

Questions and Responses re the Nonprofit Grant Program (NGP) Request for Applications

Date: September 20, 2013

ALERT: Revisions to NGP Guidelines and Application Instructions and Application

The NGP Program Guidelines and Application Instructions and the NGP application have been revised. The changes to the NGP Guidelines and Application Instructions include the following:

- 1) Nonprofits that are exempt under 501(c)(3) of the Internal Revenue Code and that provide one or more health and human services are eligible to apply, whether or not they have a State contract.
- 2) Building or facility purchases are not an eligible expense under NGP. Land purchases associated with new construction or additions are an eligible expense.
- 3) The Grant Amounts section has been revised to state, in part, that the: "Grant typically should not exceed 25% of the applicant's annual budget for health and human services".
- 4) The evaluation criteria have been amended to indicate that applicants delivering health and human services under one or more contracts or agreements with or funding from one of more State agencies will receive priority. Applications achieving efficiencies or improvements for health and human services provided under a State contract and with State funds will also receive priority.
- 5) The due date for applications has been extended from **"not later than 4:00 pm on October 4, 2013"** to **"not later than 4:00 pm on October 18, 2013"**.
- 6) The anticipated date related to notice to applicants regarding the status of their applications has been revised to December 15, 2013, while the anticipated date for grant award contracts to be in place with selected applicants has been revised to March 1, 2014. The previous dates were December 1, 2013 and January 31, 2014, respectively.
- 7) Adjustments have been made in the NGP Application reflecting the revisions in the guidelines. These revisions involve the following NGP application sections: Part 1.C., Part 2.A., Part 2.C. and Part 2.H.4. Applicants shall use these revised guidelines and application in submitting their applications.**

The responses to the questions received reflect the revisions made to the NGP Guidelines and Application Instructions.

1. **Question:** Are municipalities eligible to apply for these funds?

Response: No. Eligible applicants are health and human services organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as amended from time to time.

2. **Question:** If I don't have a contract with the State, am I eligible?

Response: Yes. The NGP guidelines have been amended to allow those who meet the eligibility criteria cited in response to Question #1 above to apply, including those without State contracts

3. **Question:** Is a Local Health District (organized under 19a-241 to 19a-245 of the General Statutes of Connecticut) eligible to apply for these funds?

Response: No, see response to question #1.

4. **Question:** Please provide an interpretation as to the eligibility of a Regional Educational Service Center to apply for project funding under the Governor's Non Profit Grant Program. Our RESC serves primarily school districts in our part of the State. We are a recognized 501(c)(3) which provides a wide array of services to our region. We have many contracts with various entities, including municipalities, state and federal agencies.

Response: Nonprofit organizations that are a 501(c)(3) and that provide one or more health and human services are eligible to apply. If you provide one or more health and human services, you would be eligible to apply.

5. **Question:** We are operating under a current contract with CHEFA, which I understand is a "quasi" state agency. Would this contract qualify us as an organization eligible to apply for funding through the Nonprofit Grant Program?

Response: Nonprofit organizations that are a 501(c)(3) and that provide one or more health and human services are eligible to apply; however, with respect to the priority to be given to applicants providing such services under one of more contracts or agreements with and funding from one of more State agencies, quasi-governmental agencies are not considered to be State agencies.

6. **Question:** We are a recipient of the Youth Service Bureau Grant from the Program Bureau of Health/Nutrition, Family Services and Adult Education at the State Department of Education. Does this qualify our organization to apply for the Nonprofit Grant Program?

I think we need more information about the grant??

Response: We would need to know about the particular grant. See response to question #4.

7. **Question:** The organization-- -offers youth development and community-development activities and a day-based senior citizens program. However it is not a health care or human services agency per se. Is this type of organization eligible to apply?

Response: Based on your description of services provided, the answer is yes. See response to question #4.

8. **Question:** Our course prepares those students seeking a license in the septic industry in the State of CT. We are an educational Nonprofit organization and considered a C(6) not a C(3). It has become increasingly difficult to hold in our courses because of the current economic crisis. Would

our organization be eligible as a educational nonprofit C(6) to apply for a grant offered by the State of CT to help us to continue our service to CT.

Response: No. See response to Question #1.

9. **Question:** The non-profit receives a grant from the state through DCF, but is not sure if that would qualify as a contract?

Response: We would need to know about the particular grant. See response to question #4.

10. **Question:** Can a grant proposal be for a nonprofit program that does not receive state funding, as long as the agency as a whole meets the state funding criteria?

Response: The NGP guidelines have been amended to allow those who meet the eligibility criteria cited in response to Question #1 above to apply, including those without State contracts.

11. **Question:** Would our organization having a contract in place with care for kids qualify us to apply for the bond

Response: The Care for Kids program administered through the State Department of Social Services is a health and human service.

12. **Question:** I believe that in order to qualify for the grant we have to have a current contract or agreement with a state agency. If that is the case my organization does not technically have our own contract with the state, but we do work with another organization who holds a contract with the Department of Education of which we as along other organizations receive pass through funding. Would this allow us to apply for and qualify for the grant? If not would there be a way for us to work with the another organizations who holds the contract but is a 501(c)(4) to apply for the grant?

Response: See response to Question #2. Applicants must be a 501(c)(3) organization.

13. **Question:** We are a 501 (c)(3) organization, with an agreement with a state agency. We provide emergency medical response services in the town of Ledyard, under a Certificate of Operations with the Dept. of Health. Do we qualify for the Non-Profit Grant Program?

Response: While not aware of all the services your organization provides, we have traditionally viewed emergency medical response as public safety and emergency services as opposed to health and human services.

14. **Question:** Is this statement saying in order to be eligible to apply, the recipient of the grant must already be doing business with the state of Connecticut?

Response: No, you do not need to be already doing business with the State. See response to Question #2.

15. **Question:** We provide academic, social and health-related instructional and enrichment resources to children in low-income neighborhoods, and over 40% of our funding comes from the State

Department of Education. May we be considered a “nonprofit community-based organization that provides health and human services through contracts or agreements with state agencies”?

Response: See responses to Question #2 and #4. From your description, assuming that you are a 501(c)(3), it appears that your organization is eligible to apply.

16. **Question:** We currently contract with our Area Agency on Aging as well as provide home healthcare services to Medicaid patients. Can you tell me if either of these qualify us as having “contracts or agreements with state agencies to provide health services”?

Response: From your description, your organization is a providing health and human service and is eligible to apply. You should indicate in Part 1-Section C of the application if you are an enrolled Medicaid provider and the estimated amount of your Medicaid and other State funding to be received in the current year.

17. **Question:** Is an agency eligible for this grant program if the majority of its services are education-related, but it does have state contracts for health and human services to populations in Connecticut?

Response: Yes; however, the provision included in the revised NGP Guidelines and Application Instructions which indicates that “Grant typically should not exceed 25% of the applicant’s annual budget for health and human services” would generally limit the amount you can apply for to no more than 25% of the portion of your agency’s annual budget that is for health and human services. Also, see response to Question #4 and #150.

18. **Question:** Is funding meant only to improve services provided under contract with the state, or can it be used to improve human services for other populations in Connecticut?

Response: There will be a priority given to those providing health and human services under a contract with and funding from one of more State agencies, but all organizations that are a 501(c)(3) and that provide health and human service, whether or not they have a State contract, are eligible to apply.

