



CALIFORNIA DEPARTMENT OF AGING

**2880 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833**

REQUEST FOR APPLICATIONS

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

ISSUE DATE: MAY 16, 2023

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I. AUTHORITY

This Request for Application (RFA) is issued pursuant to state General Funds allocated to the California Department of Aging (CDA) to ensure licensed Adult Day Health Care (ADHC) centers, Adult Day Programs (ADPs), and Program of All-Inclusive Care for the Elderly (PACE) sites combat senior isolation and improve the health, safety, and well-being of vulnerable at-risk older adults and people with disabilities through safe access to in-center congregate services.

II. INTRODUCTION

The CDA is pleased to announce that funding in the approximate total amount of \$55.84 million statewide will be available to licensed ADHC centers, licensed ADPs, and PACE sites that provide in-center services. Funding is available to facilities to address infection prevention and mitigation such as air filtration and ventilation needs, Workforce shortages and wage differentials, and broader needs related to infection control including, but not limited to, access to care (telehealth), staffing, retention, training, equipment, and vehicle modifications.

The COVID-19 Public Health Emergency (PHE) has heightened awareness of the essential need for Community-Based Adult Services (CBAS), Adult Day, and PACE. Given that nursing facilities and group residential settings have been at very high risk for infection and deaths, we must sustain and strengthen our community-based adult day services infrastructure to serve people safely today and into the future.

In response to the COVID-19 PHE, since March 2020 state and federal regulators have granted ADHC centers (licensed by the CA Department of Public Health and certified as CBAS by the CDA), ADPs (licensed by the CA Department of Social Services), and PACE sites (eligible at the nursing home level of care by the Department of Health Care Services) the flexibility to provide a combination of remote and limited in-person services to participants.

While facilities have used these approved emergency flexibilities to provide necessary alternative services and needed support to caregivers, infection control requirements like social distancing and staff shortages have limited access to in-center, “hands-on” support.

To help address access issues, the CDA is funding awards through a reimbursement-based method in Fiscal Year 2023-2024 with the expectation that all funds are expended by March 31, 2026.

An eligible, licensed facility must submit a separate application for each eligible site that it intends to apply for funding for. If your organization has multiple sites and each site has a different tax ID and you intend to apply for funding for multiple sites, you may apply for up to the maximum funding amount for each site. However, you should not submit an application for any site that does not

meet the specified needs and purpose of the grant funds. Each site that you apply on behalf of must have its own individual license to operate as an ADHC/CBAS, ADP, or PACE site.

If you have multiple sites with the same tax ID, and you intend to apply for funding for each site, you must complete a separate application for each site that has funding needs, and you may apply for up to the maximum funding amount for each site.

A. Fiscal Intermediary

The CDA-contracted Fiscal Intermediary – Public Consulting Group LLC (PCG) – will support the administration and management of the Bridge to Recovery Grant program. The Program requires CDA in conjunction with PCG to administer the grant program and award grants for qualified entities for infection prevention and control and to address workforce shortages. PCG is working with CDA to design the overall grant program, evaluate applications from interested parties, provide recommendations to CDA regarding awarding of funds, and manage reporting processes. In addition, PCG is partnering with CDA to serve as the fiscal administrator and monitor the appropriate use of grantee funds through reporting tools and processes.

III. PURPOSE OF THIS RFA

The purpose of this grant is to combat senior isolation and to improve the health, safety, and well-being of vulnerable seniors and individuals with disabilities through safe access to vital services in licensed ADHC centers, ADPs, and PACE sites. This program will provide one-time COVID-19 mitigation and resilience grant funding to continue to help licensed ADHC/CBAS centers, ADPs, and PACE sites create safe and healthy person-centered environments.

A. Facilities

Centers need to adopt more aggressive infection mitigation measures as COVID-19 remains an ongoing threat to vulnerable older adults and people with disabilities. The unbudgeted cost of responding to the pandemic has added to the financial stress of many centers, making it challenging to invest in needed mitigation measures such as: adding or improving ventilation systems and physical spaces to meet recommended Centers for Disease Control and Prevention (CDC) standards; repurposing outdoor areas to expand safe, useable program areas; or modifying indoor spaces to promote health and safety, while encouraging participant engagement.

B. Staffing

Centers are experiencing severe workforce shortages due to the fierce competition for core staff such as Registered Nurses (RNs) and social workers, without whom

the centers cannot legally operate. Licensed ADHC centers must comply with a staffing pattern like nursing homes, but with reimbursement of only \$76 per day. Centers must have an RN on duty for 4 hours per day, at minimum, and a contract nurse can cost upwards of \$80 per hour. Higher than normal turnover rates, and the unbudgeted cost of recruiting new staff and filling vacancies in required positions like physical therapists or social workers with temporary workers, have added to the high cost of doing business.

IV. DESCRIPTION OF GRANT PROGRAM FUNDING

Prior to applying for funding, all potential applicants must have submitted a Letter of Intent (LOI) by the deadline of May 15, 2023, 5:00 p.m. Pacific Time (PT) that identifies each individual site that needs funding. Each site must have its own individual license to operate as an ADHC/CBAS, ADP, or PACE site.

A funding cap will be established based upon the total number of LOI's received, but funding will be determined for each grantee based upon their application submitted and requested amount. Each applicant will be eligible for the same maximum funding amount of \$100,619. Facilities may apply for funds for one or multiple eligible purposes and for one or multiple sites (if applicable).

The Bridge to Recovery grant is designed to help providers of in-center congregate services provide a safe, healthy, and person-centered environment for older adults and people with disabilities. Providers are required to spend funds on facilities and staffing improvements to support that goal.

Facilities must use funding to meet the goals of the grant program related to infection prevention and control, workforce shortages, and other programmatic improvements. Funding cannot be used to supplant existing funds received from other sources. Funding may be used for a new project or to supplement an existing project.

