

**State of Connecticut
Office of Policy and Management (OPM)
Health and Human Services Policy and Planning Division (HHSPPD)**

**Nonprofit Grant Program (NGP)
Round 9
Program Guidelines and Application Instructions**

**Request for Application (RFA)
Release Date: October 27, 2026**

Application Submittal Deadline: January 5, 2027, no later than 4:00pm Eastern Time (ET)

A. INTRODUCTION:

The Office of Policy and Management (OPM) is accepting applications for the Nonprofit Grant Program (NGP). **The application deadline for consideration for this current round of funding is not later than 4:00 p.m. (ET) on January 5, 2027.**

The NGP will award Grants-in-aid to selected private, nonprofit health and human service organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 and receive funds from the State, including Medicaid, to provide direct health or human services to State of Connecticut agency clients. Applications involving a collaboration between two (2) or more eligible nonprofit organizations may also be eligible to apply for NGP funds.

The NGP is a **reimbursement-based** program. No upfront funding will be provided.

These NGP Program Guidelines and Application Instructions may be amended at any time as determined necessary by OPM.

1. Synopsis:

The purpose of the NGP is to provide grants-in-aid to private, nonprofit health and human service organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, and that receive funds from the state to provide direct health or human services to state agency clients, for alterations, renovations, improvements, additions and new construction, including health, safety, compliance with the Americans with Disabilities Act (ADA) and energy conservation improvements, information technology systems, technology for independence, purchase of vehicles and acquisition of property.

2. Legislative and Funding Authority:

The NGP is funded by proceeds from State General Obligation Bonds. A total of **\$19,500,000.00** is available to grant during this **ninth round** of Nonprofit Grant funding in response to this RFA from the following bond authorizations:

- **\$ 15,000,000.00** - Sec. 13(a)(1) of Public Act 20-1, as amended by Sec. 342(1) of Public Act 22-118
- **\$ 4,500,000.00** remaining from the previous rounds of funding:
 - Sec. 32(a)(1) of Public Act 20-1

B. CONTRACT AWARD COMPONENTS AND APPLICATION LIMIT:

1. Contract Award Components:

- a) Component 1:** An amount up to **\$4,875,000** in funding, but no more than **25%** of the total of any NGP funds awarded as a result of this RFA, may be reserved for projects requesting NGP funding in an amount **greater than \$1 million and up to a maximum of \$3 million.**

Required Grantee Match - Funding requests for Component 1 projects **require** matching funds equal to a minimum of 25% of the NGP award contributed by the selected applicant. Matching funds shall **not** include other state funds or the inclusion of provider non-cash, in-kind contributions.

Under Component 1, the Evaluation Committee will not recommend a project for an award that does not receive a score of at least **80 points or more** on a scale out of 100 from the committee for any project request of more than \$1 million in NGP funds.

- b) Component 2:** The remaining amount of NGP funding will be for projects requesting **up to \$1 million with a minimum project cost of \$35,000.**

Optional Grantee Match - Matching funds are **not required** for Component 2 projects and there is no required minimum; however, the inclusion of funds contributed by the selected applicant for the project from non-state sources will be considered during evaluation. Matching funds shall not include other state funds or the inclusion of provider non-cash, in-kind contributions.

Under Component 2, the Evaluation Committee will not recommend a project for award that does not receive a score of at least **70 points or more** on a scale out of 100 from the committee.

Note: Organizations applying for funds under **Component 1** above may also apply for funds under **Component 2**, however, will not be eligible for selection for **Component 2** project(s) if they are selected for a proposed award under **Component 1**. Components 1 and 2 will be evaluated and ranked separately.

- c) Component 3:** Collaborations between two (2) or more eligible nonprofit health and human services providers for qualifying capital projects that improve efficiency or effectiveness, reduce expenses, or relocation expenses related and part of physical consolidation being funded in whole or in part by NGP funds. Component 3 projects will have to comply with the funding amounts and requirements outlined in Component 1 or 2 and will be evaluated and included in the rankings of the appropriate component (i.e., 1 or 2) depending on the level of funding requested.

Note: For all components (1, 2 and 3), the Evaluation Committee or OPM Secretary may recommend or approve award amounts which are different than the amount requested by the applicant.

d) Application Limit:

Organizations can only submit up to **three (3) applications** under Components 1 and 2 of this announcement. Project collaborations as defined under Component 3 of this application do not count towards the individual organization project limit of three (3) applications.

Note: Although an Organization may submit multiple Component 1 projects, only one (1) successful project, as selected by the Evaluation Committee, will result in a proposed award. Additionally, Organizations applying for funds under Component 1 may also apply for funds under Component 2, however, will not be eligible for selection for Component 2 project(s) if they are selected for a proposed award under Component 1. Components 1 and 2 will be evaluated and ranked separately.

C. ELIGIBLE APPLICANTS, PROGRAM PRIORITIES AND ELIGIBLE PROJECTS:

1. Eligible Applicants:

Eligible applicants are private, nonprofit health and human service organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, and that receive funds from the State, including Medicaid, to provide direct health or human services to State of Connecticut agency clients. As indicated, applications involving a collaboration between two (2) or more eligible nonprofit organizations serving the State of Connecticut agency clients may also be eligible for award.

