FINAL

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

Date: May 27, 2015

1. **Question:** Is a non-profit eligible for a grant if it does NOT own the building?  
   **Response:** Yes, provided the organization and the project meet NGP eligibility requirements.
2. **Question:** Are nonprofit entities, eligible to apply and receive funding under the Nonprofit Grant Program.  
   **Response:** Nonprofit organizations that are exempt under Section 501(c)(3) of the IRS Code and that receive funds, including State Medicaid funds, from a State to provide direct health and human services to State agency clients are eligible to apply.
3. **Question:** I am inquiring regarding eligibility of REQUEST FOR APPLICATIONS OFFICE OF POLICY AND MANAGEMENT Non Profit Grant (NGP) Program. We have several Contracts with the State including DSS, DDS, BRS

**Response:** See response to question #2

1. **Question:** Are libraries who are part of the existing state consortium, and who receive funds from the State eligible for application to NGP?    
   **Response:** While unsure from your question who would be the applicant and what is meant by the reference to being part of a state consortium, only those non-profit organizations that receive funds from the State to provide direct health and human services to State agency clients are eligible to apply.
2. **Question:** I am writing to confirm that as a 501c3 nonprofit organization currently receiving funding from the CT Department of Education to provide adult education and early education services to low-income individuals in Fairfield County we would be eligible to apply for funding through the 2015 Nonprofit Grant Program.  
   **Response:** See response to question #2.
3. **Question:** We are a 501-C 3 and have two state contracts (DCF and DMHAS) for our residential programs. We also have a DCF licensed Extended Day Treatment Program (EDT) which is in dire need of capital improvements to the building. This program however, does not have a state funded contract but 90% of our enrolled children are paid through Husky Insurance. As this is a Medicaid program is our EDT Program eligible to apply for the grant program?  
   **Response:** See response to question #2 and #9.
4. **Question:** We operate a private K-12 Special Education school on our campus that primarily serves students referred to us by Local Education Authorities (LEAs).  Some of these students also come from one or more of our/other DCF Therapeutic Group Homes and some students participate in other of our programs (e.g Outpatient clinic; DCF Extended Day Treatment).   Our school is licensed by the State Department of Education and was built in 2003 through private contributions, a state DCF grant, and CHEFA financing.   Would this school be eligible to participate in the OPM NGP program?  
   **Response:** See response to question #2. It is unclear from the question if the services provided by your organization are primarily education services or health and human services.
5. **Question:** We are requesting funds for a Capital project will enclose our Olympic size pool for year round accessibility and provide additional programming and office space.   We receive State funding for our early childhood learning (ECL) program. Are we eligible to apply for the OPM funds for our capital project given that the state funded program ECL, uses this facility but is not housed there?  
   **Response:** See response to question #2.
6. **Question:** **Within the Eligible Applicants section, it states**, “*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 and that receive funds from the State to provide direct health and human services to State agency clients.* **Can you clarify what is meant by “and that receive funds from the State to provide direct health and human services to State agency clients.”** Our organization is licensed by DPH and DCF, but do not receive funding from them. We do receive funding from DMHAS and Dept. of Education and we also take Medicare and Medicaid, would we still be considered eligible?   
   **Response:** See response to question #2. Receiving Medicaid funds from the State does constitute receiving “funds from the State to provide direct health and human services to State agency clients” in terms of the eligibility of an organization to apply for NGP funds.
7. **Question:** Can a not for profit agency that received funding in either Round 1 or Round 2 in the 2014 NGP process, qualify or is eligible to receive funding in 2015 NGP process?

**Response:** Yes. Those receiving funding in earlier rounds are eligible to apply.

1. **Question:** Would applicants be correct in assuming that reviews of third round applications will be conducted independently of prior round submissions or awards?  S?  
   **Response**: See response to Question #12. The applications received and evaluated related to this Request for Applications will be used to make awards for the up to $30 million in funding associated with this round and to potentially award any unspent funds that remain from earlier NGP rounds.
2. **Question:** We want to clarify that this is a completely new application. Our previous application will not be up for consideration, correct?  
   **Response**: Correct, this a completely separate round.
3. **Question:** We are a day care provider that receives funding from the State of Connecticut, Department of Education, the City, Board of Education - School Readiness and the State of Connecticut Department of Children and Families. Are these funds classified as Health and Human Service Programs operated?  
