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## **Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant Program (NI) Frequently Asked Questions**

**August 7, 2023**

**Supersedes NI FAQ released January 2023**

**1. With the extension of NI funding, do AAAs still need to submit a list of planned expenditures to CDA?**

Since NI grant funding has been extended to September 30, 2024 as noted in [PM 23-15](#), it will no longer be necessary to send a list of planned expenditures by July 31, 2023. Instead, AAAs will need to submit the following to the Local Finance Bureau (LFB) at [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov) for the closeout due October 31, 2024:

- List of equipment, repairs/replacements (including additions, deletions, changes in quantity), entity and site receiving funding, total cost of the items, and the total funds expended.

**2. Does equipment need to be received by the contract end date or can it be received after that date in the event of shipment delays?**

NI funds need to have been spent and items need to have been received by September 30, 2024.

**3. Are AAAs still limited to only purchasing items from the Title IIIC Capital Expenditure Approved List with unspent NI funds?**

Unspent funds can be used to purchase items from the [Title IIIC Capital Expenditure Approved List](#), vehicles, technological or data system infrastructure, and other items for the IIIC program. If purchasing items that are not included on the Title IIIC Capital Expenditure Approved List, including vehicles, technological or data system infrastructure expenses, and other items for the IIIC program over \$5000 per unit, complete the [Equipment Request form](#) and send to [cdaequipment@aging.ca.gov](mailto:cdaequipment@aging.ca.gov) prior to purchase.

Prior to purchasing items, AAAs will need to complete a revised proposal to align with the changes and submit to [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov).

**4. Can AAAs use unspent NI funds for new planned repairs or replacements that are not in the original approved proposal?**

With the extension of the NI grant funding, repairs/replacements that were not included in the original approved proposal will now be allowable. NI funds can be used for repairs/

replacement of damaged and/or deteriorated flooring, repair of damaged wall surfaces, or other facility repairs that were not included in the original approved proposal. For approval, please send the following to [cdaequipment@aging.ca.gov](mailto:cdaequipment@aging.ca.gov):

- Completed [Equipment Request form](#) with a description of the project, the entity and site, estimated costs, and verification that the repair/replacement is not covered under a building lease if the building is not owned.

**5. If approved equipment items or planned repairs exceed the funding amount budgeted in the approved proposal, can AAAs utilize funds previously allocated to Administration to cover the cost?**

If the transfer of funds from Administration to equipment or planned repairs doesn't exceed 15% between budget categories, the funds can be moved without CDA approval. If the transfer of funds exceeds 15%, a revision to the proposal must be submitted to [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov) for approval.

**6. What additional information is needed if the updated proposal results in a total that is less than the original budgeted amount?**

If the updated proposal results in a lower total budget amount, the AAA will need to adjust their Administration and Indirect Cost amounts, if allocated, accordingly. That adjustment would be to allocate a maximum of 10% of the budget total to Administration Costs, and a maximum of 10% of Administration Costs to Indirect Costs.

**7. Is it allowable to make changes to the original approved NI proposal?**

It is allowable to make changes to the original approved proposal such as changes in items, quantity, make/model, etc. Refer to FAQs #3 and #4 for required documentation.

**8. If there is unspent NI Grant funding returned to CDA before the end of the grant term, will CDA reallocate these funds to the AAAs for additional spending?**

Due to the limited timeline of the grant term, CDA will be unable to reallocate unspent funds. All unspent NI Grant funds will be returned to the federal government.

**9. What do AAAs do if a subcontractor or nutrition provider who purchased equipment with NI grant funds ends their contract with a AAA or their agency closes? Does the equipment item remain property of the provider or does it become property of the State or property of the AAA?**

The AAA decides what happens to the equipment. The AAA may decide that the item would remain property of the service provider. Alternatively, the AAA could decide the equipment is the property of the AAA in which case the AAA can offer the equipment to other service providers.

**10. Do AAAs have flexibility on the type of funding agreements with subcontractors and nutrition providers? Can AAAs provide all funds to the subcontractor up front?**

AAAs have the discretion as to how and where the funding is allocated through the subcontractor. CDA does not govern the subcontracting terms between the grantee (AAA) and the subcontractor or nutrition provider.