Your organization must be registered with the state's contracting portal CTsource to apply for this funding. Supplier Registration information can be found at this link: https://portal.ct.gov/das/ctsource/create-a-ctsource-account-for-doing-business-with-the-state?language=en_US.

Applications submitted by applicants who have not registered on CTsource by the application deadline will be **automatically disqualified**. **Note:** While applicant organizations are required to register with CTsource, **DO NOT** submit your application through CTsource. See **Section K. Submittal of Applications** of this document for submittal instructions. Applications **MUST** be submitted through the **State's Grant Management System (GMS), EUNA Grants**.

2. Program Priorities:

The NGP is for capital projects or items that achieve or address at least one of the two following priorities.

- a) Improving or enhancing the efficiency or effectiveness of nonprofit providers delivering health and human services.
- b) Addressing the need for health, safety and ADA improvements of nonprofit providers delivering health and human services.

3. Eligible Projects:

The following capital projects or items will be considered, provided they address one of the priorities as outlined above.

a) Renovation/Improvement

- Facility alterations, renovations, improvements and additions.

b) Energy Conservation

- Projects including HVAC and other systems, lighting conversions, window replacement, solar panels, etc.

c) New Construction

- A property that has been designed and built from the ground up and has never been occupied.

d) Property Acquisition

- Property, facility or land acquisition.

NOTE: Applications for **Renovation/Improvement, Energy Conservation, New Construction or Property Acquisition** projects, as defined above, must include a completed [Nonprofit Grant Program Lien Analysis \(Form 4\)](#) as part of the **General Project Application Form (Section J. Application Instructions and Contents)** in order to be reviewed by the Evaluation Committee. Applications that do not include a completed [NGP Lien Analysis \(Form 4\)](#) will be **automatically disqualified.**

e) Safety

- Improvements related to health, safety and compliance with Americans with Disabilities Act (ADA) (i.e., accessibility ramps, security systems, installation of sprinklers, fire alarms, etc.) (**Note:** Safety projects that are part of renovations to properties that will improve their value should be submitted as a facility renovation/improvement project).

NOTE: Applicant Organization **MUST** be the owner of the property related to this project and successful applicants will be required to submit a copy of the fully executed Mortgage Commitment Agreement (if applicable) or proof of ownership as defined in **Section F. Post Notification of Grant Award; Information and Documentation Requirements**, subsection (d) and (e).

f) Information Technology (I/T)

- I/T projects, with examples including encryption or client confidentiality projects, Electronic Health Records (EHR) and other health information technology systems, and systems that help maximize third-party or federal funding or reimbursements (i.e., Medicaid) for these services.
- Technology equipment that promotes client independence.

- ❖ **Allowable uses of bond funds for Information Technology projects are:**
Consulting services for the planning, design, development and testing, training and implementation of new I/T systems or capabilities; Costs associated with migration from legacy systems; **Initial** software and hardware related to licensing or subscriptions necessary for the design, development or testing of new I/T systems or capabilities; Other costs typically associated with traditional I/T projects up to and until final acceptance and implementation and a post implementation stabilization period of not more than 6 months.

g) Vehicles and Equipment

- Purchase of vehicles.
- Permanent Generators (**Note:** Generator projects that are part of renovations to properties that will improve their value should be submitted as a facility renovation/improvement project). Minor work on a fuse box related to a generator would not, for example, constitute a renovation that would change the value of a facility or property.
- Capital equipment needed to enhance efficiency or effectiveness or facilitate a collaboration between two or more eligible nonprofit organizations.

h) For Collaborations/Component 3 applications only

- Relocation expenses related and part of physical consolidation being funded in-whole or in part by NGP funds.

D. NON-ELIGIBLE COSTS, LIMITATIONS AND DISBURSEMENT OF FUNDS

1. Non-Eligible Costs for use of NGP funds and to meet grantee match requirements (if applicable) include(s) but are not limited to:

- Leasing of any equipment or property (i.e., vehicles, propane tanks, land).
- Decal and lettering on vehicles.
- Portable air conditioners and generators.
- Fuel for vehicles and equipment including permanent generators.
- Furniture, copiers or similar equipment unless it is part of an allowable cost as defined under **section C.3.(a)(b)(c)(d)(e)**.
- Procurements; items or any costs not eligible to be financed by bond funds.
- I/T upgrades: costs associated with dues, fees, subscriptions, licensing (including reoccurring software licensing) beyond that which renders the hardware operational.
- I/T upgrades: service/maintenance contracts.
- Renovation/improvement to leased properties.
- Removal or abatement costs of potential hazards as identified in an environmental or inspection report.
- Pest removal and mitigation services.

