



**Expansion of the Classic Naturally Occurring Retirement Community (Classic NORC) Program and Neighborhood Naturally Occurring Retirement Community (Neighborhood NORC) Program  
RFA Questions and Answers  
December 14, 2018**

1. *Q: Would a building currently under renovation, that is intended for mixed age and income housing (low income and middle income, and senior and non-senior) be eligible for a NORC grant? Or, must apartments already be occupied?*

A: Apartments must already be occupied. Service area eligibility is partly based on the proposed service area meeting the population density requirements as outlined in NYS Elder Law 209. If a building is unoccupied, there would be no way to determine if the building meets the necessary population density requirements to qualify as a NORC. Additionally, all applicants are required to conduct a needs assessment as the basis for what services will be provided by the NORC program; if the building is unoccupied there would be no way to complete this requirement.

2. *Q: We currently operate a NORC program, funded by the New York City Department for the Aging. Could we use NYSOFA NORC funds to expand and enhance our current NORC with additional service units?*

A: Yes.

3. *Q: Can a neighborhood NORC catchment area include a building that is also identified as a classic NORC?*

A: Number 3 of the Mandatory Minimum Qualifications on page 5 of the RFA states, "The Applicant's proposed service area does not overlap in part or in full with any service area that already receives funding from NYSOFA for the operation of a NORC." The Applicant would need to draw the boundaries of their proposed service area so to not overlap the building identified as a Classic NORC. The Applicant would need to clearly exclude the residents of the Classic NORC building from the population source used to determine service area eligibility of the Neighborhood NORC and would not be permitted to serve the residents of the Classic NORC.

4. *Q: We understand the criteria for Classic NORC eligibility is 40% older adults living in a complex with a population of at least 500 older adults in complex with multiple buildings and 250 older adults in a single building. Although our*

*buildings meet the 40% criteria, there are no buildings in Yonkers that meet those numbers. Would we be able to get a waiver on the 500 number? Our complex has 60% older adults and a population of 300.*

A: Elder Law 209 does not allow for a waiver of the service area eligibility criteria, which includes the minimum number of older adults residing in a Classic NORC. If your organization is seeking to operate a Classic NORC, if it is a single apartment building at least 40% of the units must have an occupant who is an older adult and there must be at least 250 older adults residing in the building; if it is an housing complex at least 40% of the units must have an occupant who is an older adult and there must be at least 500 older adults residing in the complex.

If the apartment building/housing complex that you have identified as the site of the proposed NORC is six stories or less, it may qualify as a Neighborhood NORC. Since Yonkers is a non-rural area, the building(s) would need to have at least 30% of the residents who are older adults or 30% of the units must have an occupant who is an older adult. Additionally, in the Neighborhood NORC you would not be limited to just the apartment building/housing complex and could also include other residential dwellings provided that they are contiguous.

5. *Q: The Neighborhood NORC area we are considering has one apartment building – Schaffer Heights. This is an all-senior service apartment where the Schenectady OFA is located. The building has 10 floors in height but seven floors are senior apartments. The lower floors serve other community organizations including the Senior & LTC (OFA) office. The NORC application requirements state that we cannot consider seniors in apartment buildings that are exclusive to seniors or over 6 floors in height. Unfortunately, this apartment building has 7 floors of seniors, and has services in the building that do more than senior services. The other issue is that many of the seniors in this building are low-to-moderate income and have high needs that even the OFA cannot manage. Could this building be considered as a source for locating seniors in our Neighborhood NORC?*

A: This building cannot be considered for a Neighborhood NORC service area. Elder Law 209 requires that a Neighborhood NORC service area not include any residential dwellings that were predominately developed for older adults, that predominately restrict admission to older adults, or that are taller than six stories. As an all senior apartment building, this building predominantly restricts admissions to older adults, it is likely that this building was predominately developed for older adults, and this building is over six stories in height. Building height is not determined by the number of residential floors that a building contains, but of the total number of stories the building has regardless of if a floor is residential or non-residential space.

