



MEMORANDUM

To: Municipal and Senior Center Leadership

From: Lara Stauning, Staff Attorney, Department of Aging and Disability Services, SUA

Re: Frequently Asked Questions RE: 2022 State ARPA Funding – Statewide Senior Centers

Date: 10/23/2023

This document provides the Department’s responses to frequently asked questions (FAQs) related to American Rescue Plan Act funds that were allocated to Connecticut Senior Centers under Public Act 22-146. These FAQs are intended to aid senior centers in the administration and use of these funds in accordance with state and federal law. This document is intended to be a source of guidance, however, please note that it will be updated occasionally as we have more information. Answers that have been amended *substantively* will be denoted with an asterisk* along with the date the amendment was made.

FAQS:

Q: Is this one-time-only or reoccurring funding?

A: ARPA funding is one-time-only.

Q: When is the submission period?

A: Beneficiary Information Forms (BIF) may be submitted on a rolling basis through 6/28/2024.

Q: What senior centers are eligible to have projects/needs funded?

A: Municipally funded and governed, as well as 501(c)(3) nonprofit senior centers are eligible to receive funding through these ARPA funds, so long as they fit the working definition of a “senior center.”

For the purposes of this funding opportunity, the definition of a senior center is either a municipally or non-profit 501(c)(3) based entity that provides multiple services including the core services of information, referral, and assistance to older adults. Additional services could include nutrition, wellness, educational, social, and recreational activities.”

Q: The “senior center” definition states, “...senior centers are defined as those that provide multiple services, including the core services of information, referral and assistance...”; in this case, what does “Information, referral and assistance” mean?

A: To determine whether your older adult programming fits the definition of senior center, please follow the definition of information and assistance that is used by our primary funder, the Older Americans Act.

Information & Assistance is defined under the Older Americans Act (OAA) as: A service for older individuals that— (A) provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; (B) assesses the problems and capacities of the individuals; (C) links the individuals to the opportunities and services that are available; (D) to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals, by establishing adequate follow-up procedures; and (E) serves the entire community of older individuals, particularly— (i) older individuals with greatest social need; (ii) older individuals with greatest economic need; and (iii) older individuals at risk for institutional placement.

The following is further clarification about these services:

Information & Referral and Assistance (I&R/A) denotes a more in-depth process and more enhanced service than traditional I&R, including individualized access assistance, extensive follow-up and individual advocacy if necessary & requested; it is generally less population-specific, expanding to all people who require assistance with accessing services and their caregivers.

We encourage potential beneficiaries to explore whether the services that they have meet the funding definition of “senior center” which includes the definition of information and assistance; further clarification of this service as outlined above. If the municipal entity does not meet the definition of a “senior center,” the municipality may re-allocate the funds awarded to your community, to another community that does house a Senior Center that may provide service to your community’s older adults.

Q: What if our senior center is not a stand-alone senior center?

A: Senior centers and senior center programming can be hosted in a variety of places and spaces, depending on the town and the function of the center; some are stand-alone, and

others are embedded within larger community centers, or may be housed with other departments or organizations.

The definition of a “senior center” was made to be broad and as inclusive as possible, though it does illustrate that “senior centers” include municipal senior centers (those that are municipally funded and governed) 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.*”

Q: Does the senior center pay for the project upfront and later reimbursed?

A: It depends on the type of project that is proposed. If a Beneficiary proposes to use funds to make “facility improvements” that are capital expenditures, they will sign a Notice of Grant Award (NOGA). Upon receipt of the fully executed NOGA, the Beneficiary will be able to start coordinating the approved associated work. The Beneficiary will later invoice ADS-SUA for expenses incurred for “facility improvements”.

If the Beneficiary proposes to use funds to either provide “programming” they will sign a Notice of Grant Award (NOGA). Upon receipt of the fully executed NOGA, ADS-SUA will pay the Beneficiary the full amount requested, not to exceed the amount of their allocated award.

If a Beneficiary proposes to use funds for both “facility improvements” as well as “programming”, they will sign a Notice of Grant Award (NOGA). Upon receipt of the fully executed NOGA the ADS-SUA Fiscal staff will pay the Beneficiary the total amount of funds that have been proposed for “programming” uses. The Beneficiary will later invoice ADS-SUA for expenses incurred for “facility improvements.”