- Interior or exterior painting and flooring unless part of an allowable cost as defined under **section C.3.(a)(b)(c)(d)(e)**.
- Rebates or contingency fees.
- Utilities, supplies, ordinary repairs or maintenance.
- Extended service contracts.
- Staffing or operating costs (including but not limited to, operating salaries or employee expenses, annual maintenance, supplies, and newspaper advertisements).
- Provider non-cash, in-kind contributions.
- Training outside the grant award period.
- Costs to pay permit fees related to federal, state and local laws, ordinances and regulations and property, sales taxes, registration, title or emission fees related to vehicles.
- NGP expenses and matching funds shall not include other state funds.
- Supplanting of Funds. Funds received for any project under the grant program must be used to supplement and not supplant any federal, state, private or other funds received for the project.
- Any cost associated with Certificates of Insurance(s), Builder's Risk policies and Performance Bonds.
- Any costs incurred for goods/services received prior to and after the grant award contract execution unless otherwise explicitly stated as allowable in the [NGP Grant Conditions](#) for this RFA.

2. Limitations Include:

Facility Renovation/Improvement, Energy Conservation, and Property Acquisitions projects

- Projects involving facility renovation/improvements or alterations, energy conservation or property acquisition, the funds requested shall be less than the current market value of the property, minus: **(1)** any liens on the property; **(2)** amounts received from prior NGP grants for this property, **(3)** any outstanding mortgage balance; and **(4)** any new NGP funds awarded as a result of this RFA.

New Construction projects

- In the case of new construction, it would need to be demonstrated, to the satisfaction of the State, that the fair market value of the new facility and associated land would exceed the total amount of: **(1)** any liens on the property; **(2)** amounts received from prior NGP grants for this property; **(3)** any outstanding mortgage balance; and **(4)** any new NGP funds awarded as a result of this RFA.

Architectural Fees

- No costs other than **architectural fees** that are incurred outside of the grant award contract execution period are eligible for reimbursement. Such architectural expenses cannot pre-date the date the applicant was notified that they were

selected to receive an award, ("Date of Award Notification"). The reimbursement amount shall not exceed 10% of the project costs, but Grantees may submit justification, based on project complexity, to exceed this percentage. Approval of proposed architectural costs in excess of 10% of project costs is at the sole discretion of the Evaluation Committee.

Other

- Provisions regarding related party transactions shall be treated the same as in [OPM's Cost Standards](#).

3. Disbursement of Funds:

Work to be funded from the NGP cannot begin until the grants award contract has been signed by both the Grantee and the Grantor ("fully executed"), unless otherwise explicitly stated as allowable in the [NGP Grant Conditions](#) for this RFA.

Payments will be made on a **reimbursement basis for allowable expenditures only**. The reimbursement process will require the Grantee to provide expenditure information and certify, on the form provided by the Grantor, that it has paid the allowable project expenses for which it is seeking reimbursement.

After the grant award contract has been fully executed, the Grantor shall e-mail the applicable forms for the Grantees to use to request reimbursement from the State of Connecticut.

The Grantor shall only disburse grant funds to the Grantee for allowable expenditures made in accordance with the [NGP Grant Conditions](#). No payments will be made for expenditures incurred prior to the date the grant award contract is fully executed or after the grant end date unless provided for in statute, program provisions or NGP Grant Conditions. It is the responsibility of the Grantee to comply with the [NGP Grant Conditions](#).

E. EVALUATION, SELECTION OF APPLICATIONS AND GRANT AWARD:

- 1. Evaluation Process.** OPM will conduct a comprehensive, fair, and impartial evaluation of applications received. Due to the anticipated amount of a large number of applications to be submitted, only complete applications submitted through the **State's Grants Management System (GMS), EUNA Grants** at this link <https://www.gotomygrants.com/Public/Opportunities/Details/20334a15-e024-4f79-8efc-3ade9182cf97> by the deadline will be evaluated. **Late applications will not be accepted, and incomplete or ineligible applications will be disqualified.**
- 2. Evaluation Committee.** The OPM Secretary will designate an Evaluation Committee comprised of three (3) or more State staff, at least one (1) of whom shall be an OPM employee, to evaluate qualified proposals submitted in response to this RFA and to recommend finalists for consideration. The Selection Committee shall evaluate all proposals that meet the Minimum Submission Requirements. Additionally, an elimination round may be implemented by the Evaluation Committee utilizing selected evaluation

criteria contained in these guidelines. The Committee will be able to use non-voting “programmatic and technical advisors” from state agencies or outside entities, as appropriate, to assist, as needed, in reviewing the programmatic and technical aspects of proposals.

- 3. Minimum Submission Requirements.** Only complete, signed applications deemed to be responsive to these instructions and requirements will be evaluated. **Responses deemed incomplete or unresponsive to the instructions will be disqualified from the evaluation process.** At its sole discretion, the Evaluation Committee **may** allow applicants to correct applications in order to ensure minimum submission requirements are met.

4. Evaluation Criteria

Evaluation Criteria and Definitions	
(a)	Risk Assessment The degree of risk assumed by the State based on the entity/applicant self-assessment.
(b)	Location Preference will be given to providers headquartered in the State of Connecticut.
(c)	Non-NGP Funds The extent to which the application contains funds in addition to the NGP funds requested. Potential sources of these other funds include those provided from the applicant’s own assets or bank loans or from federal or private sources. These funds should be those that have been already secured or will be readily available in order to ensure project completion in a timely manner. NOTE: - Match funds shall not include state funds or the inclusion of provider non-cash, in-kind contributions or any expenses listed as Non-Eligible costs in Section D of these guidelines or otherwise prohibited in the Section 29.1 and Section 29.4 of the NGP Grant Conditions. - Funding requests greater than \$1 million, up to a maximum of \$3 million, supplemental matching funds equal to a minimum of 25% of the NGP award are required and must be documented in the budget and budget narrative. - Match funds are not required for funding requests equal to or less than \$1 million, however, the inclusion of funds contributed by the selected applicant for the project from non-state sources will be considered during evaluation.
(d)	Efficiencies and Effectiveness Demonstrated efficiencies or effectiveness in the delivery of health and human services.
(e)	Health, Safety and ADA Addresses the need for health, safety and ADA improvements to benefit clients.