19. **Question:** We are an early education and childcare center. Current contracts or agreements with State of Connecticut include a nutrition program funded through CACFP; an infant and toddler program funded through DSS; and a our School Readiness preschool program funded through the State Department of Education (Office of Early Childhood) In part C of the application we want to make sure we can list State contracts that go through the City of New Haven and then to MSOE as a third-party contractor. (such as School Readiness funding and DSS funding)

Response: You should explain the nature and source of pass-through and other State funds in the space provided in Part 1-Section C of the application. Also, see response to Question #2.

20. **Question:** Just confirming whether all the bidders form in the \$20 million capital grant applications are to contain data of the nonprofit entity requesting the funding.

Response: All information required in Parts 1 and the 2 of the application should be completed by the applicant.

21. **Question:** Is our agency's work and service agreements with DSS, CCCI and CSS make us an eligible applicant for the OPM Nonprofit Grant Program?

Response: Yes. See Response to Questions #2 and #4.

22. **Question:** The guidelines state "Eligible applicants are qualified health and human services organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as amended from time to time, that have contracts or agreements with state agencies, including the Court Services Support Division (CSSD) of the Judicial Branch, to provide direct health and human services to agency clients and populations in Connecticut." Can an organization without existing contracts or agreements apply for funding?

Response: Yes. See response to Question #2.

23. **Question:** Regarding [3]-Non-Eligible Costs: Any costs incurred prior to grant award contract execution:

The Center has begun the process of implementing EHR with Qualifacts and made payments on account with a payment plan for initial non-recurring start up costs. Can bonding cover the costs of hardware and software purchases that are outstanding and due AFTER grant award execution? The Center has received some "meaningful use" funds to cover most costs prior to grant award contract execution but needs bond funding to cover the remaining non-recurring costs which are significant for the Center

Response: Any obligations or costs incurred prior to the execution of any grant agreement award contract would not be eligible for reimbursement under the NGP.

24. **Question:** One of the exclusion criteria is "Any costs incurred prior to grant award contract execution." Can this be modified to "Any costs incurred prior to application submission deadline"?

Response: No.

25. **Question:** We have long planned to break ground for the second phase of the project in September. The following language in the email from OPM is of concern: Please do not proceed with any anticipated NGP-funded project work until you are fully aware of any contractual terms required by the administering agency and all necessary contracts are fully executed. Any work done without a contract in place will not be eligible for reimbursement. Would we be ineligible for this funding if we proceed with ground breaking, as the grant applications are not due until October 4? If we wait until this application process is completed to begin work, we will not be able to open our fully accessible facility in time for our spring and summer 2014 programming. We have also been unable to schedule our normal program for this Fall due to the construction, causing us to lose more than \$75,000 in revenue. We must proceed as our finances will not support a delay at this point.

Response: Funding under the NGP will be through a competitive process, so no applicant is assured of funding through the program. As indicated in response to Question # 23, no obligations

or costs incurred prior to the execution of any grant award agreement are eligible for reimbursement under the NGP

26. **Question:** On page 2 of the guidelines, one of the non-eligible costs listed is "procurements, items or any costs not eligible to be financed by bond funds". Can you provide some sort of guidance or comprehensive list of activities/procurements/items that are not eligible for bond financing? Is there a weblink to a state resource that can help us understand what isn't an eligible cost with bond funds?

Response: Generally, expenses must be part of a project that has longer-term useful life, the length of which will depend on the nature of the project. We would work with successful applicants in reviewing these matters.

27. **Question:** In April 26, 2013, Safe Haven received notice that we will be awarded \$181,500 in DSS Bond Funds to help renovate our main office and make it handicap accessible. The entire project is estimated to be \$250,000. Would it be possible to use this Non Profit grant to apply for the balance?

Response: Yes, possibly, assuming the NGP funds would not be deemed to be supplanting other funds in accordance with the NGP Guidelines and Application Instructions.

28. **Question:** We recognize that a staff position is not eligible for funding. However if the staff position is temporary and critical to the execution of the project for which we are requesting funds, would it be allowed?

Response: No.

29. **Question:** If part of a renovation project has started prior to January 31st but the specific renovation (office space) applied for under this grant has not, will this be allowable?

Response: The renovation of the office space should be submitted as its own project, while a description of the larger renovation project should be described in the application.

30. **Question:** Section B.3 Non-Eligible Costs and Limitations (Page 3 of 14) – Staffing or Operating Costs

Does this preclude an entity from utilizing these funds to pay for staff who works on the development of an approved project?

Response: Yes.

31. **Question:** Please define "health and human service organizations" and what constitutes "direct health and human services". Would non-profits with state contracts that deal with arts and culture, or economic development/community development/entrepreneurship and who provide direct services to individuals qualify under the guidelines to apply for funds under this opportunity? Are eligible applicants limited to those with contracts/agreements with specific state departments? If so, which departments?

Response: Arts and culture or economic development/community development services generally would not be included in the definition of health and human services. While a state contract is not required to be eligible to apply to the NGP, most of the services the State views or has defined as health and human services have traditionally involved many of those administered by the State Departments of Social Services, Aging, Children and Families, Mental Health and

Addiction Services, Developmental Services, Public Health, Early Childhood, Housing and some community-based services provided by the Department of Corrections.

32. **Question:** The guidance refers (on page 2) to eligible applicants as those with contracts to provide “direct health and human services to agency clients and populations in Connecticut”, please confirm that this definition does not exclude the eligible entity from providing these services by subcontracting with provider agencies, such as Federally Qualified Health Centers (FQHCs)?

Response: Organizations eligible to apply include those 501(c)(3) organizations providing one of more health and human services, whether or not they have a State contract.

33. **Question:** Several children in our full-day and afterschool childcare programs receive funds from the State’s Care for Kids program to cover their childcare tuition costs. In 2002, our organization was awarded \$395,000 toward construction of our childcare center. Do we qualify?

Response: Yes, you are an eligible organization. Also see response to Question #4.

34. **Question:** As a regional foodbank, we provide services to local food pantries/community kitchens as well as directly to some clients through a mobile food-pantry program. We believe this qualifies as providing “direct health and human services to agency clients and populations in Connecticut,” but would like clarification regarding the specific definition of “direct services” and/or the proportion of direct services provided in order to qualify.

Response: From your description, your organization is providing health and human service and is eligible to apply. Also see response to Question #4.

35. **Question:** Our Behavioral Health program, which has offices in four municipalities (Bridgeport, Stamford, Norwalk, and Danbury), serves patients who are insured under Medicaid. Does serving this population enable us to apply under the NGP for funding of an eligible project for the Behavioral Health program?

Response: From your description, your organization is providing health and human service and is eligible to apply. See also response to Questions #4 and 16.

36. **Question:** Currently we do have two contracts with the Department of Children and Families. It was recently asked whether or not payments the hospital gets from Medicaid for patient services can be included. Could you please let me know if this can be done?

Response: You should indicate in Part 1-Section C of the application if you are an enrolled Medicaid provider and the amount of your Medicaid and other State funding in the current year. Also see responses to Questions #2 and 4.

37. **Question:** If an applicant agency accepts Medicaid, can that be counted as a state contract or agreement, and if so, should the amount of the contract/agreement listed in Part 1, Section C be the equivalent of reimbursement received over the most recently completed fiscal year?

Response: Yes to the first part of your question. With respect to Part 1- Section C of the application, the amount received in the most recent fiscal year should be used if that is the best estimate of the amount to be received in the current year.

38. **Question:** One of the eligibility requirements is “have contracts or agreements with state agencies.” Would being enrolled as a Medicaid provider suffice?

