



California Department of Aging

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

Webinar 1 Transcript

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WEBINAR OVERVIEW

This webinar was held May 9th from 2–3:30 PM on the Bridge to Recovery for Adult Day Service: COVID-19 Mitigation and Resilience Grant Program. California Department of Aging addressed programmatic details including eligible organizations, eligible and ineligible activities, and Letter of Intent requirements. The webinar ended with a full Q&A session.

The transcript below captures the details shared by presenters, and the headers refer to the slides being shown during the webinar presentation. The Q&A session is not captured in this transcript, and instead will be included in a published addendum to the grant Request for Applications (RFA). A downloadable copy of the webinar, the PowerPoint, and all other supporting documents can be found on the [Bridge to Recovery webpage](#).

WELCOME AND OPENING REMARKS (SLIDES 1 – 4)

PCG's Role in the Grant Lifecycle Process – Slide 3

Brittani Trujillo: OK, well, let's go ahead and get started—again, just a few reminders. We've got time at the end to ask questions today. Please make sure you're on mute during the webinar. Any feedback or questions you have, you can enter into the chat box. Following today's webinar, a copy of this presentation and a recorded version will be posted on the [CDA grant web page](#).

With that, welcome everyone to the Bridge to Recovery Grant Program webinar. My name is Brittani Trujillo and I work with Public Consulting Group. I'm a senior consultant there and a project manager for this work with the California Department of Aging.

A little bit about Public Consulting Group (or PCG) and our role in the process, so you know why we're here. We are a public sector consulting firm that works mostly with health, education, and Human Services agencies, and most of those are again public sector. So state, county, city, local governments.

CDA has contracted with us to provide fiscal intermediary services. So, our role with this project and with CDA is really helping them design the overall grant program, evaluating applications and providing recommendations to CDA, helping to disperse the awarded funds, and manage reporting. We're also providing technical assistance to applicants throughout the application, award, and payment processes. So, we're working very closely with CDA throughout the next few years and supporting all of you as you apply through this process. With that, Shawntel, I will turn it over to you.

DETAILS OF THE BRIDGE TO RECOVERY GRANT (SLIDES 5 – 18)

Shawntel Bush: Thank you, Brittani. Good afternoon, everyone. My name is Shawntel Bush. I am the Health at Home Branch Chief with the California Department of Aging and I oversee our home and community-based services program. So today we are talking about the details of the Bridge to Recovery grant opportunity. And Brittani, if you could advance to the next slide that would be great. And the next slide please.

Program Overview – Slide 6

So, \$55.84 million for the Bridge Recovery for Adult Day Services COVID-19 Mitigation and Resilience grant program was approved in the 2022-2023 Governor's Budget. This grant funding is intended for the purposes of preventing COVID-19 infection, preparing for public health emergencies, to improve workforce recruitment and retention, and for programs such as CBAS centers, the Program of All-inclusive Care for the Elderly, and also other AD adult day programs. The intent is to help to improve health and safety and the well-being of vulnerable, at-risk older adults and people with disabilities through safe access to in-center congregate services.

This process will be a competitive process for funds to be awarded through the CBAS centers, pay sites, adult day healthcare centers or adult day programs. Next slide please.

Funding Parameters– Slide 7

So, the funding parameters include that grantees who are awarded funding will receive their funding on a reimbursement basis. So, grantees will be eligible for reimbursement on eligible and allowable project costs. All these details will be outlined within the Request for Applications. Grantees will need to submit the following in order to receive funds on a reimbursement basis. We will provide funding on a reimbursement basis once an approved invoice is submitted and as long as there's supporting documentation that justifies the expenses.

Grantees who are awarded funding will also be able to submit invoices throughout the program according to their project plan and timeline. So, this project's funding does go through June 30, 2026. However, for closeout purposes we will require final invoices to be submitted one month in advance, and the failure to submit timely invoices could result in the loss of payments. Next slide please.

