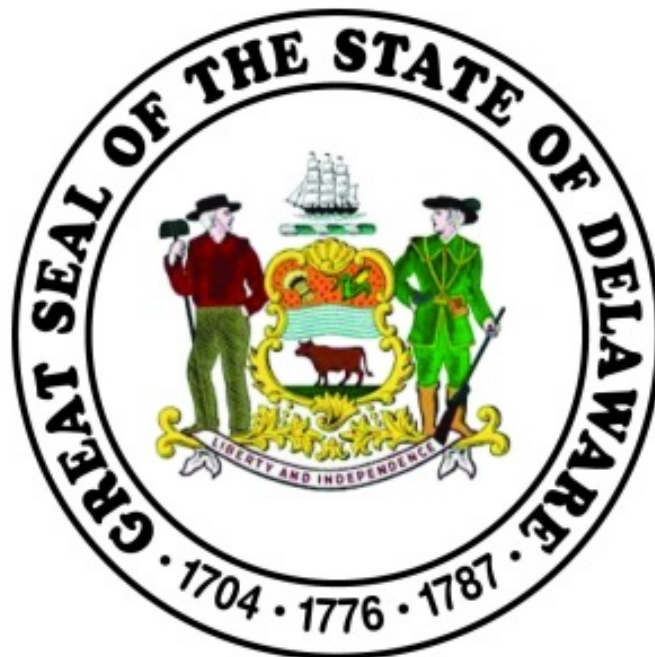


State of Delaware
Grant in Aid Fiscal Year 2021
Senior Center Application Guide



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Grant in Aid Overview

Overview

1. Before you Begin

Please read all materials carefully.

2. Qualifications for Applying

For an agency to be considered for Grant in Aid for Fiscal Year 2021, the agency must:

- Be an incorporated non-profit organization or under the umbrella of an incorporated non-profit parent organization;
- Be incorporated and in operation for at least two years before applying;
- Have bylaws that clearly state the purpose of the Corporation and include the definition of duties of the Board of Directors;
- Have an active, community-represented, volunteer Board of Directors that set policies, goals, and objectives, and maintain minutes of regularly scheduled meetings and any special meetings;
- Have programs that are unduplicated and which satisfy the unmet human needs of the community;
- Have personnel policies, including job descriptions and classifications;
- Not use Grant in Aid funding to pay any part of an elected official's salary;
- Have competent executives, competent staffing, and reasonable facilities;
- Practice non-discrimination;
- Have accounting (budget) procedures and have an audit completed within the past three years by a certified public accountant;
- Use funds in accordance with the application;
- Demonstrate community support;
- Request funds only for a program which does not receive full funding from other sources of revenue; and
- Provide at least the following services (per approval by Controller General's Office):
 - Transportation;
 - Social Programs; and
 - Congregate Meals.

2. Important Things to Remember

- Applications are due on **March 6, 2020**, and only through the online application system.
- The entire application must be completed.
- The person responsible for meeting with the Institute for Public Administration (IPA) staff (on-site center director) should be involved in completing or confirming this application.
- Remember to complete and include audit information.
- Use Addendum A: Program Area Criteria & Descriptions and Addendum B: Frequency Codes & Categories, to help complete the Narrative Section of the application. The accuracy of Frequency Codes & Categories is very important.
- When attaching the required supporting documents to your application, make sure to clearly label them with the name of the program area to which they refer.

Grant in Aid Overview

3. Contact Information

For system assistance:

Jason Smith

GIA Coordinator, Office of the Controller General

phone: 302-744-4200 E-mail: Jason.R.Smith@Delaware.gov

For assistance with content:

Eric Jacobson

University of Delaware

phone: 302-831-1711 E-mail: ericj@udel.edu

4. Technical Assistance

Legislative Information Services Helpline, 302-744-4260, or by email at

LIS.Helpdesk@delaware.gov.

5. Online Application Tips

- The system works best in Internet Explorer version 11.0 and is compatible with other IE versions.
- Save your work frequently. At the bottom of each page is a GREEN button labeled SAVE. It is important to click this before going to the next page to protect from a loss of information.
- Save your work before walking away from your computer. The system will automatically log you off after 10 minutes of inactivity. If this happens, anything unsaved will be lost.
- All items marked with an asterisk (*) are mandatory fields. The application cannot be submitted unless all asterisk items have been completed.
- An exclamation point (!) will indicate a field or form that is incomplete.
- Once the application has been submitted, changes can only be made by contacting the appropriate Controller General Analyst.
- To upload .pdf or Word documents to the application, see the Uploading Documents Section.

6. Site Visits

- Please remember that interviewers from the University of Delaware's (UDEL) IPA will be visiting each center every other year. These interviewers are professionals and faculty from the UDEL/IPA. For more information about IPA, please visit the website at www.ipa.udel.edu.
- The purpose of this visit will be to verify the information reported on the questionnaire as well as to gain additional insight into the types of activities and services offered. The interviewers will carefully review the information contained in your application, including any supporting documentation, and will evaluate the services offered by your center.

Grant in Aid Dashboard Functionality

Online Application Instructions

Step 1. Log in to the Website

(To register a new account, please see [Dashboard Functionality: Registering an Account.](#))

The screenshot shows the homepage of the Grant In Aid website. A red box on the left contains the following instructions:

- Step 1. Go to <https://gia.delaware.gov>.
- Step 2. If you have NOT already registered, click on the Register button. Instructions for registering are included in this document under "Registering an Account."
- Step 3. If you have already registered, click on the Login button.

The main content area features the heading "What is Grant In Aid?" and a "Login Register" button. The "Login" button is highlighted with a red circle containing the number 3, and the "Register" button is highlighted with a red circle containing the number 2.

The screenshot shows the "Welcome to State of Delaware Single Sign-On (DE-SSO)" page. A red box on the left contains the following instructions:

- 1. Enter your login ID and Password.
- 2. Click the Sign In button.

The main content area features a "Please Sign In With Your DE-SSO User Id" form with fields for "User Id" and "Password", and a "Sign In" button. The "Sign In" button is highlighted with a red circle containing the number 2. Below the form are links for "New User Registration", "Forgot User Id?", "Forgot Password?", "Contact Us", and "Help". A "STATE OF DELAWARE SINGLE SIGN-ON" logo is also visible.

Step 2. Start a New Application

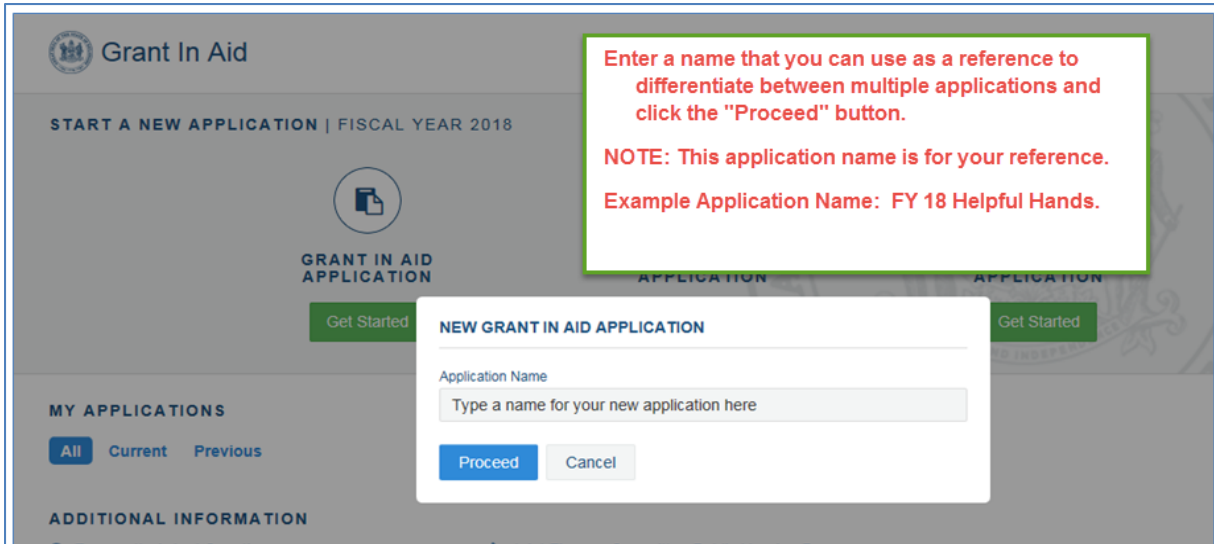
To start a new application, click on the "Get Started" button under the appropriate category.

