

**Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant Programs Request for Applications Round 5**

1. **Question:** Will the parameters used on the scoring sheet be the same as those that were used in the last round?

**Response:** The Evaluation Criteria is on page 11 of 16 of the Nonprofit and Nonprofit Collaboration Incentive Grant Programs Guidelines and Application Instructions (hereinafter “guidelines”). The evaluation criteria has been modified somewhat compared to the prior RFA.

2. **Question:** The Evaluation Criteria section states that applications may be awarded from 0 to 10 points based on the extent to which non-NGP/NCIP funds are included as part of the total funding. For projects under \$1 million, what is the formula for determining how many points will be awarded to an application (e.g. 1 point for each 1% of non-NGP/NCIP funding provided, etc.)?

**Response:** There is no set formula in this regard for this Evaluation Criteria section. The Evaluation Committee will apply the Evaluation Criteria outlined in the guidelines when rating applications (see page 11 of 16 in the guidelines).

3. **Question:** Per the RFP, proposals between \$35,000 and \$1 million are not asked to provide a match, but those same proposals will still be scored for their matching funds. Is there a guideline for how many points are received for various match amounts? For example, 5% match = 2 points, 10% match = 4 points; 20% match = 6 points, etc.?

**Response:** See question #2.

4. **Question:** On page 3 of the instruction guide, there is a section that talks about the program priorities and eligible projects. The guidelines mention that priority will be given to project that: “improve or enhance the efficiency or effectiveness of nonprofit providers delivering health and human services, which efficiencies include maximizing third-party or federal funding (i.e. Medicaid) or reimbursements for these services” Can you please provide some specific examples of this? We are struggling to determine what this sentence means.

**Response:** The priority is for projects that improve or enhance the efficiency or effectiveness of nonprofit providers delivering health and human services. Efficiencies related to maximizing third-party or federal funding (i.e. Medicaid) or reimbursements for these services was provided as an example.

5. **Question:** Regarding the in-kind match: it wasn’t clear to us earlier that providing a match would count for up to 10 points. What is the amount/type?

**Response:** As indicated in the guidelines, a 25 percent match is required for project applications seeking over \$1.0 million in NGP funding. Non-cash in-kind contributions would not satisfy this matching requirement. No matching requirement exists for projects \$1.0 million or less. All projects will be evaluated for each of the Evaluation Criteria outlined in number 4, Evaluation Criteria, on page 11 of 16 of the guidelines, including item 4(c).

**Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant Programs Request for Applications Round 5**

6. **Question:** If applying under component 2 of the application do you still require nonprofit 501 c (3) organization to provide a 25 percent match for the grant?  
**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.
7. **Question:** We can request a grant amount between \$1 million and \$3 million but we need to have matching funds in the amount of 25% of the grant award. Is this correct? Can the matching grants come in the form of a loan from a bank?  
**Response:** Yes, the matching requirement for projects requesting NGP over \$1.0 million is 25% of the NGP award requested. As for the loan, this should satisfy the requirement, but the overall financing plan would need to be explained in the application.
8. **Question:** The guidelines (and application budget form) state that “State funds may not serve as part of required match for NGP funding requests over \$1.0 Million.” Does this mean that State funds MAY serve as a match for requests UNDER \$1million?  
**Response:** There is no matching requirement for NGP funding requests \$1.0 million or under. Your application should provide details and explain your overall funding plan for the project.
9. **Question:** If we are applying for funds to purchase a building, may we use the seller’s contribution to us in the form of a reduced price as a match?  
**Response:** No. As indicated in the guidelines, non-cash in-kind contributions would not satisfy any matching requirement.
10. **Question:** Can you tell me if the NCIP grant would be the appropriate funds to apply for to consolidate two agencies in a merger?  
**Response:** As noted in the guidelines, applications involving two or more eligible nonprofit health and human services providers related to the consolidation or sharing of programs, services or facilities are among the projects eligible for funding. If the approach to consolidation or sharing to achieve efficiencies is a proposed merger, the project would likely be eligible.
11. **Question:** Do I need to submit two separate Part 1 and Part 2 applications for each source of funding, i.e. one for NGP and one for NCIP?  
**Response:** Collaborations are eligible for both NCIP and NGP funds and the same application process is utilized. As noted in the guidelines, however, for applications involving a collaboration between two or more eligible nonprofit organizations, each organization that is a part of such collaboration must submit a separate Part 1, Participant Profile. In addition, the provider with whom the State would enter a grant award agreement must be identified in Part 1. Only one Part 2 of the application would be required

**Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant Programs Request for Applications Round 5**

12. **Question:** If you apply for Component 3 does it reduce the amount you are eligible for in component 2?