Important Dates and Deadlines – Slide 8

This following page really highlights and details some very important deadlines, so I'd really like to draw your attention to this. We are currently in the activity period where we are accepting Letters of Intent. So that opens on May 1 and it will close on May 15 at

5:00 PM Pacific Standard Time. So please, if you have not yet submitted your Letter of Intent, it is indeed a requirement in order to be able to qualify to submit an application once that opens. The application period for this Request for Applications will open on May 16 and we will be able to provide technical assistance for the web for that period of time and that technical assistance period will begin on May 23, 2023.

We will be hosting another webinar just to give you all an opportunity to review the contents of the RFA and to be able to come and get more details about that process and to also ask any additional questions that will aid you in the completion of your application. The deadline to submit written questions based upon the RFA will be May 31, 2023 by 5:00 PM. Any questions and answers that are provided during that period will be considered an addendum to the Request for Applications and will be posted on the CDA website by June 7, 2023.

This is a critical date, so please mark your calendars that you have up until July 17, 2023, to submit your application for this branch opportunity. So, keep in mind that the application opens on May 16, 2023, and it will be open for 60 days. And it will close on July 17, 2023. We intend to provide award notifications in early fall of 2023. So right now, we are anticipating October 2023 and then all funds must be expended by March 31, 2026 and that will provide the opportunity for that closeout period that I previously mentioned. Next slide. Thank you.

Eligible Applicants – Slides 9 through 10

Eligible applicants for this grant opportunity include Adult Day Healthcare Centers who are licensed by the California Department of Public Health and are certified as Community Based Adult Services by the California Department of Aging. Other entities that are eligible are Adult Day Programs that are licensed by the California Department of Social Services and also PACE sites, the Program of All Inclusive Care for the Elderly, which are eligible at the nursing home level of care by the Department of Healthcare Services. Next slide.

As a reminder, all interested applicants must complete a Letter of Intent by 5:00 PM on May 15, so that is coming up this Monday. So please be mindful of that time frame and your Letter of Intent must be submitted through GrantsConnect™.

So, once you go through that online portal and that platform, you will be able to follow those instructions in order to complete your Letter of Intent.

Again, the application for the Request for Applications will open on May 16 and will close on July 17. So interested applicants who have completed a Letter of Intent by the deadline will have 60 days to complete their application. The entities must also be licensed and in good standing in California.

Eligible Activities – Slides 11 through 13

Some of the eligible activities that providers can expend funds on include facilities and staffing improvements. We have been hearing a lot from our various networks that some of the most challenging things that they are facing regarding returns and center services is making sure that their facilities are equipped for in-center congregate settings, and also, to ensure that they have the staffing in order to service their participants.

The funding can also be used for new projects or to supplement an existing project. Applicants may not use the grant funding to supplant existing funds. In other words, if you receive funds for an existing project that you've used towards other enhancements for your center, then those funds for this grant cannot be used to supplant those.

You can use them for other projects that supplement, and we will provide greater detail around that requirement in the Request for Applications.

Some of the facility improvements that applicants can use the grant funding towards to invest in needed infection prevention and measures include, but it's not limited to the following projects, such as building ventilation, which means you can add or improve the ventilation systems based upon the CDC standards. You can also use the funding for airflow and air filtration by repairing or installing air filters to meet the CDC standards. You can also utilize the funding for modifying usable space, repurposing outdoor areas, creating areas to expand social distancing if you will, just to ensure that all participants and staff feel safe and able to congregate.

For sanitation and infection control, also for vehicle modifications. We have heard from a number of our network providers that there are concerns of making sure that their vehicles are up to standard, that they're safe and that they're in a position to be able to transport their participants safely. So, we understand that there may be a need for upgrading, modifying and basically just maintenance of your existing vehicles which this funding can be used towards.

An additional component that this funding can be used toward is for telehealth, which means to be able to improve access to participant services via the telehealth modality. Next slide.