The screenshot shows the "START A NEW APPLICATION | FISCAL YEAR 2018" section. It features three application categories, each with a "Get Started" button:

- GRANT IN AID APPLICATION
- VETERANS APPLICATION
- SENIOR CENTER APPLICATION

Grant in Aid Dashboard Functionality

Step 3. Enter an Application Name



The screenshot shows the Grant In Aid dashboard. At the top, there is a header with the logo and the text "Grant In Aid". Below this, there is a section titled "START A NEW APPLICATION | FISCAL YEAR 2018". In the center, there is a large green button labeled "Get Started" and a smaller icon of a document. Below the icon, it says "GRANT IN AID APPLICATION". To the right of this, there is a callout box with a green border containing the following text: "Enter a name that you can use as a reference to differentiate between multiple applications and click the 'Proceed' button." "NOTE: This application name is for your reference." "Example Application Name: FY 18 Helpful Hands." In the foreground, there is a white modal window titled "NEW GRANT IN AID APPLICATION". It has a text input field labeled "Application Name" with the placeholder text "Type a name for your new application here". Below the input field are two buttons: a blue "Proceed" button and a gray "Cancel" button. The background of the dashboard is slightly dimmed, showing other application cards and a "MY APPLICATIONS" section with tabs for "All", "Current", and "Previous".

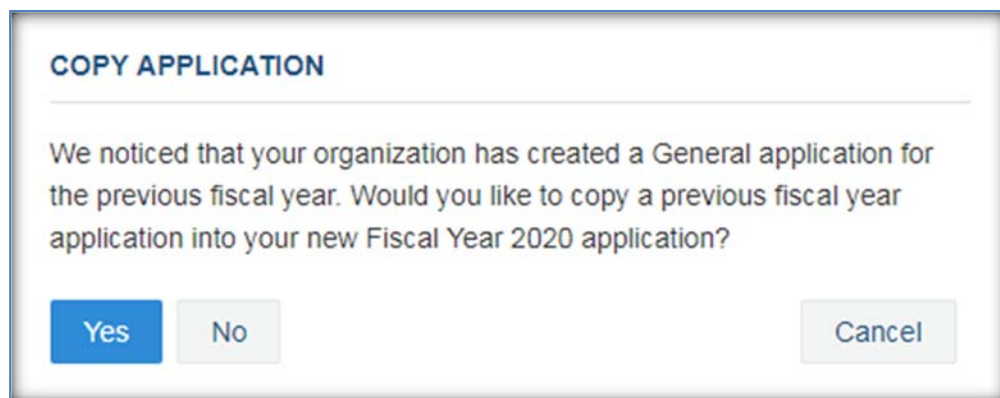
New Feature: Copy Application

IN ORDER TO COPY A PREVIOUS YEAR APPLICATION YOU MUST USE THE SAME LOGIN INFORMATION AS IN PRIOR YEAR(S).

Summary:

If you have applied for Grant-in-aid a previous year, this new feature will allow you to copy the data from a previous Fiscal Year application, into their new, current Fiscal Year application. This will save time, effort, and reduce the amount of data entry errors.

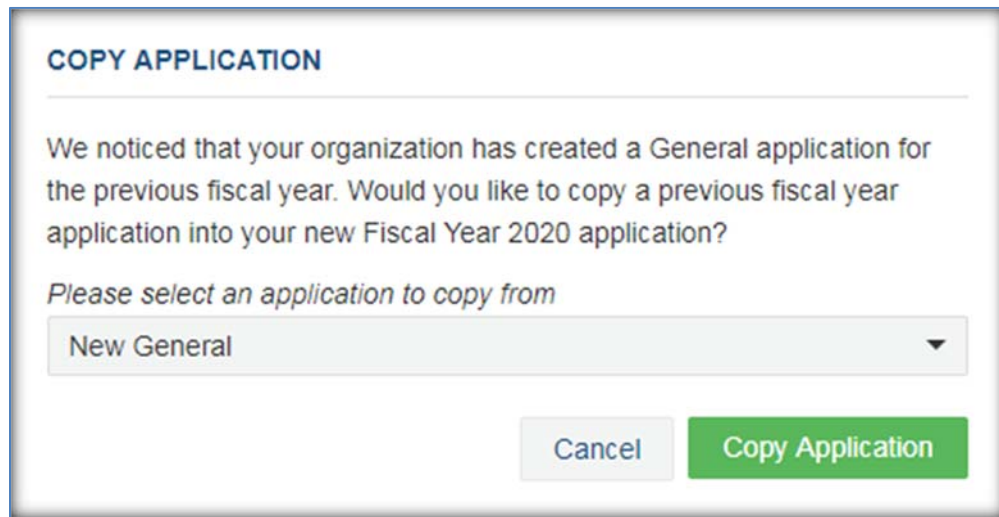
The Online portal will determine that your login account was used to create an application of the same type for the previous Fiscal Year. The prompt will ask if you want to copy the data from that previous Fiscal Year application into the new, current Fiscal Year application. Click the blue “Yes” button to copy the application. (* if you wish to not copy a previous Fiscal Year application, simply click the gray “No” button. This will take you to a blank, current Fiscal Year application).



The screenshot shows a dialog box titled "COPY APPLICATION". The text inside the dialog box reads: "We noticed that your organization has created a General application for the previous fiscal year. Would you like to copy a previous fiscal year application into your new Fiscal Year 2020 application?". At the bottom of the dialog box, there are three buttons: a blue "Yes" button, a gray "No" button, and a gray "Cancel" button.

Grant in Aid Dashboard Functionality

If you only have 1 (one) previous Fiscal Year application of the same type you want to copy into, it will simply direct you to the application detail page of the current Fiscal Year application, with all of the data copied from the previous Fiscal Year application. If you have more than 1 (one) previous Fiscal Year application of the same type you want to copy into, a dropdown will appear in the same pop-up asking you to choose the previous Fiscal Year application you want to copy. Click in the dropdown to see the previous Fiscal Year applications of the same type, and select the one you want to copy.



The screenshot shows a pop-up dialog box titled "COPY APPLICATION". The text inside reads: "We noticed that your organization has created a General application for the previous fiscal year. Would you like to copy a previous fiscal year application into your new Fiscal Year 2020 application?" Below this text is a prompt: "Please select an application to copy from". A dropdown menu is shown with "New General" selected. At the bottom of the dialog are two buttons: "Cancel" and "Copy Application".

Click the green “Copy Application” button. You will be directed to current Fiscal Year application detail page, with the data copied into it from the previous Fiscal Year application. **NOW YOU MAY UPDATE THE DATA TO MAKE IT RELEVANT FOR THE NEXT YEAR.**

If you are a new applicant, do not have the prior year’s login information, or do not wish to copy a prior year’s application, please continue Step 4 through Step 10.