**Response:** No.

13. **Question:** What is the total amount available for NCIP collaboration applications? Is the 4 million additional money, and not part of Component 2?

**Response:** Collaborations are eligible for both NCIP and NGP funds (including the estimated \$4.0 million in remaining NGP fund) and the same application process is utilized.

14. **Question:** Is there a limit to the number of applications any one organization may submit?

**Response:** No.

15. **Question:** How do I find out which of our forms are already on BIZNET?

**Response:** Check this [link](#).

16. **Question:** Must we seek competitive bids?

**Response:** Bids are not required to submit an application, but competitive procurements will be required in any grant award agreement resulting from the RFA. Please see Section J.6 of the guidelines in this regard.

17. **Question:** How do we evaluate costs in absence of a BID form contractors?

**Response:** See Item H on page 8 of 16 of the guidelines.

18. **Question:** Can we use an online service that gives property value if we don't have an appraisal? (Something like US Realty Records that issues a report on the value of any property in the US?)

**Response:** For the application, in the absence of an appraisal, a municipal assessed value of the property is required. Any other available appraisal values should be provided as well. For projects selected for award, the guidelines indicate the requirements related to appraisals.

19. **Question:** Is there any mechanism within the grant process that will provide for increases in estimated costs due to the extended period of time between the quotes that are submitted and the time in which we actually receive funding?

**Response:** No.

20. **Question:** We had an appraisal and environmental inspection done back in April 2015 for a previous NPG grant. Are we required to have another appraisal and environmental inspection done if we are approved for a 2016 grant to perform additional renovations to the same property?

**Response:** The guidelines indicate that any appraisal submitted in fulfillment of the

## Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant Programs Request for Applications Round 5

requirements of these instructions must have been prepared within the previous 365 days. If your project is selected, we could work with you to determine if an update by the appraiser to the 2015 report would satisfy this requirement. There is no such date provision related to the environmental inspection and the 2015 inspection may satisfy the requirement in this regard.

21. **Question:** We have a property that received funding for a roof and windows a few years back. The property is very old, and it requires a major over hall in the interior parts of the facility (such as bathrooms). Is that property eligible for funds for renovation in those areas that had never been renovated?

**Response:** As long as the current value minus any liens, mortgages and past NGP funds is less than the current amount requested.

22. **Question:** Current lien values. Would this be required on every single property that the organization owns? They have 3 properties that have been paid off but are being used as collateral on other loans.

**Response:** The lien is to be completed on any property for which is NGP funds are requested. If the property is being used for collateral for other loans that should be described in your application and included on the Modified Lien Analysis form.

23. **Question:** Would we need the Lien Analysis for a project that is adding a security system, or would that fall under technology?

**Response:** Yes. The guidelines indicate that the installation of a security system is a facility improvement for which a Lien Analysis is required.

24. **Question:** For an application covering the acquisition of a property, should the Modified Lien Analysis include current liens and/or mortgages which would be eliminated as part of the sale of the property from the current owner to the non-profit organization?

**Response:** These liens and mortgages should be included in your application along with a description of your funding plans going forward.

25. **Question:** The organization has a need to tear down and rebuild an existing barn structure. Would this be considered new construction and would fall into the NGP category and require a separate Part 2?

**Response:** If you are tearing down the barn and building another facility, it would be defined as new construction. We don't believe a separate Part 2 is required in this circumstance, as described.

26. **Question:** The organization has a need to tear down and rebuilt two existing greenhouses. Would this be considered new construction and would fall into the NGP category and require a separate Part 2?

**Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant Programs Request for Applications Round 5**

**Response:** It sounds like a new construction project. If the greenhouses are at the same location, a separate Part 2 may not be needed.

27. **Question:** Regarding current market value of the property. Is this referring to only the value of the existing barn? Existing greenhouses?

**Response:** For new construction, the guidelines indicate that it would need to be demonstrated to the State's satisfaction that the fair market value of the new facility and associated land would exceed the amount of: (1) any liens on the property; (2) amounts received from prior NGP/NCIP grants for this property; (3) any outstanding mortgage balance; and (4) any new NGP/NCIP funds awarded as a result of this RFA.