Evaluation Criteria and Definitions	
(f)	Level of Savings and/or Improvements The amount or level of savings and/or improvements in comparison to the amount of the NGP funds in the budget and/or State funding for the affected program(s) and/or the number of clients served by the affected program(s).
(g)	Quality of application Including project plans, description ability to complete the project within one (1) year of grant award contract execution date, and reasonableness and accuracy or cost estimates for procurements and project budgets.
(h)	Project Sustainability Demonstrated sustainable funding in the years following the completion of the project.

5. **Meetings with Applicants.** The Evaluation Committee may request a meeting with an applicant in order to gain a better understanding of the application. The meeting may involve a site visit. If the Evaluation Committee decides such a meeting is warranted, the Official State Contact will notify the applicant and provide detailed procedures for the meeting. An applicant must not use a meeting with the Evaluation Committee to supplement, improve, or amend the application. At its sole discretion, OPM may invite only certain applicants to meetings and may limit the number of attendees per applicant.
6. **Recommendations by the Evaluation Committee.** Upon completing its evaluation of applications, the Evaluation Committee will submit its written recommendations to the Secretary of OPM. The Evaluation Committee may recommend none, all or part of any application to the Secretary of OPM. The Evaluation Committee will not recommend a project request between \$35,000 and \$1 million that does not receive a score of at least **70 points** or more on a scale out of 100 from the committee, or at least **80 points** or more on a scale out of 100 for any project request of more than \$1 million in NGP funds.
7. **Selection by Secretary.** The final selection of any application is at the discretion of the Secretary of OPM. The OPM Secretary has full discretion to accept or reject, in whole or in part, any funding recommendation submitted by the Evaluation Committee. The award of any grant pursuant to this program is dependent upon the review and approval of OPM.
8. **Notification by OPM.** Applicants will be notified by OPM as to the status of their applications, both for awards and non-awards. Any selected applicant notified by OPM for an award will be given an opportunity to enter into a grant award contract with the State. As part of this process, the applicant will be required to submit such additional information and documentation as required by OPM (**see Section F. of these Guidelines and Instructions**). **Note:** Work to be funded from the NGP **cannot** begin until the grant award contract has been fully executed (signed by both the Grantee and the Grantor).
9. **Grant Administration.** If a grant is awarded, OPM or another state agency selected by OPM to serve as the Grantor will seek to execute the grant award contract with the successful applicant and to oversee the grantee's implementation of the approved

project(s). Work to be funded from the NGP **cannot** begin until the grant award contract has been fully executed (signed by both the Grantee and the Grantor). If OPM is not a party to the contract with the grantee, OPM will continue to exercise its statutory authority related to the overall direction and implementation of the program.

10. Freedom of Information Act. Applications submitted are the sole property of the State. Applicants are encouraged NOT to include in their applications any information that is proprietary. Applicants are advised that all materials associated with an application are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations, and interpretations resulting from them. The FOIA generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content falls within certain categories of exemption.

If the information is not readily available to the public from other sources and the applicant submitting the information requests confidentiality, then the information is generally considered to be "given in confidence." If the applicant indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, OPM will endeavor to keep said information confidential to the extent permitted by law. OPM, however, has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The applicant has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall OPM or any of its staff have any liability for disclosure of documents or information in the possession of OPM which OPM or such staff believes to be required pursuant to the FOIA or other requirements of law.

11. Conflict of Interest. A conflict of interest exists when a relationship between an applicant and a public official (including an elected official) or State employee may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if an applicant tries to influence, or succeeds in influencing, the outcome of an official decision for personal or corporate benefit. Applicants are required to disclose any current business relationships (within the last three years) that pose a conflict of interest. OPM will determine whether the conflict of interest poses a substantial advantage to the applicant over the competition, decreases the overall competitiveness of the application, or is not in the best interests of the State.

F. POST NOTIFICATION OF GRANT AWARD; INFORMATION AND DOCUMENTATION REQUIREMENTS:

If selected for a possible grant award, the applicant will be required to submit additional documentation listed below (if applicable) within ninety (90) calendar days after the Grantor sends the applicant written instructions to do so.