Additionally, we have heard loud and clear from our network providers that they really want to be able to stabilize and retain their workforce and in order to do that they must meet the requirements of their licensing standards by having staff that meets the ratio for serving their participants in-center. So, this funding can also be used towards the following projects which includes staff recruitment and retention and that can include the costs associated with posting your jobs and/or providing sign-on bonuses or retention bonuses to your existing staff.

It may also be used to hire temporary workers and to provide an increase in their salary in order to maintain a position or to fill a vacancy. And we know some of the key required positions for running your centers include nurses and social workers and therapists and also transportation drivers. And we want to make it available for you to be able to maintain your workforce by providing an opportunity where you can incentivize them through an increase in their salary to maintain their employment with your entity.

We also understand that this funding can be used towards wage differentials, just making that an opportunity for competitive wages where you can retain your staff because there's obviously a strong skill set that many of them already have in order to be able to serve and support your existing network of participants—and also wanting to make sure that it comports to whatever the local labor laws are. So, we will have standards and parameters set within the RFA that specify exactly how wage differentials will be calculated and you can use the funding towards that effort.

Additionally, the funding can be used for staff training and providing training in infection prevention control and for health and safety reasons. Next slide.

Ineligible Expenses – Slide 14

We also have a list of ineligible expenses. So listed here are number of ineligible expenses which include the funding cannot be used for purchasing or leasing vehicles; purchasing furniture; purchasing appliances; purchasing laptops, tablets, cell phones or any mobile devices or hotspots; or increasing wages for executive leadership and staff; or for providing bonuses for executive leadership and staff. Funds cannot be used for installing broadband Internet services or mobile hotspots and it cannot be used for paying monthly broadband or Internet fees for participants, or for building, purchasing telehealth applications or platforms. They cannot be used towards paying monthly telehealth application platform fees or for training staff or participants to use telehealth application platforms.

Indirect Costs – Slide 15

Also, indirect costs will be called out in the Request for Applications. Indirect costs are any costs that are incurred for combined or joint objectives that cannot be readily identified within an individual project or activity. So indirect costs typically include your facility, operations and maintenance, your rent, your Internet, your gas and electric component, the depreciation of your building and administrative expenses.

For your project, we will have a budget of provided examples of what your budget must entail when we do release the RFA. That will really aid towards you understanding how

to create your budget so that you can maintain these guidelines when you submit your application.

Reporting Requirements – Slide 16

On that note, reporting requirements are going to be required as part of this funding. We want to be able to demonstrate that the funding did go towards the intent that the applicant identified, that it was going to be used for, and will require quarterly data and self-evaluation reports. These will be submitted through GrantsConnect™ and we will have an opportunity to review these after 45 days at the first quarter.

So the reporting cycle is listed here and we will adhere to this, and we will provide additional details around with those reporting requirements in the Request for Applications.

As far as submitting questions about the grant, all questions on the Bridge to Recovery grant must be submitted by May 31, 5:00 PM. We will not be answering questions individually. Instead, questions that we receive will be posted as an addendum for the Request for Applications and they will be posted on our web page on June 7, 2023.

At this time, I'll go ahead, and I'll turn it back over to PCG to provide some additional details.

SUBMITTING THE LOI THROUGH GRANTSCONNECT™ (SLIDES 18 – 26)

Brittani Trujillo: Thank you, Shawntel. So, let's go into a little of the grant assistance. If you have questions on the grant, there is the program web page, we can put that link into the chat. I think Peter's helping to monitor that.

Submitting Questions about the Grant – Slides 17 and 18

We have a phone line dedicated for this project as well: 866-535-8669. And a dedicated e-mail inbox which is CDA_bridgetorecovery@pcgus.com. We'll make sure all of those are in the chat so you'll have easy access to that.

