

# Welcome!

We will start soon.

A few reminders:

- Please stay muted during the presentation portion.
- Please put all questions in the chat box.
- This Office Hour session will be recorded.

*Reminder: This Office Hour session will focus on Technical Assistance to navigate the Grant Agreement and Revision Process. For all questions regarding funding decisions and impermissible requests, please review guidance and webinar materials available on the Bridge to Recovery (BTR) website, email [CDA\\_BridgeToRecovery@pcgus.com](mailto:CDA_BridgeToRecovery@pcgus.com), or call (866)-535-8669.*



# Bridge to Recovery for Adult Day Services: COVID-19 Mitigation and Resilience Grant Program

Technical Assistance Office Hour  
November 16, 2023



# Application Update and Revision Process for Grant Agreement Execution

# Application Update and Revision Process (1 of 2)

- If an Awardee's application needs to be revised due to missing information or an adjusted award amount, Awardees received emails that included links to the following additional application forms. These forms are also visible on the Awardee's GrantsConnect™ profile:
  1. Award Form
  2. Grant Agreement Project Description and Budget Form
  3. Banking Form
- Email notifications advising of revisions needed were sent on November 3rd from "PCG California - Aging [noreply@yourcause.com](mailto:noreply@yourcause.com)" to the same email address that received the Award Letter
  - Please check your spam or junk folders, as well

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# Application Update and Revision Process (2 of 2)

Three emails were sent directly from GrantsConnect™ ([noreply@yourcause.com](mailto:noreply@yourcause.com)) to notify Awardees that the below forms were added to their GrantsConnect™ account and require immediate attention. Next steps:

**Step 1.** Please *review* the approved award amount, project description, and budget details on the **Award Form**

**Step 2.** *Complete and submit* the **Grant Agreement Project Description and Budget Form** in GrantsConnect™. For timely processing, we request your submissions be sent by November 17, 2023 (if possible).

- Once Awardees have submitted the Grant Agreement Project Description and Budget Form, PCG will review to ensure all information aligns with awarded funding items and/or activities and approve
- PCG will incorporate the approved Grant Agreement Project Description and Budget Form into the Grant Agreement

**Step 3.** *Complete and submit* the **PCG Banking Form**

- *Forms must be revised and submitted in GrantsConnect™ for PCG's review and approval **before** PCG can send the grant agreement package to Awardees for execution*
  - *Failure to make the requested updates to the application sections and re-submit for approval in a timely manner may result in a delay of executing the grant agreement*

# Grant Agreement Project Description and Budget Form – Tips and Tricks



## Tips and Tricks:

- Awardees should review their original application submissions available for reference on GrantsConnect™
- Phrases and sentences from the original application may be repurposed, if they align with the awarded items
- Be sure to only include details that are relevant to the approved items
  - Do not reference items or budget amounts that were removed

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# Grant Agreement Project Description and Budget Form – General Guidance



## **General Guidance: Submitted budget information must match the Approved Project and Budget details on the Award Form.**

- Please follow the Instructions provided. Staff titles are required for all Salaries and Wages and Bonus requests.
  - All Salaries and Wages requests require methodology for calculating the salary request in the "Employee Objective" section
  - All wage differential requests require the employee old wage and the new wage
  - All bonus requests require staff titles
- Awardees may elect to provide staff titles or other extensive requests via an attachment on the Budget Summary page.
  - If Awardees choose to include an attachment, please make sure to mention an attachment is included in the item description or justification on the associated budget tab.

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# Revision Examples



# Grant Agreement Project Description and Budget Form – Project Description

- Project Description: Update the project description to align with the activities or items approved for funding. *Red highlights show ineligible items and/or revisions needed.*

Example of original Project Description submitted in the application:

Our goal is to improve employee retention by providing wage differentials for required staff members, including hourly increases for a Social Worker, 2 RNs, **an accountant, and 3 office staff members**. Our transport van will get a dashboard camera to promote safety and security **as well as a new ramp for participant access**. Our last goal is to provide one-time staff bonuses to 10 required Direct Support Professionals, **1 HR staff**, and a new-hire bonus to a driver.