Grant in Aid Dashboard Functionality

Step 4. General: Personal

The screenshot displays the 'General: Personal' form in the Grant in Aid system. The form includes several fields with asterisks indicating they are mandatory. Annotations in red callouts provide additional instructions:

- Click to return to the Dashboard... Save your work first!**: Points to the 'Back to My Dashboard' link in the top left.
- Click here to sign out... but not until you have saved your work!**: Points to the 'Sign Out' link in the top right.
- REMEMBER: An Asterisk (*) indicates a mandatory field.**: Points to the asterisk on the 'Senior Center Name' field.
- This box will appear highlighted with a red border if it has not been properly completed.**: Points to the 'Senior Center Name' field, which is highlighted with a red border and has a red error message below it: 'This is a required field'.
- Don't forget to Save!**: Points to the 'Save' button at the bottom right.

The form fields include:

- Senior Center Name * (highlighted with a red border and error message)
- Date of Incorporation * (MM/dd/yyyy)
- Federal Employer ID Number * (XX-XXXXXXXX)
- Name of Senior Center Director * (Name)
- Name of Respondent * (Name)
- Title * (Title)
- Daytime Telephone * ((XXX) XXX-XXXX)
- Fax Number * ((XXX) XXX-XXXX)
- E-mail Address * (sample@sample.com)
- Website Address (if applicable) (http://sample.com)
- Address Line 1 * (Address Line 1)
- Address Line 2 (Address Line 2)
- City * (City)
- State * (DE)
- Zip Code * (XXXXX)

Buttons: Save, Next →

* Required field

Grant in Aid Dashboard Functionality

Step 5. Senior Center Agreement

Grant In Aid

Questions? (302) 744-4200

Senior Center Test 1 | Fiscal Year 2018

SENIOR CENTER AGREEMENT

Directions: Please carefully READ and CHECK EACH of the following statements with which you agree. I agree...

- 1. To submit funding requests on the forms provided at the times designated and participate in the allocations review process. *
- 2. To provide the most recent certified audit and other financial statements, service figures and reports or audits as required by the state of Delaware. The audit must have been issued within the past three years. *
- 3. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and promoting high standards of efficiency and effectiveness. *
- 4. To submit quarterly financial reports and/or the required annual report within the specified time periods. *
- 5. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants. *
- 6. That this agency meets the criteria established and uses any Grant-in-Aid appropriated by the General Assembly in accordance with those provisions and any additional restrictions that may be set forth in the Grant-in-Aid legislation. *
- 7. This agreement has been read and approved at the meeting of the governing body of this agency; including the President or Chairman and the Executive Director. *

← Previous Save Next →

* Required field

Don't forget to save!

All boxes must be checked in order to submit your application.

Step 6. Board Information

Board of Directors

1. List the names and contact information for all individuals comprising the Board of Directors.

1 Director 1

Name of Director * Name Phone Number Email Address

Name (XXX) XXX-XXXX sample@sample.com

This is a required field

Address Line 1 * Address Line 2

Address Line 1 Address Line 2

City * State * Zip Code *

City DE XXXXX

+ Add Director

Use the +Add Director button until all Directors have been added.

Board Officers

2. List the names and contact information for all individuals comprising the Board Officers.

2 Officer 1

Name of Officer * Name Phone Number Email Address

Name (XXX) XXX-XXXX sample@sample.com

Address Line 1 * Address Line 2

Address Line 1 Address Line 2

City * State * Zip Code *

City DE XXXXX

+ Add Officer

Use the +Add Officer button until all Officers have been added.

← Previous Save Next →

* Required field

Don't forget to save!

Grant in Aid Dashboard Functionality

Step 7. Positions and Salary Information

POSITIONS AND SALARY INFO

Position Title*	# of Positions	Full-Time Equivalent	Last Year Salary	Current Salary	Proposed Salary
Admin Assistant	1	full time	10,000	10,000	15,000
Admin Specialist	3	part time	5,000	5,000	5,000
Totals	4		\$25,000.00	\$25,000.00	\$30,000.00

What percentage of your agency's total budget do salaries comprise? *

5

Don't forget to save!

← Previous Save Next →

* Required field

1. Totals are calculated as follows: # of Positions x per person [Last, Current or Proposed] Salary. Only multiple positions with the same salary can be entered on the same line.
2. Full-Time Equivalent column is open for text entry such as full-time, part-time, per diem, hourly, etc.
3. For additional positions click +Add Position.
4. The Totals for salary information will auto populate the Salaries line on the Disbursements page.

Step 8. Audit

AUDIT

Important! Please include the most recent copy of your agency's audit completed by either a Certified Public Accountant or a Public Accountant. The audit must have been issued within the past three years. If your agency is not able to provide an audit, you must submit a detailed statement of the circumstances surrounding the reason, as well as a copy of recent financial statements. The lack of an audit may impact the ultimate funding decision of the Joint Finance Committee.

1 I Have an Audit I Don't Have an Audit

2 Explain the circumstances for not having an audit *

3

Drag files here
Or, if you prefer
Click to Upload

ATTACHED FILES

File	Size	Uploaded
------	------	----------

Don't forget to save!

← Previous Save Next →

1. Select the appropriate response indicating whether or not you have an audit. The selected bar will be blue. In the above example, the "I Don't Have an Audit" is blue indicating it has been selected.
2. If you do not have an audit that meets the required criteria enter the explanation and attach a recent copy of financial statements.
3. To upload your agency's audit or financial statements use the "Click to Upload" button. Up to ten (10) files can be attached at one time. There is no limit to the number of attachments you may include. Allowable formats include: .pdf, .doc, .docx, .xls and .xlsx. You CANNOT upload .zip files.

NOTE: Once a file is attached a "Remove" button appears to the right of each attachment. Use the "Remove" button should you attach a file in error.

Grant in Aid Dashboard Functionality

Step 9. Narrative – Community, Program Planning, and Evaluation

Grant In Aid | Questions? (302) 744-4200 | Sign Out

Senior Center Test 1 | Fiscal Year 2018

COMMUNITY

This narrative section of your Grant-in-Aid request should reflect how your agency serves as a focal point in the community. You might address your center's efforts in providing public information, community education, and advocacy for seniors. In the space provided please answer the following questions.

1. Briefly describe how your center is addressing the needs and interests of varying types of senior participants, such as baby boomers and older seniors. *

This is a required field

2. What strategies are used for reaching out to individuals who are not currently participating in center activities (for example, homebound meal recipients, inactive members, and non-members in the community)? *

3. Briefly describe some of the services and activities that your center offers through coordination with other centers or community agencies. This may include homebound programs and nutrition services. *

← Previous Save Next →

* Required field

There is no word limit for the fields in this application. You can cut and paste from outside documents and the text boxes will expand accordingly.

Step 10. Supplemental Questionnaire

Grant In Aid | Questions? (302) 744-4200 | Sign Out

Senior Center Test 1 | Fiscal Year 2018

SUPPLEMENTAL QUESTIONNAIRE

1. Please estimate the percentage of participants at your center who are in the following age groups:

50-54 years of age *	55-64 years of age *	65-74 years of age *	75-84 years of age *	85 years of age & older *
<input type="text" value="X.XX"/>	<input type="text" value="X.XX"/>	<input type="text" value="X.XX"/>	<input type="text" value="X.XX"/>	<input type="text" value="X.XX"/>

This is a required field

2. What method(s) and documentation do you use to record your center's daily attendance? *

← Previous Save Next →

* Required field

Grant in Aid Dashboard Functionality

Step 11. Program Area Questionnaire

Questionnaire Overview

It is very important to keep the following points in mind as you complete the program questionnaire:

- Include any available supporting documentation as indicated under each service or program area.
- When attaching required supporting documents to your application, make sure to clearly label them with the name of the program area to which they refer. This information will help the IPA staff to better understand the programs offered at each center.
- Refer to the Instructions provided on the following pages, as well as to those under each service or program heading, to assist in the completion of the questionnaire.
- Review [Addendum A: Program Area Criteria & Descriptions](#) and [Addendum B: Frequency Codes & Categories](#), which are included in your application instruction packet.
- List activities and services in **one** Program Area (e.g., physical fitness classes should only be listed under the Physical Fitness section).