V. SERVICES TO BE PROVIDED FOR EACH GRANT

To apply, applicants must complete and submit an application through GrantsConnect™.

All information requested on the application must be supplied. If any question is not applicable to an applicant's proposal, the applicant must indicate that it is not applicable.

Each application must include, at a minimum, the following information provided in the form, format, and manner requested through the application. The information that must be provided includes:

- Description of your organization, including when it was founded, its mission statement, and its programs.

- Indication if funds are being used from other sources to supplement this project. Must include who provided the funds and for what purpose.
- Additional information about your organization that you want the grant review team to know.
- Current average number of participants you serve on a monthly basis and your current license capacity. For CBAS centers, provide the average monthly enrollment over 12 months using Monthly Statistical Summary Report (MSSR) data from April 1, 2022, through March 31, 2023. For ADPs and PACE sites provide the average monthly enrollment/participants served over 12 months from April 1, 2022, through March 31, 2023.
- General overview of your proposed project(s).
- What issue(s) or need(s) your project is addressing.
- Description of how the project addresses the goals of the Bridge to Recovery grant as outlined in this RFA.
- Project key milestones and deliverables.
- Selection of which eligible expense(s) you are requesting funding for (see Eligible Expenses below).
- Description of how your project will leverage and build upon the structure currently in place to provide services.
- Key personnel involved in implementing the project, including their name, title, and description of role.
- Description of any preparation you have made to date.
- Description of potential barriers to project success and alternative plans to ensure success.
- Description of how your organization will sustain the project once grant dollars are exhausted (if applicable).
- Overview of the project timeline, including total project duration in months.
- Specification of target outcome goals.
- Project work plan.
- Project budget and narrative.
- Required attachments based on reason(s) for funding request.
- Signature and attestation.

Applications must address infection prevention and control, workforce shortages, or other programmatic improvements.

A blank application is attached to this RFA for reference.

A. Eligible Expenses

The allowable expenses to meet the goals of the grant are as follows:

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

- Air flow and filtration: repairing or installing air filters to meet recommended 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.
- Staff recruitment and retention: costs associated with posting jobs and sign-on bonuses, retention bonuses.
- Temporary workers: salary 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 skill sets. Funding is only for the difference between the previous wage and the new wage. Final wages from salary increases should comport with or be comparable to local labor laws, standards, and prevailing wages.
- Vehicle modifications and/or preservation: modifying existing vehicles used in the transportation of participants and/or installing surveillance equipment.
- Telehealth: improving participant access to telehealth services.
- Staff training: providing training in infection prevention and control, health, and safety.

B. Ineligible Expenses

Bridge to Recovery grant funds cannot be used for items or expenses paid for by other means, including Medicaid, insurance, other grants, or other funding sources. Ineligible expenses include, but are not limited to:

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

C. Indirect Costs

Indirect costs are any costs that are incurred for common or joint objectives that cannot be readily identified with an individual project, program, or organization activity. These costs generally include facilities operation and maintenance costs (such as rent, internet, electric, gas, etc.), depreciation, and administrative expenses. Indirect costs cannot exceed 10% of the total of Salaries and Wages, Fringe Benefits, Travel, Supplies, Equipment, Contractual, and Other Costs included in the Budget Narrative.

VI. REPORTING REQUIREMENTS

A. Quarterly Reporting

Applicants, if awarded, are required to report information in a timely manner. This includes quarterly data reports and narrative/self-evaluation reports due to the CDA 45 days after the end of the previous quarter. Quarterly reporting begins after the CDA has received and approved the Standardized Grant Agreement (Grant Agreement) and other documents required in the Award Packets. Quarterly progress reports are expected to include activities that have been carried out under the terms of the grant and any required performance metrics. Grantees will be responsible for submitting quarterly progress reports through GrantsConnect™ through the life of the grant program. Quarterly reports may be submitted with an applicant's invoice for reimbursement, should the events align.

Report Cycle	Due Date
October–December	January 15
January–March	April 15
April–June	July 15
July–September	October 15

B. Supporting Documentation/Invoices

Grantees will submit their project supporting documentation **MONTHLY** through GrantsConnect™ by the last day of the month to be considered for the next month's disbursement batch. Any supporting documentation received after that time will be considered in the subsequent month's disbursement batch.

Grantee supporting documentation is subject to review and approval. Supporting documentation may include, but is not limited to, invoices, receipts, payroll reports, subcontractor contracts, and agreements. In addition, projects requiring the use of contractors (e.g., HVAC, vehicle modifications) must include 2-3 estimates for the

work with narrative justifying the chosen bid/contractor. The grantee shall be reimbursed only for eligible and allowable project costs. Failure to submit reports timely will delay the disbursement of funding.

Final supporting documentation must be submitted no later than March 31, 2026, to be eligible for reimbursement. Failure to submit final supporting documentation on time could result in a loss of final payment to the grantee.

VII. KEY ACTION DATES

The CDA will make every effort to adhere to the following schedule. If necessary, applicants will be notified of changes to the Key Action Dates in the form of an addendum that will be posted to the CDA website.

The following table lists key dates and deadlines for this grant:
All times are in Pacific Time.

Activity	Date (subject to change)
Letter of Intent opens	May 1, 2023
Proposer's Conference	May 9, 2023, 2:00 - 3:30 p.m.
Letter of Intent due	May 15, 2023, by 5:00 p.m.
RFA available to prospective applicants	May 16, 2023
Grant application Technical Assistance Webinar	May 23, 2023, 2:00 – 3:30 p.m.
Deadline to submit written questions	May 31, 2023, by 5:00 p.m.
Addendum (questions and answers) to RFA posted to the CDA website	June 7, 2023
Applications due	July 17, 2023
Award notifications sent	October 2023 (anticipated)
All funds must be expended	March 31, 2026

A. Submitting Questions

All questions regarding the RFA must be submitted in writing to CDA_BridgeToRecovery@pcgus.com. Questions must be submitted by the date and time listed above. Questions submitted will be answered in the addendum to the RFA published subsequent to the Proposer's Conference.

