

# Nutrition Services Grant Program (NSGP) Webcast

Friday, November 6, 2009

1:00 p.m. to 3:00 p.m.

# Purpose of Today's Session

General reminders

Answer questions received to date

Collect more questions for follow-up session



# General reminders

# E-Mail Questions to:

- During today's session –  
[info@p4a.org](mailto:info@p4a.org)
- Afterwards –  
[nsgpapps@state.pa.us](mailto:nsgpapps@state.pa.us)





# NSGP Questions Pertaining to the Competitive Grants

# NSGP Question #1

- Are Adult Day Care Centers considered to be nutrition sites for the purposes of this grant program?

# NSGP Response #1

- *Adult Day Care Centers providing NSIP eligible meals are considered nutrition sites for the purposes of Nutrition Services Grant Program (NSGP).*

## NSGP Question #2

- If a senior center previously received a grant through a Senior Community Center Capital Assistance Grant Program and has given assurance that they will remain in the location for 1 year for every \$5,000 of grant funds received and the same site receives a grant through the NSGP, will the 1 year for every \$5,000 assurance run concurrently with the existing commitment or will the time need to be added to the existing commitment?

## NSGP Response #2

- *If an applicant requests funding for renovation and the building is rented or leased, the applicant must obtain written assurance from the building landlord that the site will continue operations in the renovated facility for at least one year for every \$5,000 of NSGP grant funds to be used in the renovation. If the site in question received funds through a previous Senior Community Center Capital Assistance grant requiring the same assurance, the time required for the NSGP will need to be added to the existing/previous commitment.*

## NSGP Question #3

- If an AAA owns their own meal production site that is operated by a contracted provider, will a grant application submitted by the AAA on behalf of the AAA be considered an eligible application?

# NSGP Response #3

- *Yes*

## NSGP Question #4

- If a provider is under contract with an AAA for senior center and home delivered meal services and the provider wants to modernize and upgrade both services, does this require two separate applications?

## NSGP Response #4

- *If two separate projects are proposed, two separate applications are required. The grant program is project-driven.*

## NSGP Question #5

- Will a NSGP application be considered for an amount less than \$20,000?

# NSGP Response #5

- *No. The intent of the grant program is make meaningful and substantial changes*

## NSGP Question #6

- Is it possible to consider extending the grant application deadline?

## NSGP Response #6

- *Yes. The deadline has been extended to December 23, 2009. AAA Directors were notified by Secretary Hall of this extension on October 29, 2009 at the Quarterly. Written notification of this extension is forthcoming.*

## NSGP Question #7

- We contract with Meals on Wheels (in our county) for home delivered meals. Can the home delivered meal provider apply through us for the grant funds? They are not a center but strictly a home delivered meal non-profit agency.

## NSGP Response #7

- *A contractor that provides meals that are funded through a local Area Agency on Aging are eligible to apply for NSGP funds.*

## NSGP Question #8

- Are Meals on Wheels providers who are not currently contracted with an AAA eligible to submit applications?

# NSGP Response #8

- *No*

## NSGP Question #9

- Is eligibility for applying limited to AAA-funded meal programs only?

# NSGP Response #9

- *Yes*

## NSGP Question #10

- Our current lease agreement does not expire until 2037 – is the lease sufficient proof of landlord's intent or must we also have a letter or statement from the landlord?

# NSGP Response #10

- *Yes, the lease is sufficient proof.*

# NSGP Question #11

- What qualifies as back-up documentation?

# NSGP Response #11

- *Examples of back-up documentation include but are not limited to copies of bids for equipment, copies of bids for renovations from contractors, assurance from a landlord and a lease.*

## NSGP Question #12

- Does back-up documentation, such as copies of bids or assurances from landlords, need to be submitted with an application?

## NSGP Response #12

- *No. The documentation should be maintained on file in the event that the documentation is requested by PDA/OLTL staff. Applicants should indicate in the application that the documentation has been obtained and is on file.*

## NSGP Question #13

- In regard to completion of the application, will the requirement of limiting the response to each criteria to 2 pages, be strictly enforced?

# NSGP Response #13

- *Failure to follow the prescribed format in completing the application may impact the evaluation of that application*

## NSGP Question #14

- Do the grants need to be specifically tied to a single senior center/nutrition site? Or can ideas that focus on a geographic region (i.e. Center without Walls concept) or senior center marketing and community outreach be considered?