Sample Questionnaire Page

There are 9 Program Areas, and each Program Area will require relevant information. Program areas include:

1) Transportation	4) Health, Wellness, and Support Services	7) Educational Enrichment
2) Nutrition	5) Physical Fitness	8) Outreach & Reference
3) Social & Recreational	6) Aquatics	9) Adult Day Care

Grant in Aid Dashboard Functionality

An example of the sample questionnaire is shown below; instructions begin in section 11.3.

SAMPLE QUESTIONNAIRE PAGE

PROGRAM AREA 1: TRANSPORTATION

Program Requirements: In order to receive credit for this program area, a senior center must offer transportation to and from the center... day during regularly scheduled hours. A fully licensed driver must be available for all transports.

Activity or Service	Frequency	Estimated Daily Average Attendance
To and From Center	F1	XX
Shopping Trips	F1	XX
Recreational and Cultural Trips	F1	XX
Medical Appointments	F1	XX

Supporting Documents:

- Transportation schedule
- Evidence of a vehicle (e.g., van or bus registration, driver's license)

Drag files here
Or, if you prefer...
[Click to Upload](#)

ATTACHED FILES

File

← Previous [Save](#) Next →

Important Information is displayed in this section!

Select the appropriate Program Area.
In this example we have selected "Transportation"

See questionnaire instructions 11.3.1

See questionnaire instructions 11.3.2

See questionnaire instructions 11.3.3

For each section created click to upload any appropriate files. Please refer to Dashboard Functionality, Section 2, Uploading PDF, Word, and Excel Documents, for instructions on how to upload a document.

Don't forget to save!

Questionnaire Instructions

To complete the Questionnaire portion of the application, please refer to [Addendum A: Program Area Criteria & Descriptions](#). Also, please carefully review the following information for entering Activity or Service Frequency Codes.

Activities or Services: List of activities or services the senior center currently offers.

Activity or Service Frequency: Indicate the Frequency Code (F1, F2, F3, F4, F5 or F6) that represents the Frequency Category of each service offered (see Examples A–F).

Example A: Service A is offered Monday through Friday daily (5 times per week, 30+ weeks per year). Therefore, the Frequency Code is **F6**.

Grant in Aid Dashboard Functionality

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Example B: Activity B is offered twice a week for ten months (1–2 times per week, 30+ weeks per year). Therefore, the Frequency Code is F5.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Example C: Activity C is offered three times a week from November to March (3 times per week, 12–29 weeks per year). Therefore, the Frequency Code is F4.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Example D: Program D is offered twice a week for six weeks starting in February. The six-week program is offered a second time each year starting in September. The program, consequently, is offered a total of 12 weeks each year (1–2 times per week, 12–29 weeks per year). Therefore, the Frequency Code is F3.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Grant in Aid Dashboard Functionality

Example E: Service E is offered Mondays, Tuesdays, and Fridays during July and August (3 times per week, less than 12 weeks per year). Therefore, the Frequency Code is F2.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year		F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Example F: Service F is offered for two days in November (1–2 times per week for less than 12 weeks per year). Therefore, the Frequency Code is F1.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Estimated Daily Average Attendance. Estimate the daily average number of program participants for the Activity or Service entry.

Grant in Aid Dashboard Functionality

Step 12. Follow Up Questions

Follow Up Questions

Grant In Aid | Questions? (302) 744-4200 | Sign Out

Senior Center Test 1 | Fiscal Year 2018

FOLLOW UP QUESTIONS

To help us fully understand your programs and services, please provide responses to the questions below.
There are no word limits in any of the fields.

1. Did you add any activities in the rows labeled 'other' for any of the nine program areas listed in the Questionnaire? If so, please describe these areas below.

2. Are any of the activities or services offered at your center intergenerational? If so, please describe in the space below. Under which of the nine program areas listed on the Questionnaire do these activities or services fall?

3. Did you mark any activities or services under Program Area 8: Outreach & Reference? If so, please identify who maintains primary responsibility of coordinating these activities/services.

4. Did you mark Homebound Meals under Program Area 2: Nutrition? If so, please indicate how these services are assessed and what organization this information is reported (e.g., State of Delaware, other organization or senior center).

← Previous Save Next →

Don't forget to save!

GENERAL !
POSITIONS AND SALARY !
AUDIT !
NARRATIVE !
QUESTIONNAIRE
Transportation ✓
Nutrition
Social & Recreational
Health, Wellness, And Support Services
Physical Fitness
Aquatics
Educational Enrichment
Outreach & Reference
Adult Day Care ✓
Follow Up ✓
SUBMIT

* Required field

Step 13. Submission

Submission

Grant In Aid | Questions? (302) 744-4200 | Sign Out

Senior Center Test 1 | Fiscal Year 2018

SUBMISSION

Review each page to ensure accuracy and completeness before submitting. Click Submit when ready.

By checking I verify the accuracy of all the information presented in this application. *

Submit

Submit when ready

← Previous Save

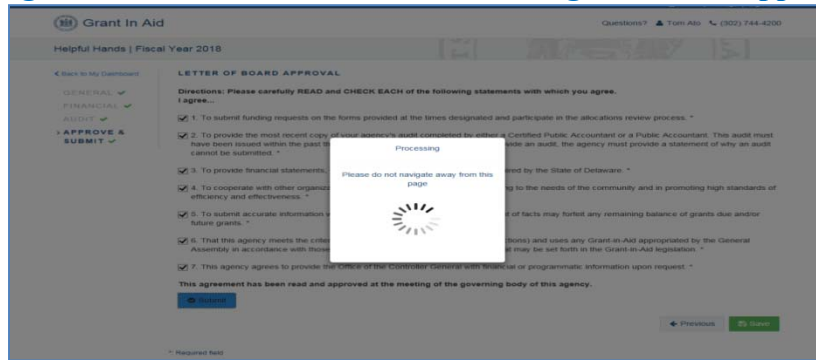
Don't forget to save!

GENERAL !
POSITIONS AND SALARY !
AUDIT !
NARRATIVE !
QUESTIONNAIRE
SUBMIT

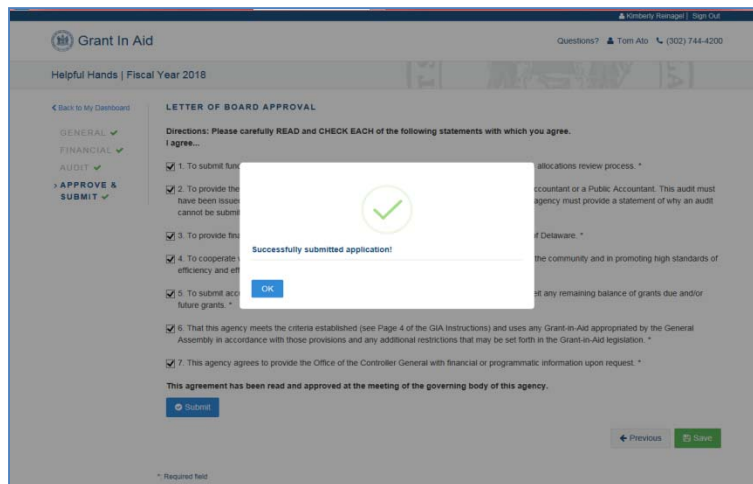
* Required field

Grant in Aid Dashboard Functionality

Upon selecting the **BLUE** Submit button, the following screen will appear:



