

NORTH CAROLINA DIVISION OF AGING  
AND  
AREA AGENCY ON AGING

MONITORING TOOL  
FOR  
**SENIOR CENTER LONG TERM OBLIGATIONS**

Senior Center:  
Review Date:           State Fiscal Year:  
Interviewer:  
Person(s) Interviewed and Title(s):

\*\*\*\*\*

Construction and Acquisition

**COMPLIANCE STANDARD:** Area Agencies shall make onsite visits to all senior centers listed in the senior center inventory which have been constructed or acquired with federal and/or state funding on a periodic basis for the duration of the commitment period. The Area Agency shall review and maintain documentation that centers are in compliance with Section 312 of the Older Americans Act, including the emphasis on targeting services and outreach.

- AUTHORITY:** 1. OAA Section 102 (36), 302, 306 and 312,  
2. AAA Policy Manual Section 308.2, E and Section 1400.  
3. DAAS Administrative Letter 98-18 (December 18, 1998).

**INDICATORS**

1. The senior center continues to be owned by one of the following agencies or organizations:

A. PUBLIC

B. PRIVATE NONPROFIT

Yes  No

COMMENTS:

2. The senior center can **demonstrate and document** the following targeting emphasis during the long-term commitment period:

A. That preference is given to providing services to older adults with the greatest economic or social needs, with particular attention to low income minority individuals, **AND** B. That outreach efforts will identify individuals eligible for assistance under the Act, with special emphasis on rural elderly, older individuals who have the greatest economic need {with particular attention to low-income minority individuals} older individuals who have the greatest social need {with special attention to low income minority individuals}, older individuals with limited English proficiency, older individuals at risk for institutional placement, and older individuals with severe disabilities, and inform such individuals of available assistance [**OAA, Section 306 (B), Section 306 (4) (A) (i)**].

Yes  No

Describe the process in place to ensure that item A is met AND note documentation reviewed that further support the center's efforts:

Describe the process in place to ensure that item B is met AND note documentation reviewed that further support the center's efforts:

**NOTE:** Senior centers may meet service provision and outreach requirements to targeted populations by providing services at the center and/or coordinating the provision of services and activities at locations which may be more conducive to targeting populations within the community.

Senior centers are responsible for maintaining documentation of services and outreach provided to targeted populations.

**AUTHORITY: Senior Center Operations, VIII, Outreach, A-E.**

3. The Senior Center is continuing to meet the following requirements specified within the Senior Center Operations Standards:

**INSTRUCTIONS:** For each of the following areas mark compliance status [Y] or [N], and describe the process observed/in place to verify adherence. Also, note areas of DOCUMENTATION observed which further provides evidence of compliance.

There is a full time senior center director OR there exists a written commitment to hire a qualified full time director **(Senior Center Operations, VII, C.)**

Yes  No

Completed structure is a minimum of 4,000 square feet **(Senior Center Operations, X, C.)**

Yes  No

The center is operational at least 8 hours per day, 5 days per week.

Yes  No

Nutrition service is NOT the primary service intent.

Yes  No

The center is in compliance with local and state safety, health, fire, building, zoning and sanitation codes, laws and/or ordinances **[Senior Center Operations, X, B, 3(a)].**

Yes  No

The center is in compliance with Section 504 Accessibility Regulations and the Architectural Barriers Act **[Senior Center Operations, X, B(d)].**

Yes  No

4. **DOCUMENTATION** is available that the senior center has and is currently meeting the description of a multipurpose senior center as specified in **Section 102.36 of the Older Americans Act and Senior Center Operations, III, A and B.**

" A community facility for the organization and provision of a broad spectrum of services, which shall include but not be limited to the provision of health [including mental health], social, nutritional, and educational activities for older adults."

Yes  No

DOCUMENTATION REVIEWED:

5. Senior Centers receiving **TITLE III-B FUNDING** for construction or acquisition after July 1,1991 will have the following executed documents:

A. Notice of Record-Local Government [DOA 711] or

B. Notice of Record-Private-Non-Profit [DOA 712]

**(AAA Policy Manual, 1405.1, C)**

Yes  No

6. Effective September 30, 1991, an ORIGINAL Verification of Compliance form [DOA 710] is on file for all senior centers receiving STATE FUNDS for construction or acquisition **(AAA Policy Manual, 1405.1, C)**.

Yes  No

In the event that the ownership of a facility changes or the facility ceases to function as a multipurpose senior center, THE GRANTEE SHALL NOTIFY THE AREA AGENCY IN WRITING IMMEDIATELY-following instructions provided through existing **AAA Policy Manual, 1405.3**.

#### **RENOVATION/EQUIPMENT PURCHASES**

**COMPLIANCE STANDARD:** Area Agencies shall receive annually a verification of compliance [DOA 710] from authorized senior center personnel that the center is meeting the commitment requirements specified in Section 312 of Older Americans Act.

**AUTHORITY:** AAA Policy Manual, 1405.1-1405.2)

1. An **ORIGINAL VERIFICATION OF COMPLIANCE** form [DOA 710] is on file for all senior centers receiving state funds for construction or acquisition OR federal and/or state funds for renovation or equipment purchases. This form is on file with the Area Agency by July 31 of each year for the commitment period.

Yes  No

September 2008