   **Response**: See response to question #2. From the information provided, it appears the answer is yes since the organization receives funds from DCF.
4. **Question:** Can a non-profit organization apply on behalf of a collaboration of other nonprofits who are all seeking to implement information technology improvements?  All of the collaborating non-profits, including the lead applicant, hold state human service contracts.  All of the collaborating non-profits serve the same client population (individuals living with disabilities).  
   **Response:** See response to Question #2. The applicant and other organizations applying to receive NGP funds would have to be eligible organizations. Part 1-Participant Profiles would need to be submitted for each participating organization.
5. **Question:** Can a 501c3 association that represents a collaboration of nonprofit agencies who hold state human service contracts apply on behalf of that collaboration as a lead applicant if that lead applicant also holds a state human services contract?

**Response:**  See response to Question #2 and #14. The eligibility requirements for applicants include that they must receive State funds to provide direct health and human services to State agency clients.

1. **Question:** Can a non-profit association that represents a collaboration of other nonprofit agencies who hold state contracts apply on behalf of that collaboration as a lead applicant if that lead applicant \*does not\* hold a state contract?   
   **Response:** The answer is likely no. See responses to Question #2, # 14 and #15.
2. **Question:** Would the lead applicant be allowed to disburse funds for approved purchases directly to the collaborating nonprofit partners (so that they can pay their vendors), or would they have to make payments directly to all vendors for approved purchases?  
   **Response:** This is a post-award issue that would need to be discussed.
3. **Question:** Can we apply for a new project, or does it have to be for an ongoing project?    
   **Response:**  Any work applied for under this grant program cannot begin until the contract has been signed/executed by the Secretary of OPM. New projects are eligible as are stand-alone components of ongoing projects.
4. **Question:** I have a question regarding the recent RFP for grant funding issued by OPM. In the guidelines it states “do not proceed with any anticipated NGP-funded Project work until you have received a grant award letter…..”  We have an Existing project in the works that is multifaceted and we are hoping to apply for grant funding to offset some of the expenses that will be incurred.  The Project has already begun.  Are we still able to apply for the NPG funding relating to this project if it’s already begun?    
   **Response:** Any obligations or costs incurred prior to the execution of any grant award contract would not be eligible for reimbursement under the NGP.
5. **Question:** Our project is addresses a critical need in the community (childhood obesity).  While it will provide some cost efficiencies for our organization, it is designed to address the nation’s Number One public health problem.  Can we apply for capital support to establish such a facility for children?  
   **Response:**    Yes, it appears to meet the criteria for eligible projects in the NGP program guidelines.
6. **Question:** "Property Acquisition" is allowed.  I assume this to mean that grant funds can be used to purchase a property?  
   **Response:** Yes, that would be included in the definition of Property Acquisition.
7. **Question:** I am also wondering if they (awardees in the 2014 round 1 or round 2) could apply for the larger (over $ 1million) capital expenditure pool of funding that has the match requirement?  
   **Response:** Yes, they would be eligible to apply for the pool of funding that has the match requirement.
8. **Question:** We are contemplating requesting funding for vehicles for several of our programs.  The minimum request is $35,000.  No one vehicle will cost that much, but the total would be well in excess of the amount. Is that acceptable?  Also, there is only room on the application to list two vehicles.  We would like to request funding for more than two. How would we use the application in that case?  
   **Response:**  If the purchase of vehicles is part of a larger program of purchasing or replacing vehicles, it could be considered to be one project. There is a line under vehicles where you could list the number of vehicles you intend to apply for.
9. **Question:** We have DDS licensed Community Living Arrangements at multiple locations. They need HVACs and generators. Does this project fall under the guidelines for this grant? And, can we submit these as one project?   
   **Response:** The HVAC projects would have to be submitted as separate applications for each location. With respect to generators, if an applicant is seeking to purchase for multiple locations and such purchases and installation do not involve renovations that will improve a property’s value, then they may be submitted as one project.
10. **Question:** We received $1.5 million grant from the State of Connecticut, Department of Economic and Community Development to build a 12,000 sq ft building to accommodate our program. This expansion project will take place adjacent to our main facility. Can OPM funds be requested to provide the gap in financing needed to complete the project?  
    **Response:** Perhaps, but more information would be required to answer the question adequately.
11. **Question:** Can we buy a building with NGP funds?  