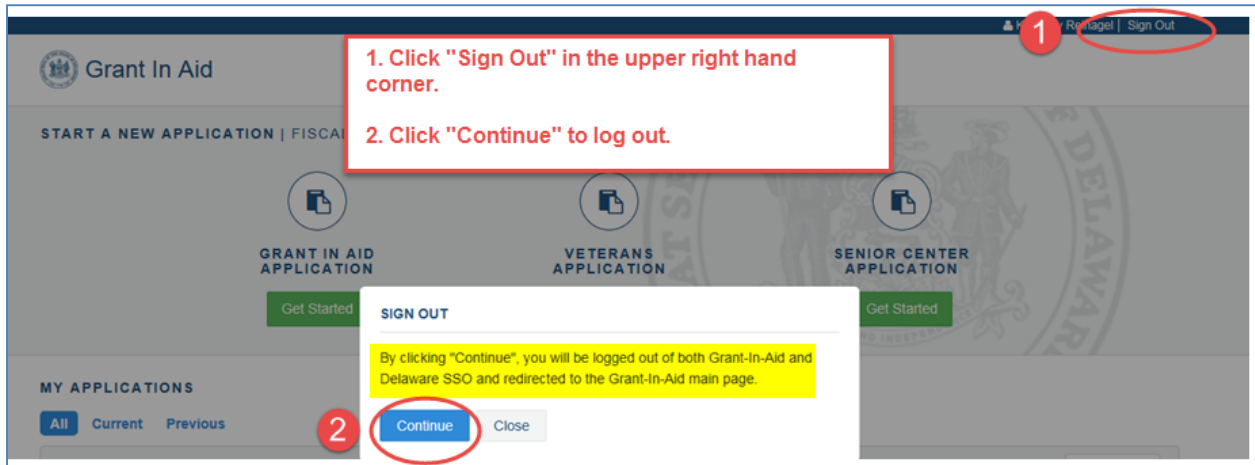
Once the application has been successfully submitted, the following screen will appear:



Step 14. Sign Out

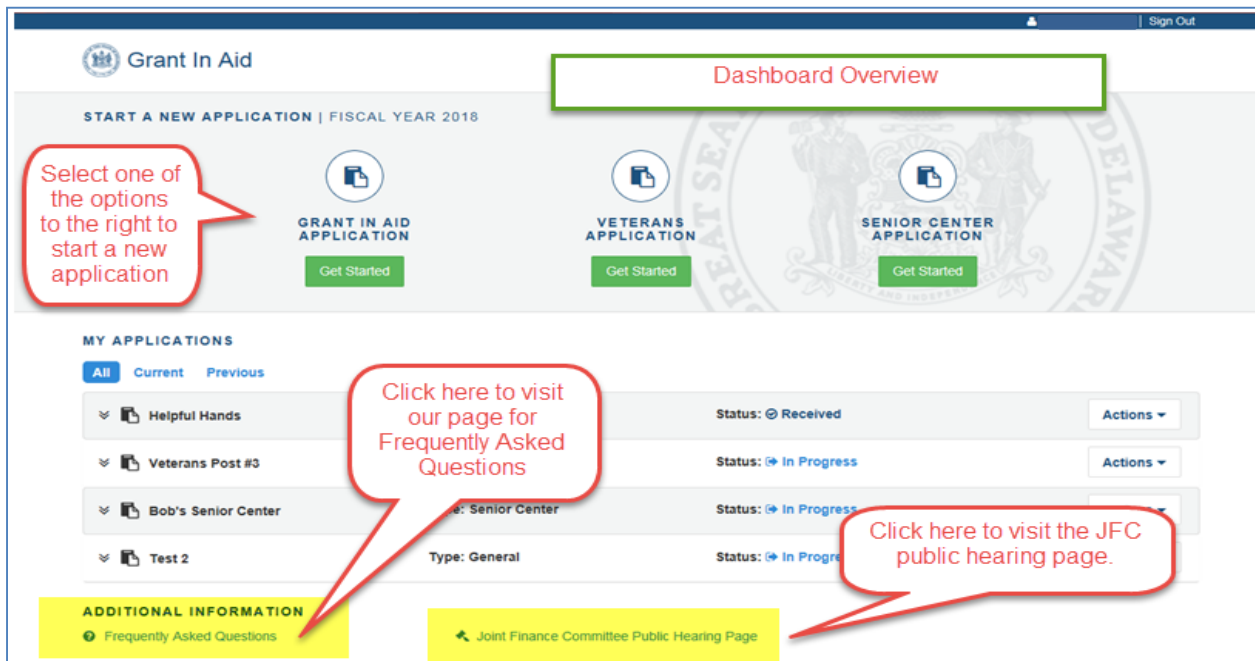
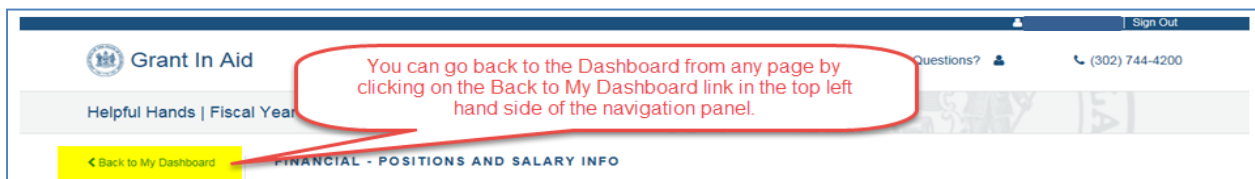
To sign out of the system, click the Sign Out on the top right-hand corner at any time.

Grant in Aid Dashboard Functionality



Dashboard Functionality

1. Dashboard Overview



Grant in Aid Dashboard Functionality

Viewing Grant Applications

Viewing Grant Applications from the Dashboard

Selecting All will display all applications, *previous and current

Selecting Current will display the applications for the current year in which you are working

Selecting Previous will display *previous year applications

*For Fiscal Year 2018 there will be no previous applications available.

Application Name	Type	Status
Helpful Hands	General	S
Veterans Post #3	Veterans	S
Bob's Senior Center	Senior Center	Status

2. Uploading PDF, Word and Excel Documents

1. Select Audit & Attachments from the left hand navigation window.

2. Click on the "Click to Upload" button.

3. A screen will open on your computer for you to choose a file to upload. Navigate to the file you wish to upload and select Open.

Drag files here
Or, if you prefer...
Click to Upload

Choose File to Upload

Name	Date modified	Type
DMSDOC	12/30/2015 12:00 ...	File folder
Intel	12/31/2015 8:43 AM	File folder
LISDOC	8/11/2016 10:51 AM	File folder
New folder	12/31/2015 1:55 PM	File folder
PerfLogs	7/13/2009 11:20 PM	File folder
Program Files	8/24/2016 7:58 AM	File folder
Program Files (x86)	8/24/2016 7:58 AM	File folder
ScriptLogic	8/24/2016 7:49 AM	File folder
TEMP	12/30/2015 12:00	File folder
Users	7/8/2016 11:01	File folder
Windows	7/26/2016 12:3	File folder

Grant in Aid Dashboard Functionality

3. Deleting an Uploaded PDF, Word or Excel Document

Grant In Aid

Test 2 | Fiscal Year 2018

AUDIT AND ATTACHMENTS

Please include the most recent copy of your agency's audit completed by either a Certified Public Accountant or a Public Accountant. The audit must have been issued within the past three years.
If your agency is not able to provide an audit, you must submit a detailed statement of the circumstances surrounding the reason, as well as a copy of recent financial statements. The lack of an audit may impact the ultimate funding decision of the Joint Finance Committee.

I Have an Audit | I Don't Have an Audit

Explain the circumstances for not having an audit *
Reason

ATTACHED FILES

File	Size	Uploaded	
Workshop Flyer.docx	15.7 KB	08/25/2016	Remove

← Previous | Save | Next →

* Required field

Callout 1: If you have attached files to an application (Audit & Attachments) they will be listed under the Attached Files section.

Callout 2: To delete an attached PDF, Word or Excel file click on the Remove button next to the document that you would like to delete.