B. Proposer's Conference

A Proposer's Conference will be held to address questions submitted to the CDA and to provide additional clarity, if required. Attendees can also ask additional questions at this time. Attendance at the Proposer's Conference is highly encouraged but NOT mandatory.

All questions and answers discussed during the Proposer's Conference will be posted on the CDA website as an addendum to this RFA.

The Proposer's Conference took place through video conference:

Proposer's Conference

Date: May 9, 2023

Time: 2:00-3:30 PM PT

Microsoft Teams Registration: <https://events.teams.microsoft.com/event/d271cb4c-bd5b-44e6-9bc1-deea7ccaad1a@d9b110c3-4c25-4379-b97a-e248938cc17b>

Meeting ID: 245 111 657 108; Passcode: LUiE5T

Call-In Number: 1-866-619-5581; Phone Conference ID: 762 962 616#

If disability-related accommodation is required for your participation in the Proposer's Conference, please contact PCG at CDA_BridgetoRecovery@pcgus.com no less than 3 business days before the meeting. After that deadline, the CDA will make every effort to meet accessibility needs but cannot guarantee it will be able to do so.

C. Application Due

Applicants may only apply IF they submitted a LOI by 5:00 p.m. PT on May 15, 2023.

Applications are due via GrantsConnect™ no later than 11:59 p.m. PT on July 17, 2023. Applications received after this deadline will be disqualified. Paper or email submissions will not be accepted.

D. Application Evaluation

The screening and evaluation of applications will be performed by qualified, knowledgeable evaluation staff.

E. Notice of Award

A Notice of Award will be sent to grantees via GrantsConnect™ on or around October 1, 2023. The CDA via PCG will send the successful applicants a Grant Agreement for review and signature with a date by which to respond. If terms cannot be reached within the time specified, the CDA reserves the right to revoke the award.

VIII. GENERAL REQUIREMENTS AND INFORMATION

As a result of this RFA, the successful grantee is subject to the following:

- The conditions specified in this document
- The Grant Agreement
- State grant award requirements
- Applicable state and federal laws and regulations

Applicants selected for funding will be required to conform with all provisions.

The grant shall not become effective until a fully executed copy of the Grant Agreement, signed by the CDA and grantee, is given to the grantee by the CDA. Grantees may contact PCG for support in completing the Grant Agreement.

IX. FUNDING PARAMETERS AND REQUIREMENTS

Application scores will be considered in awarding funds based on the final score. The total maximum amount awarded will be for each approved application.

Funding is provided to grantees on a reimbursement basis. PCG will not disburse any funds without an approved invoice from the grantee and any supporting documentation necessary to justify the expenses within the invoice. Grantees can submit invoices through grant program period in alignment with their project plan and timeline.

All awarded funds must be expended by March 31, 2026, and final invoices submitted by this date. Failure to submit timely invoices could result in payment delay or loss of payment(s) to the grantee.

X. APPLICATION REQUIREMENTS

The following summarizes the content and organization of the application. Omissions, inaccuracies, or misstatements may result in the denial of an application.

Applicants must complete and submit a completed application through GrantsConnect™.

All information requested on the application must be supplied in each section of the application. If any question is not applicable to an applicant's proposal, the applicant must indicate that it is not applicable.

Each application must include, at a minimum, the following information provided in the form, format, and manner requested through the application. Required questions and or sections will be indicated on the application.

Applications must address infection prevention and control, workforce shortages, or other programmatic improvements.

The application structure is as follows:

1. Application Summary
 - a. Applicant Information
 - b. Applicant Questions
2. Project Description
 - a. Project Description
 - i. Reason for Request
 - ii. Project Objectives and Work Plan
3. Budget Narrative
 - a. Salaries and Wages
 - b. Fringe Benefits
 - c. Travel
 - d. Supplies
 - e. Equipment
 - f. Contractual
 - g. Other
 - h. Indirect Costs
4. Budget Summary
5. Attachments
6. Attestation

Each applicant shall certify the answers to the questions are accurate to the full extent of their knowledge. Any submission of false information may be grounds for denial of an application.

XI. SUBMITTAL OF APPLICATIONS

To be considered for funding, applicants must comply with the instructions and criteria given. All required questions and sections of the application must be completed.

Applications are due to the CDA no later than 11:59 p.m. PT on July 17, 2023.

Applications received after this deadline will be denied. All applications and LOI must be submitted through GrantsConnect™, the online application system.

A. Required Electronic Submission

Electronic submissions must be received in GrantsConnect™ before the date and time specified above. Applications must contain all documents and additional items listed in this RFA to be considered responsive. **The GrantsConnect™ system will send an automated response to the applicant indicating that their application**

was received. If the automated response is not received by the applicant, please immediately contact PCG, at “CDA_BridgetoRecovery@pcgus.com”.

Your application must reference the submitted LOI by either the primary entity name or the application ID received in your confirmation email. If you need to make updates to your LOI, you may edit your LOI at the time of application. It is important to note that you cannot increase the number of sites you intend to apply for funding at the time of application.

Application packages submitted by fax, email, or mail will not be accepted.

Applications containing modifications to the terms of this RFA, or that contain inaccurate, or missing information will be grounds for application disqualification.

Applications received after the specified date and time are considered late and will not be accepted. Any application received after the specified time will not be considered or reviewed by the CDA.