Failure to comply within the time stated above could result in forfeit of the award. A description of some of the information, depending on the nature of the project that may be required, is included below:

1. **Execution of Award/Contract Package.** Execution of **(1)** Notice of Grant Award with accompanying **(2)** Statement of Work and Grant Award Budget, and **(3)** Nonprofit Grant Program Grant Conditions.
2. **Certificate of Legal Existence** with the Secretary of the State of Connecticut. (**Note:** The date issued by the Secretary of the State must be within 90 days, at time of applicant submission)
3. **Public Charity Registration Certificate** with the Connecticut Department of Consumer Protection, unless exempted by Connecticut General Statutes § 21a-190d. (**Note:** The registration period must be active at time of applicant submission)
4. **Certified Board Resolution/Secretary's Certificate/Resolution.** A certified resolution, adopted by the Board of Directors, authorizing the Executive Director or other designated representative to act on behalf of the Board of Directors to undertake the particular project awarded under this program and to execute the Notice of Grant Award. The certified resolution must include the name and title of the authorized representative, the name of the project for which the grant has been awarded, and the amount being awarded from the Nonprofit Grant Program for the project.
5. **Certificate of Liability Insurance** for applicant organization. (**Note:** The policy must not be expired at the time of submission, and upon renewal, a copy must be provided if the renewal occurs within the executed contract and/or reimbursement period).
6. **Facility Renovation/Improvement, Energy Conservation, New Construction, Property Acquisition or All Other Projects Associated with Section C.3.(a)(b)(c)(d):**
 - a) **Appraisals.** If the NGP funding for the project is **less than \$150,000**, one (1) independent appraisal conducted by a MAI-Certified appraiser, is to be prepared and submitted. If the NGP funding for the project is **\$150,000 or more**, OPM may require that a second independent appraisal be prepared and submitted. The second appraisal, if required, may be done by the financial institution that grants a mortgage, unless the financial institution is the owner of the facility. Any appraisal submitted in fulfillment of the requirements of these instructions must have been prepared within the previous **365 days**.

- b) **NGP Lien Analysis (Form 4)**. If the current value of any liens on the property, plus the (anticipated) mortgage balance, plus the requested funding amount exceeds the current market (appraisal) value of the property, grant funds for a project will either be, at the state's option, reduced or not awarded. In the case of new construction, the applicant would need to demonstrate, to the satisfaction of the State, that the fair market value of the new facility and associated land would exceed the total amount of: **(1)** any liens on the property; **(2)** amounts received from prior NGP grants for this property; **(3)** any outstanding mortgage balance; and **(4)** any new NGP funds awarded as a result of this RFA.
- c) **Environmental or Inspection Report**. The applicant must provide an environmental or inspection report on the entire facility regarding the presence of lead paint, asbestos, radon, underground storage tanks, or other environmental hazards, including the ramifications of removal or abatement. If no changes have been made to the property since the last environmental or inspection screening, the applicant can submit their most recent environmental or inspection report and include any mitigation or remediation plans that were completed (if any hazards were found).
- NOTE:** Removal or abatement costs of potential hazards are **not allowable** expenditures under NGP and must be assumed by the Grantee. Remediation plans and/or proof of completed remediation must be addressed as part of grant award contract negotiation/execution. No reimbursements will be issued with NGP funds until proof of removal or abatement of potential hazards has been provided to the Grantor. **Additional note:** The majority of pre-1978 construction contains lead paint. If a facility is to be used for residential purposes, strict guidelines concerning lead paint apply if a child age six or under will be living at the facility. Lead paint was no longer allowed in building construction after 1978, and asbestos was no longer allowed after 1989.
- d) **Mortgage Commitment Agreement (if applicable) for all associated projects**. Successful applicants (grantees) must provide the State administering agency with a copy of the fully executed mortgage commitment agreement. This is not a letter of intent, but an actual commitment.
- e) **Proof of Ownership for all associated projects**. The applicant must provide proof of ownership for any facility for which grant funds will be used to accomplish improvements.
- f) **Purchase Agreement for Property Acquisition projects**.
- g) Other, as deemed necessary by OPM.

G. GRANT AWARD CONTRACT

OPM, or the state agency selected by OPM to administer the grant funds, will execute a grant award contract with the successful applicant. Such contract shall outline the amount of the grant, the beginning and end dates, the work to be done and the [NGP Grant Conditions](#).

Work to be funded from the NGP **cannot** begin until the grant award contract has been signed by both the Grantee and the Grantor (fully executed). The end date of the grant award contract shall be one (1) year from the latest date the grant award contract was signed/executed by both the Grantee and the Grantor.

Amendments to extend the end date beyond one (1) year will be allowed in very limited cases where extreme circumstances are present. In accordance with the [NGP Grant Conditions](#), it is the Grantee's responsibility to request an extension in writing to the Grantor not later than 45 days prior to the Agreement's end date.

H. OFFICIAL STATE NGP APPLICATION CONTACT (i.e. Official State Contact) and INQUIRY PROCEDURES:

Official State Contact and Communications Notice. OPM has designated the individual below as the Official State Contact for the purpose of this RFA. The Official State Contact is the only authorized contact for this solicitation and, as such handles all related communications on behalf of the Agency. All communications with the State or any person representing the State concerning this RFA are strictly prohibited, except as permitted by this RFA. Any violation of this prohibition by proposers or their representatives may result in disqualification or other sanctions, or both.