4. Creating a PDF Copy

Grant In Aid

START A NEW APPLICATION |

GRANT IN AID APPLICATION | VETERANS APPLICATION | SENIOR CENTER APPLICATION

Get Started | Get Started | Get Started

MY APPLICATIONS

All | Current | Previous

Helpful Hands	Type: General	Status: In Progress	Actions
Veterans Post #3	Type: Veterans	Status: In Progress	Actions
Bob's Senior Center	Type: Senior Center	Status: In Progress	Edit Delete Generate PDF
Test 2	Type: General	Status: In Progress	

ADDITIONAL INFORMATION

Frequently Asked Questions | Joint

Callout 1: 1. A PDF copy of the application can be created from the Dashboard. Simply click on the Actions button and select Generate PDF.

Callout 2: 2. Once your PDF document has been created you can save it to your local file.

Callout 3: 3. Select Open to view the document.

Do you want to open or save Veterans Post #3.pdf (204 KB) from test.gia.delaware.gov? | Open | Save | Cancel

Grant in Aid Dashboard Functionality

5. Editing or Deleting an Application

The screenshot displays the Grant in Aid dashboard. At the top, there is a navigation bar with the Grant In Aid logo and a 'Sign Out' link. Below the navigation bar, there is a section for 'START A NEW APPLICATION' with a 'Get started' button. A red callout box points to the 'Actions' dropdown menu for an application, containing the text: 'To Edit or Delete the application use the drop down Actions button and select either Edit or Delete. You can only delete prior to submission of the application.' Below this, there is a table of 'MY APPLICATIONS' with columns for application name, type, and status. The table lists four applications: 'Helpful Hands' (Type: General, Status: Received), 'Veterans Post #3' (Type: Veterans Post #3), 'Bob's Senior Center' (Type: Senior), and 'Test 2' (Type: General). A blue callout box points to the 'Actions' dropdown menu for the 'Bob's Senior Center' application, containing the text: 'Warning: If you delete, all information will be lost.' The 'Actions' dropdown menu is open, showing options: 'Edit', 'Delete', and 'Generate PDF'.

6. Registering an Account

Follow the steps to register for a Grant in Aid account.

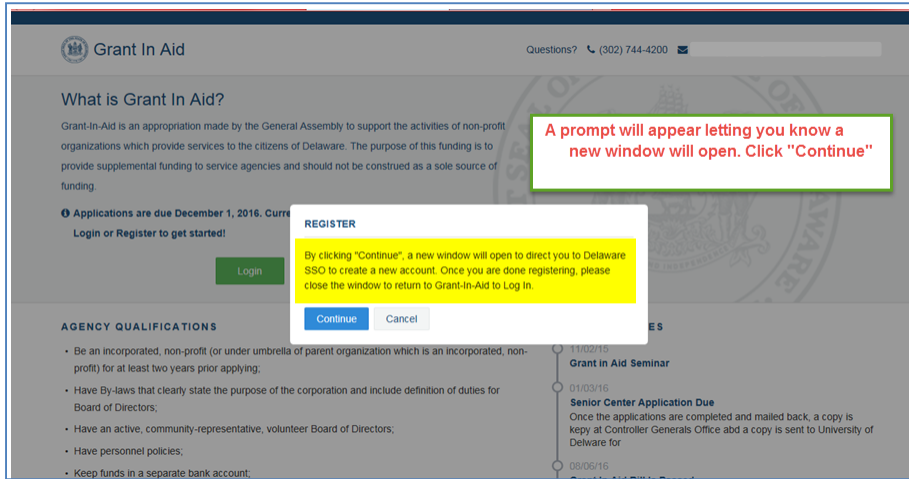
Step 1: Click on the Register Button.

The screenshot displays the Grant in Aid registration page. At the top, there is a navigation bar with the Grant In Aid logo, a 'Questions?' link, and a phone number '(302) 744-4200'. Below the navigation bar, there is a section for 'What is Grant In Aid?' with a brief description of the program. A red callout box points to the 'Register' button, containing the text: '1. If you do not have a registered GIA account select the "Register" button.' Below the callout box, there are two buttons: 'Login' and 'Register'.

Step 2: Click on Continue Button in the New Window

A prompt will appear indicating a new window will open. Please click the blue "Continue" button to begin the registration process.

Grant in Aid Dashboard Functionality



Step 3: Register with Delaware Single-Sign-On (SSO)

You will be directed to the Delaware Single-Sign-On (SSO) page of Delaware.gov. Click the "Public Services Click Here" link.



Step 4: Complete the User Registration

User Registration

Basic Information

* First Name

Middle Name

* Last Name

* E-mail

* Confirm E-mail

Contact Information

* Street

PO Box

* City

* State

* Postal Code

Country

Enter User Id and Password

* User Login User Login is a unique identifier. Once created it cannot be changed

* Password ⓘ

* Confirm Password

Select your challenge questions and answers

Enter your challenge questions for password resets. You may use a delivered question, modify a delivered question, or key your own question(s).

* Question 1 * Answer 1

* Question 2 * Answer 2

* Question 3 * Answer 3

Complete the User Registration

All fields are required. Once all fields are completed, click "Register" button.

You will automatically navigate to a blank page with a link in the top-left corner of the screen that will say...

Operation completed successfully. [Click here to login.](#)

Click on "Click here to login" and you will be prompted to enter your credentials that you specified during the registration process.