XII. REVIEW PROCESS AND CRITERIA

A. Disposition of Applications

All correspondence, exhibits, photographs, reports, and other graphic and visual aids submitted to the CDA during this process, including as part of a response to this RFA, are the property of the CDA and are subject to Open Government Laws. Collectively, the California Public Records Act (Gov. Code § 6250 et seq.), the Bagley-Keene Open Meeting Act (Gov. Code § 11120 et seq.), and the Freedom of Information Act (FOIA) (5 U.S.C. § 552) comprise the Open Government Laws.

B. Evaluation

1. Initial evaluation of applications will be completed by PCG.
2. Evaluations will be completed in accordance with the scoring criteria contained within this RFA.
3. Applications must pass all Minimum Eligibility Requirements for the application to be scored. See Attachment 4 Scoring Guideline
4. There is a total of 44 points available in the evaluation and scoring of the application. See Attachment 4 Scoring Guideline.
5. CDA will provide one award per application.
6. An application must receive an average score of 28 or higher to be awarded full funding.
7. An application that receives an average score between 11-27 may be awarded partial funding.
8. Upon PCG’s review of all applications, PCG will send award and funding recommendations to CDA.
9. CDA will compile a panel consisting of CDA staff and external stakeholders to review all application award and funding recommendations.

10. Upon completion of the review and evaluation of applications, CDA will award grants to the qualified applicants.
11. Upon identification of grantees, a Notice of Approval package will be sent to grantees for review and signature with a date by which packages and signature must be returned.
12. Upon CDA's review and approval of Award Packets, grantees will receive a Notice of Final Approval.

If applicants have questions, or need clarification regarding the RFA, email "CDA_BridgetoRecovery@pcgus.com" by the date listed in VII. Key Action Dates. Questions must be submitted by close of business on the date listed in Section VII. Key Action Dates will be answered in the Addendum to this RFA.

XIII. EXECUTION AND PERFORMANCE

No grant between CDA and a successful applicant is in effect until the Grant Agreement is signed by the successful applicant and the CDA. Upon execution, the grantee must implement their approved project.

Grantees are also required to submit quarterly reports to CDA, detailing their progress on their project.

ATTACHMENT 1: APPLICATION

CDA Bridge to Recovery Application

California Department of Aging Bridge to Recovery for Adult Day Services: COVID-19 Mitigation and Resilience Grant Program Application

GENERAL INSTRUCTIONS

Bridge to Recovery Grant Due Date: July 17, 2023

Thank you for your interest in applying for a Bridge to Recovery for Adult Day Services: COVID-19 Mitigation and Resilience (Bridge to Recovery) grant, authorized through funding appropriated to the California Department of Aging (CDA). The State of California is investing funds to ensure licensed Adult Day Health Care (ADHC) centers, Adult Day Programs (ADP), and Program of All-Inclusive Care for the Elderly (PACE) sites combat senior isolation and improve the health, safety, and well-being of vulnerable at-risk older adults and people with disabilities through safe access to in-center congregate services. CDA seeks to disburse grants across all interested and eligible ADHCs, ADPs, and PACE sites, distribute funds geographically across the state in both rural and urban areas, and support diverse organizations and populations served. Bridge to Recovery grant funding may be used for:

- Building ventilation: adding or improving ventilation systems to meet recommended Centers for Disease Control and Prevention (CDC) standards.
- Air flow and filtration: repairing or installing air filters to meet recommended 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.
- Staff recruitment and retention: costs associated with posting jobs and sign-on bonuses, retention bonuses.
- Temporary workers: salary 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.
- Vehicle modifications and/or preservation: modifying existing vehicles used in the transportation of participants, installing surveillance equipment.
- Telehealth: improving participant access to telehealth services.
- Staff training: providing training in infection prevention and control, health, and safety.

The grant funding may not be used to supplant existing funds received via Medicaid, insurance, other grants, or other funding sources. Grant funds may be used for a new project or to supplement an existing program.

In order to apply, applicants must have already submitted a Letter of Intent and must complete this application no later than 11:59 p.m. on July 17, 2023. Incomplete applications or applications submitted without having submitted the Letter of Intent will not be considered. In order for this application to be considered complete, all components of the application must be completed.

Applications will be reviewed and selected based on the process outlined in the Scoring Criteria. **Additional information regarding the grant application including program goals, eligibility, permissible and impermissible uses, funding, and scoring methodology is included in the Request for Application which can be accessed here: [Bridge to Recovery Grant](#).** The Application timeline is below.

Activity	Date (On or around)
Letter of Intent opens	May 1, 2023
Proposer's Conference	May 9, 2023
Letter of Intent due	May 15, 2023 by 5:00 p.m.
RFA available to prospective applicants	May 16, 2023
Grant Application Technical Assistance webinar	May 23, 2023
Deadline to submit written questions	May 31, 2023 by 5:00 p.m.
Addendum (questions and answers) to RFA posted to CDA	June 7, 2023
Applications due	July 17 2023 by 11:59 p.m.
Award notifications sent	October 2023 (anticipated)
All funds must be expended	March 31, 2026
Before you begin your application, please note the following information:	
• You may download a copy of this application by selecting the download button at the top of this page.	
• You can change information submitted in your Letter of Intent, except primary contact information, including email address	
If you have any questions regarding the application, please contact CDA_BridgeToRecovery@pcgus.com	

The applicant is acknowledging that all of the grant funds in this application are either for a new project, or will be used to supplement an existing project, and will not be used to supplant existing funds received via Medicaid, insurance, other grants, or other funding sources.

The applicant is acknowledging that they are an Adult Day Health Care Center (ADHC), OR Licensed Adult Day Programs (ADP), OR Program of All Inclusive Care for the Elderly (PACE) site in the State of California.

