

Nutrition Services Grant Program
Questions/Responses for Webinar 11/23/09
Updated after the Webinar – 11/23/09

1. Can the NSGP cover the cost of food itself? The material we read doesn't clarify that.

Response: No, the grant funds do not cover food.

2. If we have one project that encompasses 3 senior centers, can we submit one application? If so, what would be the appropriate way to document the site location/senior center on the application?

Response: If you have one project that encompasses three centers, you may submit one application. Make sure that it is clear on the application that the project encompasses three centers. All three centers may be listed at the top of the application as the Nutrition Site Name – the text wraps as you type. Also, be sure to explain the scope of the project (that it includes three centers) under Purpose of the Project/Description of the Work Plan.

3. Is it fair to assume that data collection methods required for reporting will be required in the work plan?

Response: If the purpose of the project includes, for example, increasing participation, the applicant would want to determine how this would be demonstrated and devise a method for collecting the data.

4. Will fulfilling the reporting requirements be the responsibility of the AAA or the applicant (if the applicant is not the AAA)?

Response: Technically, it would be the AAAs' responsibility as they will be the recipients of the funds through the ASBG. They certainly can delegate the responsibility to do the actual preparation of the reports to the entities whose projects are awarded grants. Ultimately, the AAA is responsible.

5. If an Adult Day Center is serving both NSIP meals and PDA Waiver meals are they eligible to apply? If they are serving only PDA Waiver meals, are they eligible to apply?

Response: If an Adult Day Center serves both NSIP meals and PDA Waiver meals, they are eligible to apply. If they serve only PDA Waiver meals, they are not eligible to apply.

6. Can changes or modifications be made after a grant is approved?

Response: The grant award will be based on the application that is submitted. Changes may be considered after the grant award, depending on what the

changes are. The Department requests that any major changes proposed to the grant, once awarded, be reviewed with Department staff. With the time frames for project completion, there should not be any major changes.

7. Is this application for both grants, i.e. the \$20,000 from the county Area Agency on Aging and the PDA grant or should two separate applications be completed?

Response: The application form in the grant package is to be used only for the competitive grants that PDA/OLTL will be reviewing. Each AAA may determine how they want to address the use of the allocation funds, as long as the intent of the grant is met. If the local AAA requires an application process for the allocated funds, please follow their directions.

8. Are the Adult Day Center applications that an AAA may receive considered part of the AAA's allotted number of applications (one-third of nutrition sites or rounded up if an uneven number) that they may submit to PDA/OLTL for review?

Response: Yes, the Adult Day Center applications that an AAA may receive are considered part of the AAA's allotted number of applications that they may submit to PDA/OLTL. The guidelines state that the AAA may submit applications for up to one-third (or rounded up) of their senior community centers/nutrition sites. For example, if a Planning and Service Area (PSA) has 15 senior centers/nutrition sites and 3 Adult Day Centers, the maximum number of applications they may submit to PDA/OLTL for review is 5 applications, not 6 applications. If a PSA has 32 senior centers/nutrition sites and 10 Adult Day Centers, they may submit 11 applications, not 14 applications.

9. May a for-profit nutrition provider be considered eligible to apply for a (NSGP) grant?

Response: No, the grant program can't subsidize private for-profit enterprise. An Area Agency on Aging may apply on behalf of the provider for such things as equipment.

10. Our county's six senior centers have formed a collaborative and are working on a joint grant request. Each of the centers has a different need they would like to include in the grant request, i.e. renovations, starting a dinner program, etc. Should the six senior centers send one collaborative grant application that includes each of the six needs or should each senior center submit a separate grant application?

Response: The grant process is project-driven. One application can be filed only if the same project encompasses all 6 centers. Based on the information provided, it appears that each center has different needs, different uses in

mind for the funds. In the example above an application should be submitted for each center.

11. Are there any match requirements with the competitive Nutrition Grant or is it 100% funded?

Response: The competitive grants are 100% funded. There are no match requirements.

12. Would a grant application from a very active center that is affiliated with the AAA through programming only (with Prime Time Health as an example)...be considered if they plan to be self-sustaining via a partnership with a non-AAA affiliated food provider? They are not currently serving NSIP meals.

Response: No, the application would not be considered. The grant program is for sites that serve NSIP meals.

13. Why is the application required in an Excel document when it is more suited to a Word document?

Response: The group working on the application determined it would be more advantageous to use an Excel worksheet to ensure consistent format of completed applications. The cells are formatted to wrap text so that the cell expands as you type. It should not be vastly different from typing in a word document.

14. Can we use up to two pages for each of the 3 criteria?

In filling out the Excel spreadsheet, does the 2 page limit mean up to 2 pages as the text fits into the spreadsheet, or does it mean the amount of the text that fits on two 8.5 by 11 inch pages?

Response: Yes, you can use two pages for each of the three criteria. The two page limit means up to two pages as it fits into the spreadsheet. You can use print preview to check the length. All applications need to be submitted to the local AAA electronically for review. All applications will then be submitted electronically to PDA/OLTL by the AAA. Only the applications approved at the local level will be reviewed by PDA/OLTL.

