

**Commission on Affairs of the Elderly  
Area Agency on Aging, Region VI**

**Scope of Service Agreement  
Fiscal Year 2017**

Agency Name: Generations Incorporated

Title of Project: Active Aging

Project Period: October 1, 2016 through September 30, 2017

Amount Awarded: \$15,000 Task Force: \_\_\_\_\_

CFDA#: 93.044 Award #: \_\_\_\_\_

The named Agency, as a recipient of Title III (B) X; (D) \_\_\_\_\_ funds, agrees to provide program services as outlined in the attached Purpose and Goals of Program, and 2016 Fiscal Forms, which are incorporated as part of this agreement for Federal Fiscal Year 2016. Performance of the services will be documented in the required monthly service statistics, monthly narrative report and billing. All documentation is due to the Area Agency on Aging prior to the 10th of each month, between November 10, 2016 and October 10, 2017.

The Agency further agrees to cooperate fully with the Area Agency on Aging in its data collection, evaluation and future planning efforts as requested. The Area Agency on Aging and its agents shall have access, at any time during normal business hours, to any records, books, or files for the purpose of audits, surveys, evaluation and/or examination.

The Agency hereby agrees to provide the following “Units of Service” in providing this Title III program:

| *Services    | Unit of Measure (Hour, contact, client, etc.) | Total Number of Units to be provided | Total Number of Unduplicated Clients to receive this service | % of Title III funds used on service | % Match funds used on service |
|--------------|---|--------------------------------------|--|--------------------------------------|-------------------------------|
| EXPERT       | Activity                                      | 22                                   | 25   | 36%                                  | 31.69%                        |
| HEDUC        | Hour  | 5                                    | 70   | 14%                                  | 14.44%                        |
| REC          | Activity                                      | 48                                   | 45   | 36%                                  | 39.22%                        |
| OUTRCH       | Contact                                       | 25                                   | 50   | 14%                                  | 14.65%                        |
|              |   |                                      | 190  |                                      |                               |
| <b>Total</b> | -----   | -----                                |  | 100%                                 | 100%                          |

\*as defined by the Executive Office of Elder Affairs and the Area Agency on Aging.

## SUMMARY OF PROGRAM

Agency Name: Generations Incorporated

Neighborhoods Served: South Boston, Roxbury, Dorchester, Mattapan

Total Unduplicated Seniors to be served: 140

Annual % low-income seniors: 20%

Annual % minority seniors: 60%

State the mechanisms on how the agency agrees to reach out and provide services to older, low-income and/or minority individuals, in the service area:

During the 2017 program year, GI will provide 75 diverse Active Aging events within the City of Boston. Events are held year-round, with outdoor activities scheduled in the fall, spring and summer months. To ensure regular opportunities for social engagement year-round, recreational events such as book clubs and coffee hours are held on a bi-weekly or monthly basis. The Active Aging program is managed by the Director of Volunteer Management, who oversees a small team of staff and volunteers who support efforts to host a diverse series of health and wellness workshops, trainings and social groups for Boston seniors. Activities are offered in the communities in which the volunteers live at community centers, public spaces and program partner sites and are free for all community seniors to attend. The Active Aging program engages older adults in activities designed to provide the following benefits:

### **Increased Physical Exercise and the Development of Sustainable Health Habits**

GI coordinates ongoing fitness activities designed for seniors. In 2017, GI will promote physical exercise with aerobic value by hosting weekly walking groups in Franklin Park during the fall, spring and summer months. Additionally, GI will continue to have Line Dancing classes in the summer of 2017. All fitness activities are coordinated with various levels of participant fitness in mind, and seniors are encouraged to participate at a level they are comfortable with.

### **Ongoing Socialization and Connection to Other Community Members**

Most Active Aging programs include an emphasis on building personal and emotional bonds with active and former volunteers and GI staff in order to reduce social isolation and promote cognitive stimulation. While attending recreational events, such as coffee hours or book clubs, volunteers discuss current topics, events and ideas with peers, providing opportunities for continued intellectual stimulation. Nine-week Spanish Language Classes for Beginners will be offered twice during the year. Additionally,

'Tech Time' drop-in hours will be hosted at Generations Incorporated's administrative office on a monthly basis.

### **Connection to Health & Wellness Resources**

Serving the Insurance Health Needs of Everyone (SHINE) counselling sessions will be hosted one-on-one at GI's administrative office in order to respect the privacy of attendees. Additionally, GI will host a one-time, five-hour senior wellness retreat in early spring 2017. The retreat will feature lectures on various relevant health and nutrition topics and include group fitness activities. GI will also partner with organizations in the Boston area to provide evidence-based program offerings, including *Chronic Pain Self-Management*, *Fall Prevention* and *Nutrition* for our program participants.

Through mailings, social media and flyers at program sites, GI will actively promote these and other community services from which our senior network may benefit, such as free flu shot information, how/where to get free shoveling services in the winter, free community arts events, and more. Members of our Volunteer Management Team will attend volunteer recruitment events within the various neighborhoods we serve, speak at neighborhood events (neighborhood community events, civic association meetings, senior center events, etc.) and actively advertise for our programs within neighborhood press outlets.

## PURPOSE AND GOALS OF PROGRAM

List program goals with measurable objectives and action steps on how your agency will obtain and evaluate these goals.

**Goal:** Promote the health and wellness of Boston seniors by facilitating events to keep them active, healthy and leading independent lives, while reducing health issues prominent within the aging community.

