

INDOOR AIR MANAGEMENT STRATEGIES FOR LONG-TERM CARE

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Office of Long-Term Living
Office of Administration
Room 832 Health & Welfare Building
625 Forster Street
Harrisburg, PA 17120**

Request for Applications No. 20-21

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REQUEST FOR APPLICATIONS FOR

INDOOR AIR MANAGEMENT STRATEGIES FOR LONG-TERM CARE

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ATTACHMENTS:

Appendix A	Application Cover Sheet
Appendix B	Grant Agreement Signature Page
Appendix C	Budget Submittal
Appendix D	Federal Funding Accountability and Transparency Act Form
Appendix E	Grant Agreement including;
	Rider 1 Payment Provisions
	Rider 2 Work Statement
	Rider 3 Budget
	Rider 4 Standard Grant Agreement Terms and Conditions
	Rider 5 Department of Human Services Addendum to Standard Terms and Condition

Attachment A - Audit Clause E

Section I – General Information and Instructions

The Indoor Air Management Strategies Grant Program (the “Program”) is administered by the Pennsylvania Department of Human Services’ Office of Long-Term Living (the “Department”). The purpose of the Program is for the implementation of best practices regarding indoor air management strategies in long-term care facilities aimed at reducing the risk of transmission of and occupant exposure to COVID-19. This Request for Applications (RFA) provides information to eligible entities (Applicants) interested in applying for grant funding to enable them to prepare and submit applications.

The Department will provide grant funding of up to \$15,000 per approved grant to qualified Applicants to help long-term care facilities reduce the risk of transmission of and occupant exposure to COVID-19. The Department will award only one grant agreement to each approved Applicant. Grant funding is limited to the following indoor air management strategies:

- o dilution,
- o airflow patterns,
- o outdoor air ventilation,
- o pressurization,
- o demand-controlled ventilation,
- o temperature and humidity distribution and control,
- o filtration,
- o ultraviolet germicidal irradiation,
- o personalized ventilation systems for certain high-risk tasks,
- o portable, free-standing high-efficiency particulate air filters,
- o ionization technology, and
- o ozonation.

To be eligible for grant funding, an Applicant must be:

1. A long-term care nursing facility as defined in Section 802.1 of the Act of July 19, 1979 (P.L.130, No. 48), known as the Health Care Facilities Act.
2. An assisted living residence as defined in Section 1001 of the Act of June 13, 1967 (P.L.31, No. 21), known as the Human Services Code, 62 P.S. § 1001.
3. A personal care home as defined in Section 1001 of the Act of June 1, 1967 (P.L., No. 21), known as the Human Services Code, 62 P.S. § 1001.

Applicants are encouraged to seek and rely on the advice of independent legal counsel regarding the terms and conditions of the Program funds as well as the enabling legislation, which appropriated the funds. (*See*, 2021 Fiscal Code Provision (Act 24 of 2021)).

A. Type of Agreement.

If an application is approved, the Department will enter into a Grant Agreement (Appendix E) with each approved Applicant, which will include Payment Provisions (Appendix E, Rider 1), Standard Grant

Terms and Conditions (Appendix E, Rider 4) and the Department of Human Services Addendum to Standard Terms and Conditions (Appendix E, Rider 5). Rider 2 Work Statement will consist of the selected Applicant's completed Core Application and Rider 3 Budget will consist of the selected Applicant's Budget Submittal.

B. Rejection of Applications

The Department may, in its sole and complete discretion, reject any application received as a result of this RFA.

C. Incurring Costs

The Commonwealth of Pennsylvania and the Department are not liable for any costs incurred by the Applicant in preparation and submission of its application, in participating in the RFA process or for any service performed or expenses prior to the full execution of a grant agreement with a selected Applicant.

D. Responses

The Department will accept applications beginning on August 16, 2021. The application submission period will remain open until all funds allocated to the Program have been committed to selected Applicants. Once all funds have been committed, the Department will stop accepting applications and will post notice of the closing of the application submission period on both the Department of General Services (DGS) website and the Department website.

The Department will accept only one application from each licensed entity.