15. In #13 of the Q & A, it states that the response for each criterion is limited to two pages – does this mean that the cells in the Excel (spreadsheet) will be able to be 'dropped' or does a separate 8.5 x 11 inch sheet need to be added?

Response: The cells are formatted to wrap text so that the cell expands as you type. Do not attach any additional sheets to your completed application. The length of your response to each criterion needs to be limited to 2 pages in

order to allow for timely and efficient review of the applications. To check the length of your application, click on 'print preview' and view the pages.

16. Is it possible to transfer text from Word to a spreadsheet cell?

Response: Yes. Click on the "Format" button, click on "Cells", click on the "Alignment" Tab and then under Text Control – check "wrap text". The wrap text format setting becomes disabled after the text was pasted from Word. Enabling wrap text in the cell after the text is pasted corrects the problem.

17. Regarding the submission of the application(s), please clarify: are all applications to be included on one Excel workbook?

Response: Each AAA will need to submit two workbooks: one workbook that contains all of the applications that are to be reviewed by PDA/OLTL and one workbook that contains all of the applications that are not going to be reviewed by PDA/OLTL.

18. As part of the Nutrition Services Grant Application: Can we apply for the following: Inventory control equipment, cash register, scanner; intercom system; LCD projection screen and/or DVD projection screen for multimedia presentations; Wheeled wall to wall accordion room dividers; software and/or client tracking equipment; and/or Unpower Yourself – get green products and reduce your IT energy use.

Response: A list of items that will be approved or a list of items that will not be approved cannot be made. The grant process is project-driven. Therefore, the context in which various items will be used to modernize, update or reinvent the nutrition program will need to be evaluated as part of the application review process.

19. When we received our allocation the amount for NSGP was different than the amount on the allocation schedule previously provided. What is the correct amount?

Response: It was determined after the release of the grant package that the final figures for the allocation were revised for the agencies receiving more than the \$20,000 minimum. The Bureau of Finance will be evaluating the revised amount. Notification regarding any changes will be forthcoming.

20. The evaluation criteria included the purpose of project, description of the work plan, project modernization. What do you mean by also evaluating the applicant's experience, ability and financial capacity?

Response: When evaluating applicant experience, ability and financial capacity, examples of items that should be considered include but are not

limited to the amount of experience the applicant has in operating a senior center/nutrition site; the applicant's demonstration of ability to implement new programs and operate successfully; the fundraising that the applicant may do; the applicant's ability to manage other grants of various types, etc.

21. Counties were informed of a max amount for this grant opportunity for a given county. Should applications be kept below that amount?

Response: The maximum level of funding that will be considered for any application is \$150,000.

22. We are trying to find out if the Allegheny County AAA requires this grant into their offices by December 4th.

Response: Check with the Allegheny County AAA for the due date by which the applications need to be submitted to them for review. The due date for applications to be submitted to PDA/OLTL is December 23, 2009. Each AAA has the authority to determine the due date by which they need to review the applications in order to submit them to PDA/OLTL by the December 23 due date.

23. Is it appropriate for the AAA to rate their own proposal if they are the applicant?

Response: Yes. The system is designed so that the AAA reviews and rates/prioritizes all applications before submitting to PDA/OLTL for the PDA/OLTL review. This permits the AAA to determine what the priorities are for modernizing, updating or reinventing the nutrition program at the local level.

24. Could senior center software be purchased with the NSGP grant - such as touch screen technology to enhance and upgrade technology?

Response: Please see the response to Question #18.

25. Would the following be acceptable as capital expenditures for this grant: Air compressor for air conditioning one of the eating areas?

Response: Please see the response for Question #18.

26. Where is the application package?

Response: The application package was distributed electronically to AAA Directors on October 20, 2009. It is also posted on the PDA website at www.aging.state.pa.us and the senior center website at www.paseniorcenters.org.

27. It is understood that the competitive grant cannot be used for food. However, may the allocation grant be used for special meals served at Supper Club events if NSIP meals are served?

Response: No. The funds received through the allocation cannot be used for food.

28. What exactly is meant by written assurances? This is referenced several times.

Response: In regard to written assurances referenced in the grant guidelines regarding compliance with Aging program Directives for nutrition services and senior community centers, by applying, the applicant is agreeing to comply. In regard to written assurances for the project completion date, the applicant will demonstrate this and provide written assurance when they provide the detailed work plan that outlines the dates that each step of the work plan will be completed. Another example of a written assurance includes but is not limited to a lease from a landlord that illustrates that a center has continued use of the building for one year for every \$5,000 of renovation funds used.

29. When will notifications go out to award winners?

Response: Grant recipients will be notified of grant award as soon as possible after the review process is completed. This is expected to be late January to mid-February at the earliest.

30. Can two applications be submitted for outside signage and safety lights and 1/3 of the building's HVAC be included in renovations?

Response: Please see the response to Question #18. Also note that the grants are project-driven. The intent of the grants is to update, modernize and reinvent the nutrition program.

31. Where is the excel worksheet for the application?

Response: The application form, in Excel spreadsheet format, was distributed with the grant package. Please see the response to Question #26.