## NSGP Response #14

- *Applications/grant requests do not need to be specifically tied to a single senior center/nutrition site. Projects that focus on a geographic area or marketing and community outreach may be considered. However, the application needs to be clear which nutrition sites are impacted by the application/grant request.*

## NSGP Question #15

- Will applications covering a service area vs. a single nutrition site be considered?

# NSGP Response #15

- *Yes*

# NSGP Question #16

- If certain sections of an application are not approved, will the project be partially funded or will the entire application/proposal be denied?

# NSGP Response #16

- *Partial funding of an application/request may be possible.*

## NSGP Question #17

- If an AAA or provider has several sites that have already begun to modernize and update their facilities, can funding be approved for a site that has previously encumbered projects?

# NSGP Response #17

- *No. If 'previously encumbered projects' had other funds committed for their completion, then NSGP funds can not be used to replace those funds.*

# NSGP Question #18

- The proposal (grant guidelines) states that eligible candidates for funding are existing center/nutrition site providers who plan on renovating space. We are already in the process of renovating an existing building (that we own) for a beautiful 10,000 square foot senior center while we are operating our small current center a couple of blocks away. Renovation plans call for a commercial kitchen and a lovely designated dining room. This enhancement will certainly allow us to follow up on our strategic plans for a breakfast program and cafe style dining with some partners we are exploring. Since this extent of renovation is not possible in our current small location, will our proposal be considered?

# NSGP Response #18

- *If a proposed project is an enhancement and an addition to what is already underway, it may be considered.*

# NSGP Question #19

- Our renovation project to accomplish a new center, kitchen and dining facilities is underway. All aspects of this plan have been completed and construction is quite far along. In fact, we expect that renovations will be completed and ready for move in by the end of the year or early January. Since this is underway, will we still be able to apply? Our funds for this project are only in part committed and we are still involved with raising capital. The timeframe meets the stimulus package intent so I am hoping that you will consider us to be eligible.

## NSGP Response #19

- *If the organization has secured loans, lines of credit, or other methods of funding, to cover expenses or cost overruns but are looking to pay off the loans or lines of credit with grants funds, the request will not be considered. NSGP funds can not be used to replace other funding or other grants that have been obtained.*

## NSGP Question #20

- How detailed are the programmatic and budget sections of the application to be?

## NSGP Response #20

- *Concise yet comprehensive responses should be developed for all sections so that all relevant issues are addressed.*

# NSGP Question #21

- How will each project be rated and reviewed?

# NSGP Response #21

- *The highest possible score an application may receive is 100 points. Reviewers shall rate each application using the following: Maximum points for Project Description/Work Plan – 50 points; Modernization of Facility – 30 Points; and Experience, Ability and Financial Capacity – 20 points. Each criterion needs to be evaluated and scored, but the elements as noted on the application within each criterion do not need to be individually scored.*

## NSGP Question #22

- What are the 'elements within each criterion'?

## NSGP Response #22

- *An example of the 'elements with each criterion' include: A. through L. under 1. PURPOSE OF THE PROJECT/DESCRIPTION OF THE WORK PLAN, A. through K. under 3. APPLICANT'S EXPERIENCE, ABILITY AND FINANCIAL CAPACITY*

## NSGP Question #23

- For the budget section of the application, are three bids required for proposed equipment needed for the project or is one bid sufficient?

# NSGP Response #23

- *Applicants need to comply with Aging Block Grant and local procurement requirements*

## NSGP Question #24

- In reference to compliance with provisions to the Davis-Bacon Act, Uniform Relocation Assistance and Real Property Acquisition Act, Clean Air Act, Flood Disaster Protection Act, Federal Hatch Act.... Does the applicant simply state that they agree to comply? Is this sufficient? If not, what is the expectation to declare and substantiate. 'agrees to comply'?

# NSGP Response #24

- *By applying, the applicant agrees to comply.*

## NSGP Question #25

- Will projects for nutrition sites that are open 5 days per week or have a higher participation rate be a higher priority than those open fewer days per week or have less participation?

# NSGP Response #25

- *The desired outcome of the grant program is to fund projects that make nutrition services more functional and attractive, sustaining current levels of participation and/or attracting additional new individuals to the program. If an application is submitted for an innovative idea planned for implementation at a site that is not open five days a week or does not have a high participation rate, it does not automatically mean that it will be discounted. The overall merit of the idea and application should be considered.*

## NSGP Question #26

- Is the state seeking measurable outcomes (through the awarding of the grant funds)?