    **Response:** Property acquisition is an eligible expense.
12. **Question:** Can we buy land and build a facility and use NPG funds for both?  If so, how would the market value be determine for the building portion of the grant?  I ask this because on page 3 of the guidelines under the section entitled "Limitations Include",  states that "...the requested funds shall be less than the current market value of the property..."  
    **Response:** The answer to the first question is yes. In regard to the second question, the fair market value of the land and the new facility, less any liens and mortgage balance, would need to exceed the amount of NGP funds requested.
13. **Question:** Would the NPG fund both the purchase of land and building a facility on that property?  
    **Response:** Property acquisition and new construction are eligible expenses.
14. **Question:** The guidelines state that projects over $1 million require "...supplemental matching funds equal to a minimum of 25% of the NGP award..."  Does this mean that if the project were $1 million, the most we could receive be $750K ($1 million less 25%), but a project award of $900K could receive the full amount?  
    **Response:** No. The minimum and maximum NGP funding under the pool of funds referenced would be over $1.0 million and up to $3.0 million. The required matching funds would supplement the NGP funds.
15. **Question:** If you are applying for a 1 million-3 million dollar project will there be the opportunity to have scheduled drawdowns or will the organization be responsible for financing the project until completion and then get reimbursed?  
    **Response:** NGP funds are paid on a reimbursement basis. Requests for reimbursements can be made during the course of the project.
16. **Question:** The guidelines state that for NGP funding greater than $1.0 million requires 25% matching funds.  If an applicant is submitting several project applications that total over $1.0 million, is the 25% matching funds required, or is it only on a per-project basis?  
    **Response:** Individual project applications under $1.0 million in NGP funds are not required to have matching funds. In regard to the pool for project applications under $1.0 million, the maximum amount that can awarded is $1.0 million for any single award or provider. It is individual project applications over $1.0 million that have the 25 percent match requirement.
17. **Question:** With respect to matching supplemental funds, must those funds be already in hand or is acceptable to set forth a capital campaign, including corporate and private foundation solicitation for capital construction to meet that match?  
    **Response:** Projects will be rated on the timely availability of these matching funds.
18. **Question:** What portion of the reward is the match based on? For example if the award is 1.2 million, is the match based on 1.2 million or $300,000 or is the match based on the $200,000 ($50,000), the amount over 1 million?  
    **Response:** It is based on the NGP funds awarded. If $1.2 million in NGP funds are awarded, the required match would be $300,000.
19. **Question:** Although matching funds are clearly not required for projects costing under $1 million, section G.4.(c) Non- NGP Funds indicates that “the extent to which (any) application contains funds in addition to the NGP funds requested” will be included in application Evaluation Criteria. Will approval preference be given to projects costing under $1 million that do include matching funds? If so, to what extent will preference be given and for what percentage of total cost?  
    **Response:** For project applications under $1.0 million, matching funds are not required but their inclusion, or not, in the project application is part of the evaluation criteria. No specific percentage has been included in the NGP program guidelines.
20. **Question:** Is the purchase of an existing building a fundable project? Project would also include renovation/improvement of the purchased building to accommodate programs.  
    **Response:** Property acquisition and facility improvements and renovations are eligible NGP expenses.
21. **Question:** Can we request funds to purchase the property and to do needed renovations to the same property?  
    **Response:** Property acquisition and facility improvements and renovations are eligible NGP expenses.
22. **Question:** Will there be liens placed upon the various projects?  
    **Response:** No, although there will be contractual language regarding the basis for returning funds if a provider discontinues use of the property within the first 10 years after receiving funds. The amount required to be returned decreases by 10 percent for every year of continued use.
23. **Question:** We are currently in a lease that goes to April, 2016.  We would like to apply for a grant to renovate a property that we will be leasing starting on May 1, 2016.  Since we do not have a current lease for that property can we still apply for renovations to it?  
    **Response:** You should provide describe the status of your lease in your project application.
24. **Question:** It would be our first priority to buy a facility and renovate it with NPG funds (if this is deemed allowable).  Can I submit a back-up proposal asking for funding to renovate a leased property if we are not awarded funds to purchase a property?  
    **Response:** You should submit two separate applications, one for each scenario. You would, of course, only receive funding for, at most, one of these applications.
25. **Question:** I do not see the exclusion of any application submitted which would take existing long term care beds and convert them into the small house or Greenhouse model.  Are these funds now available for such a conversion?   
