ARPA Title III-C Nutrition
REQUEST FOR FUNDING APPLICATION

American Rescue Plan Act (ARPA) of 2021
(P.L. 117-2-March 11, 2021)

Older American's Act Title III-C Nutrition Services

Eastern Carolina Council - Area Agency on Aging

233 Middle Street, Suite 300

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David Rosado, Director, drosado@eccog.org

Applications due no later than 5:00 p.m.
DATE: December 3, 2024
Return to Amanda Young, Aging Programs Consultant
ayoung@eccog.org

- See Request for Funding Instructions for details on completing this application.
- An example grant application is included in this packet for guidance.

ARPA (AMERICAN RESCUE PLAN ACT) REQUEST FOR FUNDING

SUMMARY

The Administration on Community Living (ACL) and the North Carolina Division of Aging (NCDOA) are the oversight entities for the allocation and distribution of all American Rescue Act Plan (ARPA) funding. While earlier rounds of COVID funding (CARES and Families First) allocated to adapt and expand traditional services and systems, the NCDOA emphasizes American Rescue Plan Act (ARPA) allocations build stronger infrastructure, support effective service delivery, and increase access to long-term services and supports such as Title III-B Supportive Services, Title III-C Nutrition Services, Title III-D Health Promotion, and Title III-E Family Caregiver Support Program.

To support the infrastructure goals under the ARPA efforts NCDOA has authorized several new initiatives and ARPA direct service codes. Eastern Carolina Council - Area Agency on Aging (ECC-AAA) will allocate $286,000 for Eligible III-C Nutrition Services for performance period December 2024 to September 2025. These funds will be awarded to eligible providers using a competitive bid process as outlined in this Request for Funding. There is no required match.

ELIGIBILITY

Providers who receive Older American's Act III-C funding from ECC-AAA are eligible to apply for ARPA III-C funds. Service eligibility is for individuals who are 60 years of age or older.

COMPETITIVE BID PARAMETERS

- Eligible providers must submit a Request for Funding on or before the deadline for the project to be considered. Late entries will be disqualified. No exceptions.
- Project budgets must be no less than $5,000 and no more than $50,000
- Funds must be spent within the performance period.
- Budget adjustments made during the funding period must be approved by the ECC-AAA.
- Projects must be for one or more of the service codes outlined in the request for funding.
- Funding requests may include more than one cost code.
- Submission of a request for funding does not guarantee a full or partial award.

SCORING

Element 1: Innovation in program design, implementation, assessment, workflow, data collection, and reporting and service delivery.

Element 2: Increasing service access to hard to reach, underserved, or high-risk populations programs that address diversity, equity, and inclusion for marginalized segments of the community.

Element 3: Enhanced infrastructure and/or increased capacity of the organization to conduct service to intended populations.

Element 4: Provider monitoring history, spending patterns, and past program performance.

MONITORING AND REPORTING

- All approved projects will be subject to programmatic and fiscal monitoring during the project period.
- As with previous COVID grants, tracking of expenditures under ARPA funding allocations will be reported on the NCDOA Excel tracking spreadsheet.
  - Submissions must use a new sheet each month.
  - Submissions must be sent to ECC-AAA by the first Friday of the month.
- Reporting expenditures into ARMS in a timely manner is mandatory.
- Projects that are severely underspent may result in a reduction in project funding.
- Capital Expense requests must be submitted on the NCDOA form and approved prior to any expense exceeding $10,000
  - All required documentation should be submitted as early as possible to ensure approval by ECC-AAA and NCDOA within the project performance period.
  - These expenses require three quotes as part of the documentation and cannot be submitted until those are secured.

TITLE III-C NUTRITION

Complete for Title III-C 1 Congregate Nutrition

Agency Name	
Total Combined amount of ARPA funds being requested (should match budget attachment)	$
County to be covered by the project (Check all that apply)	**Carteret** **Craven** **Duplin** **Greene** **Jones** **Lenoir** **Onslow** **Pamlico** **Wayne**

TOTAL REQUEST					
A capital expense request form will be required for each item > $10,000.00	Does this project include a capital expense of over $10,000.00?	YES		NO	
Project Manager Name Title					
Project Manager Email					
Organization Address					
Organization Phone Number					

Signature: By signing below, you are verifying that all supportive documentation is accurate and current as of the date of the signature.