## NSGP Response #26

- *No outcome measures have been established at this point in time, but applicants are encouraged to include them.*

## NSGP Question #27

- What is required for sufficiency under the Budget Summary Narrative Section (in addition to the 'Requested Amounts Section')?

# NSGP Response #27

- *Response: No additional narrative is required in this section. It is expected that general descriptive information pertaining to the equipment and furnishings, construction and/or renovations will be included under 1. PURPOSE OF THE PROJECT/DESCRIPTION OF THE WORK PLAN or UNDER 2. PROJECT MODERNIZATION. Itemized cost sheets do not need to be submitted.*

## NSGP Question #28

- Referencing the application form – under 3. APPLICANT'S EXPERIENCE, ABILITY, AND FINANCIAL CAPACITY, F. For projects with multiple funding sources, the applicant must provide written assurance that the other funding sources are committed at the time of the application – Can such commitments be conditional per the issuance of an award in this grant process?

## NSGP Response #28

- If the applicant has multiple funding sources for their project or potential multiple funding sources, they should indicate in this section if the funding source is, in fact, committed or if other funding sources are conditional and will only provide their funds if an NSGP grant award is received.

## NSGP Question #29

- What is the anticipated time frame for the release of the funds for approved competitive grant projects?

## NSGP Response #29

- *It is anticipated that funds will be released in the spring of 2010 at the earliest.*

## NSGP Question #30

- Will the funds be released to the AAAs?

# NSGP Response #30

- Yes, the funds will be released to the AAAs.

## NSGP Question #31

- Do AAAs have the latitude to require center or nutrition subcontractors to submit their applications earlier than December 23 so that the AAA has adequate time to review and rank the projects submitted?

# NSGP Response #31

- *December 23 is the deadline for applications to be submitted to PDA/OLTL. The AAAs will need to require centers or nutrition subcontractors to submit their applications before December 23, so that the AAAs have time to review and rank the applications. Each AAA may determine their own due date by which the local applications are due.*

## NSGP Question #32

- May funds be requested to cover a projected shortfall of AAA contract funds instead of using fundraised money to cover the cost of these (HDM) consumers' meals

# NSGP Question #32

● *No*

## NSGP Question #33

- May funds be requested to equip a satellite office for the HDM provider (telephone, computer, electrical upgrades to permit the space to function as a drop-off point)?

## NSGP response #33

- *Yes, if the request meets the intent of the grant program.*

## NSGP Question #34

- May funds be requested for purchase of equipment related to preparation and delivery of an increasing number of meals? Items such as an additional oven, hot and cold delivery bags, septic system upgrade, and an additional walk-in freezer?

# NSGP Response #34

- *Yes, as long as the items requested/project meets the intent of the grant program.*

## NSGP Question #35

- Can just one grant application be completed for all needs pertaining to the home delivered meals program in the county?

# NSGP Response #35

- *Yes, as long as the request meets the intent of the grant program.*

## NSGP Question #36

- May a narrative accompany the application form, as there isn't a lot of space on the form?

# NSGp Response #36

- *No*

## NSGP Question #37

- Since home delivered meals and senior centers are separate services, will they be considered separately? Could a center apply for a grant for each? Could we be funded for both?

# NSGP Response #37

- *One or two applications may be required, depending on the nature of the project(s).*

## NSGP Question #38

- Can this grant be used towards the purchase of a larger building so that more meals can be provided?

# NSGP Response #38

- *Yes*

## NSGP Question #39

- Can the grant be used towards portable kitchen equipment so that it can move with the center to a larger facility?

# NSGP Response #39

- *Yes*

## NSGP Question #40

- If we have two or more senior centers that together make the \$20,000 can we combine them and apply for it under our name?

## NSGP Response #40

- *Yes, but be sure to indicate the centers affected in the application.*

## NSGP Question #41

- Can organizations that do not contract with the AAA apply for the competitive grants? Ex. A local self sufficient MOW program which has not wanted to receive AAA funds due to the requirements of the federal meals programs.

# NSGP Response #41

- *No*

# NSGP Question #42

- Can the funds be used to relocate a senior center?