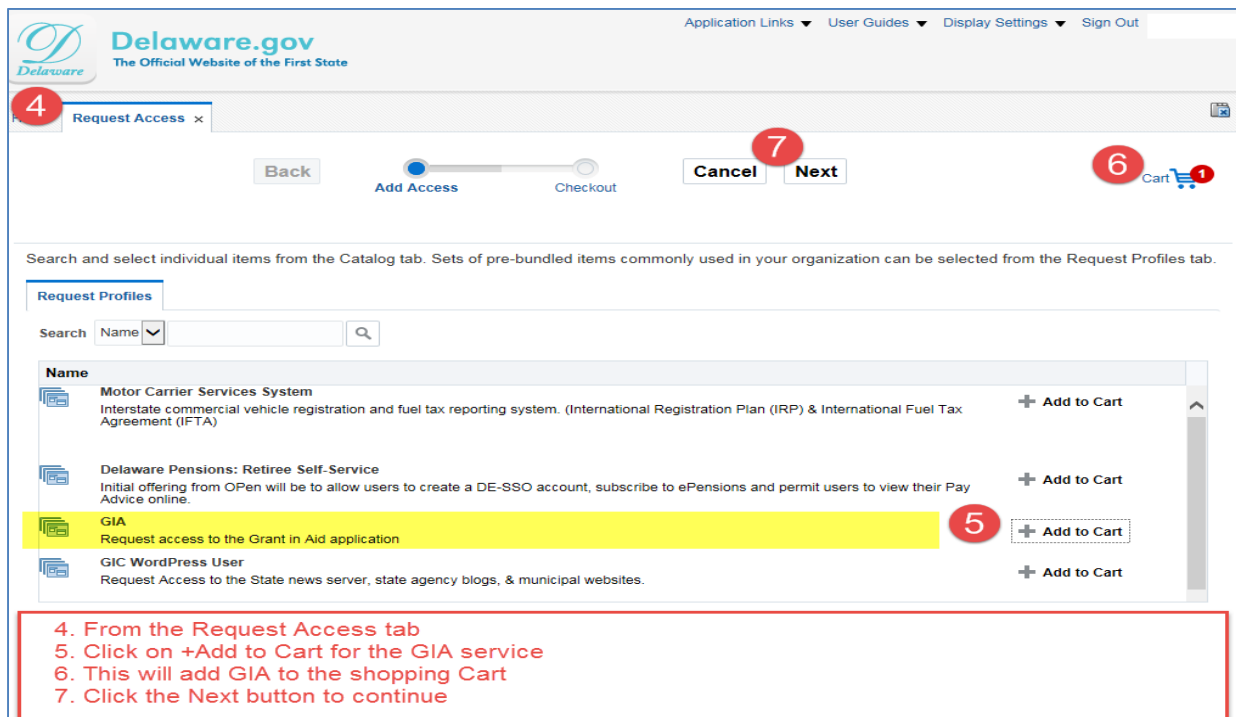
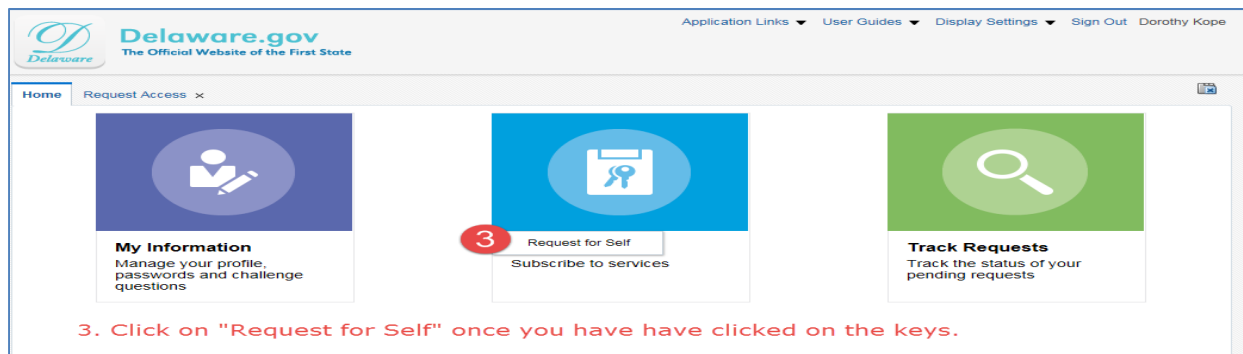
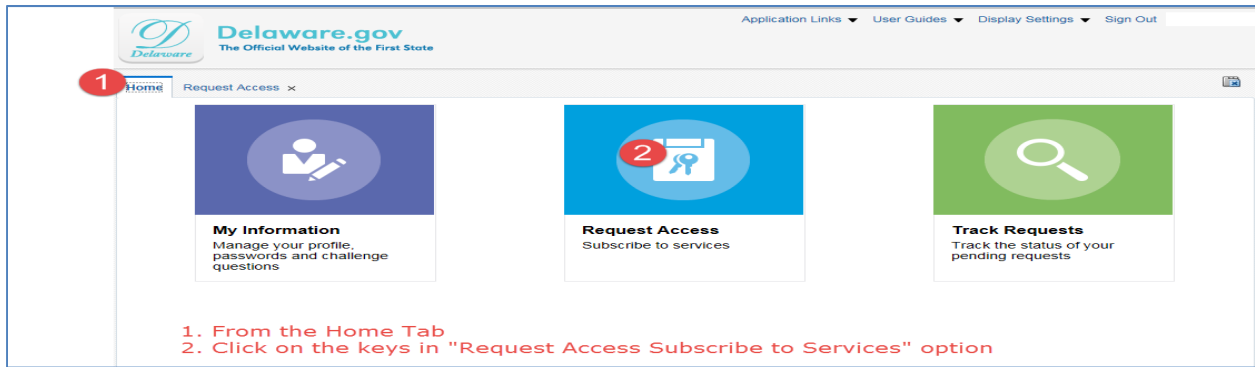
Note: Tired of Keeping Track of Passwords?

A good password tracking tool is Password Safe. <https://pwsafe.org/>.

It runs locally, it's free, the file is encrypted, it's not as clumsy as thumb drives or paper logs, and you only have to remember one password - the combination to your password safe. It's easy to use at work and at home. It will take you 5 minutes to set it up. Why not give it a try?

Grant in Aid Dashboard Functionality

Step 5: Use your Delaware SSO Information to Request Access to GIA.



Grant in Aid Dashboard Functionality

Delaware.gov
The Official Website of the First State

Application Links ▾ User Guides ▾ Display Settings ▾ Sign Out

Home Request Access ×

Back Add Access Checkout Cancel Next

Cart Details 9 Submit Save As... ▾

Cart Items

8 Display Name Grant in Aid User × ⓘ

Request Details Grant in Aid User Update

8. Verify your cart items
9. Click Submit to continue

10 Request 147582 was submitted for approval

Home

My Information
Manage your profile, passwords and challenge questions

Request Access
Subscribe to services

Track Requests
Track the status of your pending requests

10. You will be returned to the SSO portal page and will see confirmation that your request was submitted for approval. Each request will have a unique request number such as the one above.

Follow the [Online Application Instructions for Logging into the GIA Website](#) to begin creating your GIA applications.

Grant in Aid Addendums

Addendum A: Program Area Criteria & Descriptions

Please use this addendum to complete the **Narrative Section** of the **Grant-in-Aid Application**. The following nine program areas are detailed:

- Transportation
- Nutrition
- Social & Recreational
- Health, Wellness, and Support Services
- Physical Fitness
- Aquatics
- Educational Enrichment
- Outreach & Reference
- Adult Day Care

Below is a brief description, list of staffing and frequency requirements, and activity or service examples for each of the nine program areas included in the **Narrative Section** of the Grant-in-Aid application. Please use the program area criteria and descriptions to assist you in completing the **Narrative Section** Program Area Questionnaire.

Program Area 1. Transportation

Criteria	Requirements
DESCRIPTION OF CRITERIA	Providing transportation to and from a senior center allows those seniors who prefer not to drive or who are unable to drive to remain active participants; prevents and counteracts isolation and immobility.
PREFERABLE REQUISITES <i>√ = Senior Center must provide with Grant-in-Aid Application or during site visit</i>	<ul style="list-style-type: none"> √ Transportation schedule √ Evidence of vehicle (e.g., van or bus registration, driver's license)
FREQUENCY	Transportation to and from a center should be available at least twice a day during regularly scheduled senior center hours.
STAFFING AND CERTIFICATION	Fully licensed driver must be available for all transports. Can be paid or volunteer.
EXAMPLES	Other forms of transportation besides to and from the center may include shopping trips, recreational and cultural outings, and medical appointments.

Program Area 2. Nutrition

Criteria	Requirements
DESCRIPTION OF CRITERIA	A congregate meal program is offered to ensure that seniors are receiving the nutrition essential for proper health and functionality. Food provided should comply with the <i>Dietary Guidelines for Americans</i> .
PREFERABLE REQUISITES	√ Menu schedule

Grant in Aid Addendums

√ = <i>Senior Center must provide with Grant-in-Aid Application or during site visit</i>	
FREQUENCY	Congregate meals should be offered at least once daily during regularly scheduled senior center hours.
STAFFING AND CERTIFICATION	Pre-prepared meals delivered by an outside agency are acceptable; upon delivery, meals may be prepared for consumption by volunteer or paid staff.
EXAMPLES	City Fare Program Congregate breakfast, lunch, dinner, weekend Meals on Wheels

Program Area 3. Social and Recreational

Criteria	Requirements
DESCRIPTION OF CRITERIA	Social and recreational activities are offered to stimulate participants' basic processes such as working memory, speed of processing, and verbal knowledge. Such programs should be easily differentiated from programs aimed at physical fitness and educational enrichment.
PREFERABLE REQUISITES √ = <i>Senior Center must provide with Grant-in-Aid Application or during site visit</i>	√ Social and recreational program descriptions √ Schedule of programs offered
FREQUENCY	Social and recreational activities should be offered daily during regularly scheduled senior center hours.
STAFFING AND CERTIFICATION	Maybe facilitated by paid staff or volunteers.
EXAMPLES	Bingo, card games, arts and crafts, informal walking.