Response: See response to Question # 2.

39. **Question:** Our collaborative is a partnership between three leading social service agencies in our regions. Is it permissible for one of the three partner agencies to submit an application on behalf of the Collaborative and its partners or are three separate applications required for the same request

Response: The State’s Nonprofit Collaborative Incentive Program is the primary State grant program to encourage and promote collaborations among nonprofits. In terms of the NGP, separate applications should be submitted, in which applications the collaboration can be described.

40. **Question:** We intend to apply for funding to support Phase II of the Collaborative, which involves several inter-related initiatives. Would it be permissible for us to submit one application which covers Phase II in total, as opposed to breaking the Phase II initiatives into separate applications?

Response: More information is needed to answer your question in this regard. Please see Section E. of the NGP Guidelines and Application Instructions.

41. **Question:** Which of the following contracts qualify as State and State-administered federal funding received through health and human services contracts or agreements?

- a. DMHAS Behavioral Health Recovery Program contract fee for service funding for residential treatment services?
- b. DMHAS/DCF Project Safe contract fee for service funding that fund certain Outpatient treatment services?
- c. DMHAS Pretrial DWI contract fee for service funding? DSS Medicaid fee for service funding?

Response: From your description, your organization is a providing health and human service and is eligible to apply, assuming you are a 501(c)(3). Funding for these programs should be included in Part 1- Section C of the application.

42. **Question:** Is purchase (acquisition) of real property an allowable expense?

Response: The purchase of land related to new construction or an addition is an eligible expense under the NGP. The purchase of a facility or building is not.

43. **Question:** We need office space. Would we have to purchase space or could it be leased or rented?

Response: The purchase of a building or a facility for office space is not an eligible expense under the NGP

44. **Question:** Could the grant be used toward renovating a new space and, if so, would the property already have to be identified? Could it be narrowed to 2 or 3 options?

Response: Renovations would have to be for an identified facility. Facility or building purchases are not an eligible use of NGP funds.

45. **Question:** When considering a property purchase, how much information is required for the application? If we have identified a location and have the cost listed through the city and not an appraisal, I understand that is acceptable. If going forward, the property is no longer available at the time of receipt of contract award or the appraised amount is unacceptable can we then pursue another property if it is in line with the original cost request?

Response: For the application, a site related to a land purchase should be identified and the best possible cost estimates provided. Section I.6. of the application specifically seeks information as to the status of any formal or anticipated purchase, which information will be included as part of the review of the application. Also see responses to Questions #42, 44 and 46.

46. **Question:** Can land be purchased?

Response: The purchase of land related to new construction or an addition is an eligible expense under the NGP.

47. **Question:** The Center has already begun the process of implementing EHR with executed contracts and initial payments with a vendor. This vendor is also the EHR vendor for other agencies in our trade network. These other agencies may in future be an affiliate or merger partner so we wanted to have the same EHR vendor. Will a waiver be granted from competitive procurement if we are granted a bond award for EHR?

Response: According to the NGP Guidelines and Application Instructions, all procurements under any grant award contracts must be competitive, although "sole source" procurements may be allowed by the State under certain circumstances. You may also want to review response to Question #23 above.

48. **Question:** Can this money be used to purchase housing for our population who are well below poverty guidelines?

Response: We would need more information to respond to your question. Also see responses to Questions #42, 44 and 46.

49. **Question:** Can we apply for funding for medical and/or dental equipment (e.g. exam tables, dental chairs and related equipment)?

Response: Potentially yes, if the purchase of this equipment was part of a larger renovation or capital project. Please see Section C of NGP Guidelines and Application Instructions. Also see response to Question #4.

50. **Question:** In the case of vehicles can we put in one RFP for all vehicles for State funded programs if we are looking to replace a fleet of vehicles, especially since the minimum project is \$25k?

Response: Based on your description, this could be submitted as one application.

51. **Question:** Regarding Question C (page 8-12), should our project proposal to improve air conditioning and heating efficiency be under Facilities Improvement or Equipment?

Response: A: Based on your description, it sounds like one project that has both facility improvement and equipment components. In that case, it should be submitted as one application.

52. **Question:** Would the purchase of equipment that interfaces with a larger Electronic Health Record system (not paid for from this grant) be an eligible cost under this RFP? An example would be a piece of digital medical equipment that can interface with, and load results into, an EHR that has been installed within the past twelve months

Response: Based on your description, the purchase of this equipment would be an eligible cost.

53. **Question:** Are appliances such as a stove or washing machine considered equipment and therefore non-eligible costs as described on the top of page 3 of the Application Instructions?

Response: Generally ineligible unless the purchase of this equipment is part of a larger renovation or capital project. Please see Section B of NGP Guidelines and Application Instructions.

54. **Question:** Is a Voice over Internet Protocol (VoIP) voice communication system that would improve/enhance efficiency and effectiveness of services provided to consumers under multiple state contracts with multiple state agencies across dozens of locations an eligible information technology project?

Response: Technology procurements and systems are eligible expenses under the NGP

55. **Question:** The grant would be to subsidize the cost of two vans that we would use to transport children from their schools to and from our afterschool and summer sites and our Community Center, and on field trips. We need them in order to “enhance service delivery, efficiency and effectiveness” of our programs.

Response: Vehicle purchases are eligible expenses under the NGP.

56. **Question:** Would it be acceptable to request funding for electronic health records that includes the hiring of a Consultant to help assess our needs and recommend appropriate technology?

Response: Consulting costs for information technology may be eligible, but these costs should be mainly focused on implementation as opposed to planning activities.

57. **Question:** Can we use the funds to purchase desktop computers? Over 50% of our computers are 5 or more years old and 10% are over 10 years old.

Response: Technology procurements and systems are eligible expenses under the NGP.

58. **Question:** Can we use the funds to purchase telephone systems?

Response: Technology procurements and systems, including for telecommunications systems, are eligible expenses under the NGP.

59. **Question:** Can we use the funds to use towards payments of an EMR that is web-based?

Response: Technology procurements and systems are eligible expenses under the NGP; however, according to the NGP Guidelines and Application Instructions: “Grantees will own any equipment,

technology or vehicles purchased with grant funds.”

60. **Question:** Page 3 states that any costs included prior to grant award contract execution are non-eligible costs. Yet, Page 3 also states that architectural fees can be included (no more than 10%). Can this grant pay for architectural drawings created as part of the grant proposal?

Response: No, if the work was done prior to the execution of a grant award contract.

61. **Question:** Can a request for information technology systems include the cost of an outside resource for installation and initial maintenance? We do not have that expertise in house.

Response: Projects should have defined phases, including a completion phase, which, in this case, could include a limited time for maintenance to ensure that the system is up and running properly. Ongoing operating expenses, however, are not eligible expenses.

62. **Question:** We own and operate Apartments. These 16 units of housing were funded and constructed under the DOH Affordable Housing program in 1990. At that time the grant called for a permanent lien to be placed on the property equal to the grant award. This lien is in place to guarantee that the property remains perpetually as Affordable Housing. Basically we own the property on paper but it is now controlled by CHFA. CHFA controls the rents charged and the overall expenses to meet the rent income. They are program audited yearly with financial reports made to CHFA each quarter. The City has an appraisal value which is lower than market. My question to you is: since the lien is to guarantee the use of the property can we apply for the DAS grant to replace the roofs, furnaces and hot water tanks needed to maintain the property and assist the working poor families in a reduction of their heating costs? The tenants pay their own utilities.