E. Application

To be considered, an Applicant must submit a complete response to the RFA providing one copy of the completed Core Application, including the completed Certification Statement and one copy of the Budget Submittal via email to RA-PWOLTLCOVID-19@pa.gov. The subject line of the email should be: "RFA No. 20-21 Application."

An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the Application Cover Sheet (Appendix A) and the Grant Agreement Signature Page (Appendix B), and Application Cover Sheet and Grant Agreement Signature Page are attached to the Applicant's application, this requirement will be met. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become grant obligations.

Applicants must complete the application in its entirety. To be considered, the application must respond to all Application requirements. Each Application shall consist of the following parts:

1. Core Application in response to Sections IV.A and IV.B of this RFA, consisting of the following:

- Completed Application Cover Sheet (Appendix A),
- Grant Agreement Signature Page (Appendix B) signed by an individual with authority to bind the Applicant to the Grant Agreement and its Riders,
- Completed Core Application (RFA Section IV)
- Grant Application Cover Letter,
- Organizational Documents,
- Indoor Air Management Strategy,
- Completed Certification Statement, and
- Completed Federal Funding Accountability and Transparency Act Form (Appendix C).

The Applicant should not complete or fill in any portion of Appendix E Grant Agreement and Rider 1 Payment Provisions. If approved for funding, the Department will complete the Grant Agreement, using the amount of approved funding and an Effective Date based on the submission. The Department is not bound in any way to select or to enter into an agreement with an Applicant based on its submission of the signed Grant Agreement Signature Page.

2. Budget Submittal in response to Section IV.B of this RFA.

F. Clarifications and Additional Information.

The Department may request clarifications of its application from an Applicant to ensure mutual understanding and responsiveness to the RFA requirements.

The Department may request additional information, which, in the Department's opinion, is necessary to verify that the Applicant's ability to perform according to the RFA.

The Department may make investigations as deemed necessary to determine the ability of the Applicant to perform, and the Applicant shall furnish all requested information and data. The Department may reject any application if the evidence submitted by, or investigation of, such Applicant fails to satisfy the Department that the Applicant is properly qualified to carry out the obligations of the RFA and to complete the Project as specified.

G. Public Disclosure

After the award of an agreement, Applicants' submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq.

H. Term of the Agreement

The Term of the grant will start on the Effective Date of the agreement and will expire six months from the Effective Date. The Department will affix the grant term has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by Commonwealth grant procedures have been obtained.

I. Use of Electronic Versions of this RFA.

This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant accepts full responsibility to ensure that no changes are made to the RFA. If a conflict between a version of the RFA in the Applicant's possession and the Department's version of the RFA exists, the Department's version shall govern.

J. Supplier Service Center

If selected for grant award, an Applicant must be registered on the Commonwealth of Pennsylvania's Supplier Service Center. If not registered, please visit the Supplier Service Center page on the DGS website at the link below for guidance on new vendor registration. New vendor registration guidance can also be sought through calling 877-435-7363 option 1.

Supplier Service Center:

<https://www.dgs.pa.gov/Materials-Services-Procurement/Supplier-Service-Center/Pages/default.aspx>

Section II – Eligibility

A. Eligible Long-Term Care Facilities

To be eligible for funding, an Applicant must have been in operations as of June 1, 2021.

The following types of long-term care facilities are eligible for Indoor Air Management Strategies grants (not in order of preference):

1. A long-term care nursing facility as defined in Section 802.1 of the Act of July 19, 1979 (P.L. 130, No. 48), known as the Health Care Facilities Act.
2. An assisted living residence as defined in Section 1001 of the Act of June 13, 1967 (P.L. 31, No. 21), known as the Human Services Code, 62 P.S. § 1001.
3. A personal care home as defined in Section 1001 of the Act of June 13, 1967 (P.L. 31, No. 21), known as the Human Services Code, 62 P.S. § 1001.

B. Eligible Indoor air management strategies

1. Eligible Indoor Air Management Strategies include only the following strategies:

- dilution,
- airflow patterns,
- outdoor air ventilation,
- pressurization,
- demand-controlled ventilation,
- temperature and humidity distribution and control,
- filtration,
- ultraviolet germicidal irradiation,
- personalized ventilation systems for certain high-risk tasks,
- portable, free-standing high-efficiency particulate air filters,
- ionization technology, and
- ozonation.