What is the Letter of Intent? – Slide 20

Let's talk a little bit now about submitting the Letter of Intent through GrantsConnect™. I've been looking at the chat, I know a lot of questions have come in on that. So, let's walk through that a little bit here.

So as a reminder, you've heard Shawntel say, and we'll say again, anyone who I interested in applying for the grant must submit a Letter of Intent by 5:00 PM Pacific Time on May 15, 2023. That is next Monday. They have to be submitted through

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GrantsConnect™. And I'll reiterate that you have to click submit once you've answered all of the questions. You have to click submit. We know that sometimes you can save and it remains in draft form. You have to click that submit button in order for it to go through and be counted.

The Letter of Intent is part of the actual application process to express your interest in the grant. Within the letter, we're collecting information about your organization, how you intend to use the funding.

And one Letter of Intent can cover multiple sites or locations. So we know that there are a lot of entities that operate multiple ADPs for example, or a DHCS. You will submit one Letter of Intent to cover all of them.

The information that we get from the Letter of Intent will help the Department of Aging identify the number of potential applicants and then set that maximum award amount per awardee.

So, we need the total number of Letters of Intent to identify the potential applicants to then set the maximum amount of funding that you can request with your application.

Signing Up for GrantsConnect™ - Slides 21 through 23

The next piece in submitting your Letter of Intent is you have to sign up for GrantsConnect™. We're requiring everyone to sign up for a GrantsConnect™ account to complete the Letter of Intent and apply. When you have the link, you'll want to start by clicking on the sign-up option, which is in the top right corner. You can see the arrow pointing out with the right around it. Start there, click sign up.

After you enter your information—your e-mail password, some basics like your name—you'll receive a confirmation e-mail to whatever e-mail address he used with your activation link for GrantsConnect™. That registration link does expire after one hour so if you're going to sign up, at least finish the process. Otherwise, that link does expire. If you don't see the e-mail, make sure you check your Spam or Other folder. Depending on what e-mail platform you're using there's different folders this can go to. So just check those other folders to make sure it didn't get sent there.

If you didn't receive it and it doesn't exist anywhere, on that sign-in page at the bottom you can select "Resend account verification e-mail" and you'll get another e-mail with the verification link.

Starting Your Letter of Intent – Slide 24

After you verify your e-mail, you can then start the Letter of Intent. You'll want to click the "Start new application" button which is on your bottom right of this page. Click that. And then you'll be able to go in to access the Letter of Intent and start that process to fill it out.

Accessing GrantsConnect™ Support – Slide 25

There's also support offered through GrantsConnect™ itself, that you could access at the bottom right of your screen on the sign-in page. You'll click the question mark next to your name in the top right corner of that screen. Again, you can see it's highlighted in red here. And that's specific to the system and platform itself. That does not provide any assistance on the application requirements or the Letter of Intent requirements.

Excuse me, Shawntel, I think this next slide is for you, although I'm happy to cover it if you would like me to cover the slide.

The Application – Slide 26

Shawntel Bush: No problem. Thank you, Brittani. So as a reminder, the application opens on May 16, 2023, and it will close on July 17, 2023. You will have 60 days to complete your Request for Applications. That will give you enough time to review the Request for Applications and then come to our next webinar on May 23 with any questions that we will happily answer in order to assist you with completing and submitting your best submission for this grant funding opportunity.

Again, the grant applications will be submitted through GrantsConnect™, which is the same platform that you have used to complete your Letter of Intent. So, in order to be able to compete for the funding by submitting a grant application, you must first have submitted a Letter of Intent by May 15, which as a reminder is Monday. The Letter of Intent is a very short process Brittani just went over and we really are utilizing that information to help set the ceiling on the funding amount that centers may be interested in requesting through their application.

But we do have this information on our page, so please register for the next webinar on May 23, which will be 2:00 to 3:30 PM and it will also be done through the Teams platform.

Now we can open it up for any questions and you also can provide your questions in the chat.