Response: More information would be needed to ensure an accurate response to the question; however, if the amount of an existing lien is greater than property value, NGP funds would not be provided. Please refer to the NGP Guidelines and Application Instructions for more information in this regard.

63. **Question:** Concerning Apartments repairs to the roof and heating system and hot water tanks: can this be one project for repairs or need it be two separate projects, one for the roof and one for the system and hot water tanks?

Response: For eligible applicants and projects, these projects would require two separate Part 2-Project Applications.

64. **Question:** I would like to know if permanent housing is eligible.

Response: More information would be needed to respond to this question. Also see responses to Questions #42, 44, 45 and 46.

65. **Question:** Will repayment of debt (specifically, a mortgage) be allowed as eligible for this grant?

Response: No.

66. **Question:** Can funds be used to pay down/pay off a mortgage on an existing building that is being used and will continue to be used for program space for individuals receiving services supported by the CT Department of Developmental Disabilities?

Response: No.

67. **Question:** In the Guidelines & Application Instructions, on page 2, it states under the Non-Eligible Costs & Limitations “items or any costs not eligible to be financed by bond funds”. Is there a document we can access, that has the specific items listed which can not be financed.

Response: See response to Question #26 above.

68. **Question:** Can we apply for funding for medical and/or dental equipment (e.g. exam tables, dental chairs and related equipment) that are part of a larger improvement for which we are NOT asking OPM funding?

Response: No.

69. **Question:** Is funding under this program allowed for upgrades to computers, servers, hardware, etc.?

Response: Technology procurements and systems are eligible expenses under the NGP.

70. **Question:** We are looking for funds to repoint and waterproof the building. Would this qualify under the funding of this grant?

Response: Facility renovations such as these are eligible expenses under the NGP.

71. **Question:** Would we have to purchase space or could it be leased or rented? If purchasing or renovating a new space, would the property already have to be identified?

Response: Facility or building purchases are not eligible expenses under the NGP. Renovations must be associated with an identified site.

72. **Question:** Would the following requests be considered one or two projects: 1) two generators; one for two different group homes and 2) 2 wheelchair vans for two different group homes

Response: Unless the generators involve building renovations to install, they can be submitted as one application, while the two wheelchair vans could be submitted separately (i.e. separate from the generators) under one Part 2- Project Application.

73. **Question:** Instructions state one application per project. However, in the application pg. 5 Of 12 1) submit separate Part 2--Project Application for each project. Does this mean that two separate projects can be included in the one application so the rest of the application need not be duplicated? Or does there have to be two completed applications repeating all boiler plate sections again?

Response: The same Part 1-Participant Profile can be used for all of an organization’s Part 2- Project Applications. Applicants can submit packages in which there is one Part 1 and separate Part 2’s for each project. We asked that they be assembled in a manner that clearly separates and identifies the Part 1 section and each of the separate Part 2- Project Applications.

74. **Question:** Please elaborate on how we can combine similar facility improvements for multiple locations as one application

Response: Separate Part 2- Project applications must be submitted for each location for facility improvements.

75. **Question:** If you plan to renovate an antiquated heating system and purchase new, more efficient appliances at one location – would you need to submit one project application or two?

Response: Based on your description, this could be submitted as one project.

76. **Question:** Please elaborate on how we can combine multiple types of facility improvements, such as interior and exterior improvements for a single facility, as one application; or should we submit multiple applications for the different improvements?

Response: If the facility improvement work is related, such as part of an overall renovation project, it can be submitted as one project. On the other hand, adding on a new kitchen and general renovations for the rest of the facility should be viewed as separate projects.

77. **Question:** Are you able to submit a grant application for unrelated projects ie. vehicles and technology systems?

Response: Yes, but they should be submitted using separate Part 2-Project Applications.

78. **Question:** Can you provide more guidance on whether a separate project application needs to be submitted for projects depending on their focus. For instance, do we have to separate the safety projects from projects that involve compliance with ADA. They are both planned for the same building.

Response: If all the work is related to code work and ADA compliance at one location, it can be submitted as one project.

79. **Question:** We have 3 different contracts with the State, DOH for our Shelter grant, and DMHAS for our Group Home and CHFA for our Affordable Housing Program. Each program is housed in a different facility owned by us. Each facility needs 2 or more major repairs. Can we submit one grant with 7 projects to be funded or do we submit 3 grants, one for each State program, and each grant having one or more projects assigned?

Response: A separate Part 2-Project Application should be submitted for each location. The fact that an individual site may serve more than one State (or non-State) program does not, itself, require separate applications.

80. **Question:** If applying for the acquisition of an EMR. Can the project application include related technologies and hardware (required to run the EMR), or should that be two separate projects?

Response: From your description, this sounds like one project.

81. **Question:** Can you apply for two projects under the same category or only 1 per category?

Response: There is no limit in terms of the number of projects for which you can apply. There are minimum and maximum funding amounts included in the NGP Guidelines and Application Instructions.

82. **Question:** We have two residential group homes that both need site improvements (paving and wheelchair ramps). Should this be one combined application, or a separate project application for each home?

Response: Separate Part 2- Project applications must be submitted for each location.

83. **Question:** Can an agency submit multiple project applications for the same facility site? For example, we have a roofing project, a flooring project, and a driveway/parking project all for the same facility. Should these be three separate applications, or grouped into one?

Response: If the roofing and flooring project are part of a renovation project, they could be handled as one project. The driveway/parking lot would be a separate project.

84. **Question:** We have 8 DCF funded programs that need new vehicles. There are five Short Term Assessment and Respite (STAR) programs, a group home, transitional living apartment program and a scattered site apartment program. All of our vehicles are in rough shape. Since I am asking for vehicles but for different programs all under DCF contracts do I need to write eight separate proposals? Sure hope not.

Response: If it involves an overall initiative regarding the purchase of vehicles, it could be one application.

85. **Question:** In the Governor's announcement under examples of eligible projects, the last bullet point states: Converting use of property to address mutually agreed state agency service needs. Can you clarify what you're looking for here further?

Response: By way of an example, a conversion could be if a state agency and a provider have a contract for a certain level of service and the state agency wants to move the clients to a different level of service, the state agency and the provider may mutually agree to convert the program.

86. **Question:** We manage ten group homes and since the minimum is 25,000 can we replace 5 driveways at the cost of 6000 each for a total of \$30,000 or does it have to be for a single project per home.

Response: Separate facility improvement projects must be submitted for each location

87. **Question:** Is it acceptable to apply for two different types of projects. E.G. renovations to a building and applying for vehicles for program usage. Also, if acceptable, can it be on the same application or should two separate applications be submitted?

Response: The two projects in your example would require separate Part 2-Project Applications.

88. **Question:** I understand there needs to be a separate Part 2 PER project. Can we group several costs for a program as one project? In other words, land purchase and Technology needs are for one of our programs – can that be one application because its for one program or does it need to be two?

Response: Different programs don't necessarily require separate Part-2 Project Applications. Unrelated projects or facility improvements at different locations would require separate Part 2-Project Applications.

89. **Question:** If we are requesting generators for two large administrative bldgs., as well as at 9 group homes. Can I consider this all one Project? Or do I need to break them up per home, since the specifications vary at each location?

