Welcome!

California Department of AGING

We will start soon.

A few reminders:

- There will be time at the end to ask questions.
- Please stay muted during the webinar and enter any feedback in the Chat box.
- A copy of the presentation will be posted on the grant webpage.

Bridge to Recovery Grant: Application Guidelines

May 23, 2023

PCG's Role in the Process

- [Public Consulting Group LLC](#) (PCG) is a public sector consulting firm that works with health, education, and human services agencies
- CDA has contracted with PCG to provide Fiscal Intermediary services
  - PCG will help design the overall grant Program, evaluate applications, disburse awarded funds, and manage reporting
  - PCG will also provide technical assistance to applicants throughout the application, award, and payment process

Opening Remarks from California Department of Aging

Details of the Bridge to Recovery Grant

Program Overview

- New $55.84 million grant program administered by the CDA
- Supports in-center congregate services for at-risk older adults and people with disabilities
- Eligible Providers can request up to **$100,619** in one-time funding to address infection prevention and to address workforce shortages among licensed Adult Day Health Care (ADHC) centers, licensed Adult Day Programs (ADP), and Program of All Inclusive Care for the Elderly (PACE) sites
  - Projects should help providers of in-center congregate services provide a safe, healthy, and person-centered environment for older adults and people with disabilities
- Eligible Providers can spend funds on allowable expenses for facilities and staffing improvements necessary to provide in-center services

Important Dates and Deadlines

Activity	Date
Deadline to Submit Letters of Intent	May 15, 2023 by 5:00 p.m. PT (closed)
Application Opens	May 16, 2023
Grant Application Technical Assistance Webinar	May 23, 2023
Deadline to Submit Written Questions	May 31, 2023 by 5:00 p.m. PT
Addendum (Questions and Answers) to RFA Posted to CDA Webpage	June 7, 2023
Deadline to Submit Applications	July 17, 2023 by 11:59 p.m. PT
Award Notifications Sent	October 2023 (anticipated)
All funds must be expended	March 31, 2026

Minimum Eligibility

- All qualified applicants **must**:
  - Have completed and submitted a Letter of Intent (LOI) by 5:00 p.m. by May 15, 2023 that identified each site that needs funding
  - Complete and submit an application per site that needs funding as identified in the LOI by 11:59 p.m. PT on or before July 17, 2023
    - Applications must be submitted through GrantsConnect™
    - Application link: https://apply.yourcausegrants.com/apply/programs/6a854d07-d551-4790-816e-6da2bbbf9089
  - Be licensed and in good standing in California

Funding Parameters

- Grantees will receive funding on a reimbursement basis
  - Grantees can only be reimbursed for eligible and allowable project costs
- Grantees need to submit the following to receive funds:
  - An approved invoice
  - Supporting documentation to justify the expenses in the invoice (e.g., invoices, receipts, payroll reports, contracts, etc.)
- Grantees can submit invoices throughout the program period according to their project plan and timeline
  - Final invoices must be submitted by March 31, 2026
  - Failure to submit timely invoices could result in the loss of payment(s) to the grantee

Eligible Activities

- Providers can spend funds on facilities and staffing improvements necessary to provide in-center services

- Funding may be used for a new project or to supplement an existing one

- Applicants may not use grant funding to supplant existing funds received via Medicaid, insurance, other grants, or other funding sources

Facilities Improvements

- Applicants can use grant funds to invest in needed infection prevention measures in their facilities
- This includes, but is not limited to the following projects:

Building ventilation: adding or improving ventilation systems to meet Centers for Disease Control and Prevention (CDC) standards

Air flow and filtration: repairing or installing air filters to meet Centers for Disease Control and Prevention (CDC) standards

Modifying usable space: repurposing outdoor areas to expand safe, useable program space or modifying indoor spaces to promote health and safety while encouraging participant engagement

Sanitation and infection control: increasing sanitation and infection control measures

Vehicle modifications and/or preservation: modifying existing vehicles used to transport participants and/or installing surveillance equipment

Telehealth: improving participant access to telehealth services

Staffing Enhancements

- Applicants can use grant funds to stabilize their workforce and comply with mandated staffing ratios
- That includes, but is not limited to the following projects:

Staff recruitment and retention: costs associated with posting jobs and sign-on or retention bonuses

Temporary workers: salaries for temporary workers when there is a vacancy or absence in key required positions, such as nurses, social workers, therapists, or transportation drivers, in order to comply with regulations and staffing ratios

Wage differentials: providing raises for direct support staff to ensure equity among similar roles and skillsets. Final wages from salary increases should comport with or be comparable to local labor laws, standards, and prevailing wages.

Staff training: providing training in infection prevention and control, health, and safety.

