



July 28, 2014

Dear Senior Center:

Enclosed is the application for Community Expansion of Nutrition Assistance (CENA), funded by the State of Oklahoma through the Oklahoma Department of Commerce. Independent senior centers in our area have been able to make many improvements to their centers with this funding, and we encourage you to apply! Please prioritize your requests by category and fill the application out **completely**. If you would like assistance, please call me at 918-579-9473.

Include the following documents with your application:

1. the completed application, current board of directors, and budget justification pages;
2. a copy of your by-laws;
3. minutes of the senior center board of directors meeting showing approval of your budget and projects. The minutes **must** list each project. Remember, these funds may not go to purchase items for use by the Older Americans Act Title III nutrition program that may be located at your center, and
4. An IRS W-9 for our files (form and instructions included)

The applications are due to INCOG, 2 W. 2<sup>nd</sup> St., Suite 800, Tulsa 74103, no later than **4:00 p.m. Friday, August 22, 2014**. Please send them to the attention of Tami Williams (formerly Hensler) by mail, fax (918) 579-9582, or e-mail to [twilliams@incog.org](mailto:twilliams@incog.org). ***Your senior center may need to have a special meeting to submit your application on time.***

Any funding that you receive from the CENA program will need to be spent by May 1, 2015. CENA is a reimbursement program, so you will need to identify the source of local project funding pending your reimbursement from INCOG. If you depend on a municipality to fund your project, please coordinate with them to ensure that the funds are available. Please contact me if there are any questions.

Sincerely,

Clark D. Miller, Director  
INCOG Area Agency on Aging

2 West Second Street, Suite 800 • Tulsa, OK 74103 • 918.584.7526 • 918.583.1024 fax

**Senior Info-Line 1.800.211.2116**