C. Grant Amounts and Limits – Up to \$15,000.

The maximum grant award per licensed facility is \$15,000. The total amount of funding allocated for the Program is \$5,000,000 and the Department will not award grant agreements in excess of these amounts.

To be eligible for funding, the Applicant may not have been reimbursed or will not be reimbursed for the costs of the Indoor Air Quality strategies funded by through this Program by any other federal, state, or other source of funding.

Section III – Application Review and Approval

A. Review Criteria

The Department will review the applications and determine compliance with the following factors:

1. The Department will reject any application that is not properly signed by the Applicant (Section I.E.), that is not submitted by an eligible entity and that is not submitted for an eligible indoor air management strategy.
2. The Applicant has submitted only one application per licensed entity. Any application in excess of this amount will be rejected.
3. The application is complete, including the address and the legal ownership of the long-term care facility, assisted living residence or the personal care home.
4. The application identifies the air management strategy the applicant has or will purchase and install, which is compliant with Act 24 of 2021 and the RFA Program requirements.
5. The application includes a quote or receipt from an authorized seller or installer of the indoor air management equipment. The quote or receipt must also identify any installation costs, if applicable.
6. The date the indoor air management strategy will be or was purchased, which must be on or after March 1, 2020.
7. The application contains a description of how the indoor air management strategy will help reduce or has reduced the risk of transmission of and occupant exposure to COVID-19 and any other airborne contagious diseases.
8. The application contains a Budget Submittal. Please note that while the Budget Submittal may exceed \$15,000, the Department will not award funding in excess of \$15, 000.
9. The Department considers those requirements for Indoor Air Management Strategies of Act 21 of 2021 and in RFA Section III.A.1 to be mandatory. Except for these mandatory requirements, the Department, in its sole discretion, may (1) waive any other technical or immaterial nonconformities in an Applicant’s application, or (2) allow the Applicant to cure the nonconformity.
10. The Department will award an agreement only to an Applicant determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

B. General Information

1. All Applicant’s information and representations in its application are material and important,

including but not limited to the quotes and receipts submitted by the Applicant. The Department will rely upon the contents of the application in awarding an agreement. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application submission, punishable pursuant to 18 Pa. C.S. § 4904.

2. The Department will review submitted applications in the order in which they are received for compliance with Program and RFA requirements.
3. The Department will rely upon the quote or receipt for the purchase and installation of the indoor air management strategy to determine the grant award. The amount of grant funding will not exceed the cost of purchase and any associated installation costs and is limited to \$15,000.
4. If the Department deems it necessary to revise any part of this RFA, the Department will post an addendum to the Department of General Services website at <http://www.emarketplace.state.pa.us/Search.aspx> and on the Department website. Each Applicant should monitor both DGS websites for new and revised RFA information. The Department shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFA or formally issued as an addendum.
5. The Department may reserve some available funding to ensure grants are available to long-term care facilities in all geographic areas of the Commonwealth.
6. No Applicant is entitled to receive funding as a result of this RFA. Based upon the demand for funds, the Department may close the application process to certain entities based on geographic area or entity type.
7. In addition to any other remedy the Department may have at law or in equity, a selected Applicant grantee shall return any distributed funds if the Applicant engages in any activity that violates any terms or conditions of the Grant Agreement. If a selected Applicant's failure to provide documentation as requested by the Department, the Applicant must return all grant funding to the Department.

IV. Application Instructions

A. Core Application

An Applicant must complete the Core Application and submit the following information:

Section 1 Grant Application Cover Letter (Limit two pages)

Provide a short narrative containing no less than:

Date,

Legal Name of Applicant,

Statement of grant request,

Amount of grant funding requested, and

License number of long-term care facility submitting application.

Section 2 Organizational Documents

Federal Employer Identification Number (FEIN),

Description of the Legal Ownership of the Applicant including a list of a Governing Board or Board of Directors, if they are part of the legal ownership of the Applicant, and individual in charge of administering the grant and contact information.

Section 3 A copy of the quote for the costs of the proposed eligible indoor air management strategy the grantee plans to purchase and install or a receipt for the eligible indoor air management strategy purchased and installed.