_____   _____
Original Signature of authorized agent for the organization   Date

_____   _____
Printed Name   Title

DATE RECEIVED_____ (ECC-AAA only)

ARPA III-C Nutrition Service Eligible Funding Options:

Codes and Definitions

CODE	NAME	DESCRIPTION	REQUIRES ENTRY ON NCDOA EXCEL TRACKING SHEET
062	**ARPA-Congregate Meals**	Congregate Nutrition Meals (III-C1) Meals to congregate nutrition program clients that may or may not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) requirements. Not eligible for NSIP. One unit=one meal.	
907	**ARPA-Cong Nutrition Non-Unit**	Congregate Nutrition Meal expenses for participants such as groceries, produce boxes, PPE, food service equipment and other costs associated with providing a congregate meal eaten in person/virtually where people dine together. Costs associated with start-up of new sites, staff hiring and new partnerships providing congregate meals. One unit = one item or one expense purchased.	X

* Codes and Definitions developed by the NCDOA

SCOPE OF WORK DESCRIPTION AND PLAN

Project Title: _____

Total Amount Requested: _____

Project Fund Source: (Check the reimbursement method(s) that apply for requested funds):

      Unit-Based Only _____ **Must address one of the three Priority and Sustainability**

      Unit/Non-unit _____ **Select one of the three Priority and Sustainability**

ARPA ARMS CODE	ELIGIBLE III-C SERVICES	AMOUNT REQUESTED
062	ARPA- Congregate Meals	
907	ARPA – Congregate Nutrition non-unit	

SUMMARY – **Each request needs its own summary. The summary should include the following:**

PROJECT OUTLINE:

1. **Project Summary** provides an overview of the project including
   a. The list of the planned services
   b. Scope of work and outcomes associated with the project
   c. Targeted populations

2. **Project Description** should include how the project will satisfy these four elements:

   a. Describe the agency's capacity to implement this project.
   b. Describe the specific ways the agency will engage other entities in community coordination to reach a new target audience.
   c. How will the project measure success?
   d. How will the project establish ongoing sustainability?

3. **Preliminary Budget**

CODE	Budgeted Purpose	Notes

A preliminary budget is required for initial submission. If selected, a detailed project budget will be required using the NCDOA ARPA TITLE III-C BUDGET FORMS.

INSTRUCTIONS: Describe how your project will target the priority, and the measures associated with implementation of the project to meet each chosen priority.

_____ Priority 1: Innovation in program design, implementation, assessment, workflow, data collection and reporting, or service delivery.

Specific measures related to the implementation of his priority.

_____ Priority 2: Provide or increase service access to hard to reach, underserved, or high-risk populations through use of digital equity, social isolation, access to assistive technology, and programs that address diversity, equity, and inclusion for marginalized segments of the community.

Specifics of how your project will meet this priority.

_____ Priority 3: Increasing capacity of the organization to conduct service to intended populations (Infrastructure) increasing the staff at an organization already receiving Older American's Act funding through the traditional Home and Community Block Grant process, or capital expenses in technology, and equipment that enables the agency to expand their service to new individuals.

Specifics of how your project will meet this priority.

Agency Name: _____ Project Lead: _____

ECC-AAA ONLY: Scope of Work: Approved _____ Amount: _____

Denied: _____ Reason for denial: _____

EXAMPLE

ARPA (AMERICAN RESCUE PLAN ACT) REQUEST FOR FUNDING

ARPA TITLE III-C NUTRITION

Agency Name	**Pecan Senior Nutrition Program**		
Total Combined amount of ARPA funds being requested (should match budget attachment)	**$ 100,000**		
County to be covered by the project (Check all that apply)	**Carteret**	**Craven**	**Duplin**
	Greene	**Lenoir**	(**Onslow**)
	Pamlico	**Wayne**	

SFRF TOTAL REQUEST					
A capital expense request form will be required for each item > $10,000.00	Does this project include a capital expense of over $10,000.00?	YES		NO	X
Project Manager Name Title	Michael Bolton Director				
Project Manager Email	michael.bolton@pecanss.org				
Organization Address	123 Big Hair Drive Curly, NC 28777				
Organization Phone Number	(252) 777-1122				

SCOPE OF WORK DESCRIPTION AND PLAN

Project Title: ____Feeding Good Food Program_____

Total Amount Requested: _____$25,000_____

Project Fund Source: (Check the reimbursement method(s) that apply for requested funds):

      Unit-Based Only _____X_____ (Must address Priority 2)
      Non-Unit/Dollar Based _____X_____ (Select one or more Priorities)

      of the three Priority and Sustainability

ARPA ARMS CODE	ELIGIBLE III-C SERVICES	AMOUNT REQUESTED
062	ARPA- Congregate Meals	**$25,000**
907	ARPA – Congregate Nutrition non-unit	

Codes and Definitions

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062	**ARPA- Congregate Meals**	Congregate Nutrition Meals (III-C1) Meals to congregate nutrition program clients that may or may not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) requirements. Not eligible for NSIP. One unit=one meal.	
907	**ARPA-Cong Nutrition Non-Unit**	Congregate Nutrition Meal expenses for participants such as groceries, produce boxes, PPE, food service equipment and other costs associated with providing a congregate meal eaten in person/virtually where people dine together. Costs associated with the start-up of new sites, staff hiring and new partnerships providing congregate meals. One unit = one item or one expense purchased.	X

Codes and Definitions developed by the NCDOA

EXAMPLE

1. Project Summary

062: Congregate Meals

Scope of Work: In an effort to support clients in our IHA program, Happy Valley will use this code to identify and deliver those services better done in a purchase of service agreement by non-certified personnel. This service will have an estimated impact of improving the potential of individuals to age in place of their choice and delay premature institutionalization. This project will target OAA clients who have limited support, are low English speakers, or are at substantial risk for placement in LTC.

