



**STATE OF TENNESSEE  
COMMISSION ON AGING AND DISABILITY**

Andrew Jackson State Office Building  
502 Deaderick Street, 9<sup>th</sup> Floor  
Nashville, Tennessee 37243

The responses to the written questions received by the June 9, 2017 deadline can be found below. Some questions have been edited, consolidated, and/or modified for clarity and content and questions that were asked more than once have been combined into one question.

**1. Was the June 6, 2017 webinar recorded and will the webinar and slides be made available to potential grantees?**

**Answer:** Yes, the June 6, 2017 webinar was recorded and will be sent out via email. Additionally, the June 6, 2017 power point slides will be emailed as well.

**2. What is the grant timeline?**

**ANSWER:** Grant applications must be received on or before July 31, 2017 at 11:59 p.m. CST. No late applications will be accepted, reviewed, or evaluated. ALL information requested must be submitted with the grant application. Timely applications will then be reviewed by September 2017. The Davidson County Chancery Court, Division III will then select the successful grant applications. However, we do not have a timeline for a decision by the Court.

At this time, we are not sure how long this process will take; however, it is hoped that the successful grantees will be announced before the end of 2017. All awards are subject to the availability of the settlement funds. Further, it is anticipated that the contracting process will be initiated within thirty (30) days after the court selects the successful grantees.

**3. When will funds become available?**

**Answer:** The applications received on or before July 31, 2017 will be evaluated and the court will identify and announce the successful grantees. It is anticipated that the state contracting process will be initiated within 30 days of the court identifying the successful grantees. Successful grantees MAY NOT begin work on their project until there is a

fully executed, approved contract in place. It can take up to sixty days to have a fully executed, approved contract in place between the state of Tennessee and a successful grantee.

As noted in the grant information available on the Davidson County Chancery Court webpage, organizations and entities may request up to 50% of the grant application budget in advance. Organizations and entities should keep in mind that a request for an advancement of funds is not a guarantee that the requested funds will be advanced.

Any funds not advanced will be made available via an invoice for reimbursement process. Successful grantees will be required to submit documentation detailing how any advanced funds were expended. Invoices submitted for reimbursement will not be approved until the entire advance has been expended. Generally, invoices may be submitted for reimbursement monthly along with supporting documentation.

**4. Can you give an example of how to describe the "sustainability" part of the grant application?**

**ANSWER:** Sustainability is a very important element of any proposed project. Organizations and entities should provide concrete details and examples as to how the proposed project will continue after the conclusion of the grant, the roles and responsibilities of the lead applicant as well as all MOU partners, and how the project will be funded after the grant ends.

**5. Does the sustainability plan need to be for the entire statewide collaborative or can individual partner plans be used?**

**ANSWER:** Lead applicants should submit ONE sustainability plan with the grant application. The sustainability plan must be for the entire state-wide project and include, at a minimum, details on how the state-wide project will continue after the grant ends, how the project will be funded on an on-going basis, and the plan should define the on-going roles and responsibilities of the lead applicant as well as all MOU partners.

**6. Can we start activity on a small scale and expand during the course of the grant, to serve more areas? We are considering submitting a proposal that spans the maximum time period (3 years). In that context is it acceptable to propose a "phased" approach to launching the project?**

**ANSWER:** In general, applicants could propose a project with a phased in approach. However, the phased in project must be completely phased in and expanded to provide services/assistance on a statewide basis BEFORE the conclusion of the grant. ALL proposed projects MUST provide services and assistance to Tennesseans age 60 and over on a statewide basis with local impacts.

7. **Would a demonstration project occurring in three sites (one each in east, west, and middle Tennessee), with potential for expansion to other sites across the state, be sufficient to qualify as state wide?**

**ANSWER:** Yes. A proposed project that will provide services and assistance to Tennesseans age 60 and over on a statewide basis with local impact would be considered for funding.

8. **The grant information states that organizations, entities, or governmental entities may submit only ONE application per focus area. Does this mean each entity may submit up to 4 applications? (One application per focus area.)**

**ANSWER:** Yes. Each organization or entity may submit only ONE application per focus area as the lead applicant. A maximum of four applications may be submitted by any one organization or entity.

9. **Can an organization be a partner in more than one application?**

**ANSWER:** Yes. Organizations and entities are encouraged to collaborate and work together. An organization or entity may be an MOU partner with other organizations and entities on multiple projects and applications.