Section 4 A description of how the indoor air management strategy will help or has helped long-term care facilities reduce the risk of transmission of and occupant exposure to COVID-19 and any other airborne contagious diseases.

In addition, the Applicant must complete the following:

CORE APPLICATION

Date of Application _____

A. GRANT INFORMATION

APPLICANT:

(FACILITY)

(CONTACT PERSON)

(STREET)

(CITY, STATE, AND ZIP)

()

(PHONE NUMBER)

(FAX NUMBER)

(E-MAIL ADDRESS)

(CMS CERTIFICATION NUMBER NUMBER) IF
APPLICABLE

(TAX IDENTIFICATION NUMBER)

SAP VENDOR NUMBER, IF APPLICABLE

PROMISE™ PROVIDER NUMBER, IF APPLICABLE

B. LOCATION OF PROJECT

Site Address _____

City _____

Zip Code _____

Twp. _____

County _____

Census Tract No. _____

Census Block No. _____

House District _____

Senate District _____

Congressional District _____

C. REGARDING PROJECT

A. Will or has the indoor air management system addressed specific problems regarding air quality improvement? YES or NO

B. Do you have a written purchase order or a quote estimate or a receipt for the indoor air product? YES or NO

C. Do you have an installation date or a purchase date? YES or NO

If yes, please provide the date _____

D. Is the air quality project, part of a larger project? YES or NO

If YES, please include a project description.

E. Please check the Air Management Strategy system you intend to or have installed or purchased:

- dilution,
- airflow patterns,
- outdoor air ventilation,
- pressurization,
- demand-controlled ventilation,
- temperature and humidity distribution and control,
- filtration,
- ultraviolet germicidal irradiation,
- personalized ventilation systems for certain high-risk tasks,
- portable, free-standing high-efficiency particulate air filters,
- ionization technology and
- ozonation.

F. Applicant has not received and will not receive reimbursement of the Program costs from federal, state or other source of funding. YES or NO

G. Applicant shall comply with all reporting requirements and shall provide the Department will all documentation in a format prescribed by the Department. YES or NO

H. Applicant was in operation as of June 1, 2021. YES or NO

B. Budget Submittal

The Applicant should complete Appendix C Budget Submittal listing the costs for its Indoor Air Management Strategy. Although the total cost of the Indoor Air Management Strategy may exceed \$15,000, the Department will not reimburse costs in excess of \$15,000. Applicant should list the type of equipment and other strategies in the Strategy and Equipment Column and the actual costs of the equipment and strategy in the Cost Column of the Budget Submittal. These costs must be supported by a quote or a receipt. If Applicant has incurred or will incur costs in excess of \$15,000, Applicant must enter \$15,000 in the line “Total Costs Eligible for Reimbursement.”

The Department will reimburse a selected Applicant after the full approval of a grant agreement in accordance with the terms of the grant agreement.

C. Certification Statement

APPLICANT'S CERTIFICATION

By the signing the Application Cover Sheet, the Applicant hereby certifies that the statements made in response to the RFA are true and correct to the best of the Applicant's knowledge, information and belief. The Applicant understand that false statements are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities. The Applicant also agrees:

- All representations and documentation provided by the Applicant in connection with the development and this Application are, to the best of the Applicant's knowledge, information and belief, true, correct, and complete. The Applicant covenants to provide accurate and timely information to the Department and to advise the Department of any changes in this information throughout the application process.
- If the Department determines, in its sole discretion, that the Applicant knowingly withheld, misrepresented or fabricated information or documentation submitted to the Department, the Department may reject the Application or take other appropriate action.
- The Applicant is in compliance with all applicable Program requirements in which it has a material ownership or participation interest.
- The Applicant will promptly disclose any federal or state audits or investigation or inquiries of it during the pending of this Application.
- The Applicant agrees that in making decisions, it does not and has not relied on any statement or information supplied by the Department, but will seek and rely exclusively on its own independent counsel and advisors. By execution of this Application, the Applicant understands and agrees that the Department may conduct its own independent review and analysis of the information contained herein and in the attachments hereto, that any such review and analysis will be made for the sole and exclusive benefit of the Department