

COVID-19 Response

Home Delivered Meals Grants Available

Per a Federal Major Disaster Declaration (MDD) related to the Coronavirus pandemic, the Administration for Community Living (ACL) has awarded supplemental funding from the Consolidated Appropriations Act, 2021 – Supplemental Nutrition Funding (HDC5). The funds are made available in one grant – Home Delivered Meals. Food insecurity was a problem prior to COVID-19, but this issue has been exacerbated during the pandemic. Projects funded through Supplemental Nutrition Funding (HDC5) Home Delivered Meals will seek to address the needs of older adults experiencing food insecurity. The project period for this funding is September 1, 2021 through September 30, 2022. All HDC5 funds must be obligated by September 30, 2022. **Due to the immediacy of this need, this procurement process will have a rapid timeline.** Additional information is available on the PTRC website at [www.ptrc.org/HD](http://www.ptrc.org/HD).

**The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) is making grants available to address the nutritional needs of people age 60 years of age or older through the delivery of meals. Nutrition Service providers awarded the grant funding must meet the NC Department of Health and Human Services (NC DHHS) Division of Aging Nutrition Service Standards (July 1, 2003) for Home Delivered Meals.**

**Eligible Home Delivered Meals Requirements**

* When possible, Nutrition Service providers are encouraged to continue providing Home Delivered Meals that meet the dietary guidelines outlined in the Division of Aging Nutrition Service Standards (July 1, 2003) which include one-third of the recommended daily allowance dietary reference intake (RDA-DRI) requirements.
* Due to North Carolina’s Federal Major Disaster Declaration (MDD) Home Delivered Meals may be provided that do not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) requirements.
* Home Delivered Meals that do not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) must include a serving of meat or meat alternative, two servings of grain, and one serving of a vegetable or fruit to be eligible for reimbursement through HDC5 Home Delivered Meals funding.
* Home Delivered Meals that do not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) require written menus that show the required food items according to food content rather than nutrient analysis.  Menu approval does not require an assessment by a registered dietitian; however, written menus must be kept on file for review by PTRC/AAA monitors during both desk reviews and onsite monitoring visits.
* Home Delivered Meals types included hot, frozen, refrigerated, or shelf stable.
* Multiple Home Delivered Meals may be provided to an individual at the same time (e.g. five frozen meals in a box or the equivalent of five shelf stable meals).
* Up to 21 Home Delivered Meals per client per week may be provided under HDC5 Home Delivered Meals funding.
* All foods contained in the Home Delivered Meals must be from approved federal or state agency sources.

* **IMPORTANT TO NOTE:** Once the Federal MDD is rescinded, “flexibilities” allowed for Home Delivered Meals will end and meals will be required to meet the 1/3 RDA requirement. In addition, menus will need to be signed by a licensed dietitian/nutritionist to certify that menus meet all federal and state requirements as outlined In the Division of Aging Nutrition Service Standards (July 1, 2003). It is important for Home Delivered Meals providers to understand that the Older Americans Act (OAA) is the main statute that governs the Home Delivered Meals program. While currently some of these requirements have been waived, once the Federal Major Disaster Declaration expires “flexibilities” revert to the underlying OAA statute. Nutrition Service providers of Home Delivered Meals should have the capability to provide Home Delivered Meals according to the guidelines outlined in the Division of Aging Nutrition Service Standards (July 1, 2003) once the Federal MDD is rescinded.

**Eligibility for Home Delivered Meals**

* People age 60+. Income is not used in determining eligibility.
* Special Eligibility: Federal rules establish special eligibility for spouses under age 60 and give grantee the option to offer a Home Delivered Meal to certain other people under age 60. These are as follows:
* Spouses under age 60 of an eligible nutrition participant.
* Individuals under age 60 with disabilities who reside at home with eligible older adults receiving Home Delivered Meals.

**Note:** **While the Federal MDD remains in effect, there is flexibility with the definition of “home bound” under HDC5 Home Delivered Meals funding.** Under HDC5 Home Delivered Meals funding, there is allowance in the definition of home bound to permit meals delivery for those individuals who are 60+ practicing social distancing and staying at home even if they do not meet the standard criteria for home bound.

**Other Programmatic Requirements for Home Delivered Meals**

* The Division of Aging Nutrition Service Standards (July 1, 2003) list other requirements for Home Delivered Meals service which include, but are not limited to, Food Temperature Documentation, Volunteer Training, and Nutrition Education.
* HDC5 Home Delivered Meals funding also includes non-unit reimbursement for personal protective equipment (PPE), food service equipment, and other unique items that allow Nutrition Service providers to continue Home Delivered Meals service. Produce boxes and grocery bags are also allowable for Home Delivered Meals clients only.