Part 1: APPLICATION FORM

A. Name of Organization Applying for Funds:	
B. Applicable License ID/Number	
C. Project Name	
D. Total Grant Funds Requested	
E. Name of Primary Entity listed on Letter of Intent (required)	
F. Letter of Intent Application ID received in confirmation email	

ORGANIZATION'S CONTACT INFORMATION

Role	Organization	First Name	Last Name	Title
A. Primary Contact Person: (notified upon decision of grant award)				
B. Secondary Contact Person:				

APPLICANT QUESTIONS

Please complete each question listed below.

A. Describe your organization. Include when it was founded, its mission statement, and its programs.
B. Are you using funds from other sources to supplement this project?
C. If yes, who provided the funds and for what purpose(s)?
D. Is there any additional information about your current organization that you would like the grant review team to know?
E. Do you need to make any changes to the information on your Letter of Intent? If so, please provide a list of what changes you made.
F. What is the current average number of participants that you serve on a monthly* basis?
G. What is your current licensing capacity?

***For CBAS centers, provide the average monthly enrollment over 12 months using Monthly Statistical Summary Report (MSSR) data between April 1, 2022 through March 31, 2023. For ADPs and PACE provide the average monthly enrollment/participants served over 12 months between April 1, 2022 through March 31, 2023.**

Part 2: PROJECT FORM

2. PROJECT DESCRIPTION

A. Provide a general overview of your project

B. What issue or need is your project addressing?
C. How does this project address the goals of the Bridge to Recovery grant as outlined in the RFA?
D. What are the key milestones and deliverables for your project?
<p>E. Which of the following will your project achieve?</p> <ul style="list-style-type: none"> • Building ventilation: adding or improving ventilation systems to meet recommended Centers for Disease Control and Prevention (CDC) standards. • Air flow and filtration: repairing or installing air filters to meet recommended 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. • Staff recruitment and retention: costs associated with posting jobs and sign-on bonuses, retention bonuses. • Temporary workers: salary 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. • Vehicle modifications and/or preservation: modifying existing vehicles used in the transportation of participants, installing surveillance equipment. • Telehealth: improving participant access to telehealth services. • Staff training: providing training in infection prevention and control, health, and safety.
F. How will your project leverage and build upon the structure that is currently in place to provide services?
<p>G. Who are the key personnel that will be involved in implementing the project and what will their role be in this project? Key personnel may include, CEOs/Executive Directors, project or program managers, accounting, human resources, etc.</p> <p>Name; Title; Description of role</p>
H. Describe any preparation you have done to date.
I. What are the potential barriers to success and alternative plans to ensure project success?
J. How will your organization sustain the project once grant dollars have been exhausted (if applicable)?
K. Provide an overview of the project timeline
L. Provide the project duration in months

M. Please specify your target outcome goals towards increasing your census of served participants (monthly, bi-monthly, quarterly, etc.) if awarded grant funding, and describe your strategy and timeline to achieve your outcome goals.

N. Project Objectives and Work Plan (You may enter up to five objectives):

Objective 1: NAME OF OBJECTIVE		
Objective 1 Activities	Performed by	Timeline
Activity 1		
Activity 2		
Activity 3		
Objective 2: NAME OF OBJECTIVE		
Objective 2 Activities	Performed by	Timeline
Activity 1		
Activity 2		
Activity 3		
Objective 3: NAME OF OBJECTIVE		
Objective 3 Activities	Performed by	Timeline
Activity 1		
Activity 2		
Activity 3		
Objective 4: NAME OF OBJECTIVE		
Objective 4 Activities	Performed by	Timeline
Activity 1		
Activity 2		
Activity 3		
Objective 5: NAME OF OBJECTIVE		
Objective 5 Activities	Performed by	Timeline
Activity 1		
Activity 2		
Activity 3		

Part 3: BUDGET REQUEST NARRATIVE FORM

INSTRUCTIONS

Complete a budget narrative and description for each of the items below. A sample budget is included in Attachment 3. For each category (A through G), you must also indicate which reason for funding the item is supporting.

Bonuses cannot exceed \$1,000 per individual. You must include the total number of employees in the category "Other" (G) for bonuses. One line for staff retention bonuses, one line for recruitment/sign-on bonuses.

Specific instructions are included for each category below.

REQUIREMENTS

In addition, please note the following budget requirements:

A grant request may not exceed \$100,619

Indirect costs cannot exceed 10% of the total of categories A through G (Salaries and Wages, Fringe Benefits, Travel, Supplies, Equipment, Contractual, and Other Costs).

Refer to [Attachment 3](#) for the required budget narrative form and instructions for each section. These items must be completed within the GrantsConnect™ system.

Part 4. ATTACHMENTS

Please upload required and any supplemental materials and/or documentation that will support and bolster your application. Validation of estimates may be required for review. Required documents are marked with an * and should coincide with the reason for your request for funding. Examples of supporting documentation include, but are not limited to:

- Detailed budget (written description of the costs and why the costs are necessary)*
- For local public entities (if applicable), a board resolution, order, motion or another ordinance authorizing and approving the execution of the grant agreement
- HVAC estimates*
- Air filtration estimates*
- Vehicle modification estimates*
- Title to building/property*
- Lease for building/property (if renting), showing that the lease does not expire before March 31, 2026*
- Letter from landlord with approval for modifications to building/property*

Documents:

A. Please list all documents and reason for including them.

Part 5: Attestation

If your program is awarded funding from this grant, you will be required to comply with the following attestations.

There is no, and there will be no, discrimination against any group of people on the basis of race, color, religion, age, national origin, gender or sexual orientation, gender identity, physical or mental disability, medical condition, marital status, or military status, in any activities or operations.

There is no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of obligations under this Agreement.

Neither this organization nor its principals are presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency.