Q: Is the \$10 M Statewide senior center funding a competitive grant?

A: No. Each Senior Center in Connecticut (municipal and nonprofit) that meets the definition of a “senior center” is eligible to receive a portion of the \$10M allocated to their respective municipality. The allocation chart was completed and sent out to municipal leaders and senior centers on February 10, 2023. Municipalities and senior centers are required to work cooperatively to determine a reasonably proportional amount to be recommended as an allocated amount to each of the senior centers within their municipalities. Municipalities shall also include any nonprofit senior centers located within the municipality that serves the residents of the municipality.

Q: Is the minimum amount per senior center \$5,000?

A: No. The allocation amount was **calculated by municipality** because the SUA currently does not have a comprehensive list of all senior centers in the state. The calculation that was developed by the Office of Policy and Management (OPM) provides a base allocation to each municipality of \$5000. Added to that base amount, OPM used a formula using 2020 Census data to determine the number of individuals in each municipality 60+ and incorporated the equity factors of race, ethnicity, those living at or below federal poverty level, disability and those living in rural areas.

Q: Was the funding amount provided to the municipalities? How do we find out the amount and does the city decide if they want to share that with nonprofits?

Yes, municipal, and senior center leaders (both nonprofit and municipal) were sent a copy of the allocation chart on February 10, 2022. **All senior centers, municipal and nonprofit, should receive funds.** It is the responsibility of the municipal leadership to identify **all** the senior centers within their municipality and to recommend what portion of that allocation will be awarded to each senior center. Municipalities will be required to provide information regarding the recommendation of distribution of the funds in the municipality's BIF.

Q: Who is the approving/disapproving entity of proposed uses submitted by the senior centers?

A: The State Unit on Aging (SUA) within the Department of Aging and Disability Services will provide a review of the proposals to ensure that they comply with the acceptable uses under the American Rescue Plan Act (ARPA) and legislative intent.

Q: When do awarded funds need to be expended?

A: All awarded funds must be expended by 12/31/2026, however funds must be obligated by 12/31/2024 (the definition of "obligated" is provided below). Any funds not obligated by 12/31/24 and not expended by 12/31/26 must be returned.

Q: Can ARPA funds be expended through 2026?

A: Yes, however, ARPA funds must be **obligated** by 12/31/24. Any ARPA funds not obligated by 12/31/24 must be returned. Funds that are obligated by 12/31/24, must be expended by 12/31/26. Any funds obligated but not expended by 12/31/26 must be returned. *Sec. 31 CFR 35.5, Use of funds.*

Q: What does “obligated” mean?

A: Under ARPA, “obligation” means an order placed for property and services and entering into contracts, sub-awards, and similar transactions that require payment.” *Sec. 31 CFR 35.3 Definitions.* For funds to be considered obligated, the Beneficiary must commit funds in a written contract or other agreement to a particular eligible use by the end of 2024. Funds obligated by December 31, 2024, may be expended after 2024 so long as the payment occurs before December 31, 2026.

Beneficiaries may contract with outside agencies/individuals to pay for time and services to be rendered between the date of the Beneficiary Agreement execution and 12/31/2026, so long as these contracts/agreements are in place by 12/31/24.

Q: * (updated 10.23.23) Can a Senior Center use ARPA funds to pay for staff salary?

A: Yes, as long as these 2 requirements are met:

1. The salaries must be for new or expanded services that meet the legislative intent of increasing the numbers of participants in Senior Center activities to levels equal to or greater than pre-COVID levels. Funds may not be used to pay for staff time that is already included in a Center’s annual budget;
2. Funds for salaries must be **expended by December 31, 2024.** This deadline is earlier than that for all other types of expenditures because of the way federal accounting rules are applied to salary expenditures in any federally funded program.

Q: Who is responsible for completing the Beneficiary Information Form (BIF)?

A1: Every municipality who hosts a municipally funded and governed senior center/s and who wishes to receive ARPA funding on their behalf will identify a representative who will be responsible for completing the BIF. The BIF will include explanations for ALL municipally funded and governed senior centers in that town.