    **Response:** Conversions are potentially eligible if they meet the purpose and eligibility requirements of the NGP.
26. **Question:** Would we be required to designate non-NGP funds for a vehicle grant, or is it permissible to seek the entire amount from NGP for the vehicle?  
    **Response:** There is no match requirement for projects under $1 million.
27. **Question:** A significant portion of the asphalt blacktop surface in our facility (e.g. parking lots, driveways to program buildings, etc) are in need of replacement and/or repair.  Would this project be eligible for OPM NGP consideration?  
    **Response:** This would be a facility improvement project. The minimum project amount is $35,000
28. **Question:** Can the upcoming grant be used to replace driveways at our homes and if so, can we submit one grant that covers the 5 homes?   Five homes would take us over the $35,000 minimum or would it be five separate grants for each home?  
    **Response:** Perhaps, if the homes are located on the same property or location. Separate applications are required for separate locations.
29. **Question:** Is preference given to programs that serve large numbers of clients?  
    **Response:** The criteria that will be used for scoring is included in the guidelines, which criteria state, in regard to “Return on NGP Investment” category, that “the amount or level of savings and/or improvements will be considered in comparison to the amount of funding of and/or number of State clients served by the affected programs”.
30. **Question:** Are we at any disadvantage for getting this grant because of the numbers we serve?  
    **Response**: That would depend on a number of factors, including the nature of the service provided and the amount of NGP funds being requested.
31. **Question:** Is there a limit to the *number* of applications one organization can submit?  
    **Response:** No.
32. **Question:** Assuming that NGP will want to reimburse with one payment, are we allowed to budget for the interest expense we will incur to cover the cost of a staged payment to our contractors assuming that they will need startup money and then multiple payments as the project progresses?  
    **Response:** No. While the program prefers to reimburse with one payment, multiple payment requests throughout the program are allowed.
33. **Question:** Assuming that we will be required to submit home inspection reports for property improvements during the negotiation phase, are these home inspection reports an allowable expense?   
    **Response:** Existing inspection reports would potentially meet this post-award requirement, if still current as the property’s condition. Also, see response to Question #19.
34. **Question:** Are furniture, copiers or similar equipment allowable if it is part of purchasing a building to expand services?  
    **Response:** These costs may be eligible if part of a larger capital project.
35. **Question:** What happens if the building submitted for purchase ends up being sold prior to the award announcement? Given the time frame of the award announcement, it may be difficult to ask a property owner to take their property off the market until January 2016 even with a formal or informal agreement to purchase.   
    **Response:** Since this is a competitive process likely involving a large number of applications, we do not have a solution to offer in regard to your question.
36. **Question:** Please explain the process for releasing funds with regard to purchasing a building? Page 13/15 H. e mentions a mortgage commitment agreement as a requirement as a post selection requirement. Is the NPO expected to mortgage the approved property and if so how is the award money applied to the mortgage?  
    **Response:** This is a post-award requirement, if applicable. If a mortgage is required for the project, OPM wants to ensure that the lack of a mortgage commitment will not prevent the timely commencement of completion of the project.
37. **Question:** If we are purchasing a property there is no need to submit a current lien value (#7 of the Modified Lien Analysis) correct?  
    **Response:** If there are any liens or mortgage balances on the property, they must be listed in the required lien analysis.
38. **Question:** Please explain L. 9 in Questions for Facility Improvements, New Construction and Property Acquisition Projects Part 2 Page 7 of 7.  
    **Response:** For property or acquisition projects, the applicant should describe how it did or will advertise its needs related to the property or facility purchased or to be purchased.
39. **Question:** As a former recipient of the NPO Grant, would we be able to get details on our past application rating?  
    **Response:** The scores for earlier rounds were sent to all the recipients.
40. **Question:** What is your recommended methodology in projecting cost savings over time for IT and/or Building Projects?  
    **Response:** As indicated in the application and guidelines, applicants should project the impact on expense and revenue line-item (i.e. increase or decreases) compared to their current amounts for the first five years following the implementation of the project funded by the NGP.
41. **Question:** How do you determine how much a project like a generator or a new elevator, increases the value of our property?  
    **Response:** The application does not request this information.
42. **Question:** Would replacing windows at two locations be considered one project?  
    **Response:** Separate project applications for each location are required for facility improvements.
43. **Question:** If proposing multiple renovation projects within one building, which all improve the effectiveness and value of a property, do they need to be submitted as separate projects or  as a group (five, for example under one project)?  