Example of revised Project Description submitted in the Grant Agreement Project Description and Budget Form:

Our goal is to improve employee retention by providing wage differentials for required staff members, including hourly increases for a Social Worker and 2 RNs. Our transport van will get a dashboard camera to promote safety and security. Our last goal is to provide one-time staff bonuses to 11 center positions which include 4 RNs, 4 Social Workers, and 3 drivers.

# Grant Agreement Project Description and Budget Form – Workplan Revisions

- Project Objectives and Workplan: *Update objectives and activities to align with the activities or items approved for funding*

Objective 1: Improve employee retention

Objective 1 Activities	Performed By	Timeline
Hire and pay temporary RN for one year	HR Director	Jan 2024 - Jan 2025
Implement wage differentials for SW and 2 RNs for one year	HR Director	Jan 2024 - Jan 2025
Provide bonuses to 10 Program Aides and 1 new driver	HR Director	Jan 2024

Objective 2: Promote staff training by sending 2 employees to 2024 CAADs Conference

Objective 2 Activities	Performed By	Timeline
Book 2-night hotel stay	Program Director	Sept 2024
Complete registration for 2 attendees	Program Director	Sept 2024
Attend 2024 CAADs Conference	Program Director	November 2024

# Grant Agreement Project Description and Budget Form – Salaries and Wages (1 of 2)



Salaries and Wages: Note, employees at the same rate can be listed together; employees at different rates should be listed separately. Be sure to identify the project objective number(s) from the Project Objectives and Work Plan. Under Employee Objectives, provide your methodology for calculating the requested salary or increase per position/employee.

## Wage Differentials

Title	Name	Level of Effort (# of hours or % FTE)	Funds Requested	Employee Duties	Employee Objectives
SW	John Doe		\$2,080	Complete evaluations of clients	Objective 1 - \$1/hour increase from \$30 to \$31 per hour, for 1 year FTE of 2,080 hours = \$2,080
2 RNs	Jane Doe, Sam Johnson		\$6,240	Provide medication management and direct support	Objective 1 - 2 RNs, \$1.50/hour increase from \$40 to \$41.50 per hour, for 1 year FTE of 2,080 hours = \$6,240

# Grant Agreement Project Description and Budget Form – Salaries and Wages (2 of 2)

## Temporary Staff

Title	Name	Level of Effort (# of hours or % FTE)	Funds Requested	Employee Duties	Employee Objectives
Temporary RN	To be hired	50	\$31,200	Complete evaluations of clients, monitor vitals, and provide direct support	Objective 1 - \$60/hour for 20 hours/week for 26 weeks = \$31,200

# Grant Agreement Project Description and Budget Form – Fringe

Fringe Benefits: Remove staff positions that are not eligible.

***Note, employees at the same rate can be listed together; employees at different rates should be listed separately.***

Title	Name	Fringe Benefit Rate (% of salary or wages)	Funds Requested
Program Director	Lisa James	10%	\$260
2 RN and SW	John Doe, Jane Doe, Sam Johnson	5%	\$450

# Grant Agreement Project Description and Budget Form – Travel (1 of 3)

Travel: This budget category is reserved for approved travel expenses. Awardees may need to update lodging and all travel costs in accordance with approved State of California Department of Human Resources allowances: [Travel Reimbursements - CalHR](#). Ensure number of all staff who are traveling are identified. List separately all costs for travel (e.g., lodging, meals, mileage, airfare, etc.).

**Note: any costs associated with conferences or registration fees belong in the “Other” section.**

Lodging:

Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested
Costa Mesa, CA	lodging	nights	2	\$120	1	\$240
Purpose and Justification:		Objective 2: Hotel stay for 2 nights to attend the 2024 CAADs conference in Costa Mesa. Cost of \$120/night aligns with standard CA hotel rates				

# Grant Agreement Project Description and Budget Form – Travel (2 of 3)

## Mileage:

Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested
Costa Mesa, CA	mileage	miles	350	\$0.655	1	\$229.25
<b>Purpose and Justification:</b>		Objective 2: Cost of travel to 2024 CAADs conference in Costa Mesa. Cost of \$0.655/mile aligns with standard CA reimbursement rates.				

