A

If yes Single town, which municipality?

Andover  
Ansonia  
Ashford

If yes Multiple towns, which municipalities will you contract with?

Andover  
Ansonia  
Ashford  
Avon

Every municipality is responsible for identifying all the senior centers (municipal and 501c(3) nonprofits) that serve their residents (see the definition of "senior center" at the beginning of this application). If multiple senior centers are located within your municipality, SUA is requesting a recommendation regarding how the funding should be divided amongst all of the senior centers located in your municipality. Information that municipalities may take into consideration when making this recommendation may include: usership/membership of the senior center, safety needs of users, staff and volunteers of the senior center, current and anticipated needs of the senior center (according to senior center leadership), and the annual budget of the senior centers. The SUA will make the final decision regarding funding awarded to each senior center.

**Senior Center Profile 1: Information and Project Descriptions**

**Please complete an entire "Senior Center Profile" for each senior center within your municipality.**

1. Senior Center Name \*

a. Street address \*

City/Town \*

Zip code \*

b. Senior Center Director Name \*

c. Senior Center Director job title \*

d. Senior Center Director email \*

e. Total allocation of ARPA funds for this senior center \*

f. The senior center is: \*

- Municipal government
- 501c(3) non-profit

g. Senior Center Director phone \*

Please enter a valid phone number.

h. Senior center website address

i. Is this Senior Center located in a qualified census tract (QCT)? \*

- Yes
- No

To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)

**Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”**

j. Status of Current Operations \*

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

If open, check all programs/services that apply:

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \*

l. Number of dedicated senior center full-time staff \*

m. Number of dedicated senior center part-time staff \*

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the**

**negative public health impact due to COVID-19. There will be an opportunity for each project for a senior center to describe how it relates to the COVID-19 pandemic.**

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the**

**negative public health impact due to COVID-19. There will be an opportunity for each project for a senior center to describe how it relates to the COVID-19 pandemic.**

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Check here if used for Facility Improvements

Check here if used for Programming

**Please complete “Project Description”, “COVID-Relation” “Project Detail”,  
“Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each  
anticipated project at each Senior Center within your municipality:**

**Thank you for the information regarding this non-profit senior center. The State  
Unit on Aging will directly reach out to this Senior Center's leadership so they  
can provide further information regarding their ARPA funding allocation.**

**Senior Center Profile 2: Information and Project Descriptions**

**Please complete an entire "Senior Center Profile" for each senior center within your municipality.**

**1. Senior Center Name \***

**a. Street address \***

**City/Town \***

**Zip code \***

**b. Senior Center director name \***

**c. Senior Center director job title \***

**d. Senior Center director email \***

**e. Total allocation of ARPA funds for this senior center \***



f. The senior center is: \*

- Municipal government
- 501c(3) non-profit

g. Senior center director phone \*

Please enter a valid phone number.

h. Senior center website address

i. Is this Senior Center located in a qualified census tract (QCT)? \*

- Yes
- No

**To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)**

**Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”**

j. Status of Current Operations \*

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

If open, check all programs/services that apply:

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \*

l. Number of dedicated senior center full-time staff \*

m. Number of dedicated senior center part-time staff \*

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for**

each project for a senior center to describe how it relates to the COVID-19 pandemic.

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. Senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**What type of project(s) is this senior center funding going to be used? (Check all that apply)**

Check here if used for Facility Improvements

Check here if used for Programming

**Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:**

**Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.**

**Senior Center Profile 3: Information and Project Descriptions**

**Please complete an entire "Senior Center Profile" for each Senior Center within your municipality.**

1. Senior Center Name \*

a. Street address \*

City/Town \*

Zip code \*

b. Senior Center director name \*

c. Senior Center director job title \*

d. Senior Center director email \*

e. Total allocation of ARPA funds for this senior center \*

f. The senior center is: \*

- Municipal government
- 501c(3) non-profit

g. Senior center director phone \*

Please enter a valid phone number.

h. Senior center website address

i. Is this Senior Center located in a qualified census tract (QCT)? \*

- Yes
- No

To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)

Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”

j. Status of Current Operations \*

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

If open, check all programs/services that apply:

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \*

l. Number of dedicated senior center full-time staff \*

m. Number of dedicated senior center part-time staff \*

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for**

each project for a senior center to describe how it relates to the COVID-19 pandemic.

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. Senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**What type of project(s) is this senior center funding going to be used? (Check all that apply)**

Check here if used for Facility Improvements



Check here if used for Programming

**Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:**

**Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.**

## Senior Center Profile 4: Information and Project Descriptions

Please complete an entire "Senior Center Profile" for each senior center within your municipality.

1. Senior Center Name \*

a. Street address \*

City/Town \*

Zip code \*

b. Senior center director name \*

c. Senior center director job title \*

d. Senior Center director email \*

e. Total allocation of ARPA funds for this senior center \*

f. The senior center is: \*

- Municipal government
- 501c(3) non-profit

g. Senior center director phone \*

Please enter a valid phone number.

h. Senior center website address

i. Is this Senior Center located in a qualified census tract (QCT)? \*

- Yes
- No

**To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)**

**Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”**

j. Status of Current Operations \*

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

If open, check all programs/services that apply:

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \*

l. Number of dedicated senior center full-time staff \*

m. Number of dedicated senior center part-time staff \*

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for**

**each project for a Senior Center to describe how it relates to the COVID-19 pandemic.**

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. Senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**What type of project(s) is this senior center funding going to be used? (Check all that apply)**

Check here if used for Facility Improvements

Check here if used for Programming

**Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:**

**Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.**

**TOTAL FUNDING AMOUNT REQUESTED:** This is the total amount of funding for all projects for all municipal-run senior centers within the municipality's limits for which you are requesting ARPA funds. This amount may not exceed the total allocation for your municipality unless your municipality has been allocated ARPA senior center funds from another municipality. In that case, the total request must not exceed the combined allocation for both municipalities. This dollar amount must match the total within the municipality's budget. A municipality may request a portion of their town's allocated ARPA senior center funding but no more than what has been allocated. For municipalities that host non-profit senior centers within their town limits, do NOT include the amount of funding that is allocated to those non-profit senior centers.

Total Funding Amount Requested (For purposes of clarity, please enter your answers with appropriate comma separations, i.e.: \$100,000 instead of \$100000) \*

## SUBMISSION REQUIREMENTS:

Is all ARPA funding allocated to your municipality being allocated to non-profit senior center(s) (ie: NOT municipally-governed/run senior centers)? \*

Yes

No

Submit this completed application. Your application is NOT complete unless you have uploaded the following forms: \*

1 Project budget per municipality

1 Agency Vendor Form

1 IRS Form W-9

Municipal agreement or correspondence between municipalities (if applicable)

**Please note: All uploaded forms must be in PDF format. No JPEG or Microsoft Word docs will be accepted. Vendor profile forms and W-9s must have matching information, including vendor name, address, and authorized representative name/signature.**

**Please click [here](#) to download the Budget Worksheet and attach it below.**

Attach budget worksheet(s) here \*

**Browse Files**

Drag and drop files here



Please click [here](#) to download the Agency Vendor Form and attach it below.

Attach your agency vendor form here \*

**Browse Files**  
Drag and drop files here

Please click [here](#) to download the IRS Form W-9 and attach it below.

Attach your IRS Form W-9 here \*

**Browse Files**  
Drag and drop files here

Name of authorized representative for municipality \*

Job title \*

Signature \*

Date \*

Date

Clear