Program Area 4. Health, Wellness, and Support Services

Criteria	Requirements
DESCRIPTION OF CRITERIA	Health, wellness, and support programs are those that are designed to promote the mental, spiritual, and emotional health of senior center participants. Support groups may include diabetes, Alzheimer's, and other programs aimed at counseling and nurturing specific groups of participants. Centers should demonstrate efforts to be creative in involving and supporting the elderly community.
PREFERABLE REQUISITES √ = <i>Senior Center must provide with Grant-in-Aid Application or during site visit</i>	√ Schedule of health and wellness programs and support groups √ Staff résumés that reflect related experience to the programs offered
FREQUENCY	Minimum of two health, wellness, or support programs or services per month.

Grant in Aid Addendums

STAFFING AND CERTIFICATION	Paid staff or volunteer with the educational or job experience needed to support the emotional health of individuals.
EXAMPLES	Health and Wellness Programs: nutrition counseling, medication management, and health talks/lectures. Support Groups: family, reminiscence, alcohol and drug abuse, caregiver support.

Program Area 5. Physical Fitness

Criteria	Requirements
DESCRIPTION OF CRITERIA	A fitness center provides exercise equipment, space for fitness classes, and the support staff needed to assist participants with the safe use of equipment and development of a safe fitness program. The fitness center should be located in a separate and designated area.
PREFERABLE REQUISITES <i>√ = Senior Center must provide with Grant-in-Aid Application or during site visit</i>	<ul style="list-style-type: none"> √ Sample fitness plans √ Written safety rules of fitness center √ Schedule of fitness classes or training sessions √ Documents that reflect staff certification requirements (e.g., résumés)
FREQUENCY	A senior center must provide access to physical fitness services and a fitness center during the hours of operation of the center.
STAFFING AND CERTIFICATION	Certified fitness instructor on staff, or sufficient access to a certified instructor (at least five hours per week); can be paid or volunteer.
EXAMPLES	Fitness center with <u>staff present for at least five hours per week</u> , modified strength training and cardiovascular exercises, walking, line dancing.

Program Area 6. Aquatics

Criteria	Requirements
DESCRIPTION OF CRITERIA	Providing access to a pool offers several benefits to senior participants, including physical fitness activity, relaxation activities, and rehabilitation for certain physical ailments associated with aging.
PREFERABLE REQUISITES <i>√ = Senior Center must provide with Grant-in-Aid Application or during site visit</i>	<ul style="list-style-type: none"> √ Schedule of aquatics classes √ Schedule of pool hours √ Proof of transportation to and from pool, if off-site √ Contract or method of cooperation with local pool, if off-site √ Documents that reflect staff certification requirements (e.g., résumés)
FREQUENCY	An on-site pool should be open at least one day per week <i>or</i> transportation to an off-site pool should be provided at least one day per week.
STAFFING AND CERTIFICATION	Certified lifeguard must be present during hours of operation. Certified fitness instructor on staff or access to one for classes; can be paid or volunteer.
EXAMPLES	Pool activities may include aquatic arthritis program, deep-water exercise class, and free swim time.

Grant in Aid Addendums

Program Area 7. Educational Enrichment

Criteria	Requirements
DESCRIPTION OF CRITERIA	Educational enrichment programs are offered to provide senior center participants with an increased knowledge of specific topics of interest to seniors. Such programs should be easily differentiated from social and recreational activities. Senior centers must offer at least one type of class to receive credit for this criterion.
PREFERABLE REQUISITES <i>√ = Senior Center must provide with Grant-in-Aid Application or during site visit</i>	<ul style="list-style-type: none"> √ Schedule of enrichment activities or services offered √ Descriptive program or education plans √ Documents that reflect staff certification requirements (e.g., résumés)
FREQUENCY	Educational enrichment classes should be available at least one to two times per week for 30 weeks or more per year.
STAFFING AND CERTIFICATION	Paid staff or volunteer with educational background and life experience in relevant educational enrichment offering.
EXAMPLES	Computer classes, foreign language classes, nutrition education, or consumer information classes.

Grant in Aid Addendums

Program Area 8. Outreach and Reference

Criteria	Requirements
DESCRIPTION OF CRITERIA	Outreach and reference services are those that either encourage senior center participants to become more self-sufficient or that assist participants by enhancing their quality of living.
PREFERABLE REQUISITES <i>√ = Senior Center must provide with Grant-in-Aid Application or during site visit</i>	<ul style="list-style-type: none"> √ Schedule of services offered √ Pamphlets or descriptive brochures
FREQUENCY	Service should be available to participants at least one to two times per week for 30 weeks or more per year. Services can be provided by phone, appointment, or drop-in.
STAFFING AND CERTIFICATION	Paid staff member(s) or volunteer with defined responsibility for coordinating the center's outreach services.
EXAMPLES	<p>Outreach: Providing information on housing, transportation, medical insurance, or medical needs.</p> <p>Reference: Efforts that may include referrals to home repair programs for low-income elderly, for legal services, employment, or other programs/services.</p>

Program Area 9. Adult Day Care

Criteria	Requirements
DESCRIPTION OF CRITERIA	An adult day care center provides health, social and appropriate support services for functionally impaired adults. Such a center should be a stand-alone facility, meaning that there is a separate room or space designated to this purpose, which could stand alone if required.
PREFERABLE REQUISITES <i>√ = Senior Center must provide with Grant-in-Aid Application or during site visit</i>	<ul style="list-style-type: none"> √ License from the Delaware Department of Health and Social Services (DHSS)
FREQUENCY	Should adhere to requirements specified by the State of Delaware Regulations for Adult Day Care Facilities.
STAFFING AND CERTIFICATION	Should adhere to requirements specified by the State of Delaware Regulations for Adult Day Care Facilities.
EXAMPLES	Monitored activities services, such as a nutrition program and social (e.g., arts and crafts, reminiscing) or outreach services.

Grant in Aid Addendums

Addendum B: Frequency Codes & Categories

Please use this addendum to complete the **Narrative Section** of the Grant-in-Aid application.

Activities or Services: Include the list of activities or services the senior center currently offers related to the nine program areas shown below.

1) Transportation	4) Health, Wellness, and Support Services	7) Educational Enrichment
2) Nutrition	5) Physical Fitness	8) Outreach & Reference
3) Social & Recreational	6) Aquatics	9) Adult Day Care

Activity or Service Frequency: Indicate the Frequency Code (F1, F2, F3, F4, F5 or F6) that represents the Frequency Category of each activity or service offered (see Examples A–F).

Example A: Service A is offered Monday through Friday daily (5 times per week, 30+ weeks per year). Therefore, the Frequency Code is **F6**.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Example B: Activity B is offered twice a week for 10 months (1–2 times per week, 30+ weeks per year). Therefore, the Frequency Code is **F5**.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Grant in Aid Addendums

Example C: Activity C is offered three times a week from November to March (3 times per week, 12–29 weeks per year). Therefore, the Frequency Code is F4.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	
12–29 weeks per year		F4
30 or more weeks per year	F5	F6

Example D: Program D is offered twice a week for six weeks starting in February. The six-week program is offered a second time each year starting in September. The program, consequently, is offered a total of 12 weeks each year (1–2 times per week, 12–29 weeks per year). Therefore, the Frequency Code is F3.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year		F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Example E: Service E is offered Mondays, Tuesdays, and Fridays during July and August (3 times per week, less than 12 weeks per year). Therefore, the Frequency Code is F2.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year		F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6

Example F: Service F is offered for two days in November (1–2 times per week for less than 12 weeks per year). Therefore, the Frequency Code is F1.

Activity or Service Frequency Category and Code		
Frequency Category	1 or 2 times per week	3 or more times per week
Less than 12 weeks per year	F1	F2
12–29 weeks per year	F3	F4
30 or more weeks per year	F5	F6