Ineligible Expenses

• Purchasing or leasing vehicles	• Installing broadband/internet service or mobile hotspots
• Purchasing furniture	• Paying monthly broadband/internet fees
• Purchasing appliances	• Building/purchasing telehealth applications or platforms
• Purchasing laptops, tablets, cell phones, or any mobile device	• Paying monthly telehealth application/platform fees
• Increasing wages for executive leadership/staff	• Training staff or participants to use telehealth applications/platforms
• Providing bonuses for executive leadership/staff	

Submitting Questions about the Grant

- All questions on the Bridge to Recovery grant must be submitted via email by May 31, 2023 at 5 p.m. PT
  - Email questions to: CDA_BridgeToRecovery@pcgus.com
- Questions will **not** be responded to individually
- Instead, Questions and Answers will be posted on the grant webpage on June 7, 2023
  - https://aging.ca.gov/Providers_and_Partners/Grant_Opportunities/Bridge_to_Recovery_for_Adult_Day_Services/
  - Q & A will be posted as an addendum to the RFA

Grant Assistance

- If you have any questions on the Bridge to Recovery grant, application process, qualifications, or guidelines, visit or call:

Program Web Page

866-535-8669

CDA_BridgeToRecovery@pcgus.com

Submitting the Application through GrantsConnect™

Accessing GrantsConnect™ Support

- You can access support on GrantsConnect™:
  - At the bottom-right of the "Sign in" page
  - *After you sign in:*
    Click the question mark next to your name in the top-right corner of the screen

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

Password*

☐ Remember me

Need help signing in?   Sign in

Resend account verification email...   Forgot your password?

Need assistance?   ⓘ Help Center   ✉ Email   💬 Live chat

📄 My Applications   ⑦ Test Agent Name ⌄

Starting a New Application

California Department of AGING
CDA Bridge to Recovery Application
Accepting applications until Jul 17, 2023 11:59 PM

View all my applications   ✏ Start new application
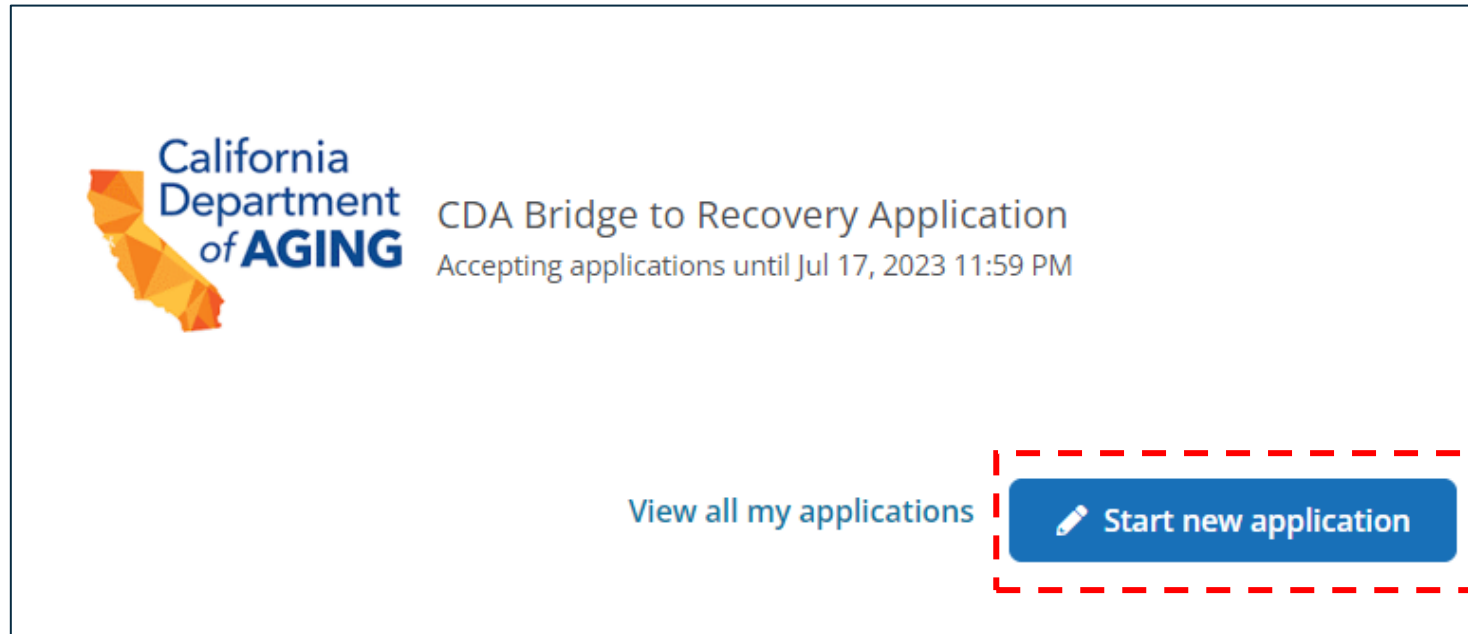
- To start a new application, select "Start new application" on the welcome page
- **Return to the link on this slide or on the grant webpage** each time you start an application for a new site:
  - https://apply.yourcausegrants.com/apply/programs/6a854d07-d551-4790-816e-6da2bbbf9089