## Airfare:

Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested
Costa Mesa, CA	Airfare	Roundtrip flight	1	\$385	1	\$385
<b>Purpose and Justification:</b>		Objective 2: Cost of travel to 2024 CAADs conference in Costa Mesa. Cost of roundtrip airfare estimated at \$385 based on similar flights. Exact flight information and supporting documentation to be provided at invoicing.				

# Grant Agreement Project Description and Budget Form – Travel (3 of 3)

## Meals:

Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested
Costa Mesa, CA	meals	meal	6	\$7 breakfast, \$11 lunch, \$24 dinner	1	\$86
<b>Purpose and Justification:</b>		Objective 2: Cost of meal reimbursement for 2 breakfasts, 2 lunches, 2 dinners at the 2024 CAADs conference in Costa Mesa. Cost of each meal aligns with standard CA reimbursement rates (\$7 breakfast, \$11 lunch, \$24 dinner).				



# Grant Agreement Project Description and Budget Form – Supplies

Supplies: This budget category is reserved for approved supplies. Supplies are items with a useful life of less than a year, a unit acquisition cost of less than \$5,000, and is not a computing device (regardless of cost, including but not limited to, laptops, servers, workstations, tablets, smartphones, and cellphones). Be sure to remove supplies that were not eligible for funding.

**List the project objective number(s) associated with each expense at the beginning of the justification.**

Item Type	Cost per Unit	Number of Units	Funds Requested	Description and Justification
<b>Air Filter: MERV II</b>	\$100	2	\$200	Objective 2 - Purchase of new air filters will align the center's air filtration approach with CDC standards.
<b>Hand sanitizer refill packs</b>	\$5	116	\$580	Objective 2 - Purchasing hand sanitizer refill packs will promote continued sanitation and infection control measures within the facility.

# Grant Agreement Project Description and Budget Form – Equipment

Equipment: Items with a useful life of over 1 year, a unit cost of \$5,000 or greater, and any computing or memory storage device. **Be sure to remove ineligible equipment.**

**List the project objective number(s) associated with each piece of equipment at the beginning of the justification.**

Item Type	Acquired When	Funds Requested	Description and Justification
<b>HVAC Turbo III</b>	Contractor to procure HVAC in March 2024, included in scope of work	\$15,000	Objective 4 - HVAC installation will help to improve building ventilation to meet CDC standards.
<b>Dashcam View</b>	May 2024	\$3,200	Objective 3 - Adding dash cameras will improve the security of our two vans. Cameras cost \$1,600 each.

# Grant Agreement Project Description and Budget Form – Contractual (1 of 2)

Contractual: This budget category is reserved for approved Contractual projects. Remove any contract costs that were not eligible due to one or more of the following items: did not include a bid/cost estimate/breakout of costs, costs were not broken out and lump sum was provided, did not include lease/deed, and/or landlord approval.

Example of a detailed request for a sanitation company:

Contractor Name/Organization	Hourly Rate/Flat Rate	Funds Requested	Budget Breakdown	Description of Activities	Justification
<b>Squeaky Clean</b>	\$500	\$24,000	Facility takes 2 hours to clean, every 2 weeks for 1 year (\$500 x 2 hours x 2 sessions/month x 12 months = \$24,000).	Contractual service to deep clean the facility's program areas twice a month for one year for infection prevention/mitigation. Sanitizing high touch surfaces, counters, doorknobs, etc.	Objective 4 - Monthly cleaning service for infection prevention and disease mitigation. Part of a larger facility effort related to infection prevention and control.

# Grant Agreement Project Description and Budget Form – Contractual (2 of 2)



Example of a Contractual section where the cost to acquire the piece of Equipment is included in the bid:

Contractor Name/Organization	Hourly Rate/Flat Rate	Funds Requested	Budget Breakdown	Description of Activities	Justification
Mr. Cool	\$25,000	\$25,000	Includes cost to acquire and install new HVAC unit. Detailed bid with cost breakdown will be provided at invoicing.	Contractor to acquire and install new HVAC unit.	Objective 2 - Replacing the old HVAC will improve building ventilation to align with CDC standards.