A2: Every municipality that hosts or has residents that utilize a nonprofit senior center is responsible for identifying nonprofit senior centers in the BIF. Municipalities are strongly encouraged to work with nonprofit senior centers to determine the portion of the municipality’s allocation that they would like to be awarded to that nonprofit. Nonprofit senior centers identified and recommended an allocation of ARPA funds by a municipality will be contacted separately by the SUA. The SUA will provide the nonprofit with a separate and unique electronic BIF which they will use to submit their proposals. Nonprofit senior center leadership may also request this BIF by emailing the SUA at stateunitonaging@ct.gov.

Q: Must a Beneficiary request the full amount of allocated funding?

A: No. Municipalities and non-profit senior centers have the choice as to the amount of money they request, so long as the request does exceed the total amount allocated. However, the SUA encourages municipalities and nonprofits to take full advantage of this opportunity by requesting the full amount.

Q: How long after I submit the BIF will my municipality/senior center receive the funding?

A: This is dependent administratively on how many BIFs are received at one time, agency resources, and whether the SUA has any additional questions for clarification to approve the proposal submitted.

Q: What if my municipality's/senior center's proposal does not get approved?

A: The SUA is prepared to work with potential Beneficiaries who may have questions, who may have challenges identifying eligible projects or in preparing their proposal and completing the BIF. If an entity submits a proposal that does not comply with ARPA or legislative intent, it may re-apply with a new proposal before the June 28, 2024, deadline.

Q: Can a senior center or municipality revise their plan to use the ARPA funding after they have already submitted their Beneficiary Information Form?

A: Yes, but we strongly encourage potential Beneficiaries to take ample time to plan proposed uses thoughtfully and thoroughly before submitting their Beneficiary Information Form to avoid the need to make revisions. The SUA understands that unavoidable circumstances may exist that require a resubmission. In such cases, the SUA requests that municipalities and senior centers notify the SUA as soon as possible if they believe a revision will be necessary. Depending on the situation, this may require the submission of an entirely new Beneficiary Information Form. Additionally, depending on SUA capacity, this may result in a delay in the review and approval process.

Q: I am a municipality who has more than one senior center within its town limits. How will the funds be allocated?

A: Each municipality is responsible for creating a recommended distribution plan for the ARPA funds that were allocated to them based on the number of senior centers (municipal and nonprofit) within the municipality or that serve their residents. The distribution plan, that municipalities with more than one senior center will be required to submit as part of the Beneficiary Information Form, must indicate the portion of their municipality's total allocation that is recommended to be allocated to each senior center. Municipalities will also be asked to provide a brief explanation of their basis for this recommendation.

Q: As a nonprofit senior center who services multiple towns, some with senior centers and others without, do we wait to see if the towns complete this form to allocate ARPA funds to us?

A: Yes. The SUA strongly encourages nonprofit senior centers and municipalities to work together. As a nonprofit senior center, you may want to contact the towns whose residents you serve and make them aware of the services that your nonprofit provides to their residents. Municipalities should consider allocating a portion of the municipality's allocation to senior centers that support the municipality's residents. Municipalities will be asked to provide the basis for the recommended division of funds between multiple senior centers in their BIF.

Q: I am a municipality that has a nonprofit senior center within its town limits. How are the funds allocated?

A: Municipalities are required to include both municipal and nonprofit senior centers in their distribution plan for the ARPA funds that were allocated to the municipality. The recommended amount allocated to each senior center should be decided by the municipality and communicated by the municipality to each senior center (municipal and nonprofit) on municipal letterhead, signed by town leadership. This communication will serve to verify the town's decision to whom an allocation is made and the recommended amount of such allocation. The nonprofit senior center will submit this documentation within its BIF when requesting their allocation of funds.

Q: I am a municipality that has a nonprofit senior center within its town limits. Should I include the nonprofit's proposal in our BIF?