Application Sections

Applicant Questions

- Basic information about your organization including:
  - Your mission statement
  - Current programs
  - Average number of participants
- Chance to update information in your Letter of Intent (LOI)

Project Description

- General overview of project, including:
  - Needs it addresses
  - Key milestones/deliverables
  - Key personnel
  - Potential barriers
  - Sustainability plan and timeline
- Project Objectives and Work Plan

Application Sections: Budget Requests

- Provide costs, descriptions, and justifications for the budget categories you select from the following:

    A. Salaries and Wages   E. Equipment

    B. Fringe Benefits   F. Contractual

    C. Travel   G. Other

    D. Supplies   H. Indirect

- Select all categories relevant to your project
- The related sections of the application will appear based on which categories you select

Indirect Costs

- Any costs that are incurred for common or joint objectives that cannot be readily identified with an individual project activity
- Indirect costs generally include:
  - Facilities operation and maintenance costs (e.g., rent, internet, electric, gas, etc.)
  - Depreciation
  - Administrative expenses
- Indirect costs cannot exceed 10% of the total combined costs for your other budget categories

Application Sections (Cont.)

Attachments
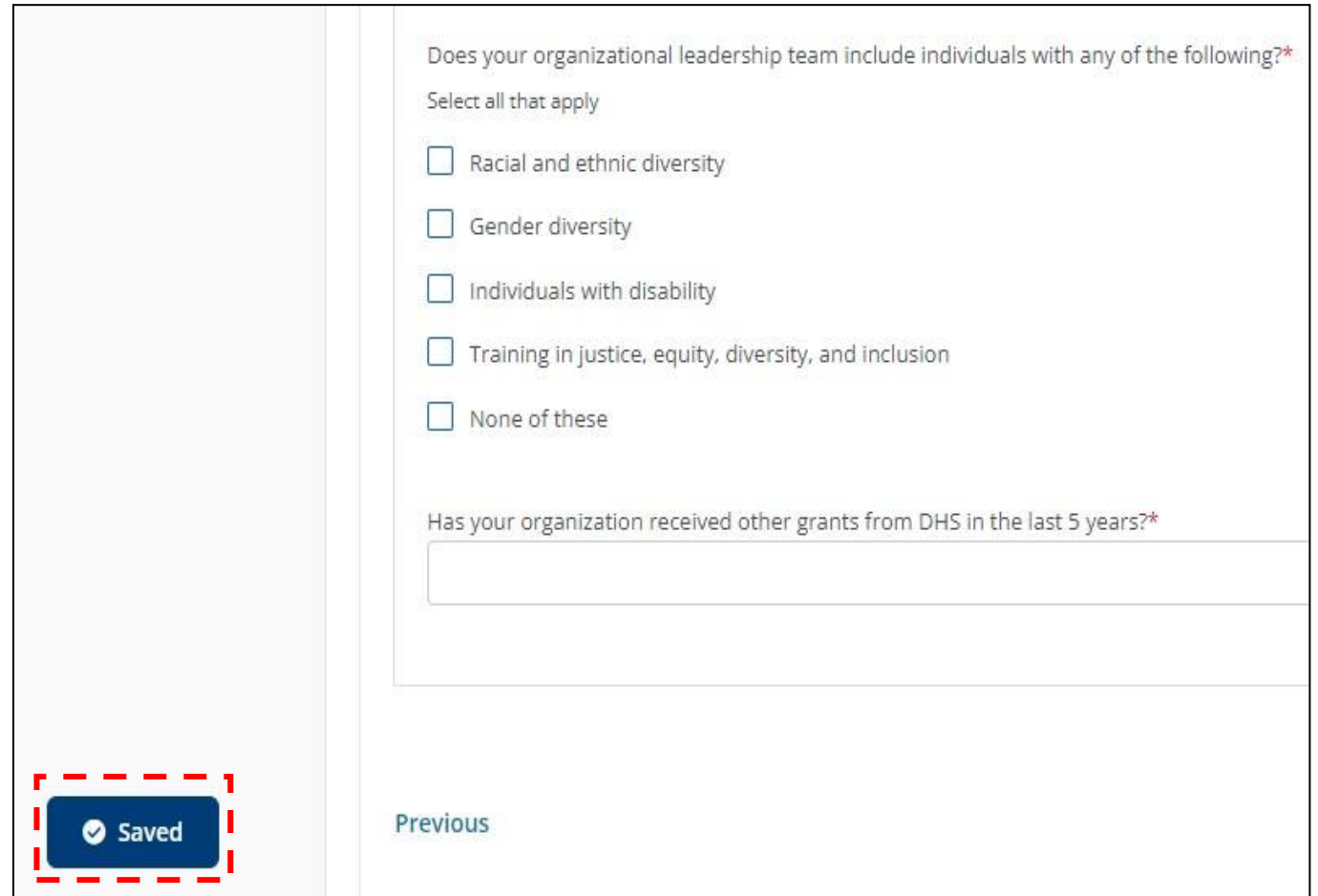
- Any required or supplemental documents to bolster your application, for example:
  - Cost estimates
  - Leases or titles for buildings
  - Detailed budgets
- List of all documents and your reason for including them