Example of a Contractual section where the cost to acquire the piece of Equipment is not included in the bid (HVAC portion included in the "Equipment" section):

Contractor Name/Organization	Hourly Rate/Flat Rate	Funds Requested	Budget Breakdown	Description of Activities	Justification
Mr. Cool	\$10,000	\$10,000	Flat rate of \$10,000 to install rooftop HVAC. Includes cost of installation, only. Detailed bid to be provided at invoicing.	Contractor to install new HVAC unit.	Objective 2 - Replacing the old HVAC will improve building ventilation to align with CDC standards.

# Grant Agreement Project Description and Budget Form – Other (1 of 3)

Other: This budget category is reserved for approved activities/items such as retention and recruitment/sign-on bonuses for employees, fees for meetings and conferences, communications, rental expenses, stipends, advertisements, publication costs, and data collection. Remove any costs that were not eligible due to one or more of the following reasons: Request lacked adequate detail to approve, itemized requested were not itemized, request included ineligible staff positions and/or costs associated with ineligible staff positions, impermissible items requested, etc.

Sign-On Bonus: Must include staff titles. Bonuses are capped at \$1,000 per employee.

Item Description	Cost per Unit	Number of Units	Funds Requested	Description and Justification
New Hire Bonus for 2 Drivers	\$1,000	2	\$2,000	Objective 1 – Recruitment tool for 2 new drivers. Bonuses will be included in their first paycheck.

# Grant Agreement Project Description and Budget Form – Other (2 of 3)



Retention Bonus: Must include staff titles. Bonuses are capped at \$1,000 per employee. Gift cards or other forms of incentives are impermissible.

Item Description	Cost per Unit	Number of Units	Funds Requested	Description and Justification
<b>Retention Bonus for Program Director</b>	\$1,000	1	\$1,000	Objective 1 – Retain loyal Program Director for their continued leadership at the facility.
<b>Retention Bonus for 2 RNs, 3 Social Workers, and 5 Drivers</b>	\$750	10	\$7,500	Objective 1 – Retain required staff employed at the facility during the pandemic.

Recruitment Costs:

Item Description	Cost per Unit	Number of Units	Funds Requested	Description and Justification
<b>Posting jobs on Indeed</b>	\$150	4	\$600	This will cover the cost of 4 job postings on Indeed to recruit 2 RNs and 2 SWs required to comply with staffing ratios.
<b>Recruitment Advertisements</b>	\$100	3	\$300	Objective 5 – Weatherproof banners to display outside of the facility advertising new jobs. Banners will have a QR code for interested parties to scan and apply.

# Grant Agreement Project Description and Budget Form – Other (3 of 3)

CAADs/Staff Training: Training must include connection to Bridge to Recovery goals. General education courses, person-centered trainings, etc. are not permissible. Requests for employee pay during work hours to attend training courses are impermissible.

Item Description	Cost per Unit	Number of Units	Funds Requested	Description and Justification
<b>CAADs registration fee 2024</b>	\$750	2	\$1,500	Objective 5 - Training tool for 2 staff to attend the CAADs conference. Cost includes registration fee, only.
<b>CAADs registration fee 2025</b>	\$750	4	\$3,000	Objective 5 - Training tool for 4 staff to attend the CAADs conference. Cost includes registration fee, only.



# Resources



# Reaching Grant Assistance

- If you have any questions regarding the application revisions or the grant execution process, please visit or call:



**BTR Grant Program Web  
Site**



**866-535-8669**



**CDA\_BridgeToRecovery@pcgus.com**



CDA and PCG would like to thank you  
for your attendance and continued  
engagement with the BTR Grant  
Program.

For future grant opportunities, please visit: [Grant Opportunities - Bridge to Recovery for Adult Day Services: Covid-19 Mitigation And Resilience Grant | California Department of Aging - State of California](#)