Neither this organization nor its principals not within a three-year period preceding this grant agreement have: a) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; b) violated any federal or state antitrust statutes; or c) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property. Neither this organization nor its principals are presently indicted or otherwise criminally or civilly charged by a governmental entity for: a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state of local) transaction; b) violating any federal or state antitrust statutes; or c) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property.

Neither this organization nor its principals are aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this grant agreement are in violation of any of the certifications set forth above.

I understand that PCG/CDA may share this application, internally or externally, as part of the due diligence process. PCG will obtain the requisite non-disclosure agreements and conflict of interest forms prior to sharing information with reviewers during the due diligence process.

By submitting this application, I certify that the answers to the questions are accurate to the full extent of my knowledge.

Submission of false information may be grounds for disqualification of an application.

ELECTRONIC SIGNATURE

DATE

ATTACHMENT 2: APPLICATION DOCUMENT SAMPLES:

Project Objectives and Work Plan

Objective 1: Upgrade building ventilation for enhanced infection prevention.

Objective 1 Activities	Performed by	Timeline
Research HVAC needs for proper infection prevention	Facility/Center Staff	Nov 2023 - Dec 2023
Request bids from potential contractors	Facility/Center Staff	Dec 2023 - Jan 2024
Select contractor and execute agreement	Facility/Center Staff	Feb 2024 - Mar 2024
System installation	Contractor	Mar 2024

Objective 2: Modify Adult Day Program transportation vehicle for social distancing of seating

Objective 2 Activities	Performed by	Timeline
Conduct pre-survey of population served to determine need and use frequency	Facility/Center Staff	Jan 2024 - Apr 2024
Request bids from potential contractors	Project Manager	Apr 2024 - Jun 2024
Select contractor and execute agreement	Project Manager	Jun 2024 - Jul 2024
Vehicle upgrade	Contractor	Jul 2024 - Aug 2024
Conduct post-survey of population served to determine use and satisfaction	Facility/Center Staff	Sep 2024 - Oct 2024

Objective 3: Recruit and retain staff

Objective 3 Activities	Performed by	Timeline
Identify local partners	Facility/Center Staff	Nov 2023 - Dec 2023
Develop group to discuss strategy and meet regularly	Facility/Center Staff and project stakeholders	Nov 2023 - Ongoing
Research local job announcement options and salaries	Facility/Center Staff	Dec 2023 - Jan 2024
Survey staff for recruitment and retention interests and ideas.	Facility/Center Staff	Feb 2024 - Mar 2024
Implement recruitment activities and track success rate	Facility/Center Staff	Apr 2024 - Dec 2024
Implement retention strategy and track retention rate	Facility/Center Staff	Apr 2024 - Dec 2024
Conduct post-survey to measure satisfaction and employment future	Contractor	Jan 2025

ATTACHMENT 3: APPLICATION DOCUMENT SAMPLES:

Budget Narrative Template

A. Salaries and Wages

List the employees of the applicant organization whose time and effort will be covered by **Program XXX funds**. Use this category to identify temporary staff/positions you plan to hire with requested grant funds.

For each employee, provide:

- The title or role on the project.
- The level of effort on the project. For hourly employees, provide the total number of hours to be worked over the entire grant duration. For salaried employees, provide the percent full time equivalent (% FTE). For temporary positions and addressing wage differentials, leave this field blank.
- The total amount of funds requested for the individual. For addressing wage differentials, this should be the difference between the employee's new wage and old wage (e.g., new wage is \$20/hour, old wage is \$19/hour, \$1/hour difference for the specified project timeframe).
- Add more rows as needed.

#	Title, Name	Level of Effort (# of hours or % FTE)	Funds Requested	Data Validation <i>*Select all that apply per expense/line item</i>
1				<ul style="list-style-type: none"> • Building Ventilation (adding, repairing, or improving to meet CDC standards) • Modifying usable space • Sanitation and infection control • Staff recruitment and retention • Temporary workers • Wage differentials • Vehicle modifications and/or preservation • Telehealth • Staff training
2				
3				
4				
5				

			Personnel Subtotal	\$
--	--	--	-------------------------------	-----------

For each individual listed in the table above, provide a brief summary of their duties as they apply to this grant program and identify the project objective number(s) from the Project Objectives and Work Plan that they will be responsible for completing.

Employee 1: Employee title and summary of duties. (Objective(s) X).

Employee 2: Employee title and summary of duties. (Objective(s) X).

Employee 3: Employee title and summary of duties. (Objective(s) X).

B. FRINGE BENEFITS

Fringe benefits are calculated as a percentage of an individual's salary or wages and should be determined according to the applicant organization's established fringe benefits policy.

For each employee, provide:

- The title (e.g., Graduate Student Researcher) or role on the project (e.g., Principal Investigator, Project Manager, etc.).
- The individual's name. If not yet identified, enter "To Be Determined."
- The fringe benefit rate.
- The total amount of funds requested for the individual.

#	Title, Name	Fringe Benefit Rate (% of salary or wages)	Funds Requested	Data Validation <i>*Select all that apply per expense/line item</i>
1				<ul style="list-style-type: none"> • Building Ventilation (adding, repairing, or improving to meet CDC standards) • Modifying usable space • Sanitation and infection control • Staff recruitment and retention • Temporary workers • Wage differentials • Vehicle modifications and/or preservation • Telehealth • Staff training

2				
3				
4				
5				
		Fringe Benefits Subtotal		\$

C. TRAVEL

Provide a description of all travel in support of project activities that will be covered by grant funds.

Project participants must use the lowest reasonable commercial airfares. Allowable travel costs may not exceed those established by the California Department of Human Resources, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at CalHR.ca.gov.