Attestation

- Conditions you are required to follow, if you are awarded a grant
- You must agree to all of them to submit your application

Saving an Application

- Your application will auto-save while in progress
- If you leave, the auto-saved information will display when you return

Does your organizational leadership team include individuals with any of the following?*
Select all that apply
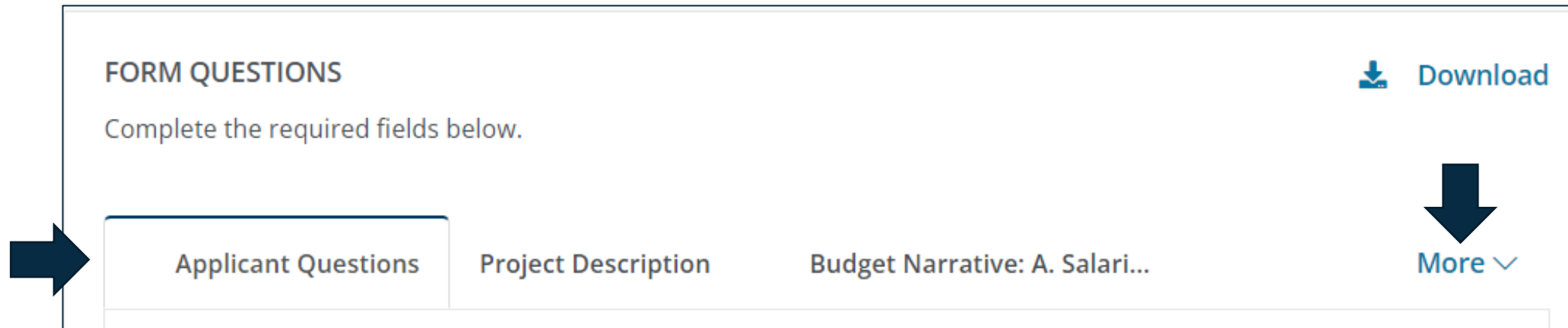
☐ Racial and ethnic diversity

☐ Gender diversity

☐ Individuals with disability

☐ Training in justice, equity, diversity, and inclusion

☐ None of these

Has your organization received other grants from DHS in the last 5 years?*

✓ Saved

Previous

Navigating the Application

- You can jump between sections using the top-line navigation bar
- Click "More" to see any sections cut off by your browser window

Downloading the Application

FORM QUESTIONS
Complete the required fields below.

Download
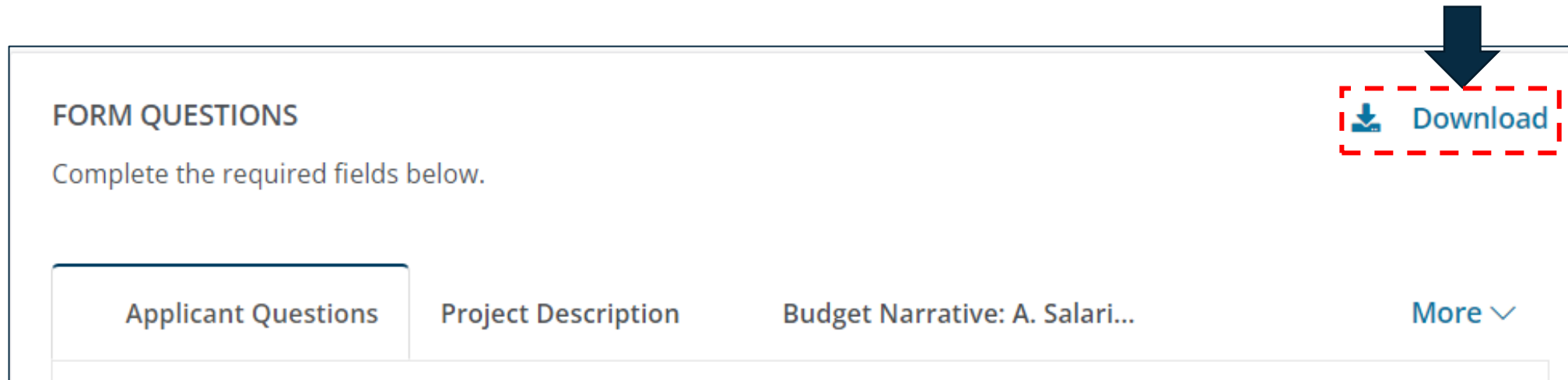
Applicant Questions | Project Description | Budget Narrative: A. Salari... | More ∨

- You can also download the application for use offline using the download button in the top-right corner
- You __must__ submit your application through GrantsConnect™, not a downloaded version

Entering Your LOI Application ID

- The Applicant Questions section includes space to enter your Letter of Intent Application ID (bottom)
- You can find your ID in your LOI confirmation email (right)
  - And on the "My Application" page in GrantsConnect™, if you're using the same username

You have successfully submitted your application for the following program:

PCG California -CDA / California CDA Letter of Intent

Application ID: 888888
Form Submitted: CA Aging Letter of Intent

Sincerely,
GrantsConnect Support

Go to GrantsConnect

Name of Organization Applying for Funds*

Applicable License ID/Number*

Project Name*

Total Grant Funds Requested*

$ USD

Name of Primary Contact Entity listed on Letter of Intent*

Letter of Intent Application ID received in confirmation email*

Updating Information from your LOI

- The Applicant Questions section also include space to update information from your LOI
- Select Yes, then enter your list of changes

Question Types

- The application includes several types of questions:
  - Fill in the blank
  - Multiple choice
  - Drop down
  - Short answer
  - Table entry
- The next slides will discuss the interfaces for short answer and table entry questions

Short Answer Questions

Describe your organization. Include when it was founded, its mission statement, its service area(s), and its programs. *

Here is where you will submit information about your organization.

Window Controls

10 words

250 Word maximum ← Maximum Word Count

Current Word Count

- Short answer questions list the maximum word count and your current word count
- You can make the entry window larger or smaller using the controls in the bottom-right corner of the window

Budget Tables

California Department of AGING

Add rows to the table
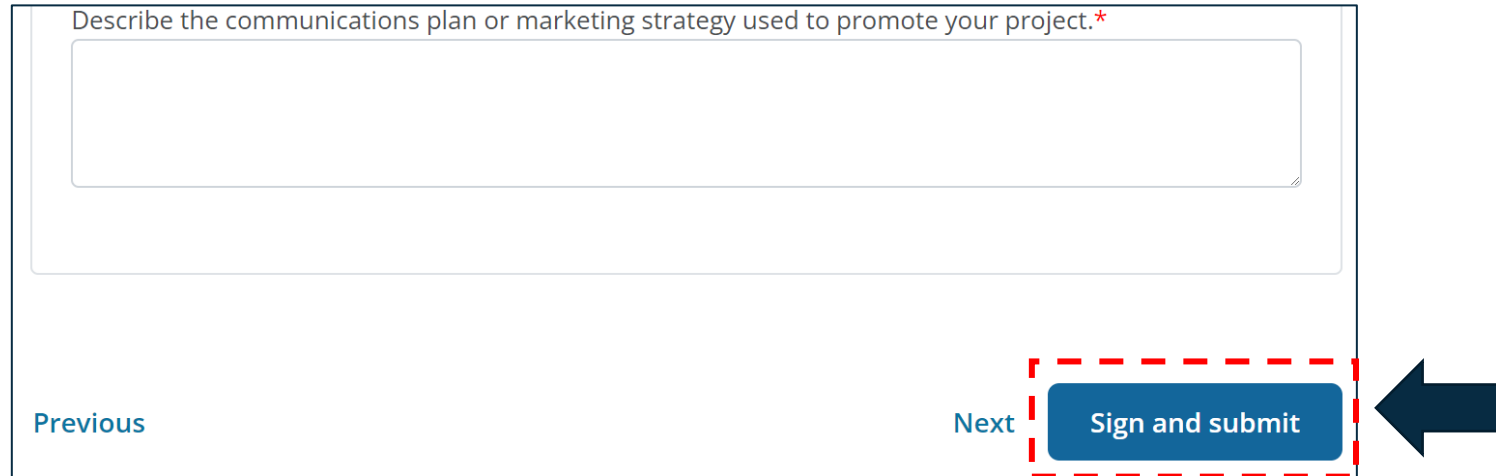
Item Type	Cost per Unit		Number of Units	Funds Requested	
Supplies: Item type 1*	Supplies: Cost per Unit 1*		Supplies: Number of Units 1*	Supplies: Funds Request 1*	
Item 1	$ 5.00	USD	20	$ 100.00	USD
Supplies: Item type 2*	Supplies: Cost per Unit 2*		Supplies: Number of Units 2*	Supplies: Funds Request 2*	
Item 2	$ 10.00	USD	30	$ 300.00	USD

Value will auto populate

Supplies Subtotal
$ 400.00   USD

- You can add more rows to your budget tables by adjusting the field at the top
- Your subtotal will auto populate based on Funds Requested

- When you're finished, click "Sign and submit" in the bottom right corner of the Attestation section