**Reporting and Documentation Requirements for Home Delivered Meals**

* A Client Registration (DAAS 101) Long Form must be completed for each eligible client receiving Home Delivered Meals through HDC5 Home Delivered Meals funding.
* A completed Special Eligibility Documentation Form for a client receiving meals as a special eligibility client for HDC5 Home Delivered Meals funding is required.
* Consumer Contributions must be solicited and properly documented for Home Delivered Meals funded through HDC5 Home Delivered Meals funding.
* A Meal Tracking Form indicating the dates and number of Home Delivered Meals delivered for each eligible client.
* HDC5 Home Delivered Meals funds must be accounted for separately in the service provider’s accounting records.

**Cost Computation Requirements for Home Delivered Meals**

* Accurately completed Cost Computation forms will be required of all HDC5 Home Delivered Meals grant awardees. Cost Computation forms calculate the unit cost per Home Delivered Meal provided.

**Reimbursement for Home Delivered Meals**

Services provided by HDC5 Home Delivered Meals funds will be reimbursed on a monthly basis through the state’s Aging Resource Management System (ARMS). Reimbursement is dependent upon accurate reporting of service data.

**Monitoring**

All services provided by HDC5 Home Delivered Meals funds will be monitored by the PTRC Area Agency on Aging (PTRC AAA) according to a time line that will be established by the North Carolina Division of Aging and Adult Services. Monitoring will be conducted following the “PTRC AAA Policies and Procedures for Monitoring” (November 2016) which also addresses the required monitoring of any subcontractors used to furnish services.

**Confidentiality and Security**

Client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state, and departmental requirements for protecting the security and confidentiality of client information but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the North Carolina Division of Aging and Adult Services is notified of suspected or confirmed security incidents and data breaches.

**Record Retention and Disposition**

All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services (DHHS) Controller at:

<https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention>

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

**Project Period**

The Project Period for HDC5 Home Delivered Meals funds is September 1, 2021 through September 30, 2022.

**PTRC AAA reserves the right to reject any or all applications, waive technicalities, and to be the sole judge of suitability of the services for their intended use, and further specifically reserve the right to make the award in the best interest of the PTRC AAA regional program.**

**Submitting an Application for** **Supplemental Nutrition Funding (HDC5) Home Delivered Meals**

**Three copies of the Request for Application (RFA) with original signatures** must be submitted to PTRC AAA, 1398 Carrollton Crossing Drive, Kernersville NC 27284 - Attention Gwen Shields by Friday, August 27, 2021 at 4:00pm. Applications received after this date and time will not be considered for funding.

Proposals that best meet PTRC Area Agency on Aging (AAA) expectations for service delivery will be selected.

Applications will be scored based on their completeness and their description of intent to provide services.

All questions regarding the RFA must be submitted in writing by August 20, 2021 to gshields@ptrc.org. After such time, and until projects are awarded, Applicants are prohibited from contacting PTRC AAA staff regarding any issue relating to these funds or application process.

 **PTRC AAA reserves the right to reject any or all applications, waive technicalities, and to be the sole judge of suitability of the services for their intended use, and further specifically reserve the right to make the award in the best interest of the PTRC AAA regional program.**

Failure to respond to any requirements outlined in the RFA, or failure to enclose completed copies of the required documents, may disqualify the application.

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| --- | --- |
| **Timeline** | **Date/Time** |
| Announcement of Funding Availability  | August 12, 2021 |
| Information Session\*  | August 16, 2021 at 2:30pm  |
| Final day to submit questions  | August 20, 2021 by 4:00 pm |
| Applications Due | August 27, 2021 by 4:00 pm |
| Begin Awarding Contracts  | Around September 3, 2021 |

\*Information Session Links:

Monday, August 16, 2021 at 2:30pm

<https://ptrc-org.zoom.us/j/82502057887?pwd=SWF5ZXlzOFpOTExJZkF2WEVpZE0ydz09>

Meeting ID: 825 0205 7887
Passcode: 273766

One tap mobile
+16465588656,,82502057887#,,,,\*273766# US (New York)

**Evaluation Criteria**

PTRC AAA has developed a scoring tool to evaluate applications. The tool will be available on our website at [www.ptrc.org/HD](http://www.ptrc.org/HD).

Proposals that best meet PTRC AAA expectations for service delivery will be selected. Applications will be scored based on their completeness and their description of intent to provide services. Priority will be given to organizations that address the needs of the older adults who are underserved, underrepresented, and/or part of a rural population or food desert.