A: No. The only information that municipalities with a nonprofit senior center/s that serves their residents needs to include in the BIF is the portion of the municipality's recommended *allocation* that will be designated to the nonprofit senior center/s. The nonprofit senior center/s, identified by the municipality, will be contacted by the SUA and asked to submit their own proposal for the use of the funds that the municipality recommended be allocated to them. The SUA will provide a separate "Beneficiary Information Form" specifically designed for nonprofit senior centers to complete. The municipality should NOT include the nonprofit's proposal detail and should not include the allocated amount for any non-profit senior centers within their budget. Municipalities will only be providing contact information for, and the recommended allocation of funds designated to the nonprofit senior center/s.

Q: I represent a nonprofit senior center and wish to request our ARPA funding.

A: Once a municipality has determined the portion of ARPA funding that they are recommending be delegated to your nonprofit senior center via the submission of their Beneficiary Information Form (BIF), the SUA will reach out to nonprofit senior centers directly. The SUA will provide the nonprofit senior center with an electronic "Beneficiary Information Form" specifically designed for nonprofit senior centers to complete and return to the SUA.

PLEASE NOTE: Nonprofit senior centers have a separate BIF to complete to request funds. Leadership within these centers should be completing the “CT Nonprofit Senior centers ARPA Beneficiary Form.” Nonprofit senior center leadership may also request this BIF by emailing the SUA at stateunitonaging@ct.gov.

Q: When you say “mitigate the spread of COVID-19 or respond to the negative impacts of the pandemic” what kinds of connections are you looking for? Can you provide some examples? What qualifies as the negative health impact of COVID-19. Does this include mental health, physical health, etc.?

A: ARPA senior center funds must be used to mitigate the spread of COVID-19 and/or to respond to the negative public health impacts of COVID-19. Submissions must provide an explanation of how the proposed projects achieve one, or both, of these goals. **Explicitly state how the proposed project will either mitigate the spread of COVID-19 or how it will respond to the negative public health impacts.** For example: A new HVAC system for improved air quality for indoor events; Outdoor space to improve ability to provide outdoor programming and to socially distance and/or to include more people; Purchase of registration software that allows facilitates touch-free registration and check-in, and exchange-free registration process; Renovation of a specific space to make ADA compliant because you’ve seen an increase in DME (durable medical equipment) of your users/members since coming back after the pandemic. Proposals may include programming that addresses the negative impacts of COVID-19 on mental health and physical health, for example, due to social isolation.

Q: Is there a requirement for an official town or non-profit senior center resolution to accept the funding?

A: The SUA is not requiring a resolution to disburse funding; however, we advise Beneficiaries to follow any internal purchasing and grant application procedures that they would normally follow when requesting and accepting grant funds.

Q: Does the municipality have to allocate some funding to nonprofit Senior Centers?

A: The Legislative intent for this budget line item in the SFY’22 budget is for **all senior centers**, municipal and nonprofit, in the state of Connecticut to receive funds to provide services to the state’s older adult population. The SUA is relying on municipalities and nonprofit senior centers to work together to identify all the senior centers that serve their residents and to determine among the parties how allocations will be disbursed to best serve their residents.

Q: For the total allocation of ARPA funds for this senior center - if we expect to use the full amount, we put the total allocated, right?

A: The SUA strongly recommends that senior centers request and use the full amount of the award. Please note: The total requested amount identified within a BIF MUST match the budget. Funds not expended or obligated by 12/31/2024, must be returned.

Q: If we partner with the Parks and Recreation Department, are in the same municipality, and we are looking at a senior center idea, do we add that now?

A: So long as a proposal meets the requirements under ARPA and the Legislative intent, there is no prohibition on partnering with another town or town department, such as Parks and Rec. We encourage you to submit a proposal that clearly sets out the proposal and the partnership with your Parks and Rec. Department; creative ideas are encouraged.

Q: Could you please provide me a copy of the allocation chart?

A: The allocation chart was distributed to municipal and senior center leadership on February 10, 2023, in an email from Commissioner Porter that was sent from stateunitonaging@ct.gov. Please check your "spam" or "junk" email as we have heard that some town's email security has been routing this email to "spam" or "junk." We also acknowledge, for whatever reason, individuals may not have received the allocation chart. A copy of the allocation chart, as well as the letters that were sent out to Municipal and Senior Center Leadership may be found at: [ADS/Latest News](#).

