

**American Rescue Plan Act**

 Supportive Services Transportation 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 August 1, 2023 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 Supportive Services links at <http://www.ptrc.org/services/pandemic-recovery-funding-opportunities>.

**PTRC AAA is making ARPA Transportation grants available in the amount of up to $150,000.00. These funds are available to transportation authorities, county entities, or an already established contracted partner of PTRC for service delivery in one or more of the following counties: Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin. Funds are for serving people age 60 years of age or older who need transportation assistance to access needed services and/or to carry-out activities necessary for daily living.**

**Priority consideration will be given to proposals that address the needs of older adults who are underserved and/or underrepresented.**

**ARPA Transportation Grant Overview**

**Transportation has a critical role to play in access to services and supports. ARPA funding will allow the expansion of OAA transportation services to include additional options for service delivery and assistance. Service delivery will be based on existing HCCBG transportation service standards. For these services, a unit of service is a one-way trip.**

**ARPA Transportation Services are intended to assist older adults who cannot provide or arrange their own transportation with maintaining or regaining the ability to live and function as independently as possible by providing transportation to locations, including crossing county lines for medical trips, which enable older adults to access services and/or carry-out essential daily living tasks.**

**Eligibility Requirements for ARPA Transportation**

**Transportation Services are limited to individuals 60 years of age and older who are in need of the service.**

**The Americans with Disabilities Act allows personal care attendants to accompany eligible clients in need of Transportation Services. Personal care attendants must have the same origin and destination as the client receiving Transportation Services. Agencies may not request reimbursement for required personal care attendants.**

**Reporting and Documentation Requirements for ARPA Transportation**

* A Client Registration (DAAS 101) Short Form must be completed for each eligible participant receiving services through ARPA Transportation funding.
* In order to maintain accurate client data, agencies must conduct an update of client registration information every twelve (12) months.
* Consumer Contributions must be solicited and properly documented for each eligible participant receiving services through ARPA Transportation funding.

**Non-Allowable Costs or Expenses**

* Purchase of vehicles. Agencies providing ARPA Transportation Services may not use ARPA funding to purchase vehicles.

**Cost Computation Requirements for ARPA Transportation**

Accurately completed Cost Computation forms will be required of all ARPA Transportation grant awardees.

**Reimbursement for ARPA Transportation**

**ARPA Transportation reimbursements are handled through a reimbursement system.** ARPA Transportation is a unit-based ARPA service that provides regular transportation services to medical and/or general transportation destinations. The DAAS-101 will be completed on each client, and the number of one-way trips per month will be tracked in the state Aging Resources Management System (ARMS).

**Monitoring**

All services provided by ARPA Transportation 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).

**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 Transportation funds is August 1, 2023 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.**

**Submitting an Application for** **ARPA Transportation**

**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 June 23, 2023, 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 June 2, 2023, at 4:00 pm, to sferriola@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** |
| Announcement of Funding Availability  | May 22, 2023 |
| Final day to submit questions  | June 2, 2023 |
| Applications Due | June 23, 2023 |
| Award Announcement | August 2023 |

**Evaluation Criteria**

PTRC AAA has developed a scoring tool to evaluate applications. The tool will be available on the PTRC website under the Transportation Services link at <http://www.ptrc.org/services/pandemic-recovery-funding-opportunities>.  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 rural, underserved and/or, underrepresented.

**Available Funding**

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

**Transportation grants of up to $150,000 each**

All expenditures must be reasonable, necessary, and justifiable. All funds must be spent on client services related to ARPA Transportation. An organization may submit applications to provide ARPA Transportation services in multiple counties. If applying for multiple counties, each county will require its own application. Each application will be reviewed separately. Requested grant amounts cannot exceed $150,000.

**Monitoring**

All services provided by ARPA Transportation 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).

**Subcontractors**

No subcontractors may be used by the Transportation provider to provide services described in the RFA without the express written permission of Piedmont Triad Regional Council Area Agency on Aging.

**ARPA Transportation**

**Request for Application**

**Three copies of the Request for Applications (RFA) with original signatures** must be submitted to PTRC AAA, 1398 Carrollton Crossing Drive, Kernersville NC 27284 - Attention Gwen Shields by June 23, 2023, at 4:00 pm. Applications received after this date and time will not be considered for funding. Request must be reasonable, necessary, and justifiable.

**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.*

1. Describe how older adults will be reached by this funding, especially those who are underserved and/or underrepresented.
2. What challenges do you anticipate and how will you address these issues? Challenges could include grant standards, the environment, etc.
3. 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.
4. Please describe any collaborative work your agency has engaged in with health systems.

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.

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

**No more than 5% of the total of each ARPA Transportation grant will be allowed for Personal Protective Equipment and other consumable supplies.**

Grant Amount Requested:       Location/County to Serve:

|  |  |
| --- | --- |
| Expense Categories | Budget |
| Personnel Costs (itemize below) |       |
| Service Cost (calculate below) |       |
| PPE & Other Consumable Supplies (itemize below) |       |
| **TOTAL EXPENSES** |       |

|  |  |
| --- | --- |
| Itemized Categories | Budget |
| Personnel Costs (itemize by Name & Position, and expense line):      TOTAL |       |
| Service Cost (Fuel, maintenance, etc.):       TOTAL |       |
| PPE & Other Consumable Supplies (itemize):      TOTAL |       |
| **TOTAL EXPENSES** |  |

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

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