    **Response:** If the work is considered part of an overall renovation project, one project application may be submitted.
44. **Question:** If the selection committee will not consider a piece of a project, would the whole project be rejected?  
    **Response:** Each project application is fully reviewed, although OPM may choose to fund none, some or all of a project.
45. **Question:** Is replacing the server for a phone system (the ‘brains’) considered a technology project?  
    **Response:** This would be a technology project and would be eligible if it is a capital project (see Question #77)
46. **Question:** If an agency is awarded, and as a result there are costs associated with compiling bids and mechanical drawings/specs, can those expertise costs be included in our proposal? Is there a limitation on amount (this is in addition to an architect)?  
    **Response:** The architect fees cannot exceed 10% of the application amount, without consent of OPM. No expenses incurred prior to a grant agreement being executed with OPM are reimbursable.
47. **Question:** Would installing a non-portable electrical generator that requires electrical and installation work be considered “equipment” or “renovation”?  
    **Response:** If it improves the value of the property (i.e. installation work involves more than minor changes to the fuse box), it would be a renovation.
48. **Question:** If we submit multiple applications, should we indicate our priority order for receiving funding?  
    **Response:** The application does not indicate that projects are to be prioritized.
49. **Question:** If we receive an award for a renovation, and as the project proceeds needs are discovered that weren’t apparent at the time of application, and they require funds that exceed the contingency in the budget in the application, can we ask for a budget modification?  
    **Response:** Any grant award will indicate the maximum amount that the applicant will receive for the project. Budget modifications will be considered within the awarded amount.
50. **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 NGP renovation or capital project request.
51. **Question:** Can we apply for funding for medical and/or dental equipment (e.g. exam tables, dental chairs and related equipment) that is part of a larger improvement for which we are NOT asking NGP funding?   
    **Response**: No.
52. **Question:** In the category of acquisition of property – is it possible for a nonprofit organization to secure funds through NGP to purchase a building for which there is a formal purchase agreement, but is currently in the process of being developed, and is likely to be completed within two years?  
    **Response:** We would need additional information to answer your question adequately.
53. **Question:** Do the vendors/suppliers from whom we solicit bids have to be located in CT?   
    **Response:**  That is not a requirement.
54. **Question:** We are just beginning the process of moving, not knowing yet where or what build-out costs would be. Can we submit an application for relocation and/or moving?  
    **Response:** No, that is an operating cost. The NGP funds are for capital projects.
55. **Question:** We are moving a dental clinic and require funding to disassemble and reassemble equipment including plumbing connections. Can we apply for funding for this expense?  
    **Response:** While not totally clear regarding the question, these do not appear to be eligible expenses.
56. **Question:** Page 8: **“*NOTE:*** *A sample application, for formatting purposes, is included on OPM’s NGP website*.”I followed the link and cannot find the sample application. Can you provide a link directly to this document?  
    **Response:** This will be uploaded to the NGP webpage the same day as these answers are posted. In addition, the application will be modified for some formatting issues.
57. **Question:** If we are making some physical plant changes for which we are not asking for NGP funding, do we need to include that financial information in the application?  
    **Response:** You should include information that helps in understanding your application and factors that may affect the requested project.
58. **Question:** Can applications be delivered in person?  
    **Response**: Yes.
59. **Question:** If applying for software do we have to specify products (e.g. Adobe version 6) or by use (e.g. accounting)?  
    **Response:** Please specify products on the budget sheet and the use under the purpose and description of the program.
60. **Question:** We are rehabbing a building to be used for housing and community services. Is it appropriate to apply for kitchen equipment (stoves, freezers, refrigeration units, and other commercial grade equipment for preparing, serving and storing meals) and vehicles related to the services -- all under the Equipment, Technology and Vehicles category? The kitchen equipment is part of the larger improvement of the facility.  
    **Response:** Non-capital kitchen equipment would need to be included in the larger renovation or rehabilitation project. The vehicles should be requested in a separate application.
61. **Question:** if the answer to #75 is yes, then should the kitchen equipment and vehicles be regarded as two projects or one? They both will serve the same programs.  
    **Response:** As indicated, non-capital kitchen equipment would need to be part of a larger renovation project to be considered as eligible costs. As also indicated, the vehicles should be included in a separate project application.