28. **Question:** Regarding current mortgage balance. There is no mortgage on the barn and greenhouses specifically, but there is a mortgage on the administration building on the property. Would we need to list the admin building mortgage since the barn and greenhouses are all located on the same property?

**Response:** Please provide information in your application regarding the property, the project and your existing mortgages and we would be in a better position to make a judgment in this regard.

+

29. **Question:** Does the \$35,000 minimum project cost for Component 2 projects refer only to the NGP funding included in the application or to the total cost of the project, including non-NGP funds as well?

**Response:** The \$35,000 minimum applies to the NGP funding amount requested.

30. **Question:** I just want to clarify that the amounts awarded through the OPM nonprofit grant program are 100% grants (no loans).

**Response:** This program is 100% grants in the form of reimbursements for eligible and approved expenses.

31. **Question:** Can you provide a description of a non-NGP fund?

**Response:** Please see the non-NGP categories listed across the top line of section F of the Part 2 application (page 3 of 7 of Part 2)

32. **Question:** If we have started a project and our proposal will be for funds to completing the project, can our match include the project expenses paid to date?

**Response:** NGP project applications should be for discrete, standalone projects, beyond and separate from any prior phases and not dependent upon future phases. Therefore, any matching requirement cannot be met by payments made for prior phases.

33. **Question:** For funds requested for new construction, do we need to be in a certain phase of the construction process in order to apply for funds?

**Response:** See response to number 32.

**Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant Programs Request for Applications Round 5**

34. **Question:** The document specifies that organizations must “address documented need for health, safety, and ADA improvements of nonprofit providers delivering health and human services”. Is there a certain type of documentation that is needed (ie. Building inspection, etc). For example, our organization needs to replace many of our air conditioning units. Having good working air conditioners is critical for the health of our physically disabled residents since many of them can’t be in extreme heat due to health reasons. Do we need to have an inspector write a report that verifies that new air conditioning units are needed? I am just wondering what type of documentation is typically needed.

**Response:** The guidelines indicate that projects must address at least one of two priorities and you have cited one of the two. In terms of documentation, you should cite whatever existing documentation you have.

35. **Question:** How do we request funds to purchase a much-needed building if any building we identify now most likely will not be on the market if and when a grant is approved?

**Response:** The evaluation criteria includes the quality of project applications in terms of project plans, including time schedules, and the reasonableness and accuracy of cost estimates and budgets.

36. **Question:** Can funds be used to upgrade technology infrastructure?

**Response:** Technology procurements and systems are eligible expenses under the NGP, but they must involve capital projects that are long-term in nature.

37. **Question:** Our agency needs to do updates for end-of-life software, without which the security of our system (including client records) will be endangered. Is this an eligible cost?

**Response:** See response to Question number 36.

38. **Question:** Does the grant cover IT labor costs for IT projects of data migration from hardware to cloud-based services?

**Response:** See response to Question number 36. Also, staffing or operating costs are not eligible costs under the guidelines.

39. **Question:** We are a YMCA interested in the Nonprofit Grant Program. We are now contracted with our local Agency on Aging to provide a much needed senior health program. Does this qualify as "receiving funds from the State to provide direct health and human services to State agency clients"?

**Response:** If the funding is provided by the State, the answer is yes. Please note that item 4(b) of the guidelines indicates that priority, for this rating criteria, will be given to projects improving the efficiency or effectiveness of the delivery of health and human services to state clients utilizing state funds.

**Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant  
Programs Request for Applications Round 5**

40. **Question:** Tax Exempt Status: The grant guidelines document says that we must submit our tax exempt status letter under section 501(c)3 of the internal revenue service code of 1986. Our tax exempt letter dates back to 1967 (see the attached documents). Is that going to be a problem?

**Response:** As long as all the letter can be determined to still be valid for your organization, including that the name of the organization has not changed since then.

41. **Question:** We have a CDBG grant to provide human services and an agreement with a city to accept their referrals through that grant. Would this meet the state funding eligibility requirement?

**Response:** It would depend, in part, on whether or not the funding comes from the State. Some cities receive direct funding from the federal government and not through the State. Smaller cities may receive pass-through CDBG funds from the State.

42. **Question:** Are there any restrictions on funding a facility that offers (participation not required) religious programming and services in addition to social services?

**Response:** If you provide health and human service in that facility that are being funded by the State, we are not aware of any restrictions, but this would need to be reviewed further as part the application and contracting process.