10. **What are the four focus areas?**

**ANSWER:** Organizations or entities who submit an application must be able to provide services or have the ability to provide services to seniors in Tennessee “on a statewide basis with local impacts in one of the four focus areas”:

Senior Affordable Housing  
Senior Dental  
Senior Transportation  
Senior Legal Assistance

11. **May applicants combine 2 or more areas in one application?**

**ANSWER:** Applications must be submitted in only one of the four focus areas. However, there may be projects that include components related to other focus areas. For example, a project that provides legal assistance to Tennesseans age 60 and over may include a transportation component to ensure access to services. This application would be submitted in the legal assistance focus area. We encourage projects with a case management or systems approach that may cut across multiple focus areas. However, applicants are required to select one key focus area for the application.

**12. Will there be an application process next year?**

**ANSWER:** No, there will not be an application process next year.

**13. Do non-profit applicants have to be organized as a 501(c)(3) or can other types, such as a 501(c)(6), also apply?**

**ANSWER:** No. The only organizations and entities eligible to apply as the lead applicant are 501(c)(3) or governmental organizations or entities.

**14. Do all entities participating in the application have to be non-profit or governmental or just the lead agency that submits the application?**

**ANSWER:** The lead applicant MUST be either a 501(c)(3) or a governmental entity. MOU partners are not required to be either a 501(c)(3) or governmental entity and they may have various corporate structures.

**15. Any penalties for advancement of funds? Any points awarded for not needing advancement?**

**ANSWER:** All applications will be evaluated pursuant to the evaluation criteria contained in the grant information available on the Davidson County Chancery Court website. No penalties will be assessed for requesting an advancement of funds and no points will be awarded for organizations or entities that do not require an advancement. However, a request for an advancement of funds is not a guarantee that the requested funds will be advanced.

**16. How will new or forming organizations be treated with respect to the requirement of providing an audit?**

**ANSWER:** A new or forming organization or entity that has not yet been in existence long enough to complete an annual audit may submit an application. This fact should be noted in the “additional required elements” section where the audit should be uploaded and a copy of the formation documents should be uploaded in lieu of the audit.

Applicants are encouraged to carefully review the SeniorTrust/ElderTrust Settlement Grant Application Information and in particular, page 12 of the document. In particular, item two (2) on page 12 refers to the applicant’s track record and ability to provide the proposed services and assistance.

**17. Will administrative costs be considered an eligible expense? Indirect costs? Overhead? Technology expenses? Capacity building expenses? Are there any costs that will not be allowed?**

**ANSWER:** The expense object line-item categories found in the grant budget are the only items that may be included in the proposed project. The grant budget is included in the information found on the Davidson County Chancery Court website. One grant budget form

must be completed for each year and all budgets, along with the budget narrative, must be uploaded with the application. If advance of funds is requested, the Request for Advance of Funds Form must be completed as well. Applications will be carefully evaluated to determine the reasonableness of the proposed project budget.

**18. How would site visits work for statewide programs? Would there be multiple visits per grantee?**

**ANSWER:** There are two different types of site visits that could be made. The first site visit, could be made before any awards are announced and during the application review process. It is possible that site visits will be made to all “sites” included in the project narrative and/or involved in the provision of services or assistance to Tennesseans age 60 and over.

The second type of site visit would occur after awards are made and contracts have been executed. Successful grantees can anticipate annual site visits for the duration of the contract to monitor for a number of items, including but not limited to contract compliance, eligibility of clients/consumers served, and progress toward the stated goals and objectives of the project.

**19. Is a site-specific senior housing development an acceptable use?**

**ANSWER:** Possibly. Any applicant that proposes such a project should include concrete details and a plan in the project narrative on exactly on how the proposed project will be implemented statewide within the timeframe of the proposed contract. All applicants must propose projects that are statewide with local impacts in order to be considered for funding.

**20. Does the court plan to give at least some money to each of the four areas?**

**ANSWER:** It is anticipated that funds will be awarded in each of the four focus areas.

**21. Can we add partners after the application is submitted/as the program is administered? (and develop those MOU's after application is submitted)**

**ANSWER:** Yes. Organizations and entities should make every effort to recruit and identify all MOU partners prior to submitting the initial project application. However, if, after an award is made, a lead applicant identifies another organization or entity that it would like to partner with on project, the lead applicant must notify the state in writing immediately. The lead applicant must amend the project work plan and budget, and draft a new MOU to include the certification statement about the new partner’s affiliation with NHC and/or NHI.