62. **Question:** Page 3, #3: “… any costs not eligible to be financed by bond funds.” Could you please provide some examples  
    **Response:** Expenses must be part of a project that has a longer-term useful life, the length of which will depend on the nature of the project. Equipment or technology projects should have a useful life of 5 or more years, while facility improvements or renovation projects should have a useful life of 10 or more years.
63. **Question:** Page 15, #7: would this repayment apply to only facility renovations/property or to equipment also.  
    **Response:** The amortization period for facility improvements purchases would be 10 years in the contract, while equipment would generally be 5 years.
64. **Question:** Is it acceptable to have a project that includes only NGP funds?  
    **Response:** Matching funds are only required for projects over $1M.
65. **Question:** We want to outfit a third dental treatment room with new equipment and have electrical and plumbing upgrades made. Is this an allowable expense?  
    **Response:** As indicated, eligible expenses must involve a capital project. If your project involves a facility renovation, these expenses may be eligible.
66. **Question:** If we apply for a vehicle does it have to be part of a larger project supported by NGP funds?  
    **Response:** No, the purchase of vehicles are eligible as their own project.
67. **Question:** Do hospital beds and hospital mattresses count as "2.A-furniture"?   
    **Response:** They may, but they would have to be part of a larger capital project in order to be potentially eligible expenses
68. **Question:** Do hospital beds and hospital mattresses count as "2.B-facility improvements related to health, safety"?  
    **Response:** They may, but they would have to be part of a larger capital project in order to be potentially eligible expenses
69. **Question:** Do hospital beds and hospital mattresses count as  "3.equipment, technology and vehicles"?  
    **Response:** No.
70. **Question:** If an Organization is in a lease to own agreement can the Organization submit for building improvements to their facilities, with the permission of the building’s owner?    
    **Response:** Yes.
71. **Question:** Can an Organization submit for a building that needs major improvements in order to secure a program and/or funding provider? In other words is currently vacant.    
    **Response:** We would need additional information or clarification of the question in order to provide an adequate answer.
72. **Question:** Page 15, number 7, if the Organization maintains the building and uses it for the same population however the Funder changes will this still be allowed?  
    **Response:** While not fully clear as to the question, this appears to be a post-award issue that would need to be discussed.
73. **Question:** Can an Organization submit for building improvements to their facilities if they are renters of the facilities, with the permission of the building’s owner?   
    **Response:** Yes.
74. **Question:** Page 15, number 7, if the organization is awarded this grant and in the future, the funder chooses another provider, to either continue the same/similar service or serve the same/similar population in the same site, would the organization still be required to pay back the grant as the funder, population and community still reap the benefit of the program?   
    **Response:** This is a post-award issue that would need to be discussed.
75. **Question:** If we are awarded a grant, once we have completed the project and submitted all of the required documentation to OPM, what is the timeframe for reimbursement?  
    **Response:** The timeframe to be reimbursed if all the paperwork is in place is typically within 2 weeks.
76. **Question:** Can in kind non cash gifts of architectural plans, or the cost estimate for construction be counted toward the supplemental matching funds equal to 25% of the NGP award?  
    **Response:** Non-cash in-kind contributions cannot be part of the match.
77. **Question:** We want to upgrade our security system and purchase a new phone system.  The phone and security system are located in the same building.  Can these be combined in one application?  
    **Response:** No, these are two separate projects unless a combined product or platform is envisioned as solution to both your telephone and security systems
78. **Question:** If we want to install and improve security systems in three of our facilities, can they be incorporated into one application?    
    **Response:** Separate applications for facility improvements are required for each location.
79. **Question:** Receive fees from the local offices of the Department of Social Services, Dept. of Children and Families, Veteran’s Affairs, the Department of Health and Human Services, The Area Office on Aging, and the City for providing donated furniture and household goods to their qualified clients. Would ALL of these agencies qualify is to apply for a NGP grant? If not, which ones would not qualify us?  
    **Response:** Although the question is not clear to us, see response to question #2.
80. **Question:** Is there a criteria for the size of the grant an organization can apply for (ex. % of Annual Operating Budget, amount of contracts and funding from state agencies, etc).  
    **Response:** The minimum and maximum grant amounts by project and provider are described in the NGP program guidelines.
81. **Question:** Would implementation costs of Hosted and On Premise software systems which involve customizing programs and systems to define the final product, as it relates to an EHR, qualify for grant funds?  
    **Response:** While not fully clear as to the question, technology projects are eligible for NGP funding.
82. **Question:** Can an organization apply for funds for the use of tablets and/or an ECM (Electronic Content Management system) as a part of this grant opportunity?   