Response: If you are only buying generators, this could be one Part-2-Project Applications, unless their installation involves capital renovations,

90. **Question:** We would like to submit a proposal for external and internal facility improvements at one location. Do we need to submit two separate part 2 sections of the application, one for external improvements such as a new roof and a second for internal improvements such as removing barriers in a bathroom for ADA compliance? Or will one application suffice for both?

Response: Based on the description, this would involve two Part 2-Project Applications.

91. **Question:** Our expansion/construction project is in two phases, the first of which is complete. We plan to apply for the NPG funding for the second phase. The contractor with which we are working has committed to a significant value in pro-bono work; what is a \$3 million project is being done for \$985,000. As it is hard to imagine a competitive bidding process coming in that low, would we be eligible for this funding if we continue to work with our existing contractor or, if awarded, must the remaining work then be put out to bid? I can provide the existing project budget if that would be helpful.

Response: According to the NGP Guidelines and Application Instructions, all procurements under any grant award contracts must be competitive, although "sole source" procurements may be allowed by the State under certain circumstances.

92. **Question:** We are looking to purchase another building which will need renovations. Do we submit 1 request for both (purchase and renovations) or 2 separate requests?

Response: Facility or Building purchases are not an eligible expense under NGP; however, renovations of a building are an eligible expense under NGP.

93. **Question:** If vehicles were requested under project 2, could that entail more than one vehicle?

Response: While having no detail as to your plans, it could.

94. **Question:** Our agency is a party to several contracts with state agencies to provide direct health and human services to state agency clients and populations in Connecticut. We have reviewed carefully the guidelines and application instructions for the NGP and have identified several categories of eligible expenses for the agency as a whole that would improve delivery of our health and human services. As examples, these eligible expenses relate to information technology projects, facility renovations, and acquisition/upgrades to electronic health or medical records. May we apply under the NGP for funding of a project that would benefit the agency as a whole and its overall program delivery or are we limited to applying for funding to support individual programs that provide the particular services under the state contracts?

Response: Eligible projects are those that benefit one or more health and human services being delivered by 501(c)(3) nonprofit providers.

95. **Question:** Does each page need to be numbered in the application?

Response: Yes.

96. **Question:** We are the parent organization of several affiliates which each have their own 501(c)3. The project for which we're seeking support is for includes funding components for some of these affiliate areas. Will one grant application cover funding for all affiliates? Do we need to do separate grant requests for each affiliate even though they are all part of the same project?

Response: Each 501(c)(3) should submit an application. See response to Question #39.

97. **Question:** Can you provide sample filled out forms to use as a guide?

Response: No.

98. **Question:** Page 2 of 14, #3: ".any costs not eligible to be financed by bond funds." Could you please provide some examples.

Response: See response to Question #26

99. **Question:** Will the applications be evaluated in their entirety or can individual pieces/subsets be approved?

Response: Each project will be evaluated on the information included in and required by Parts 1 and 2 of the application. As indicated in the NGP Guidelines and Application Instructions, the Evaluation Committee will make recommendations for funding to the Secretary of OPM, who can approve some, all or none of the funding requested by applicants.

100. **Question:** The application guidelines state that the answers to the questions will be available by September 25th. Since this is less than 10 days from the application submission deadline, can the deadline be pushed out to mid-October?

Response: The revised due date for applications is not later than 4:00 PM on Friday, October 18, 2013

101. **Question:** Are prevailing wages required? Do contractors have to be DAS certified?

Response: The provisions regarding prevailing wages do not apply to these projects. We are not familiar with DAS certification.

102. **Question:** Does prevailing wage apply to the amount requested at a certain point and/or amount granted?

Response: See response to Question #101.

103. **Question:** Application Page 1, Section A., Question: Business ID # (as assigned by the Secretary of the State.) Is this our EIN that is assigned by the IRS Dept or the Treasury. Or is this something else?

Response: 7 digit number assigned by the Secretary of State, not the EIN number

104. **Question:** Are health and human services grants eligible to be included in the listing of contracts or agreements (Part 1 C. of the Application Form)?

Response: While the question is unclear, please provide an explanation for any funds included in Part 1C in the space provided.

105. **Question:** Under Part 1 – Organizational Profile D. Questions and Other information – please explain what types of information is required in the part of application? Also under same Part 1. E. Certification of Application – what does this refer to? What is required?

Response: The authorized official would need to review the five statements include on page 3 of 12 of the application and certify his or her understanding of and agreement with these statements by signing in the space indicated.

106. **Question:** Regarding Part 1, Section D, Question 3)a, does OPM want information regarding any litigation, including such things as a minor slip/fall suit, or just large issues that could impact the financial health of the organization?

Response: Litigation that could impact or threaten the organization's financial health or ability to operate, as well as any litigation that would impact the applicant's ability to undertake the project(s) for which NGP funds are being sought.

107. **Question:** Should all the paper copies also include copies of 990's for two years and the Audited Financial Statements for two years?

Response: Yes, for any year for which a State Single Audit has not been completed.

108. **Question:** If applying for funding to purchase land, on which a new facility will be built in the future, must the land already be selected, or could realtor listings for land under final consideration be provided?

Response: For the application, a site related to a land purchase should be identified and the best possible cost estimates provided. Section I.6.of the application specifically seeks information as to the status of any formal or anticipated purchase, which information will be included as part of the review of the application.

109. **Question:** Is it permissible to include the fair market value of in-kind services as Non-NGP funds on the budget documents?

Response: Yes, it is permissible for those costs can be identified, but a description of the cost and the basis for the estimate must be provided.

110. **Question:** If we are making some physical plant changes for which we are not asking for OPM funding, do we need to include all of that financial information in the application?

Response: While not sure to which financial information you are referring, information or a description about other capital projects would be needed if they have an impact on the project to be funded by the NGP funds.

111. **Question:** For a construction/renovation project, how exact does the budget detail need to be? With this type of project, multiple bids are normally sought. If there is not enough time before the submission deadline of this RFP to obtain those multiple bids, will a reasonable and realistic estimate of the costs be acceptable?

Response: Bids are not required to submit an application. Bidding would be a contractual issue for those applicants selected. The budget should provide the Evaluation Committee with a solid understanding of the cost of the project, including its various cost components.

112. **Question:** Page 6 of 14, Contents of Part 2, letter D. Is it acceptable to have a project that only includes NGP funds?

Response: Yes. Other funds and resources for the project could involve some additional rating points for applicants.

113. **Question:** In the Nonprofit Grant Program application, Part 1 c. List all of your State health and human service contracts or agreements..., should an organization include contracts/agreements that are pass through funding, such as contracts for Summer Youth Employment which are funded by DOL at the State level, but administered through Workforce Investment Boards who contract with vendors such as our organization?

Response: In regard to the State funds included in Part 1.C., including pass-through funds, an identification of the funding source should be provided in the space provided.

114. **Question:** In the case of a procurement (as opposed to a facility improvement), for Part 2, Section D of the application, should the portion of funds already noted in Part 1, Section C that might otherwise be directed to support the procurement now be recognized as "State Non-NGP" revenue? In the instance where the procurement delivers reduced operating expense, the savings from the existing state contract funding could serve as some of the funds that get invested in the procurement. Is that the correct way to record it? If an organization uses its internal resources while it is waiting for the reduced operating costs to deliver their savings, can/should the organization list such funds as "other" revenues or perhaps as "private" revenues?

Response: While not fully understanding the question, please describe your funding plan and the assumptions and methodology used to develop such plan in the space provide in Part 2, Sections C and D of the application.

115. **Question:** For a proposed building renovation project, what items must be included in the List of Procurements, is a complete Project Specification manual required?