- You will be taken to a screen to type, upload, or draw your signature
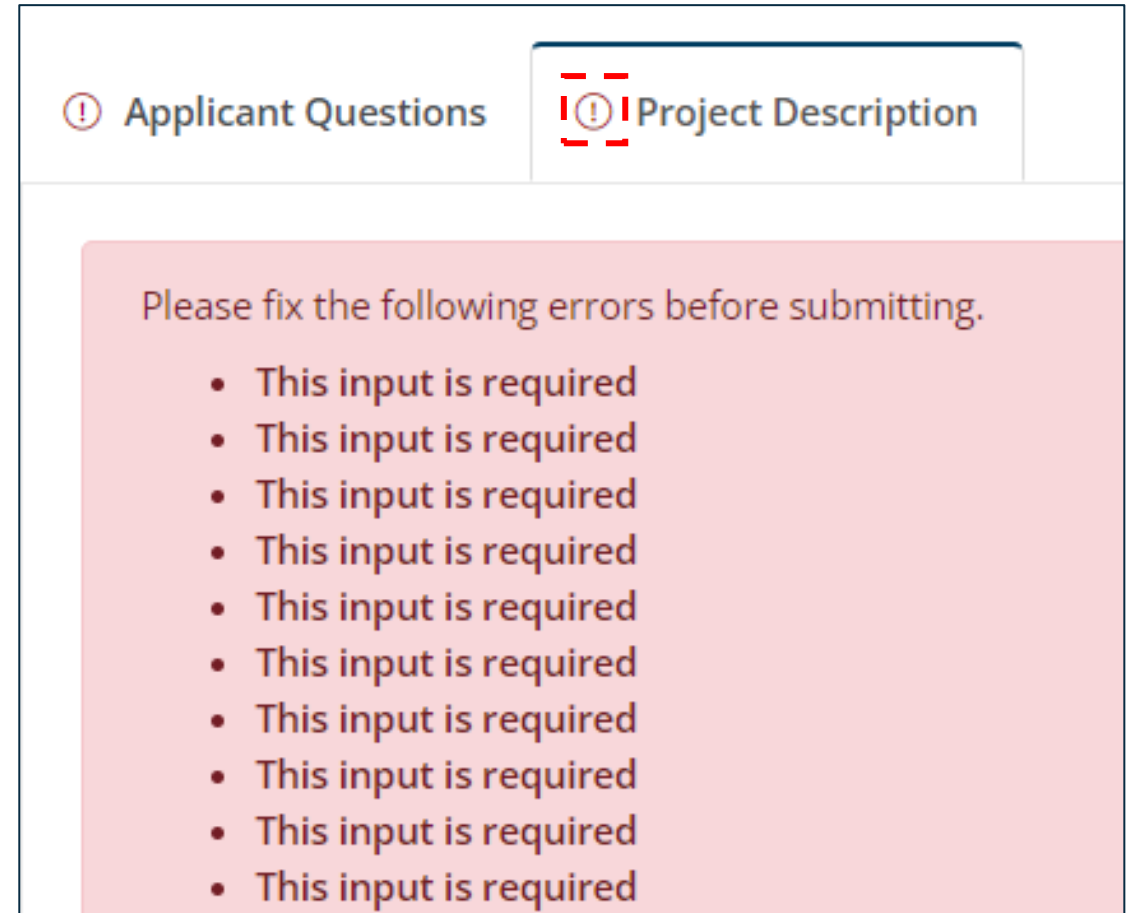- Then Click "Sign and submit" again to submit your application
  - You will receive a confirmation email

Error Messages

- A red exclamation point will appear beside any section with errors
  - A list of errors will appear at the top of that section
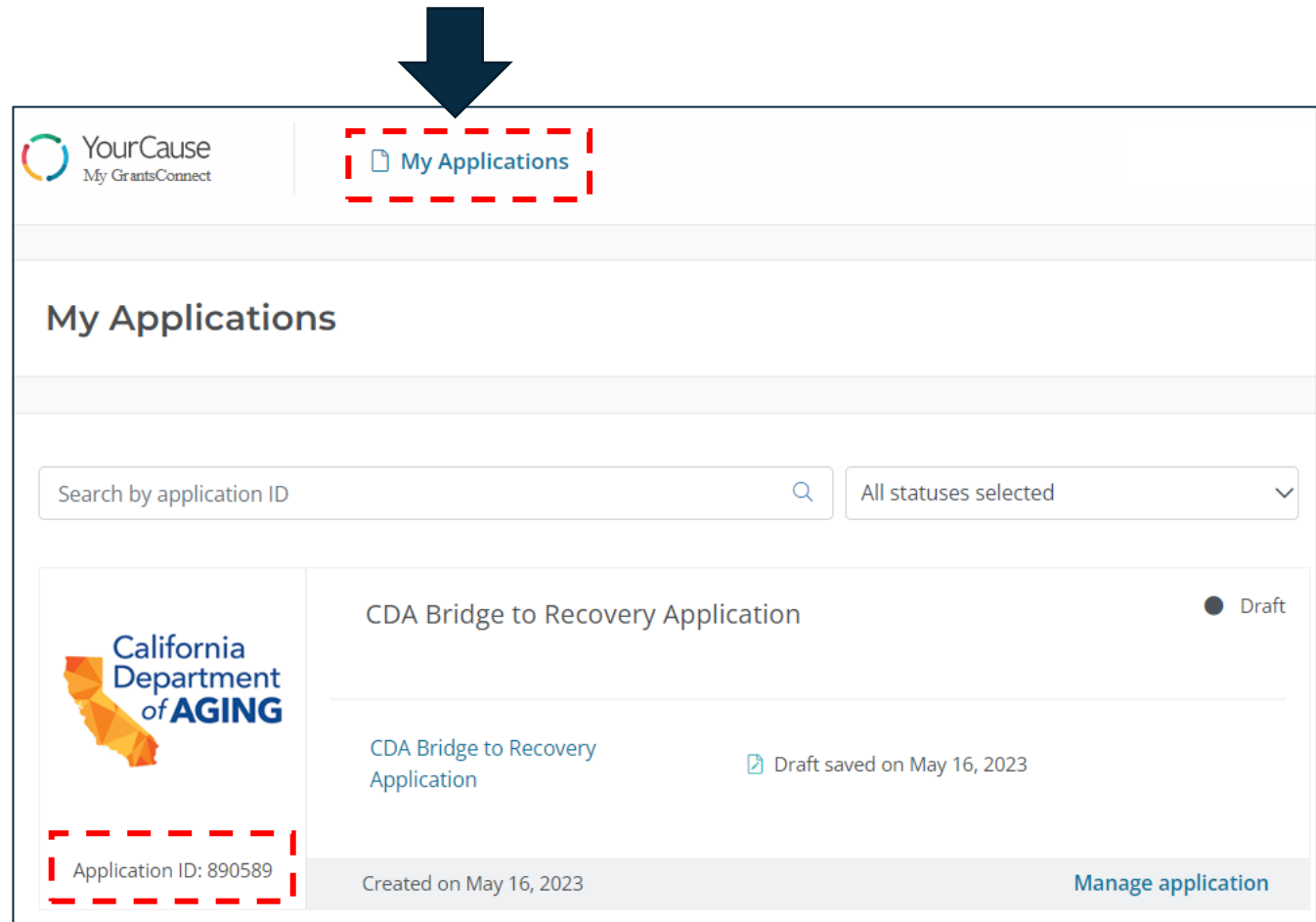- Correct any errors before you submit