    **Response:** Yes, technology projects are eligible for NGP funding.
83. **Question:** Can an organization use the funds to pay for a consultant for the implementation of an EHR?  
    **Response:** Yes.
84. **Question:** What is the period of funding for this round of grant money? How long do we have to spend the funds?  
    **Response:** The original timeframe is 1 year from the date of contract execution; however, amendments can be made to extend the timeframe. The maximum time allowed would generally be 24 months.
85. **Question:** Will the grant funding allow for the ability to pay for staff training from a consultant (i.e. the consultant may be an internal expert)?  
    **Response**: The reference to the consultant being an internal expert is not clear to us, so we will answer the question more generally. Outside consulting costs for training may be eligible if necessary to the implementation of a new technology system that is eligible to receive capital funding.
86. **Question:** When the current market value of the building owned outright by a nonprofit is under $1 million, can that nonprofit submit a request for facility improvement, including new construction adding stories to the existing building, in the under $1 million category, when the total cost of the actual construction will be in excess of that NGP grant with the understanding that the nonprofit must raise the additional funds from an outside source?  
    **Response:** Projects under $1.0 million may include other funds to undertake the project.
87. **Question:** If the value of the renovations and new addition to an existing building would greatly exceed the current value of the property, which is owned by the non-profit and has no mortgage, can that non-profit seek funding above the current market value of the property?  
    **Response:** If the current value minus any liens and mortgages is less than the amount of NGP funds requested, the project will not be funded or the amount of the funding could be reduced.

1. **Question:** If a nonprofit seeks both funds for a building renovation and a separate application for funds to purchase an IT system, to ensure client confidentiality, including the acquisition of electronic medical records, is there any limit to the total cost of both requests with respect to the current market value of the building?   
   **Response:** The technology project costs, unless they involve facility improvements, would not be considered in calculations to determine if NGP facility improvement funding is limited by the current value of the facility less any liens and outstanding mortgage balances.
2. **Question:** We would like to apply for an IT project for client databases to improve efficiency and confidentiality. We would also like to apply for funding for facility improvements for client safety.  We understand that this would require two Project Applications.  Our question is; will each of the program components of the client safety improvement project require their own Project Application or can they be bundled into one?  Components may include elevator replacement, parking lot repair, installation of sprinkler system, and new security system.  
   **Response:** Your client safety-related facility improvements, if you are undertaking such improvements as an overall project, could be submitted as one application.
3. **Question:** For large expenditures, over $100,000, it will be difficult for the organization to cover such a large sum of cash to be reimbursed through OPM.  Is there any opportunity to submit an invoice for payment?  If not can you please give an estimated time frame for reimbursement receipt?   
   **Response:** NGP payments are all made on a reimbursement basis.The timeframe to be reimbursed if all the paperwork is in place is typically within 2 weeks.
4. **Question:** If the current single story , 4300 sq ft building on 12,000 sq ft property owned is valued/assessed at $850,000 and debt free, and the renovation is contingent upon the structure of this first floor for the two subsequent floors,  would this be considered a supplemental  25% match on a request for 2.5 million?   
   **Response:** No, please see page 3-4, Section B,4)a of the guidelines.
5. **Question:** If the renovation request is under 1 million, NO match is required?   
   **Response:**  No match is required unless the project is over $1M. The inclusion, or not, of non-NGP funds in the budget for projects under $1.0 million will be considered by the committee when evaluating and rating projects.
6. **Question:** If the property owned for this project is on two sides of the same street, but the renovation is only on one side, is the value of their current total property  the baseline for the  dollars requested, especially if the ‘other side of the street property’ is necessary for parking zoning compliance for  the expansion?  
   **Response:** From what we know from the question, it would the value is for the side that the work is being completed on.
7. **Question:** Can we submit both for 1 project in the $1-3 million range and 1 in the under $1 million range?     
   **Response:** Yes, however if you are selected for the $1-3 million project, the other projects will not be reviewed and scored by the evaluation committee.
8. **Question:** If we are acquiring property, must we have an agreement to purchase at time of submission (formal or informal)?  
   **Response:** In Section L. 10) of Part 2 of the application, you would have to describe the status and terms of any formal or informal agreement to purchase.
9. **Question:** Must any zoning approvals have been applied for at the time of submission?  If not, when must they be received?    