Response: No. The information to be included in Part 2, Section E of the application is: the procurement item (e.g. purchase of a handicap van); the cost of the item being procured; and a description of the basis for and/or the methodology used to develop the cost estimate.

116. **Question:** What is OPM looking for in terms of the narrative on page 10 of the application? Should the narrative cover only items outlined in section F? Or can it cover other areas?

Response: The narrative box on page 10 orf 12 of the application is to be used for Section F.

117. **Question:** Application 1 contents (page 5) : F. The following forms: 2-is just confirmation, correct? Form 3-would apply to successful bidder of projects, correct? Do we need to do anything with this for application (as we will not have chosen the successful bidder?).

Response: Form 2 should be completed by the applicant in the spaces indicated. Form 3 should be completed by NGP applicants.

118. **Question:** How do you represent deferred maintenance on the projected cost savings page (page 10/12 on Application Form)? For example, we have a roof that has come to the end of its useful life and we will need to replace it before it fails completely. How do we show this future unbudgeted expense? We have had to defer maintenance and capital improvements in order to keep our doors open for services, so those amounts aren't reflected in current levels of spending.

Response: For any savings you feel appropriate to include in Part2-Section F, please describe the type of savings to be achieved and the methodology used in developing those savings estimates along with any additional narrative as needed.

119. **Question:** What if non-financial impacts, such as health and safety cannot be quantified in Section G?

Response: The benefits of the project should be quantified to the extent possible.

120. **Question:** On page 11, section H, question 7, “Has the applicant received past funding for improving this facility from any State or Federal Agency in the past 10 years?” Does your 10 year timeframe refer to the approval of the funds, or the distribution of the funds?

Response: Approval of the funds.

121. **Question:** On page 11/12 of the Application Form, Question 4 mentions “State agency clients.” How does this application define “State agency clients”? Are these only the clients directly getting DSS funds or because they are our clients (and we are funded through DSS) they are all State agency clients?

Response: This question has been modified, and now asks how many total clients are served and how many State clients are served at the facility. The number of State clients is the number of clients who are being served under a State contract or agreement.

122. **Question:** For a facilities improvement application, can the property appraisal fee be included as part of the grant?

Response: Appraisal costs could be included either in the NGP or one of the other funding categories listed in the budget.

123. **Question:** Regarding Question 7 (page 11 of 12), is there is dollar threshold or other criteria for them facilities improvements paid by State/Fed funding over the past 10 years? Specifically, should we include only major improvement projects or ALL improvements, maintenance and repair projects?

Response: Minor maintenance and repair items do not need to be included.

124. **Question:** When preparing Part II, Form 4, of the application for a land purchase, can you please clarify:

Would Question 1 simply be the appraised value of the land? Would Question 2 not apply, since the property is neither owned nor leased by the applicant at this time?

Response: For the application, in the absence of an appraisal, a municipal assessed value of the property can be used. The proposed purchase price should be included in response to Question 2.

125. **Question:** Application Contents and Application Form – Part 2- Project Application (Page 6 of 14) – Contents of Part 2 – Project Application: E. Must cost estimates and procurement be with Connecticut-based companies only?

Response: The NGP Guidelines and Application Instructions do not include any provisions in this regard. You may want to include information in this regard in your narrative.

126. **Question:** Who fills out Form 3 Commission on Human Rights & Opportunities Contract Compliance Regulations Notification to Bidders? Is this just the vendors responding to the request for quotes, and/or does the applying organization also fill out Form 3?

Response: See the answer to Question #117

127. **Question:** Who signs Form 2? Is this just for the organization applying for a grant and/or do the bidders responding to the request for bids also fill out Form 2?

Response: The organization applying for the grant.

128. **Question:** Do you need to complete a Nondiscrimination Certification for each project application or just one for the complete submission?

Response: Just once. This Certification is required under Part 1 of the application. The same Part 1 can be use for each project. See response to Question #73.

129. **Question:** Does Form 4 (Modified Lien Analysis) need to be completed for all applications? Or just those applications seeking funding for projects involving facility alterations & renovations?

Response: For facility alternations, improvements, renovations, new construction and additions, and land purchase associated with new construction and additions only.

130. **Question:** Modified Lien Analysis form. If needed renovations, etc for a project, plus mortgage balance, plus any liens, exceeds the current market value should we submit projects over and above or should we only meet the current market value?

Response: Please refer to Section B. 3)Non Eligible Costs and Limitations and Section H.3.b of the NGP Guidelines and Application Instructions.

131. **Question:** Presently we are leasing a property (group home), but it will be purchased by our organization in 2 years. How does this affect the lien document, etc? What are the ramifications if the property is going to change ownership?

Response: Your application should reflect that you are leasing the property. In the application, you should describe your plans with respect to the facility. Also, please refer to Change of Ownership or Tenancy provision in Section I of the NGP Guidelines and Application Instructions.

132. **Question:** Page 13 of 14, #7: would this apply to only facility renovations/purchase or to equipment also?

Response: The lien provision typically would not apply to equipment.

133. **Question:** Is it permissible to attach additional documentation to our application, when the space provided to answer a particular question is not sufficient?

Response: Generally, documentation and responses should be limited to those forms required by the application and to the space provided in the application, unless otherwise specified. Since we are anticipating a large number of applications, additional documentation beyond that required should be kept to a minimum and be limited to that documentation that is necessary for the Evaluation Committee to understand your application.

134. **Question:** Where should we attach our price quotes from contractors?

Response: A summary of the quotes can be attached. See response to Question #133.

135. **Question:** Page 8 of 14: does electronic submission get emailed or placed on a disk or thumb drive and submitted with paper documents?

Response: One electronic version should be submitted with your application. It should not be e-mailed.

136. **Question:** Please explain how you want the electronic submission for the Non-Profit Grant. Do you want all the attachments, i.e. 2 years of 990's and 2 years of audited financial statements as part of that submission?

Response: Yes.

137. **Question:** Would funding be considered to build out an existing space in our Headquarters , which is zoned for a 10 bed, short term stay residential program? This space would serve DMHAS clients who are in need of short term 30-90 days stabilization.

Response: From the description provided, it would be an eligible project. The response to Question #85 may also be relevant to your question.

138. **Question:** Can applications be delivered in person?

Response: Yes.

139. **Question:** Do you have a preference for the way the paper documents are submitted? For example, do you prefer that applications be stapled, unstapled with paper clips, in separate 3 ring binders, in clear cover folders, etc.?

Response: The methods you described to put the applications together, with the exception of paper clips, are appropriate.

140. **Question:** Can the electronic version of the proposal be submitted via email, or should it be burned onto CD-ROM?

Response: A CD-ROM would be acceptable. It should not be e-mailed.

141. **Question:** If you submit multiple project applications as part of your submission, how should the electronic copy be sent? As multiple attachments?

Response: If you are submitting a consolidated package with one Part 1 and multiple Part 2 applications, one electronic document can be submitted in your package along with the required number of hard copies. See response to Question # 73.

142. **Question:** Can one of the funding sources be in-kind services?

Response: See response to Question #109.

143. **Question:** Will the application be looked at more favorably if the organization contributes to a portion of the costs of the project?

Response: The inclusion of other funds or resources for the project could add some rating points.

144. **Question:** How important is it that there be multiple sources of funding for each project and how much should be funded outside of this grant?

Response: See response to Question #143. There is no matching requirement.

145. **Question:** Is there any requirement for matching funds?

