

**American Rescue Plan Act**

Grocery Bags and Produce Bags Grants Available

This Request for Application (RFA) is for grant proposals funded by the American Rescue Plan Act of 2021 (ARPA). ARPA funds provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) is taking a regional approach in distributing these funds based on the priorities established by the North Carolina Division of Aging and Adult Services.  Service match is not required, and funds will remain available until expended or until September 30, 2024, whichever comes first.

The project period for this funding is February 1, 2022 through September 30, 2024. All ARPA funds must be obligated by September 30, 2024.

**Due to the pending expiration of the Federal Major Disaster Declaration this procurement process will have a rapid timeline.** Additional information is available on the PTRC website under the specific Nutrition Services links at <http://www.ptrc.org/services/pandemic-recovery-funding-opportunities>.

**PTRC AAA is making ARPA \*\*Nutrition Services Grocery Bags and Produce Bags mini grants available to serve people age 60 years of age or older. Priority consideration will be given to proposals that address the needs of older adults who are underserved, underrepresented, and/or part of a rural population or a food desert.**

**Eligible Grocery Bags and Produce Bags Requirements**

* \*\* Grocery bags and/or produce bags can only contain food items.
* \*\* Grocery bags and/or produce bags cannot contain donated food.
* \*\* Produce bags may contain fresh fruits and vegetables provided either through local farmers markets or grocery stores.

**Eligibility for Grocery Bags and Produce Bags**

* People age 60+. Income is not used in determining eligibility.

**Other Programmatic Requirements for Grocery Bags and Produce Bags**

* **\*\***ARPA Nutrition Services Grocery Bags and Produce Bags funding also includes non-unit reimbursement for personal protective equipment (PPE), packaging supplies, and other unique items that allow organizations to provide grocery bags and/or produce bags.

**Reporting and Documentation Requirements for Grocery Bags and Produce Bags**

* A Client Registration (DAAS 101) Short Form must be completed for each eligible client receiving grocery bags and/or produce bags through ARPA Nutrition Services Grocery Bags and Produce Bags funding.
* **\*\***The distribution of grocery bags and produce bags must be tracked on a specially designed form.
* All ARPA Nutrition Services Grocery Bags and Produce Bags funds must be accounted for separately in the service provider’s accounting records.

**Cost Computation Requirements for Grocery Bags and Produce Bags**

* Accurately completed Cost Computation forms will be required of all ARPA Nutrition Services Grocery Bags and Produce Bags grant awardees. Cost Computation forms calculate the unit cost per grocery bag and produce bag provided.

**Reimbursement for Grocery Bags and Produce Bags**

**ARPA Nutrition Services Grocery Bags and Produce Bags funds are handled through a reimbursement system.** Services provided by ARPA Nutrition Services Grocery Bags and Produce Bags 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 ARPA Nutrition Services Grocery Bags and Produce Bags funds will be monitored by the PTRC Area Agency on Aging (PTRC AAA) according to a timeline 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 including, 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 ARPA Nutrition Services Grocery Bags and Produce Bags funds is February 1, 2022 through September 30, 2024.

**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 reserves the right to make the award in the best interest of the PTRC AAA regional program.**

**\*\* If the Federal Major Disaster Declaration ends before a fully executed contract is in place, these flexibilities will be void and not allowed.**

**Submitting an Application for** **ARPA Nutrition Services Grocery Bags and Produce Bags**

**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 Tuesday, January 25, 2022, at 4:00 pm. 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 Tuesday, January 18, 2022, at 4:00 pm, 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 the 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 reserves 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  | Thursday, January 6, 2022 |
| Information Session\* Prerecorded  | Click on link below. |
| Final day to submit questions  | Tuesday, January 18, 2022 at 4:00 pm |
| Applications Due | Tuesday, January 25, 2022 at 4:00 pm |
| Begin Awarding Contracts  | No later than mid-February, 2022 following PTRC Board Approval. |

\*This is the link to the prerecorded Information Session.

<https://youtu.be/5b_bnLntpU8>

**Evaluation Criteria**

PTRC AAA has developed a scoring tool to evaluate applications. The tool will be available on the PTRC website under the specific Nutrition Services links at <http://www.ptrc.org/services/pandemic-recovery-funding-opportunities>.

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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 consideration will be given to proposals that address the needs of older adults who are underserved, underrepresented, and/or part of a rural population or a food desert.

**Available ARPA \*\*Nutrition Services Grocery Bags and Produce Bags Funds**

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

**5 mini grants of up to $30,000 each**

All expenditures must be reasonable, necessary, and justifiable. All funds must be spent on activities related to ARPA Nutrition Services Grocery Bags and Produce Bags. An organization may submit applications to provide Grocery Bags and Produce Bags in multiple locations. Each application will be reviewed separately. Requested grant amounts cannot exceed $30,000.

**Monitoring**

All services provided by ARPA Nutrition Services Grocery Bags and Produce Bags funds will be monitored by the PTRC Area Agency on Aging (PTRC AAA) according to a timeline 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.

**ARPA \*\*Nutrition Services Grocery Bags and Produce Bags**

**Request for Application**

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**Project Contact Information**

Organization **(Full Legal Name Required)**:

Project Director: Title:

Mailing Address:

Phone Number: Email:

Board Chair (if applicable): Email:

Tax ID # **(required)**:

DUNS # **(Valid number required)**:

Type of agency:

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

**Required Information:** Submit one copy of your organization’s most recent financial statements (audited or unaudited). For those organizations submitting unaudited financial statements, a completed State Grant Certification and Sworn Statement and a completed Schedule of Receipts and Expenditures are also required. 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:** Describe what you are attempting to accomplish with this specific grant funding. How will you measure progress toward this goal?

**Q3:** 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? Challenges 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.

**ARPA \*\*Nutrition Services Grocery Bags and Produce Bags**

**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 needed equipment such as freezers and/or vehicles @ $400 a month. Please note current leases are prohibited. New leases to meet ARPA capacity requirements are considered.

**Upon award of the grant, an official budget will be completed using the required Cost Computation forms.**

Grant Amount Requested: Location to Serve:

|  |  |
| --- | --- |
| Expense Categories | Budget |
| Personnel (itemize below) |       |
| Travel Cost (itemize below) |       |
| Cost of Groceries and Cost of Produce (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 |       |
| Cost of Groceries and Cost of Produce - Explain:      TOTAL |       |
| Equipment to include but not limited to:      TOTAL |       |
| Personal Protective Equipment to include but not limited to:      TOTAL |       |
| Other - itemize:      TOTAL |       |
| **TOTAL EXPENSES** |  |

**\*\* If the Federal Major Disaster Declaration ends before a fully executed contract is in place, these flexibilities will be void and not allowed.**

**American Rescue Plan Act (ARPA) Bid Certification Statement**

**By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:**

The certification in this clause is a material representation of fact relied upon by the AGENCY. If it is later determined by the AGENCY that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the AGENCY, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_