**Objective:** Provide 75 health and wellness activities in fiscal year 2017 to 140 unduplicated Boston seniors.

**Action:** GI will maintain a calendar of diverse activities designed specifically for seniors, including walking groups, book clubs, fitness classes, Spanish Language Classes and coffee hours - held on a bi-weekly or monthly basis. GI will continue participant outreach and recruitment throughout the program year, attending community events and advertising in local newspapers.

**Evaluation:** GI distributes pre- and post-service surveys to all Active Aging participants. Additionally, volunteers are encouraged to provide feedback after attending each event. This practice guides the creation of future event calendars and helps us improve our program with each event we host. Attendees are asked to sign-in upon arrival at events, and continued participation among Active Aging participants throughout the program year will also be monitored.

**Goal:** Share information and encourage participation in our Active Aging and/or literacy programs, while connecting Boston seniors to community resources and healthy aging activities designed for older adults.

**Objective:** Participate in 25 outreach activities to reach 40 additional seniors in order to share healthy aging information and encourage participation in our Active Aging program and/or literacy programs.

**Action:** One-on-one and group information sessions hosted at GI's office, public events and healthy aging conferences.

**Evaluation:** We will evaluate this effort by the number of information sessions hosted and the number of new participants enrolled in Active Aging.

**Goal:** Boston seniors will exercise to maintain health and activity, ultimately reducing the development or effects of chronic disease associated with aging.

**Objective:** Provide 22 fitness activities to 25 unduplicated seniors to improve muscle strength, fitness, flexibility and balance, while endorsing healthy weight management.

**Action:** Activities will include line dancing, weekly walking groups, and additional activities identified by community seniors or GI staff. At least 12 walking group sessions will be hosted at Franklin Park during the fall, spring and summer months. Line dancing classes will be scheduled year-round, with a minimum of 10 classes held over the course of the program year.

**Evaluation:** Attendees will be asked to sign-in upon arriving to a fitness class or walking group session. Participants will provide feedback through pre- and post-service surveys, which ask participating seniors to rate their current level of activity, fitness and health knowledge.

**Goal:** Boston seniors will receive health and wellness information on key subjects of nutrition, caregiving, Medicare and Medicaid, and chronic pain and stress management.

**Objective:** Provide targeted health education to 70 unduplicated Boston seniors at a 5-hour senior retreat. Support seniors through individualized health and wellness counseling referrals.

**Action:** Events will include SHINE counseling and a day of health promotion at the senior wellness retreat.

**Evaluation:** Volunteers will be issued pre- and post-service surveys to assess satisfaction with the program and health knowledge obtained through participation. GI staff will encourage post-event feedback from attendees following the senior retreat.

**Goal:** Boston seniors will engage in recreational activities to remain connected to their community and further develop their social network.

**Objective:** Involve 45 unduplicated Boston seniors in ongoing recreational events to increase socialization and connection with others, mental stimulation and intellectual engagement.

**Action:** GI will host 48 recreational events, including book clubs, Spanish classes, technology classes and coffee hours.

**Evaluation:** GI will conduct a pre- and post-service survey, which will provide feedback on participant satisfaction with recreational events, self-assessment of mental and physical health, and request suggestions for future events and opportunities for program improvement. As the intent of the recreational events is to increase the social networks of seniors, ongoing participation by seniors in weekly and monthly events will be monitored throughout the program year.

COMMISSION ON AFFAIRS OF THE ELDERLY – AREA AGENCY ON AGING  
TITLE III BUDGET NARRATIVE – PERIOD OF SERVICE 10/01/16 – 09/30/17

With the support of Title III-B funding, GI will engage 140 unduplicated Boston seniors in targeted health and wellness programs. Below, please find an explanation of the items listed on our budget.

**Personnel, Tax and Benefits:** Personnel expenses included on the total Active Aging budget include a portion of the Executive Director's salary (2%) and 25% of the Director of Volunteer Management's salary. GI requests funding to support \$10,475.50 (approximately 65%) of the Director of Volunteer Management's salary allocated to supporting Active Aging. Benefits include retirement, health insurance and unemployment insurance and are assessed at a rate of 19.65%.

**Building Space:** Generations Incorporated rents a 4,200 square foot administrative office in downtown Boston, which provides programmatic and administrative support for all of GI's programs. Total rental cost is approximately \$23.50 per square foot annually, and approximately 5% of the annual rental costs are allocated to supporting the Active Aging program. \$2,466.07 of Title III-B funds will be allocated to building space rental (approximately 48% of the total Active Aging building costs).

The Agency agrees that the included Summary of Program, Purpose and Goals of the Program, Program Budget Narrative and attached Program Budget are part of this agreement as are the program services described in the agency's fiscal year 2017 Title III-B/D proposal submission, and that all activities carried out under this grant shall be in compliance with the Older Americans Act, as amended, and with all applicable standards for compliance with the Older Americans Act, including the Executive Office of Elder Affairs and Area Agency on Aging policy and procedure.

Mary Gunn  
Signature of Authorized Official

Mary Gunn MARY GUNN  
Typed name

Executive Director  
Title

Generations Incorporated  
Name of Agency

25 Kingston Street, 4<sup>th</sup> Floor  
Address

Boston, MA 02111  
City, State, Zip

TITLE III GRANTEE: DO NOT WRITE IN THE BOX BELOW

the Area Agency on Aging, Region VI:

Project Identification Number:

\_\_\_\_\_  
ily K. Shea, Commissioner/Director