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Inquiry Procedures. All questions regarding this RFA must be directed via e-mail to the Official State Contact before the deadline specified in the RFA timeline. **Questions will not be accepted or answered verbally.** OPM will not answer questions when the source is unknown, or questions are deemed unrelated to the RFA. All questions and answers will be compiled into a written amendment to this RFA and will be published to the CTsource website and on OPM's website on the date specified in the RFA timeline. If any answer to any question constitutes a material change to the RFA, the question and answer will be placed at the beginning of the amendment and duly noted as such.

I. APPLICATION TIMELINE:

Timeline. The timeline, up to and including the deadline for submitting applications, shall be changed only by an amendment to this RFA.

*** Dates after the submittal deadline are tentative/target dates only.**

Date	Time	Task / Milestone
October 27, 2026	8:00am ET	RFA Released / Submittal of Applications
November 13, 2026	10:30am– 12:00pm ET	Bidder's Conference via Microsoft Teams (virtual only) Microsoft Teams Link To Join: https://teams.microsoft.com/meet/214049203159782?p=yhECP2R0Emq1xZ2z6a Meeting ID: 214 049 203 159 782 Passcode: z53Cg3w4
November 24, 2026	4:00pm ET	Deadline for Submission of Questions
December 11, 2026	4:00pm ET	Written Answers to Questions Released
January 5, 2027	4:00pm ET	Applications Due / Submittal Deadline
June 21, 2027*	N/A	Notice of Grant Awards Announced and/or Notice of Application Disposition Status
September 21, 2027*	N/A	Start of Executed Contracts

J. APPLICATION INSTRUCTIONS AND CONTENTS:

1. Organizations may **only submit three (3) applications** under components 1 and 2 of this announcement (see **Section B. Contract Award Components and Application Limit**). Project collaborations as defined under component 3 of this application do not count towards the individual organization project limit of three (3) applications.
 - A **separate application** must be submitted for **each selected project type**. For example, an organization seeking funding for 1) the implementation of an electronic health record (EHR) system and 2) the renovation of a kitchen would need to file separate application (one for the EHR system; I/T project, and one for the kitchen; renovation/improvement project) since these are unrelated projects. However, an EHR system involving multiple locations would be considered to be one (1) project/application.
 - A **separate application** must be submitted for **each different property address** if the project is for a Facility Renovation/Improvement, Energy Conservation, New Construction, Property Acquisition or Safety project as defined in **Section C.3.(a)(b)(c)(d)(e)** of these guidelines. For example, if renovating bathrooms at two (2) different property locations, with different addresses, a separate project application must be submitted for each address counting as two (2) applications.
 - With respect to equipment such as permanent generators, if a provider is seeking to purchase generators for multiple locations and none of the purchases include renovations to properties that will improve their value, the purchase of the generators can be submitted as one (1) project/application. Similarly, if a purchase of vehicles is part of a larger program of purchasing or replacing vehicles, it could be submitted as one (1) project/application.

Clarifying Information:

Applicants may be requested by the Official State Contact or the Evaluation Committee to submit clarifying information related to their application as well as additional information as may be required by the Official State Contact, the Evaluation Committee, the OPM Secretary or the State Bond Commission.

2. To begin an application and if the organization is a new user, you must **first register with the state's Grant Management System (GMS), EUNA Grants** by completing the form available through the [Register link](https://www.gotomygrants.com/Public/Opportunities/Details/20334a15-e024-4f79-8efc-3ade9182cf97). Please make note of the registration information, including email and password, as it will be necessary to **login**, apply, and access the application in the future. Once you have registered, the direct link to the RFA opportunity can be accessed via the **Grants Management System (EUNA Grants)** at: <https://www.gotomygrants.com/Public/Opportunities/Details/20334a15-e024-4f79-8efc-3ade9182cf97>.

EUNA Grants

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New User  [Register](#) [Login](#)

 **Returning User**

Additionally, a link to the application for this funding program is also posted on the state's procurement portal, [CTsource Bid Board](#) as well as on [OPM's website](#) under the link for Request for Applications/Request for Information/Request for Proposals/Request for Quotes (RFA/RFI/RFP/RFQ) and the designated [NGP website](#).

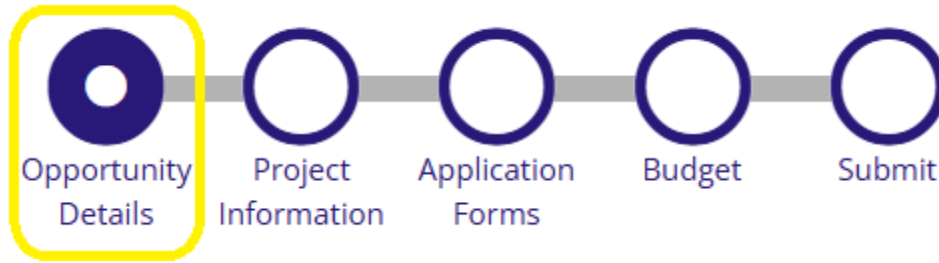
3. Once you have accessed the link to the application, you will be directed to review the "Opportunity Information" webpage as shown below. After you select "Apply", proceed as follows:

OPM - Nonprofit Grant Program (NGP) - Round 9

[Print](#) [Help](#) [Download](#) [Apply](#)

[Opportunity Information](#)