Q: Does the municipality submit this BIF and then the nonprofit will respond to your outreach? or, do we apply to the city with a specific project and then they include that within their application?

A: Yes, the municipality will first submit the BIF identifying any nonprofits that serve their residents and any amount allocated to the nonprofits. Nonprofits identified in the municipality's BIF will then be contacted directly by the SUA.

Q: If a town does not have a brick-and-mortar senior center but does senior programming through its park and rec department is this considered a municipal senior center?

A: This depends on whether the senior center programming would meet the definition of a "senior center" as provided below:

"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.”

Q: Can you submit projects separately, or do you have to submit all of them at one time? If our allocation is \$20,000 and I submit for \$18,000 for a project. If another project comes up before June 2024, can I submit for the final \$2,000?

A: The SUA strongly discourages submitting more than one request for funding. To minimize the administrative burden on the Beneficiary and the SUA, it is recommended that senior centers/municipalities submit a single proposal that utilizes the full allocation.

Q: Are multiple quotes required to move forward with a project, or can we use a contractor or service with whom we’ve had success in the past?

A: Beneficiaries are advised to follow the procurement procedures traditionally required by their municipality or nonprofit organization.

Q: In terms of the nonprofit senior centers, the municipalities will report back to SUA with regards to what portion of the allocation will be going to the nonprofit? If that is the case, why aren’t the nonprofit senior centers being given their own allocation when they do not belong to any municipality?

A: Municipalities will report to the SUA, using the BIF, the amount of the municipality’s allocation that they are recommending be disbursed to the nonprofit senior center/s that serve its residents. Because there is no comprehensive list of senior centers in the state, and the SUA wanted to make sure all senior centers could take advantage of this opportunity, the SUA is relying on the municipalities and nonprofits to work together to ensure that no senior center is unnecessarily left out.

Q: If our project will cost more than our allocation, will the ARPA funds be released to the senior center so they can add other funds to them for the project, or are the payments made directly to the vendors we are using for the project?

A: The SUA will make payments to the Beneficiary. The SUA will not be making payment to individual vendors. Payments to vendors will be the responsibility of the Beneficiary.

Q: Why would funds be allocated to a municipality that does not have a senior center when these funds were appropriated for senior centers?

A: At the time that the allocation chart was developed, the SUA did not have a comprehensive list of senior centers throughout the state to reference (although, through this project we are developing one). We also want to make sure that the funds reach the older adults in the senior centers that they use, even if they don’t have one in their town.

Q: Will funds be released prior to June 28, 2024, if a proposed plan is completed and approved, or will all funds be released after June 28th?

A: Proposals will be reviewed in the order in which they are received. Funds will be disbursed after a proposal is approved and upon the receipt of a fully executed Notice of Grant Award (NOGA) for proposals that are for “programming”. Beneficiaries who use ARPA Senior Center funds for “facility improvements” will invoice the ADS-SUA as expenses are incurred for these projects.

Q: We are a nonprofit and the only senior center in our municipality. Town Leadership is fine with us completing the BIF ourselves without the municipality going through the process. I saw that I can email the SUA to get the BIF for nonprofits sent directly to me. Is this the proper way to facilitate the process or will you need some type of approval from the town?

A: The town should complete the BIF and communicate who has been delegated to complete the BIF for the municipality on their behalf. In your specific situation, the municipality will need to complete the BIF to communicate to the SUA that they have only one senior center, that it is a non-profit, and the amount of the municipality’s allocation that they want awarded to the nonprofit (presumably the full allocation). Once the SUA receives this information from the municipality, we will reach out to the nonprofit senior center directly and provide the nonprofit a BIF specifically for nonprofit senior centers.

Q: May a municipality that received a specific line item for their senior center in the 2022 state budget (Avon, Dixwell, Eisenhower, Ellington, Orange & Sullivan Senior centers) wait to submit their Beneficiary Info Form until they are notified of the portion of the \$10M statewide senior center funding that they will be receiving?

A: Yes. Municipalities can wait until they know the amount of the portion of the \$10M that their town will be receiving before sending in the Beneficiary Info Form. They, however, will be asked to submit separate Beneficiary Info Forms for each source, one for their specific award and one for their portion of the state-wide award.