**Available HDC5 Funds by County**

Use the following allocations to develop your funding request. Request must be reasonable, necessary, and justifiable.

|  |
| --- |
| **Supplemental Nutrition Funding (HDC5) Home Delivered Meals by County** |
| ALAMANCE | 73,395 |
| CASWELL  | 17,133 |
| DAVIDSON  | 77,882 |
| DAVIE  | 21,686 |
| FORSYTH  | 147,075 |
| GUILFORD  | 213,703 |
| MONTGOMERY  | 16,824 |
| RANDOLPH  | 65,066 |
| ROCKINGHAM  | 53,337 |
| STOKES  | 25,770 |
| SURRY  | 39,560 |
| YADKIN  | 19,246 |
| **Region G Total** | **770,677** |

All expenditures must be reasonable, necessary, and justifiable. All funds must be spent on activities related to COVID-19. An organization may submit applications to provide Home Delivered Meals services in multiple counties. Each application will be reviewed separately. Requested grant amounts cannot exceed the amount available by county.

**Monitoring**

All services provided by HDC5 Home Delivered Meals funds will be monitored by the PTRC Area Agency on Aging (PTRC AAA) according to a timeline that will be established by the North Carolina Division of Aging and Adult Services. Monitoring will be conducted following the “PTRC AAA Policies and Procedures for Monitoring” (November 2016) which also addresses the required monitoring of any subcontractors used to furnish services.

**Supplemental Nutrition Funding (HDC5) Home Delivered Meals**

**Request for Application**

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**Project Contact Information**

Organization (Full Legal Name):

Project Director: Title:

Mailing Address:

Phone Number: Email:

Tax ID #

Type of agency:

Non-profit [ ]  For-profit [ ]  Government [ ]  Other [ ]  Specify \_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit your organization’s most recent financial statements (audited, reviewed or unaudited). Additional information may be requested.

**Application Questions** *You many expand on the space provided. Word count is not limited.*

**Q1:** Tell us about your organization. What is your mission? What are you trying to accomplish overall? (This is likely more than can be achieved with a single grant.)

**Q2:** Please briefly describe what you are attempting to accomplish with this grant funding. How will you measure progress toward this goal?

**Q3:** Briefly describe how older adults will be reached by this funding, especially in food deserts or rural areas.

**Q4:** What challenges do you anticipate and how will you address these issues? Obstacles could include grant standards, the environment, limited transportation, etc.

**Q5:** Data shows that in North Carolina, African Americans, Latinos, American Indians and those living in poverty often suffer the worst health outcomes. We also know that the people most impacted by poor outcomes are not always included in creating solutions to these problems. Please describe how your work will address these disparities in outcomes and decision making on service delivery.

**Supplemental Nutrition Funding (HDC5) Home Delivered Meals**

**Request for Application**

Use the following budget request to propose funding needs to support the services described above:

Provide a basic budget describing how the funds will support your service. Please be as specific as possible.

Examples: Staff member: 50 hours @ $25/hr = $1,250; PPE/ Cleaning Supplies: $4,000; Hiring paid drivers/labor: 2 staff @ 10 hrs/week @ $15/hr for 15 weeks = $4,500; Leasing of needed equipment such as freezers and/or vehicles @ $400 a month. Please note current leases are prohibited. New leases to meet COVID-19 capacity requirements are considered.

Grant Amount Requested:

County to Serve:

|  |  |
| --- | --- |
| Expense Categories | Budget |
| Personnel (itemize below) |       |
| Travel Cost (itemize below) |       |
| Home Delivered Meals Cost (itemize below) |       |
| Equipment (itemize below) |       |
| Personal Protective Equipment (itemize below) |       |
| Other (itemize below) |       |
| **TOTAL EXPENSES** |  |

|  |  |
| --- | --- |
| Itemized Categories | Budget |
| Personnel by Name & Position:      TOTAL |       |
| Travel to include but not limited to:      TOTAL |       |
| Home Delivered Meals Cost by type(s) - Hot, Frozen, Refrigerated, Shelf Stable– Explain:      TOTAL |       |
| Equipment to include but not limited to:      TOTAL |       |
| Personal Protective Equipment to include but not limited to:      TOTAL |       |
| Other (may include but not limited to produce boxes and grocery bags) - itemize:      TOTAL |       |
| **TOTAL EXPENSES** |  |

**Execution**

In compliance with this Request for Application (RFA) the undersigned Applicant offers and agrees to furnish and deliver any or all services proposed, at the budget proposed, and within the timeframe specified herein. By executing this Application, the undersigned Applicant confirms that it has read, understands and will comply with all specifications and requirements of this grant in the event of contract award.

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_