Response: There is no such requirement

146. **Question:** Can Department of Education funds channeled through a city bidding process be used to calculate the amount of a grant?

Response: Yes, if the funds are for a health and human service and not for education

147. **Question:** Should health centers (and other health care providers) count the funding they receive for treating Medicaid patients as “state-administered federal funding?”

Response: You should indicate in Part 1-Section C of the application if you are an enrolled Medicaid provider and the estimated amount of your Medicaid and other State funding in the current year.

148. **Question:** What proportion of organization funding must come from State or State-administered federal funding? Is this restricted to State funding or State-administered federal funding, or also City-administered federal funding?

Response: While applicants are asked to list their contracts and agreements with State agencies, along with the funding amounts, there are no provisions in the revised NGP Guidelines and Application Instructions regarding what proportion of an organization’s funding must come from the State in order to be eligible to apply. Having a State contract is not required in order to be eligible to apply for NGP funds. Also see response to Question #2.

149. **Question:** It is understood that one evaluation criterion to be used is that “(o)ther funds needed to undertake the project and/or to maximize the State’s investment, including funds from the applicant, federal or private sources, have been secured or will be readily available in order to ensure project completion in a timely manner.” Would not needing non-NGP funds to complete the project (i.e., 100% funded with NGP monies) result in a lower rating for this criterion? Alternately, does budgeting a larger amount of non-NGP funds increase the rating for this criterion?

Response: The inclusion of other funds or resources for the project could add some rating points.

150. **Question:** The calculations for determining the proportionate amount of funds we can request is not completely clear. Can you provide more details and some examples?

Response: The NGP Guidelines and Application Instructions have been revised to state that the: “Grant typically should not exceed 25% of the applicant’s annual budget for health and human services.” If all of the services provided by your agency are health and human services, then your full annual budget can be used in making this calculation. If half of your organization’s annual budget, for example, is for health and human service, the 25% limit would apply to half of your budget.

151. **Question:** Regarding Question D (page 9 of 12), are we “required” to have non-NPG funding to match or supplement the NPG funds? Is consideration given to having supplemental funds as part of the scoring of the request? If we are planning to use the NPG funds only, will that lower our evaluation score?

Response: The inclusion of other funds or resources for the project could add some rating points.

152. **Question:** If organizations without existing contracts can apply how would the "25% of the total amount of State and State-administered federal funding received through health and human services contracts or agreements" be applied?

Response: See responses to Question #2 and Question #150.

153. **Question:** We receive funding from 3 social service agencies: Department of Children and Families, Board of Education & Services for the Blind and the Department of Education’s Summer Food Service Program. The work being done will directly impact our ability to both improve services to the youth we serve from DCF and BESB and increase the number we can serve, but it is likely we will request more than 25% of our annual contract amount. Will the impact on service provision be taken into consideration when determining which organizations might be eligible to receive more than 25%?

Response: According to the revised NGP guidelines, the 25% limit applies to the portion of a provider’s overall budget is for health and human services. It does not apply to an individual contract. Consideration of the amount of a grant as a proportion of the service(s) impacted is part of the evaluation criteria as opposed to determining a maximum grant amount for an agency. See also response to Question # 150.

154. **Question:** “Grant amount should not exceed 25% of the annual State and State administered federal funding” Is this percentage applied to the organization’s entire amount of funding from all state departments, or is it only specific to the site for which the funding is being requested?

Response: See responses to Question #2 and Questions #150 and 153.

155. **Question:** Grants will not typically exceed 25% of annual amount of state and state-administered federal funding. Does this funding refer to this Medicaid awards only? Can we include Medicare revenue as part of the total amount?

Response: See responses to Question #2 and Questions #150 and 153.

156. **Question:** Under “Grant Amounts” it states that the “grant amount typically should not exceed 25% of the annual amount of State and State-administered federal funding received through health and human services contracts or agreements.” For example, if we receive a total of \$500,000 in state funding per year that we are limited to a funded amount of 25% or \$125,000 for this project? The guidance says the maximum grant amount is \$1,000,000.

Response: See responses to Question #2 and Questions #150 and 153. The \$1,000,000 limit would apply, in part, for those organizations whose annual health and human service budget exceeds \$4.0 million

157. **Question:** The guidance indicates that the “[g]rant typically should not exceed 25% of annual amount of State and State-administered federal funding received through health and human services contracts or agreements.”

Does this statement apply only to funding received directly, or also indirectly (e.g., as a subcontractor)? For example, we receive funding from DMHAS (through a federal grant) for the SBIRT program. Some of that funding is then paid to health centers as subcontractors on the project. Do we count the entire total as being received by us? Or only the portion that is kept (i.e., not paid to subcontractors)? Do the participating health centers count the funds that they receive through us for this program as state-administered federal funding?

Response: See responses to Question #2 and Questions #150 and 153.

158. **Question:** Does the 25% grant awarded suggested cap listed above refer to 25% of the total agency funding or 25% of the funding for a specific program that the application will benefit? If the 25% is specific program then: If it is 25% of the program that the application would benefit I assume the 25% would be on the combined total state funding of all those programs that would benefit by the award as for example an award was to renovate a building and it housed several state funded program the 25% would be on all state funded programs that operated out of the building?

Response: See response to Questions #150 and 153.

159. **Question:** Regarding section B. 4, Grant Amounts, it states that the “grant typically should not exceed 25% of annual amount of State and State-administered federal funding...”. Can a proposed project exceed 25% of the state funding received for that particular program, as long as it is less than 25% of the state funding that the applicant agency receives as a whole? For example, if an agency receives \$6million as a whole from state contracts, but the applicant’s group home receives \$200,000 of that funding – could an application be submitted for a \$100,000 generator for that group home?

Response: See responses to Question #2 and Question #150 and 153.

160. **Question:** Can you give a more detailed explanation of “Contingency Funds”?

Response: Since the grant amounts will be fixed, contingency costs provide a source for unexpected or unanticipated project costs.

161. **Question:** Page 2 of 14: please explain contingency funds. For example, is the 10% held by the state above and beyond the dollar amount requested in the proposal?

Response: It would be a part of your grant request and award.

162. **Question:** Can we use state agency funding numbers from the most recent completed fiscal year? We are still in the middle of this fiscal year and won’t have finalized numbers by October 4, 2013.

Response: Best estimates should be used, with funding numbers from last year potentially providing a good basis for this estimate.

163. **Question:** With the movement away from residential treatment, therapeutic day schools are serving increased numbers of at-risk children in therapeutic day schools funded by local school districts, who are then reimbursed by the Connecticut State Department of Education. Is that funding considered as part of the grant ask calculation?

Response: These grants are for health and human services. Funding strictly for education would not be eligible or considered in the grant calculation.

164. **Question:** Can we still apply for OPM grant funding for a project even though we will have also submitted a grant for partial funding of the same project to CHEFA?

Response: Yes. The CHEFA funding amount could be included in your budget for the project.

165. **Question:** If we currently have a CHEFA encumbrance, will this interfere with this security interest in the property?

Response: It probably would, but more details would be needed to respond to the question.

166. **Question:** If our agency is awarded Bond Funding from the CT Nonprofit Grant Funding Program for our proposed project, is it permissible to combine this funding with Bond Funding solicited from another CT State Department, such as the Department of Mental Health & Addiction Services (DMHAS), to cover the balance of funds necessary to complete the proposed project?

Response: Yes, most likely. These other funds should be included in the project's budget in the NGP application.