**22. Can grants be made to established endowments, provided that those endowments are used to provide direct services to Tennesseans ages 60+ in the focus areas?**

**ANSWER:** No. No grants will be made to endowments or granting foundations.

**23. Will government entities be required to submit a 990?**

**ANSWER:** If the governmental entity is also a 501(c)(3), that entity should submit its most recent 990. Otherwise, the governmental entity should submit a copy of its most recent audit.

**24. Do partners have to log on to certify that they are not affiliated with NHC?**

**ANSWER:** All lead applicants, as well as all MOU partners, must certify that:

To the best of their knowledge, information, and belief, neither the organization or entity nor any person serving in a leadership and/or decision-making role (staff, officers, directors) within the organization is affiliated with National HealthCare Corporation (“NHC”) or National Health Investors (“NHI”) or any of its affiliates, officers, or directors.

The statement above must be included in ALL MOUs and all partners to a proposed project must sign the MOU. MOU partners do not need to create an account or login to the application to certify that they are not affiliated with NHC and/or NHI.

**25. Do you recommend a specific browser to access and submit the application?**

**ANSWER:** We do not recommend a specific browser to access and submit the application. However, we DO recommend that all organizations and entities create an account and submit their application well in advance of the July 31, 2017 application deadline. If an organization or entity has technical questions, a “contact us” button can be found after setting up an account and logging in to the on-line grant application. In addition, an organization or entity may send technical questions to Laura Brown at [laura.brown@tn.gov](mailto:laura.brown@tn.gov). All technical questions must be emailed to Laura Brown by July 27, 2017.

**26. If my organization received a grant from the Community Foundation of Middle Tennessee is my organization eligible to apply to this grant as well?**

**ANSWER:** Yes. Organizations or entities who received a grant from the Community Foundation (Serving Tennessee’s Seniors) are eligible, and encouraged, to apply for the SeniorTrust/ElderTrust grant.

**27. Do you have any examples of MOU's that could be shared?**

**ANSWER:** While we do not have any MOU examples to share, all MOUs should clearly identify all partners and provide a brief history of the collaborative relationship among the partners. Further, the MOU must clearly state the roles and responsibilities of all of the MOU partners and approval of the submitted application by all partners. In addition, the MOU must contain the following statement:

To the best of their knowledge, information, and belief, neither the organization or entity nor any person serving in a leadership and/or decision-making role (staff, officers, directors) within the organization is affiliated with National HealthCare Corporation (“NHC”) or National Health Investors (“NHI”) or any of its affiliates, officers, or directors.

All MOU partners MUST agree to and sign the MOU.

**28. Would a local demonstration project that could easily be implemented statewide be acceptable?**

**ANSWER:** No. All proposed projects must be used “to sustain and improve the quality of life for the elderly of Tennessee” in one of the four identified focus areas “on a statewide basis with local impacts”. However, an applicant could propose to expand a successful, local project to serve Tennesseans age 60 and over on a statewide basis within the time frame of the project.

**29. How does the State of TN define "direct services"?**

**ANSWER:** For the purposes of grant applicants, direct services will be defined as services and assistance provided directly to Tennessee residents age 60 and over.

**30. On Request For Advance of Funds, all partners are asked to sign Attachment A. If there are not enough blanks for all partner's signatures, do we submit two copies of Attachment A?**

**ANSWER:** Please add as many additional signature blanks to Attachment A as needed to accommodate signatures from all MOU partners.

**31. Will the Trust partially fund projects or are applications only eligible to awarded funds on an "all or nothing" basis?**

**ANSWER:** All applications will be closely reviewed and evaluated and it is possible that proposed projects will be awarded partial funding.

**32. If a grant request is not fully funded, will there be an opportunity to scale proposed outcomes to match the level of funding awarded?**

**ANSWER:** Applicants may include details in their application about how a proposed project would be scaled if the proposed project is awarded partial funding. There will be an opportunity during the contracting process to reevaluate and scale proposed outcomes based on funding awarded.

**33. Can you provide suggestions on who may be interested in partnering with my organization to implement a statewide project?**

**ANSWER:** We cannot provide suggestions or facilitate introducing organizations or entities to each other. We encourage all eligible organizations and entities to reach out to their networks and contacts to discuss potential partnerships.