2. PROJECT DESCRIPTION:

a. **Describe the agency's capacity to implement this project.**
   PSNP has a proven track record for providing nutrition services in Lawnview County for 20 years. ARPA funds will be used to add staff to address the specific implementation action steps associated with this project:
   - Cultural competency training for staff at PSNP
   - Identify consumer advisory board to assist in whole person-centered approach to nutrition for primary Spanish speakers.
   - Secure interpretation services to improve communication of PSNP with intended population
   - Identification of target population
   - Survey of their menu interest and other culturally relevant aspects of food preparation, delivery or eating experiences
   - Survey of other nutrition provider methods including hospital, Hospice, and PACE
   - Create menu options with RD support and analysis
   - Secure vendor to provide these meals
   - Cost comparison of similar congregate meal providers
   - Develop marketing plan that includes multi-modal distribution of information in both English and Spanish using print, radio, and web-based social media,
   - Create evaluation tools with community college/university or other credible source to evaluate cost and satisfaction with the program in year one.
   - Conduct soft launch with pilot population
   - Begin development of grant applications, and funding request materials to secure sustainable funding.
   - Evaluate and adjust if necessary.

b. **Describe the specific ways the agency will engage other entities in community coordination to reach a new target audience.**

EXAMPLE

The Pecan Senior Nutrition Program (PSNP) has initiated partnerships with the following community-based organizations that may be of assistance in these efforts:
- AARP
- Retired Teachers Association
- Medicaid Managed Care organizations community outreach coordinators
- Health Department
- Department of Social Services/Adult Services
- Area Faith community leaders

The Pecan Senior Nutrition Program (PSNP) has conducted a community-wide survey of other nutrition settings to determine whether culturally specific meals are offered, including the 4 local hospitals, and how they offer similar specifics in their menu selections. PSNP will work with their caterer to select a menu that includes a majority selection of Spanish influenced items and make these meals available to congregate sites on a rotation basis.

c. **How will the project measure success?**
PSNP will maintain data to conduct a cost analysis of the program through data collection and determine a sustainable budget for continuation after ARPA funds have been depleted. PSNP will also conduct satisfaction surveys and, if possible, work with congregate sites to determine the % consumption of meals when compared to standard fare.

d. **How will the project establish ongoing sustainability?**
PSNP will provide progress reports to all community partners, our Board of Directors, and the representatives of the HCCBG committee. These reports will be used as a basis for future grants, and to support funding requests from HCCBG should these codes be allowed in the future for traditional OAA services.

3. **Project Description**

ARPA ARMS Code	ELIGIBLE III-C SERVICES	AMOUNT REQUESTED
402	ARPA- Congregate Meals	**$30,000**

A. **Check one or more of the p*riorities supported by your project.***

> *INSTRUCTIONS: Describe how your project will target the priority, and the measures associated with implementation of the project to meet each chosen priority.*

> **_____ Priority 1: Innovation** in program design, implementation, assessment, workflow, data collection and reporting, or service delivery.

This program is innovative because there is no similar service currently for older, Hispanic adults in the county.

> **__X___ Priority 2: Provide or increase service access to hard to reach, underserved, or high-risk populations** through use of digital equity, social isolation, access to assistive technology, and programs that address diversity, equity, and inclusion for marginalized segments of the community

> *PSNP will be engaging a new population in a more direct manner through interpretation services and the use of a consumer advisory board to identify and develop a culturally specific meal experience for primary Spanish speakers.*

> *PSNP will use a vendor with the capacity to offer culturally specific meal options. Through collaboration with the Latin American Coalition in Lakeview County, PSNP will develop a community assessment to determine proven methods to engage these Hispanic households.*

> *PSNP will need to add at least one additional staff to focus on this effort for 50% of their FTE including grant writing and working to develop data to present in funding proposals to grants, county, and managed care organizations.*

> **__X___ Priority 3: Increasing capacity of the organization to conduct service to intended populations (Infrastructure)** *increasing the staff at an organization already receiving Older American's Act funding through the traditional Home and Community Block Grant process, or capital expenses in technology, and equipment that enables the agency to expand their service to new individuals.*

Agency Name: _ Pecan Senior Nutrition Program __   **Project Lead:** _____ Michael Bolton _____

ECC-AAA ONLY: **Project Status: Approved _____ Amount: _____**

Denied: _____ Reason for denial: _____