For each project related trip, provide:

- The trip destination (city and state). (Do not list a county or general area).
- The type of travel expense incurred (e.g., lodging, airfare, mileage, etc.). Add additional rows as needed.
- The unit of measure for each expense (e.g., nights, roundtrip flights, miles, gallons, etc.).
- The number of units for each expense (e.g., 1 night, 1 roundtrip flight, 250 miles, etc.).
- The cost per unit for each expense (e.g., \$95 per night, \$500 per roundtrip flight, \$0.58 per mile, etc.).
- The number of individuals claiming each expense.
- The total funds requested.

#	Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested	Data Validation <i>*Select all that apply per expense/line item</i>
1								<ul style="list-style-type: none"> • Building Ventilation (adding, repairing, or improving to meet CDC standards) • Modifying usable space

								<ul style="list-style-type: none"> • Sanitation and infection control • Staff recruitment and retention • Temporary workers • Wage differentials • Vehicle modifications and/or preservation • Telehealth • Staff training
2								
3								
4								
5								
							Travel Subtotal	\$

For each trip listed in the table above, provide the approximate dates of travel, the purpose of the trip, and a justification of how the trip will achieve the objectives and outcomes of the project. All trips must correlate with the activities outlined in the Project Objectives and Work Plan. List the project objective number(s) associated with each trip at the end of the justification. Multiple trips for the same purpose may be grouped together rather than providing separate, duplicative justifications. If a location for a trip is not known (e.g., the location of a future conference) use the location of a previous year's conference or best, educated estimate.

Trip 1 (MM/YYYY): Purpose and justification. (Objective(s) X).

Trip 2 (MM/YYYY): Purpose and justification. (Objective(s) X).

Trip 3 (MM/YYYY): Purpose and justification. (Objective(s) X).

Trip 4 (MM/YYYY): Purpose and justification. (Objective(s) X).

TRAVEL POLICY: The applicant confirms that the organization will adhere to the travel costs established by the California Department of Human Resources when completing the above-mentioned trips, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at CalHR.ca.gov.

D. SUPPLIES

List the supplies and materials to be purchased with grant funds. Supplies are items costing less than \$5,000 per unit. This does not include general office supplies.

For each supply, provide:

- The type of supply.
- The cost per unit.
- The number of units to be purchased.
- The total funds requested for the supply (must be less than \$5,000 per unit).
- Add more rows as necessary

#	Item Type	Cost per Unit	Number of Units	Funds Requested	Data Validation <i>*Select all that apply per expense/line item</i>
1					<ul style="list-style-type: none"> • Building Ventilation (adding, repairing, or improving to meet CDC standards) • Modifying usable space • Sanitation and infection control • Staff recruitment and retention • Temporary workers • Wage differentials • Vehicle modifications and/or preservation • Telehealth • Staff training
2					
3					
4					
5					
				Supplies Subtotal	\$

For each supply listed in the table above, provide a description of the item(s) and a justification for how it will be used to achieve the objectives and outcomes of the project. List the project objective number(s) from the Project Objectives and Work Plan associated with each expense at the end of the justification

Supply 1: Description and justification. (Objective(s) X).

Supply 2: Description and justification. (Objective(s) X).

Supply 3: Description and justification. (Objective(s) X).

Supply 4: Description and justification. (Objective(s) X).

E. Equipment

List any equipment to be purchased with grant funds. Equipment is (Program definition on equipment purchased) and has an acquisition cost that equals or exceeds \$5,000 per unit. Add more rows as necessary.

#	Item Name	Acquire When?	Funds Requested	Data Validation <i>*Select all that apply per expense/line item</i>
1				<ul style="list-style-type: none">• Building Ventilation (adding, repairing, or improving to meet CDC standards)• Modifying usable space• Sanitation and infection control• Staff recruitment and retention• Temporary workers• Wage differentials• Vehicle modifications and/or preservation• Telehealth• Staff training
2				
3				
4				
5				
			Equipment Subtotal	\$

For each piece of equipment listed in the table above, provide a description of the item and a justification for how it will be used to achieve the objectives and outcomes of the

project. List the project objective number(s) from the Project Objectives and Work Plan associated with each piece of scientific research equipment at the end of the justification.

Item 1: Description and justification. (Objective(s) X).

Item 2: Description and justification. (Objective(s) X).

Item 3: Description and justification. (Objective(s) X).

Item 4: Description and justification. (Objective(s) X).

F. Contractual

Provide an overview of the contractual costs to be covered with grant funds. Contractual costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship.

For each contractor that will conduct project activities and receive grant funds, provide:

- The contractor name/organization.
- The fee structure of the contractor (e.g., Hourly or Flat-Rate).
- The total funds requested for the contractor.
- Add more rows as necessary.

#	Contractor Name/Organization	Hourly Rate/Flat Rate	Funds Requested	Data Validation <i>*Select all that apply per expense/line item</i>
1				<ul style="list-style-type: none"> • Building Ventilation (adding, repairing, or improving to meet CDC standards) • Modifying usable space • Sanitation and infection control • Staff recruitment and retention • Temporary workers • Wage differentials • Vehicle modifications and/or preservation • Telehealth • Staff training
2				
3				
4				
5				
			Contractual Subtotal	\$

For each contractor listed in the table above, provide a description of the project activities the contractor will accomplish to achieve the objectives and outcomes

of the project. All activities must correlate with the activities outlined in the Project Objectives and Work Plan. List the project objective number(s) associated with each contractor at the end of the description and justification.

Contractor 1: Description of activities, budget breakdown, and justification. (Objective(s) X).

Contractor 2: Description of activities, budget breakdown, and justification. (Objective(s) X).

Contractor 3: Description of activities, budget breakdown, and justification. (Objective(s) X).