# NSGP Response #42

- *It is possible if the intent of the grant program is met.*

## NSGP Question #43

- In addition to food service equipment and renovation cost, can we also add a piece of equipment to handle floor care of the dining area?

# NSGP Response #43

- *Yes*

## NSGP Question #44

- Please clarify – when will organizations be advised if they have been selected? Once centers are advised of the grant award, can they start the project?

## NSGP Response #44

- *Every effort will be made to announce award decisions by late January or February. Projects may begin when the award decisions are announced.*

## NSGP Question #45

- Since the funds will be released in the spring, does that mean the work completion time is extended?

## NSGP Response #45

- *(Competitive grant) Projects can cover the time from January 2010 until December 2010. The AAA needs to be specific on the amount to be spent by June 30, 2010 and also the amount to be spent during the July to December 2010 period. Funds received through the agency's allocation need to be used this fiscal year, by June 30, 2010.*

## NSGP Question #46

- Since the funds are not available until 2010, how can we pay for projects that may be approved for the grant?

## NSGP Response #46

- *AAAs may use Aging Block Grant funds or local funds to cover initial expenses until they receive the grant funds.*

## NSGP Question #47

- Can the grant be used towards renovations such as beverage bar, new flooring, chairs, tables or other furnishings?

# NSGP Response #47

- *Yes*

## NSGP Question #48

- Please clarify – how is new construction different from the purchase of a new building? Why is one allowed and not the other?

## NSGP Response #48

- *New construction is a completely new building while the purchase of a new building involves a building that already exists. New construction would not be able to be completed in a timely manner, i.e. by the time the grant funds must be used.*

## NSGP Question #49

- We have already upgraded and paid for a new facility through a capital campaign which included a commercial kitchen, salad bar, café, etc. We are, however, in need of some equipment to further improve our nutrition program, i.e. dinnerware, silverware, tables, chairs, commercial waffle iron and omelet station. The total costs of these exceed \$20,000 and were not part of our capital campaign. Would these be eligible for this grant?

## NSGP Response #49

- *Yes, if they are in addition to the existing project and are an enhancement (and funds have not already been raised. Grant funds can not replace funds that have already been raised or to pay off loans or lines of credit that were obtained and intended to be used for the items listed above).*

## NSGP Question #50

- In case we do not get funding from another source, what is the maximum amount of money that we can ask for from the competitive grant to enhance and modernize my existing meal program, not including the allocated money assigned to my AAA?

# NSGP Response #50

- *The maximum amount that may be requested for a project is \$150,000.*

# NSGP Question #51

- If a project cannot be completed by 6/30/10, and therefore all allocated monies cannot be spent; will we be able to receive partial funding and then receive the rest after 7/1/10?

# NSGP Response #51

- *All allocation amounts must be spent by 6/30/10. Competitive grant applications must indicate the amount to be spent by June 30, 2010 and any carryover amount to be spent by December 31, 2010. All competitive grant funds must be spent by December 31, 2010.*

## NSGP Question #52

- If the cost of a project, e.g. equipment or facilities, changes between the bidding process and the start of construction, do we need to notify PDA? If so, what shall be involved?

## NSGP Response #52

- *No, PDA/OLTL does not need to be notified if the cost of equipment or facilities changes between the bidding process and start of construction.*

## NSGP Question #53

- Our senior center is involved in a merger with 1 or 2 centers. At this time, we do not have a name for our proposed new center or we have not yet decided if we will be leasing and improving a site or purchasing a site and make improvements. Do we need to have a name for our center and a site determination at the time of the application? We know that we are merging because we are being required by our AAA to do so.

# NSGP Response #53

- *A project name needs to be identified (and scope of the project needs to be described). A current center name can be used.*

## NSGP Question #54

- Since this is project-driven, can we request \$150,000 for purchase of property and (submit) separate request for \$150,000 for equipment?

## NSGP Response #54

- *Based on this question, this would be considered one project. \$150,000 is the maximum amount that can be requested.*

## NSGP Question #55

- Please clarify – Does the \$150,000 limit relate to the grant application or per the applicant's program, i.e. one applicant applying for a senior center and adult day care. Would this applicant be eligible for the maximum grant for each program?

# NSGP Response #55

- *The \$150,000 limit relates to each application/each project.*

## NSGP Question #56

- When will reporting requirements information be provided to AAAs? (Is it fair to assume that data collection methods required for reporting will be required in the work plan?)