**34. Are 990s required for all partners or just the lead applicant?**

**ANSWER:** A copy of the most recent 990 is required for the lead applicant if the lead applicant is a 501(c)(3) and if the applicant is a governmental entity, the most recent audit is required.

**35. Can the funds be used for new home construction for homes that would include a senior?**

**ANSWER:** Maybe; a great deal will depend on the precise details of the project as set forth in the application. All applicants **MUST** keep in mind the projects **MUST** be “statewide with local impacts”. The SeniorTust/ElderTrust grants will be awarded to provide services and assistance to Tennesseans age 60 and over only.

**36. Can the funds be used to build senior duplexes or quads for very low-income seniors whose homes are no longer safe?**

**ANSWER:** Possibly. Applicants should carefully review the grant information found on the Chancery Court of Davidson County website. Applications must propose projects that will serve Tennessee seniors age 60 and over on a statewide basis with local impacts.

**37. Can we include salaries for all hours (for all partners) spent working on the project?**

**ANSWER:** Yes; however, the bulk of the funds requested must be used to provide services and assistance to Tennesseans age 60 and over. Applications will be carefully evaluated to determine the reasonableness of the proposed project budget.

**38. Are developer fees allowed?**

**ANSWER:** Potentially. However, all applications will be carefully evaluated to determine the reasonableness of the proposed project budget.

**39. Can funds be used to hire a contract grant manager for a statewide collaborative?**

**ANSWER:** Potentially. However, as noted previously, all applications will be carefully evaluated to determine the reasonableness of the proposed project budget

**40. Can funds be used to purchase trucks for construction project managers?**

**ANSWER:** No; these vehicles do not provide direct services or assistance to seniors.

**41. Is mileage reimbursable?**

**ANSWER:** In general, mileage associated with travel to provide services and assistance to seniors will be reimbursable. All state travel regulations and policies, including the state mileage reimbursement rate, will apply to any requests for mileage reimbursement.

**42. What are the compliance requirements? Will an audit be required?**

**ANSWER:** The compliance requirements are included in the contract with the state of Tennessee. Some of the compliance requirements include, but are not limited to, information and documentation that must be contained in invoices submitted for reimbursement, agreement to perform the services and activities set forth in the contract, keeping accurate records, and submitting required progress reports.

**43. What kinds of procurement policies/procedures are envisioned related to administration of this grant? Will there be any waiver provisions, for instance for work in smaller rural communities?**

**ANSWER:** Any procurement must follow the requirements as set forth by the Tennessee Office of Central Procurement. If an applicant anticipates needing a waiver of procurement policies and procedures, then this information must be included in the application. The policies and procedures of the Office of Central Procurement can be found at [www.tn.gov](http://www.tn.gov).

**44. What items will be on the site inspection list?**

**ANSWER:** During the application review process, it is possible that site visits will be made to organizations and entities who submitted an application. After awards are made and as a part of the contract compliance monitoring process, it is possible that site visits will be made to successful grantees. The purpose of these visits will be to evaluate, among other items, progress toward the goals and objectives of the proposed project, if the project is serving eligible clients/consumer, and contract compliance.

**45. If the entity applying is exempt from filing a 990 with the IRS, can the entity submit the IRS exemption letter instead?**

**ANSWER:** If an entity is exempt from filing a 990 with the IRS, the entity should submit the IRS exemption letter, as well as an independent audit (if any) and the entity's most recent year-end financial report.

**46. All partners are required to submit a list of their current Board of Directors. If this list just names or name/address/phone/title?**

**ANSWER:** The lead applicant should submit a list of the current Board of Directors for itself and all MOU partners. This list should include the names, addresses, phone number and title for all Board of Director members.

**47. Can an out of state non-profit that provides services to citizens of Tennessee be the lead applicant?**

**ANSWER:** Yes with the knowledge and understanding that ALL funds awarded MUST be used to serve and improve the life of the elderly in Tennessee. No funds can be expended to provide services and assistance for individuals who do not live in Tennessee.

**48. My organization has received grants and endowments in the past from National Health Care. Will that fact disqualify my organization from submitting an application?**

**ANSWER:** No. An organization or entity who has received grants or endowments in the past from NHC or NHI will be eligible to apply for this funding provided that NHC and/or NHI does not have any oversight or direction over the organization or entity.