Q: May a municipality that received a specific line item for their senior center in the 2022 state budget (Avon, Dixwell, Eisenhower, Ellington, Orange & Sullivan Senior centers) use their individual allocation, along with their portion of the \$10M statewide senior center funding together to support the same project?

A: Yes. ARPA funds may wholly, or partially support projects. Beneficiaries will have the opportunity to identify what other funding streams will be used to support eligible projects within the BIF. ARPA funds can work with ARPA funds (the individual allocation and the portion of the \$10M allocation) to wholly or partially support projects that fall within the eligible uses of “facility improvements” or “programming.”

Q: Can funds be used to pay for COVID-19 related costs incurred prior to signing the final beneficiary agreement?

A: No. Funds should only be used to pay for costs incurred on or after the date that either the beneficiary agreement is fully executed, or the senior center has received a Notice of Grant Award. *See, Sec. 4-98 Conn. Gen. Stat.*

Q: What is the definition of “capital expenditure” for purposes of ARPA?

A: “Capital expenditure” means expenditure to acquire capital assets or an expenditure to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. *Sec. 2 CFR 200.1 Definitions.*

Q: Can these funds be used as a match when apply for another grant?

A: It is our understanding from the federal guidance provided ARPA funds are, “subject to pre-existing limitations provided in other Federal statutes and regulations and may **not** be used as non-Federal match for other Federal programs whose statutes bar the use of Federal funds to meet matching requirements” (*See Fed. Reg. Vol. 86, No. 93, 5/17/21, p.26811¹*). Beneficiaries should consult directly with the sources of other grants unrelated to Federal funding to determine the limitations specific to their grant award.

Q: Can these funds be used to fund a strategic planning effort? If so, does this fall under “facility improvements” or “programming” or both?

A: If a potential Beneficiary wishes to use ARPA funds for strategic planning, they will have to identify that this is the best use of ARPA funds on behalf of the senior center and it’s members. Depending on what stage in strategic planning funds will be used to support, either “programming” or “facility improvements” may be appropriate: “programming” may be most appropriate if a Beneficiary is beginning the planning process and contracting with an outside agency or person to perform surveying, community assessment and group facilitation work; “facility improvements” may be more appropriate if funds will potentially be used to start bringing the recommendations of a strategic plan to fruition.

Q: Is it permissible to start work on the project before the Beneficiary is awarded the ARPA funds?

A: Beneficiaries should not incur costs or pay for any aspect of a project before they have received a fully executed Beneficiary Agreement for ARPA funds. The Beneficiary may start

¹ [SLFRF-Final-Rule.pdf \(treasury.gov\)](https://www.treasury.gov/press-releases/S/2021/05/20210517)

work after they have received one of these executed agreements, but before the funds are transferred to their account.

Q: If a Beneficiary anticipates having their staff provide some of the labor for an ARPA funded “facility improvements”, can their time be reimbursed out of the ARPA funds?

A: No, if the work is being done by a salaried municipal employee ARPA funds cannot be used to supplant that employee’s regular salary.

Q: What kind of reporting will be mandated for taking part in this opportunity?

A: All Beneficiaries of ARPA Senior center funds will be asked to report to the SUA regarding this project. Beneficiaries will be asked questions pertaining to ARPA-funded projects throughout the process and once these projects are complete. All Beneficiaries should have on hand bills and invoices and expense reports associated with the use of ARPA funds. The SUA is developing a periodic report form and an end of project report form that will be distributed later that provides due dates and the specific information to be requested.

Q: I am having difficulty entering into either one of the Beneficiary Information Forms and am getting an error message:

A: Try opening the BIF in an “incognito” or “in-private” window. You may do this by right clicking on the BIF link, “copying” the URL and pasting it into an in-private or incognito window. Review the recording of the SUA’s technical assistance sessions regarding the BIF. If you continue to require additional trouble shooting after engaging your own IT resources, please reach out to the State Unit on Aging at stateunitonaging@ct.gov.