43. **Question:** Our agency is opening a new program in February/March 2017 that will be providing health services. The program will not have a state contract, but will accept Husky and Medicaid as well as state agency referrals. Can we submit a proposal for an electronic medical record system for that program?

**Response:** Medicaid funding is considered State funding under NGP.

44. **Question:** Our parent agency receives state funding for health and human services, which qualifies us to submit a proposal. Can we submit a proposal for one of our individual programs that accepts referrals from state agencies, but does not currently have a state contract or agreement? For example, a reentry program that serves people referred by Parole but does not have a government contract?

**Response:** We would need more information about your organization and its relationship with your parent organization. As indicated in the guidelines, eligible organizations are nonprofit health and human services providers that are exempt Section 501(c)(3) of the Internal Revenue Code and receive funds from the State to provide direct health and human services to State agency clients.

45. **Question:** Are municipalities eligible to apply for funding through this program?

**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.

**Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant  
Programs Request for Applications Round 5**

46. **Question:** Because we run a summer camp with a seasonal revenue stream it would create a financial hardship if a project over \$1 million dollars could not be completed in 12 months. It appears that the maximum could be a maximum of 24 months.  
**Response:** Generally, projects should be completed in a 12 to 24 month period following the contract. Your schedule should be included in your application.
47. **Question:** If we are awarded funding, what is the timeframe within which we would have to have renovations completed?  
**Response:** See question #46.
48. **Question:** We will not have our audit available for fiscal year 15/16 until sometime in March. Will this timing work out with the calendar for the application process, or would we not be eligible to apply for this round?  
**Response:** If the State Single Audits are not available, submittal of independent financial audits and the IRS Form 990 (Return of Organization Exempt from Income Tax) for the two most recent fiscal years will be requested following the submittal of the application.
49. **Question:** On Page 9 of the Grant Guidelines document, Section K, there is a request for a Lien Analysis for facility improvement. Would you please define Lien Analysis? Is it the same as a Lien Search? Please keep in mind that our agency operates on a building owned by the Town of Wallingford. The prior tenant was the Senior Center about 20 years ago and before that it was the Electric Division about 100 years ago.  
**Response:** What is required is to fill out page 6 of 7 in Part 2 of the application.
50. **Question:** Under Section K: property Value and Lien Analysis, Question 4: When the application asks for the property value, it asks for the date of the most recent appraisal. Can you provide the date that is acceptable to use for a most recent appraisal? In other words, does an appraisal need to have been done in (for example, the last 2 or 3 years?).  
**Response:** If the most recent appraisal is in the last 2 or 3 years, just list that on the application.
51. **Question:** Can you provide some additional information on Procurements (Section H). Can you provide some examples of a "Procurement Item"? Would examples of "Procurement Items" include such things as: 1) types of equipment purchased; 2) labor needed to complete the job, etc. Can you also provide some information as to how detailed a procurement category should be for a particular type of project? For example, for a construction project, is it enough to say "building supplies and materials" to identify the materials needed for construction? Or does it need to be more detailed?  
**Response:** List the types of equipment you will be purchasing and estimated costs and how the cost was estimated. For construction projects, typically the costs involve the estimated costs of an outside contractor to do the work.

**Questions and Responses regarding the Nonprofit and Nonprofit Collaboration Incentive Grant  
Programs Request for Applications Round 5**

52. **Question:** It is the Agency's understanding that the following is required from a non-profit organization if it is submitting an application for property acquisition:
- a. Amount of requested funds must be less than the current market value of the property minus: any liens on the property; amounts previously received from NGP/NCIP grants for the property; and any outstanding mortgage balance
  - b. If cost of property is between \$1M - \$3M, matching funds must be at least 25% of the total request to OPM and cannot include other state funding or in-kind contributions
  - c. Responses to all questions in "Part 2: project Application" section K (Property Value and Lien Analysis)
  - d. Responses to all questions in "Part 2: Project Application" section L (Questions for Facility Improvements, New Construction and Property Acquisition Projects)
  - e. Current market value of property
  - f. Municipal assessment cards as proof of current market value (Part 2, Section K, 4b and Part 2, Section M: Appendix)
  - g. Formal agreement to purchase, if applicable (Part 2, Section M: Appendix)

If there are additional requirements specifically for property acquisition omitted above, can OPM delineate the additional requirements?

**Response:** The information that must be provided, including any appendices, are listed in the guidelines.