❖ **Application Modules/Screen Pages:**



a) Opportunity Details – Be sure to carefully review the full opportunity details page and the entire NGP Program Guidelines and Application Instructions document here within.

b) Project Information and Instructions:

- **Application Name** – Enter “**NGP Project**”. **Note:** If the organization intends to submit more than (1) application, enter the project number for each application. E.g. “**NGP Project #1, NGP Project #2 or NGP Project #3**”.
- **Award Requested** – Enter amount. **Note:** Applicants should carefully review the NGP Program Guidelines (**Section D**) and the [NGP Grant Conditions \(Section 29.1 and 29.4\)](#) for a list of ineligible expenses that should **NOT** be included within both the NGP fund request and Grantee Match contribution (if applicable).
- **Cash Match Contributions (if applicable)** - Enter amount. If the organization will not contribute optional Match for Component 2 projects, **enter 0.00**. **Note:** Applicants should carefully review the NGP Program Guidelines (**Section D**) and the [NGP Grant Conditions \(Section 29.1 and 29.4\)](#) for a list of ineligible expenses that should **NOT** be included within both the NGP fund request and Grantee Match contribution (if applicable).

c) Application Forms and Instructions:

- **Applicant Self-Assessment Form** - Complete and submit the following information pertaining to the Applicant Organization:
 - Eligibility
 - Previous Record Check
 - Experience
 - Capacity
 - Financial
 - Legal
 - Monitoring and Audit
 - Financial Systems
 - Capital Assets

- **Organization Information Form** - Complete and submit the following information pertaining to the Applicant Organization:
 - A. General Organization Profile
 - B. Organization Services Information
 - C. Nonprofit Information – Required Documents
 - **Note:** See **Appendix A** for examples of **(1)** IRS determination letter verifying exemption under 501(c)(3), **(2)** Certificate of Legal Existence from the CT Secretary of the State, and **(3)** Public Charity Registration Certificate from CT Department of Consumer Protection that must be provided.
 - D. Organization Contact Information

NOTE: For Component 3 applications involving a collaboration between two (2) or more eligible nonprofit organizations, each organization that is a part of such collaboration **must** complete a **separate Collaboration Organization Information Form**. The Collaboration Organization Information Form will be linked as part of the Organization Information Form and must be downloaded by the **lead agency and provided to the collaborating organization(s) to complete**. Once completed, the **lead agency** must upload the form with the supporting documentation into the **Grants Management System (Euna Grants)** according to instructions in the application itself.

- **General Project Application Form** - Complete and submit all required information pertaining to **each** requested project including:
 - A. Project Type
 - B. Amount of State NGP Funds Requested
 - C. Amount of Grantee Match (*if applicable*)
 - D. Name of Project
 - E. Purpose and Description of Project
 - F. List the Health and Human Service Programs Operated by Your Organization(s) Impacted by Project
 - G. Improvements to be achieved
 - H. Scope of work for the project
 - I. List of procurements
 - J. Non-NGP funds to be used for the project budget
 - K. Project sustainability
 - L. Property value and lien analysis for facility renovation/improvement, energy conservation, new construction, and property acquisition projects (*if applicable*)
 - M. Questions for facility renovation/improvement, energy conservation, new construction, and property acquisition projects (*if applicable*)

- d) **Budget** – Expand the applicable expense budget category for the Project Type selected (as part of the General Project Application Form) to create new line items detailing the **proposed budget** towards the related expense(s), for grant funded costs and non-grant funded costs (grantee match contributions, *if applicable*). The total expense budget cost must equal the amount of the award requested and the cash match contributions (*if applicable*).

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Energy Conservation	\$0.00	\$0.00	\$0.00
+ Information Technology (I/T)	\$0.00	\$0.00	\$0.00
+ New Construction	\$0.00	\$0.00	\$0.00
+ Property Acquisition	\$0.00	\$0.00	\$0.00
+ Renovation/Improvement	\$0.00	\$0.00	\$0.00
+ Safety	\$0.00	\$0.00	\$0.00
+ Vehicles and/or Equipment	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

- e) **Submit** - Take the time to carefully review your application. When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder. After it is submitted, no further changes can be made.

K. SUBMITTAL OF APPLICATIONS:

- 1. Submittal of Applications:** Applicants must submit a full, complete, and signed application package, including all attachments via the [GMS \(EUNA Grants\)](#) by the application deadline indicated in **Section I** of these guidelines. **NOTE: Late applications will not be accepted, and incomplete or ineligible applications will be disqualified.**

NOTE: It is strongly advised that applicants give themselves enough time **PRIOR** to the application submission deadline to complete and submit the application in case any technical issues arise with utilizing the Grants Management System. The Office of Policy and Management may not accept applications that could not be submitted due to lastminute technical issues encountered with utilization of the Grants Management System (Euna Grants).

APPENDIX A

See below examples of **(1)** IRS determination letter verifying exemption under 501(c)(3), **(2)** Certificate of Legal Existence from the CT Secretary of the State, and **(3)** Public Charity Registration Certificate from CT Department of Consumer Protection that must be provided.

IRS Determination Letter Verifying 501(c)(3) status (example):

Internal Revenue Service

Date: April 2, 2007

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:

Dear Sir or Madam:

This is in response to your request of April 2, 2007, regarding your organization's tax-exempt status.