## NSGP Response #56

- *Reporting requirements will be provided to the AAAs in the near future. Regarding data collection, additional information will need to be obtained so that a response may be provided.*

# NSGP Question #57

- Will a request be considered that will enhance the HDM consumer's life to provide some enjoyment/socialization for those who are unable to leave their home settings – which will provide more than the basic need for food? We are feeding them, but are we actually making their lives more manageable, enjoyable and/or meaningful? This does not involve equipment, bricks or mortar, but is a much needed element to the program but would require funding for staff as a unique approach/enhancement to the standard HDM program.

## NSGP Response #57

- *The grant program can consider an enhancement to the HDM program, but cannot fund staff salaries or anything that would ‘increase the base’ after the time period for which the grant funds are available.*

## NSGP Question #58

- Can you explain more about the going green concept by giving some examples of how it relates to a project to be funded under NSGP?

## NSGP Response #58

- *Examples may include but are not limited to projects that may be considered environmentally friendly, equipment that is energy-saving or reduces the amount of energy used.*

# NSGP Question #59

- Are estimates for construction or purchases, etc. needed – if so, how many?

# NSGP Response #59

- *Applicants need to follow Aging Block Grant and local procurement requirements. Copies of estimates or bids should be kept on file.*

## NSGP Question #60

- If our agency is submitting applications for multiple items (i.e. such as steam tables) can they be submitted as one or are multiple submissions necessary?

# NSGP Response #60

- *The same application may be used, but if more than one nutrition site is affected/benefits, please describe this on the application.*



# NSGP Questions Pertaining to the Allocation

## NSGP Question #61

- If an AAA utilized funds last fiscal year to make nutrition site improvements which resulted in cost overruns, can the funds an AAA received in their NSGP allocation be used to cover the cost overruns?

# NSGP Response #61

- *No*

## NSGP Question #62

- Does the AAA have to use the funds received through their allocation in one nutrition site?

## NSGP Response #62

- *If the AAA chooses to utilize their allocation to make several 'smaller changes' that is permitted as long as the funds are utilized following the intent of the grant program.*

## NSGP Question #63

- Can the funds provided through the agency's allocation be used to enhance a grant application?

## NSGP Response #63

- *The allocation funds should be used for projects that can stand alone without the support of a NSGP grant.*

## NSGP Question #64

- Are there specifics regarding how the funds provided through the allocation are to be spent?

# NSGP Response #64

- *The funds should be spent following the intent of the grant. Examples include but are not limited to: updating the service style (installing equipment that is tailored to implement a café style area) or purchasing equipment or completing renovations that support a breakfast or evening meal program at a nutrition site for an amount within the agency's allocation. More examples are outlined in the cover memo that accompanied the grant announcement and also in the Guidelines and Procedures.*

# NSGP Question #65

- When will the AAA allocation be distributed?

# NSGP Response #65

- *The AAA allocation will be distributed January 1, 2010.*

## NSGP Question #66

- If funding is used under the non-competitive grant (allocation) to keep a center open, can salaries be paid with that funding?

# NSGP Response #66

- *No*

## NSGP Question #67

- The NSGP states that the minimum award is \$20,000 and the maximum is \$150,000. Our counties (Luzerne and Wyoming) are listed at \$40,473. Does this mean we would be eligible for a larger award than the \$40, 473?

## NSGP Response #67

- *The amount of \$40, 473 is the allocation amount for Luzerne/Wyoming. The allocation amount is separate from the amount of funding available for competitive grants under the NSGP. The AAA for Luzerne/Wyoming may submit applications for the competitive grants.*

## NSGP Question #68

- Could you clarify and explain in detail how the allocation formula was derived?

# NSGP Response #68

- *It was determined that of the \$4.5 million available, \$1.5 million would be distributed in the form of an allocation and \$3 million would be made available through competitive grants. In regard to how the \$1.5 million was distributed, it was determined that no agency would receive less than \$20,000. The remaining balance was distributed based on the current funding formula.*

# We are out of time!

- Thanks for your time!
- Be sure to tune in to the follow-up webinar scheduled for Monday, November 23, 2009 from 10:30 a.m. to 12 noon



If you have more questions, send them to:

[nsgpapps@state.pa.us](mailto:nsgpapps@state.pa.us)