167. **Question:** Do we need to post for bids on the DAS website for our project before we submit the application for the NGP program?

Response: Bids are not required to submit an application.

168. **Question:** Is it preferred to have bids to support the scope of the project and are included in the application?

Response: Bids are not required to submit an application. In the application, we are seeking the best information you have available to document or justify your cost estimates.

169. **Question:** Are we precluded from applying if we are unable to get three bids on the project despite advertising in newspaper? Can we submit with two bids or even one bid?

Response: Bids are not required in order to submit an application.

170. **Question:** Based on Page 7 text, it sounds like an agency can apply for this grant before putting the project out to bid (competitive procurement). Is that correct?

Response: Yes.

171. **Question:** Do we need to post or solicit our bids on the DAS State contracting portal before we submit the application for the NGP?

Response: Bids are not required in order to submit an application.

172. **Question:** Some of our providers are wondering whether there will be a bid process prior to the application submission deadline of October 4th.

Response: Bids are not required in order to submit an application. The new submission date is by October 18th.

173. **Question:** Is it a requirement to show evidence of competitive bids with the submission of our application, or is it permissible to submit this information upon project approval?

Response: Bids are not required in order to submit an application. Bidding requirements would be included in the grant agreement with selected applicants.

174. **Question:** Do we need to provide architectural drawings, renderings and cost estimates along with the NGP grant application?

Response: Bidders should provide best available cost estimates in their applications. A summary supporting your cost estimates may be attached to the application, but they should be kept as brief as possible.

175. **Question:** Am I to assume that our agency must hire an architect to design the improvements we'd like to have made at our facility and then get all the bids in by the October 4th deadline or are we able to get approximate bids on desired modifications and once approved get all the required documentation and bid processes done?

Response: Bids are not required in order to submit an application. Bidders should provide best available cost estimates in their applications.

176. **Question:** Can an agency apply with architect's conceptual drawings instead of detailed engineering drawings?

Response: Estimates based on conceptual drawings and/or other available information can be utilized for the application

177. **Question:** Also in terms of the corporate resolutions am I to fill out both the "New" resolution and a prior one as well?

Response: We ask for a certification of the application. If selected for a grant award, a certified board resolution would be required as indicated in the NGP Guidelines.

178. **Question:** Engineering or Inspection Report: We recently purchased a newly constructed building (2004), would we still need to get this report done?

Response: The requirement for an Engineering or Inspection Report, as needed, would be a post-selection matter.

179. **Question:** Since the purchase of a site is contingent upon winning an award, will the submission of a negotiated offer to purchase property suffice for this grant?

Response: Yes. A description of the anticipated purchase should be provide in Section I.6 of the application

180. **Question:** Is January 31st the official start date of the grant if awarded?

Response: The NGP Guidelines and Application Instructions have been modified to reflect the State's goal to have Grant Award Contracts completed by March 1, 2014

181. **Question:** If a grant is awarded (for building renovation, vehicle purchase, etc), will the grant funds be available at the start of the project or only after project completion?

Response: Reimbursements for project expenses will be made during the course of the project in accordance with the terms of the grant award contract.

182. **Question:** It is understood that "(i)t is the State's goal to have grant award agreements with selected applicants completed no later than January 31, 2014." That said, what is the approximate or projected date when funds would be released to a selected applicant?

Response: Payments for project expenses will be made on a reimbursement basis in accordance with the terms of the grant award contract.

183. **Question:** Is there a maximum time lag following execution of a grant award agreement (and the making available of funds) by which the NGP funds must be expended?

Response: Generally, projects should be completed in a 12 to 24 month period following the contract execution, depending on the project. These timeframes will be addressed in the grant award contract.

184. **Question:** How are the checks dispersed? Will the State pay prior to expenses being accrued or after?

Response: Payments for project expenses will be made on a reimbursement basis in accordance with the terms of the grant agreement.

185. **Question:** What is the end date of the grant?

Response: See response to Question #183.

186. **Question:** Is the project period for this contract January – December 2014?

Response: See response to Question #183.

187. **Question:** Is there a designated date by which NGP grant funds must be used?

A Response: See response to Question #183.

188. **Question:** Are there time limits for completion of the proposed project as detailed in the project schedule, i.e., can the funds requested be expended over several years vs. one year only?

Response: See response to Question #183.

189. **Question:** What is the expectation on the project date completion? Is there an identified timeframe where the proposed project is expected to be completed?

Response: A: See response to Question #183.

190. **Question:** What is the timeframe for completion of an award. Is it 12 months, 24 months or based on the proposal?
Response: See response to Question #183.
191. **Question:** If funds are awarded to a nonprofit as part of the recently announced Nonprofit Grant Program (NGP), is there a timeline for the awarded funds to have been spent?
Response: See response to Question #183.
192. **Question:** What types of projects are most likely to be funded? Is there a preference to fund projects that are designed to conserve energy?
Response: While energy conservation projects are among the eligible projects, no particular preference has been established for any particular category of eligible projects.
193. **Question:** We are submitting more than one proposal for NGP funds. How do we indicate the priority of our requests in the event OPM cannot fund all of our grant requests?
Response: You could describe your priorities in the narrative in the Part 2-Project Application for each project.
194. **Question:** How will OPM prioritize the grant requests?
Response: The Evaluation Committee will review and rate applications using the evaluation criteria included in the NGP Guidelines and Application Instructions. The Committee will then make recommendations to the Secretary of OPM, who will make the final decisions.
195. **Question:** Regarding "4. Evaluation Criteria" (page 9 of 14), please provide the potential score per criteria section (7 sections total).
Response: We will not be providing this information to applicants during the application and selection process.
196. **Question:** If an agency has a current application for a state bond will applying for this grant have any impact on that application if the non-profit grant program application is requesting support of a separate endeavor?
Response: Probably not, but it may depend on the projects requested under the applications.
197. **Question:** If an agency is a few months behind in their biannual tax payment will that affect their eligibility to receive funds
Response: This could be an issue that will be reviewed and discussed by the evaluation committee.
198. **Question:** My question is am I to fill this out from the perspective of my agency or because I plan (if awarded) to hire contractors to complete the facility improvements, do I fill it out about them?
I am not clear who is the "bidder"
Response: The application must be submitted by an eligible entity. You would be the applicant. How you plan to carry out the project, included through the use of contractors, would be described in the application and reflected in your budget.

199. **Question:** In the final contract between OPM and organizations/agencies will there be any penalties/pay back clauses if there is a change of ownership of the property?

Response: It would depend on the circumstances. Please see Section I of the NGP Guidelines and Application Instructions, which section describes some of the relevant provisions that will be included in any Grant Award Contract for selected applicants.

200. **Question:** Is this the first time the Nonprofit Grant Program has been offered? If not, would you provide a list of previous awardees?

Response: This is the first time the NGP has been offered.

201. **Question:** Are you able to provide a word version of the revised application?

Response: No.

202. **Question:** If awarded a grant for a project, is the process to post grant on DAS portal, following State procedures?

Response: Applicants will be notified by OPM after the selection process as to the status of their applications for awards and non-awards.

203. **Question:** Are “partnerships” allowed – can 2 non-profit agencies do a joint request?

Response: See response to Question #39.

204. **Question:** Can two distinct non-profits submit a proposal to jointly purchase a new office/service site? Can property title be held in two names for this grant?

Response: See response to Question #39. Please note, facility or building purchases are not an eligible expense under NGP.