⚠ Applicant Questions   ⚠ Project Description

Please fix the following errors before submitting.

- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required

Viewing Your Applications

- You can view all your applications in the "My Applications" page
- From there, you can:
    - Edit any unsubmitted applications
    - Check the status of submitted applications
    - Complete any requested revisions
    - See Application IDs for any application/LOI submitted through this username

- A quick view of your application's status is shown in "My Applications"

- Statuses include:
  - **Draft**: the application has been saved but not submitted
  - **Awaiting Review**: the application has been submitted, and it has not yet been reviewed
  - **In Progress**: the review process is in progress
  - **On Hold**: a reviewer has requested a revision
  - **Approved**: the application has been approved
  - **Declined**: the application has been denied

Scoring Categories and Criteria

Scoring Criteria

- **Applicants must have submitted an LOI for their application to be reviewed and scored**
- Reviewers will score applications in three main categories:
  - Minimum Eligibility will be scored as pass or fail
  - Project description and narrative will be scored on a scale of 0–4 points
  - Budget and cost proposal will be scored on a scale of 0–4 points
- There are a maximum of 44 points available for the Project Description and Budget Narrative sections
  - No item or question holds more/less weight

Scoring Guidelines

Points	Interpretation	General Basis for Point Assignment
0	Ineligible	None of the elements are addressed; none of the documents and required information is present.
1	Insufficient	Some elements are not addressed, and those addressed do not contain necessary detail. Some documentation and required information are missing or deficient. Weaknesses will likely have significant effect on project.
2	Minimal	Elements are addressed, although some do not contain necessary detail and/or support. Most documentation and required information is present and acceptable. Weaknesses will likely have moderate effect on project.
3	Satisfactory	Elements are clearly addressed with necessary detail and adequate support. Most documentation and required information is specific and sufficient. Weaknesses will likely have minor effect on project.
4	Excellent	All elements are clearly addressed, well-conceived, thoroughly developed, and well supported. Documentation and required information are specific and comprehensive. Weaknesses identified will likely have no effect on project.

Scoring Levels and Funding

Ranking	Score	Description
High	31-44	High scoring applications will be promoted to the next step of the review process. Recommended for full funding.
Moderate	12-30	Moderate scoring applications will be promoted to the next step of the review process. Recommended for partial funding.
Low	0-11	Low scoring applications will be denied. Not recommended for funding.

Minimum Eligibility

Item to Review	Pass	Fail
Eligible, licensed facility(ies) • Does the facility have a license in good standing?		
Did the applicant identify one of the following categories: • Infection prevention and mitigation such as air filtration and ventilation needs • Workforce shortages and wage differentials • Broader needs related to infection control including, but not limited to, access to care (telehealth), staffing, retention, equipment, staff training, and vehicle modifications		