Please Note: You should NOT have to create a ct.gov account in order to enter into or re-access the Beneficiary Information Form; a code will be sent to your email upon “saving” the form and you will use this to re-enter into the form, complete, and submit it (see the next Q&A).

Q: What if I cannot complete the Beneficiary Information Form in one sitting? Do I lose all the information that I have entered?

A: The Beneficiary Information Form (BIF) was designed to allow users to complete a portion of the form and, if necessary, save the progress they made. After clicking on the “Save” button, you will receive an email with a link to the form so you can complete the form at a later time. Users will also be receiving a list of the information that will be requested on the form so they can gather it prior to completion of the form online. **NOTE:** Downloaded documents cannot be saved until the form is completed. Downloaded documents (W-9, Vendor Profile form, Budget and Municipal Contract/Correspondence if applicable) should be downloaded with the final submission.

Q: The BIF isn't allowing me to upload my documents. I cannot submit the whole form until these documents are uploaded.

A: Please note that all uploaded documents MUST be in a PDF (Portable Document Format). No word, excel, jpeg or other kinds of documents will be accepted. Please refer to instructions provided separately as to how to convert certain kinds of documents into a PDF. If you continue to have difficulty converting documents to a PDF after reading the instructions and engaging your own IT support, please reach out to the SUA at stateunitonaging@ct.gov.

Q: While I'm in the form, when I click on "back" or "next" it's not bringing me to the previous/next page; what can I do to make this work?

A: You may have to click "back" or "next" buttons several times to get to the either previous or next page as you move throughout the BIF. This is OK and will be necessary at times to move forward and to eventually submit the form.

Q: Is the "budget" referenced for entire municipality or just our department?

A: The budget that should be submitted within the BIF should represent all the projects being funded for all the municipal-funded and governed senior centers within a single municipality. The amount allocated in the municipality's budget allocated to a nonprofit senior center **should not** be included. Nonprofit senior centers will be asked to submit a separate budget for their projects within their BIF.

Q: Will there be an opportunity to ask questions regarding the project and/or the form?

A1: Two virtual information sessions were held in April 2023. Potential Beneficiaries were encouraged to send a representative to one. Sessions were recorded so if a representative was unable to attend, Beneficiaries may request a recording be sent to them via email stateunitonaging@ct.gov. During the session, SUA staff provided a brief overview of the funding opportunity and walked through the Beneficiary Information Form (BIF) and answered general questions pertaining to the project and process.

A2: Any specific questions pertaining to this ARPA funding project must be directed to stateunitonaging@ct.gov. This email is monitored on business days and answers will either be provided directly, or a virtual technical assistance session can be scheduled, if necessary, between SUA staff and potential Beneficiaries. Please do not call or email any individual SUA program staff with questions; only use the stateunitonaging@ct.gov email.

A3: All pertinent information associated with this funding opportunity and the process for requesting and using funds can be found on this website: [American Rescue Plan Act CT Senior Center Funding](#) which will be updated on an as-needed basis. Please first refer to the information on this page before reaching out to the ADS-SUA with questions.

Q: How will we receive updates about the ARPA Senior center funding project?

A: Once a Beneficiary submits their BIF, SUA staff will communicate solely with the identified individual for that entity. If the SUA needs to send out any general communications regarding the ARPA Senior center funding project, this will be done via email to both municipal leadership and senior center leadership, similarly to communications that have previously been sent out regarding this opportunity.

Q: Is there a way to share some of the innovative ways towns have come up with for their funding? Would be nice to learn from each other and share great ideas.

A: This is a great idea! Depending on staff resources, we would be happy to try to compile a list of approved proposals that are submitted that can be shared to help others in planning their own proposals. We encourage senior centers and municipalities to speak to one another about their proposals and hope to see some creative ideas as a result.

Q: Can a pdf version of the form be sent to senior center directors, so we have an idea of the type of questions that are being asked?

A: A pdf version of the Beneficiary Information Form was sent out to municipal and senior center leaders to provide a preview of the form so parties can see the information being requested prior to going online , however, if you did not receive a copy of the BIF and would like a copy please send a request to stateunitonaging@ct.gov, and specify whether you would like a copy of the BIF for municipalities, nonprofits, or both.