

**American Rescue Plan Act**

**Home Delivered Meals Delivery Drivers Grants Available - II**

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 December 1, 2022 through September 30, 2024. All ARPA funds must be obligated by September 30, 2024.

Additional information is available on the PTRC website under the specific Nutrition Services links at <http://www.ptrc.org/services/pandemic-recovery-funding-opportunities>.

**The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) is making 3 ARPA Home Delivered Meals Delivery Drivers Grants of $65,000 each available to Nutrition Services Home Delivered Meals providers** **to hire or contract delivery drivers to expand current Home Delivered Meals routes and/or supplement volunteer delivery drivers on current routes within the 12 county region served by PTRC AAA. This would provide a means to reach an underserved and underrepresented older adult population that would benefit from receiving nutritious meals as well as ensure uninterrupted Home Delivered Meals service for current older adult recipients. The Nutrition Services Home Delivered Meals 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.**

**GENERAL OVERVIEW – ARPA FUNDED NUTRITION SERVICES HOME DELIVERED MEALS**

**General Overview - Eligible Home Delivered Meals Requirements**

* Nutrition Services providers must provide 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. 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). Also, a nutrient analysis must be on file with each certified menu.
* Home Delivered Meals types included hot, frozen, refrigerated, or limited shelf stable.
* Multiple Home Delivered Meals may be provided to an individual at the same time (e.g. five refrigerated 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 ARPA Nutrition Services Home Delivered Meals funding.
* All foods contained in Home Delivered Meals must be from approved federal or state agency sources.

**General Overview - 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 Services Home Delivered Meals participant.
* Individuals under age 60 with disabilities who reside at home with eligible older adults receiving Home Delivered Meals.

Note: A completed and signed Special Eligibility Documentation Form must be included in the file of each Special Eligibility client.

**General Overview - 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.
* **\*\***ARPA Nutrition Services Home Delivered Meals funding also includes non-unit reimbursement for personal protective equipment (PPE), food service equipment, and other unique items that allow Nutrition Services Home Delivered Meals providers to provide Home Delivered Meals service. Produce bags and grocery bags are also allowable for Home Delivered Meals clients only. **No more than 5% of the total of each ARPA Nutrition Services Home Delivered Meals grant award will be allowed for non-unit reimbursement items including produce bags and grocery bags.**

**General Overview - 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 ARPA Nutrition Services Home Delivered Meals funding.
* A completed Special Eligibility Documentation Form for a client receiving Home Delivered Meals as a special eligibility client for ARPA Nutrition Services Home Delivered Meals funding is required.
* Client assessments and reassessments must be conducted for Home Delivered Meals clients according to the Division of Aging Nutrition Service Standards (July 1, 2003).
* Consumer Contributions must be solicited and properly documented for Home Delivered Meals funded through ARPA Nutrition Services Home Delivered Meals funding.
* A Meal Tracking Form indicating the dates and number of Home Delivered Meals delivered for each eligible client.
* **\*\***The distribution of grocery bags and produce bags must be tracked on a specially designed form.
* All ARPA Nutrition Services Home Delivered Meals funds must be accounted for separately in the service provider’s accounting records.

**SPECIFIC REQUIREMENTS – ARPA FUNDED \*\*NUTRITION SERVICES HOME DELIVERED MEALS DELIVERY DRIVERS – II**

**Specific Requirements for Home Delivered Meals Delivery Drivers - II.**

* **\*\***ARPA Nutrition Services Home Delivered Meals Delivery Drivers - II funding includes non-unit reimbursement for costs associated with paying delivery drivers to expand current Home Delivered Meals routes and/or supplement volunteer delivery drivers on current routes.
* Pay records must be maintained for the delivery drivers.
* Invoices and records for other expenses associated with the delivery drivers must be maintained.
* All ARPA Nutrition Services Home Delivered Meals Delivery Drivers - II funds must be accounted for separately in the service provider’s accounting records.

**Cost Computation Requirements for Home Delivered Meals Delivery Drivers - II**

* Accurately completed Cost Computation forms will be required of all ARPA Nutrition Services Home Delivered Meals Delivery Drivers - II grant awardees.

**Reimbursement for Home Delivered Meals Delivery Drivers - II**

**ARPA Nutrition Services Meals Delivery Drivers - II funds are handled through a reimbursement system.** Services provided by ARPA Nutrition Services 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. The “Home Delivered Meals Non-Unit Reimbursements For ARPA” form will be used to reimburse all expenses related to Home Delivered Meals Delivery Drivers - II.

**Monitoring for Home Delivered Meals Delivery Drivers - II**

All services provided by ARPA Nutrition Services Home Delivered Meals Delivery Drivers - II 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 Home Delivered Meals Delivery Drivers - II funds is December 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 \*\*Home Delivered Meals Delivery Drivers - II**

**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 Wednesday, November 16, 2022 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 Friday, November 4, 2022 to [gshields@ptrc.org](mailto:gshields@ptrc.org) at 4:00pm. 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.

|  |  |
| --- | --- |
| **Timeline** | **Date/Time** |
| Announcement of Funding Availability | Friday, October 21, 2022 |
| Information Session\* Prerecorded | Click on link below. |
| Final day to submit questions | Friday, November 4, 2022 at 4:00pm |
| Applications Due | Wednesday, November 16, 2022 at 4:00pm |
| Award Announcement | December 2022 |

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

<https://youtu.be/wIxs6OId8Mc>

**Evaluation Criteria**

PTRC AAA has developed a scoring tool to evaluate applications. The tool will be available on the PTRC AAA website under the specific Nutrition Services links at <http://www.ptrc.org/services/area-agency-on-aging/american-rescue-plan-act-arpa-regional-recovery/arpa-home-delivered-meals-drivers-ii>.

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 the older adults who are underserved and/or underrepresented.

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

**3 Mini grants of up to $65,000 each**

All expenditures must be reasonable, necessary, and justifiable. All funds must be spent on activities related to ARPA Nutrition Services Home Delivered Meals Delivery Drivers - II. An organization may apply to provide Home Delivered Meals Delivery Drivers - II in multiple locations. Each application will be reviewed separately. Requested grant amounts cannot exceed $65,000.

**Monitoring**

All services provided by ARPA Nutrition Services Home Delivered Meals Delivery Drivers - II 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 Home Delivered Meals Delivery Drivers - II**

**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)**:

SAMS Unique Entity ID (UEI) # **(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.

**Q3.** How will you measure progress toward this goal?

**Q4:** Describe how older adults will be reached by this funding, especially those who are underserved and/or underrepresented.

**Q5:** What challenges do you anticipate and how will you address these issues? Challenges could include grant standards, the environment, limited transportation, etc.

**Q6:** 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 \*\*Home Delivered Meals Delivery Drivers - II**

**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: PPE/ Cleaning Supplies: $3,000; Hiring paid delivery drivers/labor: 2 staff @ 10 hrs./week @ $15/hr. for 15 weeks = $4,500; Leasing needed equipment such as 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) |  |
| 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 |  |
| Equipment to include but not limited to:  TOTAL |  |
| Personal Protective Equipment to include but not limited to **(\* may not exceed 5% of total allocation)**:  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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.**