6. *Q: Can an entire county be considered for this RFA, if the county meets the overall census requirements?*

A: No, an entire county cannot be considered for this RFA.

7. *Q: Is there a minimum or maximum number of potential clients that can be served in a proposed catchment area?*

A: There is no minimum or maximum number of potential clients that can be served in a proposed service area as long as the proposed service area meets the population density requirements set by Elder Law 209. For Classic NORCs, at least 40% of the units must have an occupant who is an older adult; AND at least 250 of the residents of an apartment building are older adults or 500 residents of a housing complex are older adults. For Neighborhood NORCs, in a non-rural area, at least 30% of the residents must be older adults or 30% of the units have an occupant who is an older adult; or in a rural area, at least 20% of the residents must be older adults or 20% of the units have an occupant who is an older adult. For complete service area eligibility please see number 5 of the Mandatory Minimum Qualifications on page 5 of the RFA.

8. *Q: What is the maximum grant amount for Neighborhood NORC programs?*

A: Elder Law 209 sets a minimum award amount for Neighborhood NORC programs only; it does not set a maximum award amount for Neighborhood NORC programs. NYSOFA anticipates a maximum of 7 applicants will be selected to operate Neighborhood NORC programs based on the available funding in the New York State budget.

9. *Q: Can occupancy costs (rent, utilities, etc.) be used to satisfy match requirements?*

A: No. Any in-kind matching funds are limited to direct service provision. The donation of goods or space are not permitted to be used as sources of match. Please see Part VI – Appendix 3 – Policy for Matching Funds Requirements for more information on allowable sources of match.

10. *Q: In the case of a classic NORC can an off-site location be used for providing services to residents and/or for administrative functions pursuant to the NORC?*

A: It is permissible for an off-site location to be used for providing services and/or for administrative functions. Ideally, all NORC service locations would be located within the boundaries of the NORC service area in order to make the services as accessible as possible for NORC residents; however, NYSOFA realizes that sometimes locations outside of the service area are utilized for a variety of reasons. When determining if a particular location should be utilized, applicants should take into consideration what ability residents have to access off-site service locations. Only sites which the applicant can demonstrate will be accessible to residents should be used.

11. Q: *Does our NORC office need to be located within the boundaries of the proposed project area, or can it be located nearby?*

A: The NORC office does not need to be located within the boundaries of the proposed project area and can be located nearby. If the NORC office is located outside of the project area boundaries, applicants must demonstrate that it will be accessible to residents.

12. Q: *My question relates to Part VI, Appendix 6, the Service Needs Assessment, which is described on pages 89 and 90. I'm wondering if you have any expectation relating to how recent the needs assessment should be?*

A: NYSOFA's expectation is that the needs assessment reflects the current needs of the community.

13. Q: *On page 29, Attachment A-1, Section V. C. states that a NORC is required to have a full-time Director who will oversee NORC operations and serve as a NYSOFA liaison. The section also specifies that programs receiving over \$100,000 must have one FTE case manager. Historically, NYSOFA has specified (in the 2018 RFA Q&A) that the designated full time NORC Director may also use a portion of his or her time toward the requirement for 1 FTE of case management. For programs where the NORC Director will be fully expensed to NYSOFA, and that receive over \$100,000 in NYS funds, may the NORC Director devote a portion of his or her time toward the 1 FTE of case management within the N/NORC?*

A: Yes, the NORC Director may devote a portion of his or her time toward the one FTE case management requirement. All NORC programs, regardless of amount of funding received, are required to have a full time NORC Director (full time is considered a minimum of 35 hours per week). Additionally, any NORC program receiving more than \$100,000 in NYSOFA funds annually must have a one FTE case manager and a one-half FTE healthcare professional. The NORC Director may be used to help meet the one FTE case manager requirement but cannot solely fulfill it.