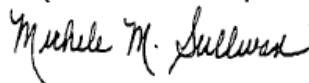
In December 1970 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1

APPENDIX A

Certificate of Legal Existence from the CT Secretary of the State (example #1):

Secretary of the State of Connecticut Certificate of Legal Existence

Certificate of Legal Existence Certificate

Date Issued: Tuesday, October 17, 2023 2:00 PM

I, the Connecticut Secretary of the State, and keeper of the seal thereof, do hereby certify, that the certificate of incorporation for the below domestic Non-Stock corporation was filed in this office.

A certificate of dissolution has not been filed, the corporation has filed all annual reports, and so far, as indicated by the records of this office, such corporation is in existence.

Business Details

Business Name	[REDACTED]
Business ALEI	[REDACTED]
Formation Date	[REDACTED]



Secretary of the State

Business ALEI [REDACTED]
Note: To verify this certificate, visit Business.ct.gov

Certificate Number [REDACTED]

APPENDIX A

Certificate of Legal Existence from the CT Secretary of the State (example #2):

Secretary of the State of Connecticut Certificate of Legal Existence

Express Certificate

Date Issued: November 18, 2021

I, the Connecticut Secretary of the State, and keeper of the seal thereof, do hereby certify, that the certificate of incorporation for the below domestic Non-Stock corporation was filed in this office.

A certificate of dissolution has not been filed, the corporation has filed all annual reports, and so far, as indicated by the records of this office, such corporation is in existence.

Business Details

Business Name	[REDACTED]
Business ALEI	[REDACTED]
Formation Date	[REDACTED]



Secretary of the State

Business ALEI: [REDACTED]
Note: To verify this certificate, visit [Business.ct.gov](https://business.ct.gov)

Certificate Number: [REDACTED]

APPENDIX A

Public Charity Registration Certificate from CT Department of Consumer Protection (example #1):

CPL-03 Rev 06/13

STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

This is your **Public Charity registration certificate** for your records. This registration allows the organization below to solicit charitable donations, including fundraising in Connecticut. This registration is non-transferrable and cannot be used by any other organization. Do not attempt to make any changes or alter this certificate in any way.

A registration from this Department does not make donations to your organization tax deductible. The IRS determines the tax deductible status of an organization.

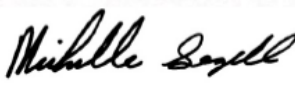
In an effort to be more efficient and Go Green, the department asks that you keep your email information with our office current to receive correspondence. All renewal notifications and certificates will only be emailed to the last reported email on record. You can update your email, address or print a duplicate certificate by logging into your account with your User ID and Password at www.elicense.ct.gov. Questions regarding this registration can be emailed to the Public Charities Unit at dcp.publiccharities@ct.gov.

Mailing address:

[REDACTED]

Email to be used for receiving renewal notifications and certificates:

[REDACTED]

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION	
Be it known that	
[REDACTED]	
is certified by the Department of Consumer Protection as a registered	
PUBLIC CHARITY	
Registration #: [REDACTED]	 Michelle Seagull, Commissioner
Effective Date: 12/01/2022	
Expiration Date: 11/30/2023	
FEIN: [REDACTED]	
Fiscal Year End: December 31	
Verify online at www.elicense.ct.gov	

APPENDIX A

Public Charity Registration Certificate from CT Department of Consumer Protection (example #2):

CPL-03 Rev 06/13

STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

This is your registration certificate confirming your **Public Charity Exemption** status. This registration allows the organization below to solicit charitable donations including fundraising in Connecticut. This registration is non-transferrable and cannot be used by any other organization. Do not attempt to make any changes or alter this certificate in any way.

A registration from this Department does not make donations to your organization tax deductible. The IRS determines the tax deductible status of an organization.

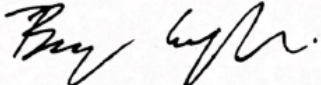
You must contact the Public Charities Unit at dcp.publiccharities@ct.gov when eligibility no longer exists. Please be sure to keep your information with our office current. You can update your email, address or print a duplicate certificate by logging into your account with your User ID and Password at www.elicense.ct.gov.

Mailing address:



Email on record:



STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION	
Be it known that	
	
is certified by the Department of Consumer Protection as a registered	
PUBLIC CHARITY-EXEMPT FROM FINANCIAL REQUIREMENTS	
Registration #:  -EXEMPT	 Bryan T. Cafferelli, Commissioner
Effective Date: 10/02/2023	
Claimed exemption does not expire	
Verify online at www.elicense.ct.gov	

APPENDIX A

Public Charity Registration Certificate from CT Department of Consumer Protection using the eLicense Lookup Public Portal website (example #3):



State of Connecticut

**Lookup Detail View
Name and Address**

[REDACTED]

Address

[REDACTED]

[REDACTED]

Active status with our office does not make donations to this organization tax deductible. The IRS determines the tax deductible status of an organization.

Registration Information

Registration

[REDACTED]

Registration Type

PUBLIC CHARITY

Effective Date

12/01/2025

Expiration Date

11/30/2026

Status

ACTIVE

8/14/2026 2:08:53 PM