**49. Would a researcher who provides consulting services for National HealthCare as a private contractor be prohibited from being involved in a proposed project?**

**ANSWER:** Yes.

**50. What if members of my board of directors are associated with National HealthCare and/or National Health Investors? What if members of my board of directors invest in National HealthCare and/or National Health Investors?**

**ANSWER:** The standard used to determine if an organization with ties to Nation HealthCare (NHC) and/or National Health Investors (NHI) is eligible to apply is the certification statement that is included in the application as well as any MOUs. Any potential applicant with board members who have ties to NHC or NHI must require that the board member to recuse him or herself from any discussion, decision, vote, or conversation about the grant or grant application.

**51. Is it acceptable to use agencies and organizations that are a part of the state's existing aging network such as an Area Agency on Aging and Disability and/or Senior Centers as collaborative partners?**

**ANSWER:** Yes, it would be permissible to partner with existing members of the aging network.

**52. Can Tennessee Commission on Aging and Disability (TCAD) Commission members, TCAD staff and/or Area Agency on Aging and Disability staff be involved in proposed projects?**

**ANSWER:** TCAD staff members should not be involved in discussions related to potential applications for the SeniorTrust/ElderTrust funds. However, after the awards are made, TCAD Commissioner members and TCAD staff can participate in projects. If a potential applicant is interested in involving any AAADs or AAAD staff members in a proposed project, the potential applicant should contact the AAAD directly to discuss the involvement.

**53. Does “statewide” necessarily require impact in all three grand divisions?**

**ANSWER:** Projects must be “statewide” with local impacts. A project that only provides services to two of the three grand regions would not necessarily be statewide.

**54. Will a program which offers integrated services such as dental, medical and behavioral services for seniors be considered?**

**ANSWER:** All projects must be in one of the four focus areas: Senior Affordable Housing, Senior Dental, Senior Transportation, and Senior Legal Assistance. If a proposed project fits within one of the four focus areas and all other requirements are met, it will be considered for funding.

**55. Are there any guidelines from the settlement with respect to diversity participation in receiving funds from this grant?**

**ANSWER:** The proposed projects must not discriminate against any potential participants and must comply with all state and federal regulations (contained in the state contract) regarding nondiscrimination.

**56. For the project narrative, should the questions provided in the grant information serve as a guide when writing the project narrative?**

**ANSWER:** The project narrative submitted by a lead applicant must completely answer and respond to all elements of the Project Narrative contained on pages 9 and 10 of the SeniorTrust/ElderTrust Settlement Grant Application Information document that can be downloaded from the Davidson County Chancery Court website.

**57. Is it possible to see the contract that organizations and entities will enter into with the state of Tennessee?**

**ANSWER:** Not at this time. The exact type of state contract template used will depend upon the organizing structure of the grantee and all successful grantees will have an opportunity to review their contract. The scope of services and attachments included in each contract will be based on the project narrative written by the successful grantee.

**58. My organization serves only one area of the state at this time but the goal is to expand across the state. Is that acceptable?**

**ANSWER:** The proposed projects must serve Tennesseans age 60 and over on a statewide basis. A project that serves only one area of Tennessee would not be a statewide project. However, a project that proposes to start in one area of Tennessee and expand to all other areas of the state before the conclusion of the grant would be considered.

**59. Who will administer the contracts with the successful grantees?**

**ANSWER:** The contracts will be between the State of Tennessee and successful grantees. The Tennessee Commission on Aging and Disability will receive the quarterly and annual reports, as well as the invoices and will perform annual monitoring.

**60. During the contracting period, what types of reports will be required?**

**ANSWER:** Successful grantees will be required to submit quarterly and yearly reports. Grantees will be asked to report on a number of items including, but not limited to, the progress toward project goals, funds expended, and individuals served.

**61. Does my proposed project need to impact every county in Tennessee to be considered statewide?**

**ANSWER:** No. However, proposed projects MUST provide services/assistance across Tennessee. For example, an entity that provides services in several counties in East Tennessee could partner with other similar entities that provide services in counties in the Middle and West regions to create a project that is implemented statewide.

**62. If funding is awarded to build houses, can the homes be sold or rented to seniors?**

**ANSWER:** Potentially. However, grant applications will be closely reviewed to ensure that any proposed projects serves and improves the lives of Tennesseans age 60 and over on a statewide basis with local impacts.