G. Other

List any expenses to be covered with grant funds that are not covered in the previous budget categories. Expenses in this category may include, but are not limited to, retention and recruitment/sign-on bonuses for employees, fees for meetings and conferences, communications, rental expenses, stipends, advertisements, publication costs, and data collection.

For each expense listed under other, provide:

- The type of expense.
- The cost per unit.
- The number of units to be purchased.
- The total funds requested.

#	Item Description	Cost per Unit/ Employee	Number of Units/ Employees	Funds Requested	Data Validation <i>*Select all that apply per expense/line item</i>
1					<ul style="list-style-type: none"> • Building Ventilation (adding, repairing, or improving to meet CDC standards) • Modifying usable space • Sanitation and infection control • Staff recruitment and retention • Temporary workers • Wage differentials • Vehicle modifications and/or preservation • Telehealth • Staff training
2					

3					
4					
5					
				Other Subtotal	\$

For each expense listed above, provide a description of the expense and a justification for how it will be used to achieve the objectives and outcomes of the project. List the project objective number(s) from the Project Objectives and Work Plan associated with each expense at the end of the justification.

Expense 1: Description and justification. (Objective(s) X).

Expense 2: Description and justification. (Objective(s) X).

Expense 3: Description and justification. (Objective(s) X).

Expense 4: Description and justification. (Objective(s) X)

H. Indirect Costs

The indirect cost rate must not exceed ten percent of the total of categories A through G (Salaries and Wages, Fringe Benefits, Travel, Supplies, Equipment, Contractual, and Other Costs). Indirect costs are any costs that are incurred for common or joint objectives that cannot be readily identified with an individual project, program, or organization activity. These costs generally include facilities operation and maintenance costs (such as rent, internet, electric, gas, etc.), depreciation, and administrative expenses.

Total Administration Costs	Indirect Cost Rate (10% maximum)	Funds Requested	Data Validation <i>*Select all that apply per expense/line item</i>
\$		\$	<ul style="list-style-type: none"> • Building Ventilation (adding, repairing, or improving to meet CDC standards) • Modifying usable space • Sanitation and infection control • Staff recruitment and retention • Temporary workers • Wage differentials • Vehicle modifications and/or

			<p>preservation</p> <ul style="list-style-type: none"> • Telehealth • Staff training
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Budget Summary

Expense Category	Funds Requested
A. Salaries and Wages	\$0
B. Fringe Benefits	\$0
C. Travel	\$0
D. Supplies	\$0
E. Equipment (Over \$5,000)	\$0
F. Contractual	\$0
G. Other	\$0
H. Indirect Costs	\$0
Total Budget	\$0

ATTACHMENT 4: SCORING GUIDELINES

The Grant Review Team will evaluate the Applicants' applications for Bridge to Recovery funding by reviewing the narrative description provided for each applicable question out of 4 points. Other questions will be evaluated on a pass/fail basis. Refer to **Table 1** for the scoring criteria.

Table 1: Bridge to Recovery Grant Program Scoring Criteria

Points	Interpretation	General Basis for Point Assignment
0	Ineligible	None of the elements are addressed; none of the documents and required information are present.
1	Insufficient	Some elements are not addressed, and those addressed do not contain necessary detail and/or support. Some documentation and required information are missing or deficient. Weaknesses identified will likely have significant effect on the applicant's proposed project.
2	Minimal	Elements are addressed, although some do not contain necessary detail and/or support. Most documentation and required information are present and acceptable. Weaknesses identified will likely have moderate effect on the applicant's proposed project.
3	Satisfactory	Elements are clearly addressed with necessary detail and adequate support. Most documentation and required information are specific and sufficient. Weaknesses identified will likely have minor effect on the applicant's proposed project.
4	Excellent or Outstanding	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 the applicant's proposed project.

The Grant Review Team will evaluate and score each application in accordance with the criteria set forth in this section. All information submitted in the application will be evaluated as part of the selection process.

All applications will have an initial screening to verify a LOI was submitted by May 15, 2023, at 5:00 p.m. PT that identifies each site that needs funding. If a specific site that needs funding was not identified with a LOI by the deadline, no further review or scoring will be conducted for that specific site.

For all applications that submitted the LOI by the deadline, the application will be reviewed and scored based on the criteria outlined below.

Applications will be scored in three main categories:

- Minimum Eligibility will be scored as pass or fail (**Table 2**)
- Project description and narrative will be scored on a points scale, 0-4 (**Table 3**)
- Budget and cost proposal with narrative will be scored on a points scale, 0-4 (**Table 4**)
- Additional application requirements will be reviewed as yes or no (**Table 5**)

There are a maximum of **44** points available for the Project Description and Budget Narrative sections. No item or question holds more/less weight.

Table 2: Bridge to Recovery Grant Program Minimum Eligibility Requirements

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.		

If an applicant fails any one of the Minimum Eligibility requirements, the application will be recommended for denial and no further scoring will occur.

Table 3: Scoring Rubric for Project Description and Narrative

Question	Available Points
1. Overall project description	4
2. What issue or need is the project addressing?	4
3. How does the project leverage and build upon the structure that is 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

Table 4: Scoring Rubric for 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

Table 5: Additional Application Requirements

Item to Review	Yes	No
Did the applicant describe the organization, including its mission statement and its programs?		
Did the applicant include project objectives and activities?		
Did the applicant include information on how the project is addressing the goals of the grant?		
Did the applicant submit required documents that align with their request for funding?		

Additional requirements in **Table 5** do not have any bearing on an applicant's consideration for funding.

After each application is scored, the applications will be ranked into the following categories, High, Moderate, or Low based on their score. Ranking the applications will allow for applications to be prioritized for funding. **Table 6** below provides the details for the overall score ranking.

Table 6: Bridge to Recovery Grant Program Overall Score Ranking

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.