   **Response:** In Section L. 6) of Part 2 of the application, you are asked to describe the need for and status of any state or local approvals required.
10. **Question:** We own 2 adjacent properties and wish to tear down the fence between them and thereby create additional access to our facility and additional parking.  Would this be 2 projects or 1?  
    **Response:** It would appear to be 1 project.
11. **Question:** Can we use the grant funds to pay for the implementation of an Electronic Health Record (EHR)?   
    **Response:** Yes.
12. **Question:** Can we use the grant funds to pay for the costs associated with a web based (SaaS) Electronic Health Record?  The NPG guidelines state that the awardees must own the technology – does owning the technology include the payment of licensing costs of the application?    
    **Response:** Yes, page 14, Section I.4 of the guidelines states, “grantee shall maintain any technology licenses for any software purchased. Grantees must document ownership and usage, and maintain these documents so they are available to the State administering agency”.
13. **Question:** Would the fact that we could only submit one audit and one 990 disqualify an application from our agency? Would there be any type of verification that could be submitted in lieu of a second years audit and 990?  
    **Response:** Please submit what you can for the second year and we will determine if it adequately meets the requirement.
14. **Question:** We do not file a 990 form because we fall under the auspices of the Diocese of Norwich. We do, however, have annual, independent audits of our agency.  Would be still be eligible to apply for a grant (in this case for vehicle reimbursement) if we do not file a 990?  
    **Response:** The independent audits would have to be submitted**.**
15. **Question:** Section F, Item 1 of the Guidelines indicates that a sample application, for formatting purposes, is included on OPM’s NPG website.  We are unable to locate that file on the NPG website; can the exact link be provided?  
    **Response**: It will be posted the same day as these questions are posted on the NGP webpage. In addition some formatting adjustments to the application.
16. **Question:** If there is no expectation, would a funding match improve the competitive value of the application?  
    **Response:** See response to Question #34.
17. **Question:** Regarding the Modified Lien Analysis:  Is an appraisal needed for a property improvement project, or is the municipal card sufficient?

**Response:** For the application, information regarding any recent appraisals should be provided.The municipal assessment card must be submitted with the application.

1. **Question:** Regarding Item J of Application (Associated Improvements):  State and federal requirements call for increased integration and participation of individuals served in local community.  This is a qualitative improvement, how can this get weighted on the application, when it is difficult to quantify?  
   **Response:**  Improvements should be described and quantified.
2. **Question:** Regarding the Contract Compliance Regulations Notification to Bidders document-Is this filled out by us as the proposing organization, or is it filled out by vendors who are supplying quotes for doing the work on the projects we are trying to get funded? If it is the latter, does each vendor complete the entire document and it then accompanies their quote when we submit our application?  
   **Response:** Those forms are to be completed by the applicant and must be included or the application will be subject to disqualification.
3. **Question:** Would work/upgrade/integration costs of various components of an agency-wide computer system and serving various and multiple sites to include servers, routers, switches, laptops, other mobile devices, etc. in addition to adding encryption security across the entire system be evaluated as one project in relation to the $35,000 minimum? Or would all of these related expenses need be presented as separate projects? This project and all components included directly impact our client delivery service, security of client information, etc.  
   **Response:** If part of any overall upgrade or project, it could be submitted as one project.
4. **Question:** Would installation and integration of GPS tracking system(s) on all existing agency vehicles be an eligible project for this funding opportunity provided total project cost exceeds $35,000? All vehicles operate out of one agency facility but programs serve sites throughout three counties.  
   **Response:** Yes, if part of an overall project or improvement.
5. **Question:** Would acquisition and installation of SMART Board systems (learning/teaching technology) for each private, non-profit Early Child Care & Education classroom across at least four agency facility sites be an eligible project for this funding opportunity? The cost of each desired SMART Board system would start at $10,000 - $15,000. Program funding level is not sufficient for acquisition of this technology.  
   **Response:** That would be considered one project.
6. **Question:** Would design, acquisition, installation and integration of an automated, computerized, software-driven payroll system update across an entire agency employing 350 – 400 staff members be an eligible project for this funding opportunity? This new system would replace an outdated, essentially manual payroll system.   
    **Response:** Yes, technology projects are an eligible expense.
7. **Question:** Is there an expectation for a match (of 25% or any level) for grant requests under $1,000,000?  
   **Response:** It is not required, but is part of the evaluation criteria.