The NORC Director position does not need to be financially supported in full or in part with NYSOFA funds. Regardless of how the NORC Director is paid for, this position must be included on Attachment E – Supplementary Budget, in Section 1 – Personnel. If the program intends on using a portion of the NORC Director's time to help meet the one FTE case manager requirement, the portion of the NORC Director's time that will be used to meet the one FTE case manager requirement must be financially supported by NYSOFA funds and included on the budget.

14. Q: *In Part III 7. Program Specific Questions (p. 57, question 9), the RFA asks the applicant to "Describe the community wide support..." There is no mention of*

*providing letters of support of linkage agreements to support the answer to this question and, there is no portal to upload any community letters or linkages. Is it correct to assume that NYSOFA is not requiring supporting documentation for this question?*

A: Supporting documentation is not required for this question. Letters of support are only required from the key partners of the NORC (Part III-7, page 57, question 7a). If an applicant wishes to upload documentation of community wide support they may do so in the Grantee Document Folder, located in the Forms Menu of the application in Grants Gateway. For a complete listing of all documentation that is required to be uploaded, please see Part III-1 – Application Checklist on page 37 of the RFA.

15. *Q: I just wanted to clarify the date of submission for the NORC application. In the RFA, it says 2/1/2018 at 4:00 p.m.*

A: The deadline for submitting an application is 2/1/2019 at 4:00 p.m. as stated in Part I-8 on page 9 of the RFA. The date of 2/1/2018 at 4:00 p.m. that is stated in Part I-11 on page 10 of the RFA is a typo and should read 2/1/2019. Also, please note that the deadline of 4:00 p.m. refers to Eastern Time.

## NOTICE TO APPLICANTS

### Grants Reform Website Updates

Since the release of this RFA, the Grants Reform team has rebranded as Grants Management and modernized their website. As a result, some of the links provided in the Part I-11 – Submission of the Application on page 10 of the RFA have changed since the release of the RFA on 11/9/18. If an organization uses the links provided in the RFA they will be automatically redirected to the home page of the new Grants Management website <https://grantsmanagement.ny.gov>. The previous website address that is listed in the RFA is <https://grantsreform.ny.gov/grantees>; applicants should now use <https://grantsmanagement.ny.gov/resourcces-grant-applicants>.

The link for the State of New York Master Contract for Grants that is on page 13 of the RFA has also been updated; the new link is:

<https://grantsmanagement.ny.gov/system/files/documents/2018/09/sample-complete-nys-mcq.pdf>

The Grants Gateway has not changed; the website included in the RFA for Grants Gateway

([https://grantsgateway.ny.gov/IntelliGrants\\_NYSGG/module/nysgg/goportal.aspx](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx))

remains the same. Also, the email and phone number for the helpdesk has not changed. The Grants Reform help desk/hotline can be reached at (518) 474-5595 or [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov).

Some other helpful links for the new Grants Management website are:

#### General Help

- All help resources for applicants: <https://grantsmanagement.ny.gov/resources-grant-applicants>
- Training webinars: <https://grantsmanagement.ny.gov/live-webinars>
- Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- FAQs: <https://grantsmanagement.ny.gov/frequently-asked-questions>
- Prequalification FAQ: <https://grantsmanagement.ny.gov/prequalification-faq>
- General Gateway FAQ: <https://grantsmanagement.ny.gov/grants-gateway-system-faq>

#### Registration:

- How to register: <https://grantsmanagement.ny.gov/register-your-organization>
- Registration form: <https://grantsmanagement.ny.gov/system/files/documents/2018/09/edited-registration-form-administrators.pdf>

#### Prequalification:

- About prequalification (and all resources for it): <https://grantsmanagement.ny.gov/get-prequalified>
- Maintaining prequalification: <https://grantsmanagement.ny.gov/get-prequalified#maintaining-prequalification>

#### Applications:

- How to apply: <https://grantsmanagement.ny.gov/apply-grant>

#### Manuals:

- Vendor user Manual: <https://grantsmanagement.ny.gov/system/files/documents/2018/11/vendor-user-manual-final.pdf>