Project Description and Narrative

California Department of AGING

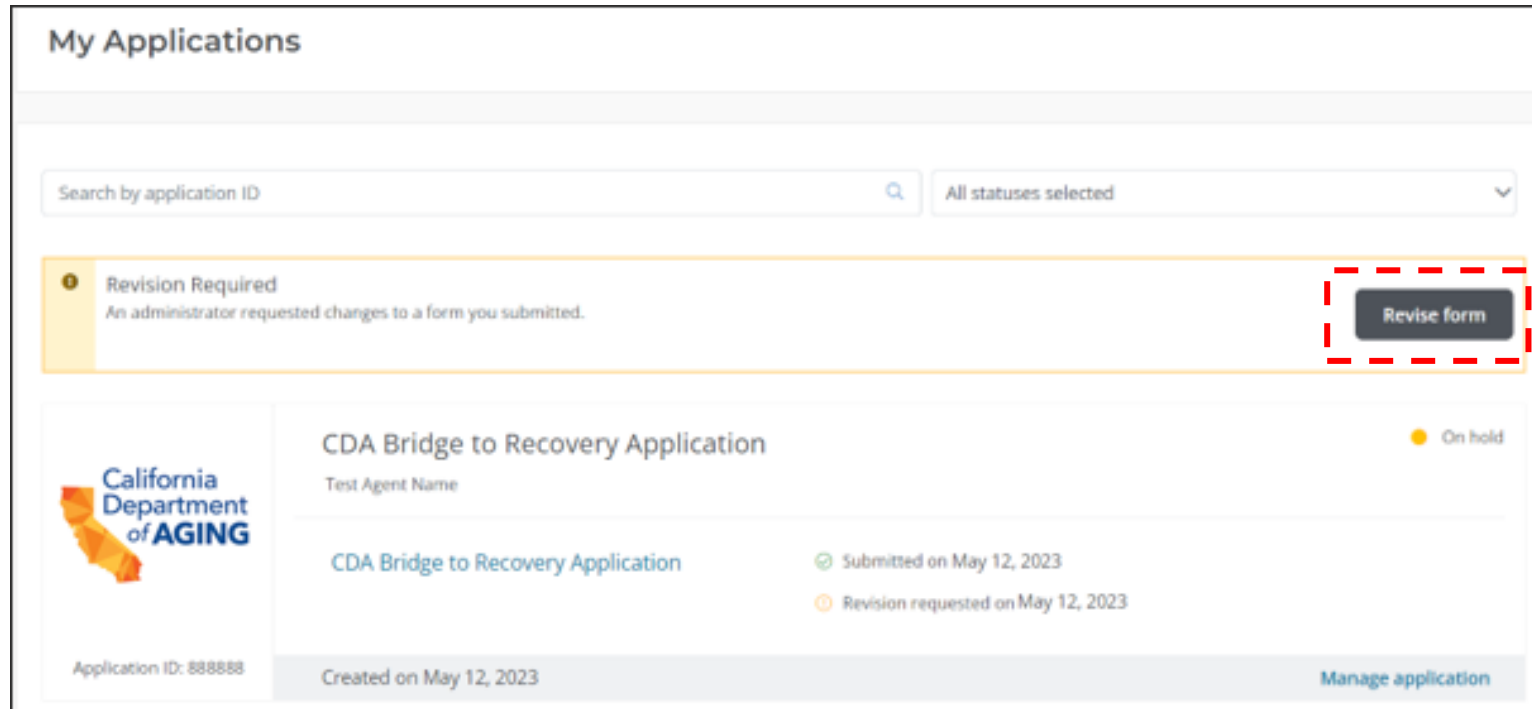| Question	Available Points
1. Overall project description	4
2. What issue or need is the project addressing?	4
3. How does the project leverage the structure currently in place to provide services?	4
4. Who are the key personnel that will be involved and what will their role be in this project? Include name, title, and description of role.	4
5. What preparation if any has the applicant done to date?	4
6. What are the potential barriers to success and alternative plans to ensure project success?	4
7. Has the applicant received other grants or funds to support the goals of the Bridge to Recovery grant program? If yes, who provided the funds and for what purpose? Are these funds being used to supplement other funds?	4
8. Were any changes made to the Letter of Intent? If so, what?	N/A
TOTAL	28

Budget and Cost Narrative

Question	Available Points
Reasonableness of funding amount	4
Reasonableness of project timeline	4
How will the project be sustained once grant dollars have been exhausted?	4
Does the budget align with the activities in the Project Description and Narrative, Including the Project Objectives and Work Plan?	4
TOTAL	16

California Department of AGING

- A reviewer may request revisions to your application to:
  o Ensure the information in your application matches the LOI or what the CDA has on file
  o Ensure you agree to the attestations
  o Give you an opportunity to clarify points of issue
- Your application status will show as "On Hold"
- You will also receive an automated email that will advise you of requested revisions

- From the "My Applications" page, select "Revise Form" at the top to make any necessary revisions and resubmit

Grant Assistance

- If you have any questions on the grant:

Program Web Page

866-535-8669

CDA_BridgeToRecovery@pcgus.com

Questions?

Procedure for Q&A

- We will do our best to answer as many questions as possible
- Please raise your hand if you have a question
  - You will have the option to unmute after we call on you
- You can also add your question to the FAQ section and we will read it out
- All questions asked will be saved and used for the development of future support materials