California Department of Aging

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

November 16 Bridge to Recovery Office Hour

OFFICE HOUR OVERVIEW

This office hour was held on November 16, 2023, from 10:00–11:00 AM to support the Bridge to Recovery for Adult Day Service: COVID-19 Mitigation and Resilience Grant Program. California Department of Aging (CDA) provided information for grantees on completing application updates and the revision process in order to execute their grant agreements. The office hour included both a presentation and a Q&A session.

The transcript below captures the details shared by presenters. The headers list which slide was on screen as the presenters spoke. A downloadable copy of the office hour, the PowerPoint, and all other supporting documents can be found on the Bridge to Recovery webpage.

TRANSCRIPT

Slide 1

Kerin Miller:

I see that the recording has started, so thank you all for joining us. My name is Kerin Miller and I am with the Public Consulting Group. We are working in partnership with California Department of Aging as the grant administrator for the Bridge to Recovery Grant program.

A couple reminders for those of you joining us, please stay muted during the presentation portion. This office hour session will run very similarly to the last two. So, we will start off with a brief presentation to remind you all about where we are at in the grant agreement execution process as well as next steps and then we will open the floor to questions.

This office hour session is being recorded and the materials from the session will be available on the Bridge to Recovery website.

I do want to draw your attention to the reminder in the box at the bottom of your screen. So this office hour session will focus on technical assistance to navigate the grant agreement and revision process. Should you have any questions about funding decisions and permissible requests or questions really specific to your individual award, we encourage you all to please review the guidance and webinar materials available on the Bridge to Recovery website.

We also have an email inbox to accept and answer your questions, as well as a telephone line. That email and telephone line have not changed throughout the course of this grant program and that same email address and phone number are also available on our website.

Slide 2

So again, this is the Technical Assistance Office Hour. Today is November 16th. This is the third and final office hour session. It will be recorded and the materials will be available on the Bridge to Recovery website.

Slide 3

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So a reminder of the application update and revision process. If an awardee's application needs to be revised, whether there was missing information, you received a partial award and therefore there are elements from your original application that were not funded for a variety of reasons, those elements will need to be updated.

So how do you update that? Awardees received emails on November 3rd that included links to the following additional application forms. So again, there were three emails sent out on November 3rd.

If you did not receive the email, no worries. These three forms are available to you on your GrantsConnect™ profile. So all you need to do is log into that GrantsConnect™ platform that we will use throughout the duration of the grant program, and you will see that these three forms are available to you.

The email address that the notification about the three forms was sent from was likely the sender PCG California-Aging noreply@yourcause.com. Based on your organization's different

IT requirements, oftentimes, emails from this inbox are routed to Spam or your Junk folder, so I encourage you all to check those folders.

If this is the case, you may want to consider consulting your individual IT department and letting them know that these are not spam or junk notifications and that you would like to accept them to your general inbox. Again, these emails will take place throughout the duration of the grant program, so it is in your best interest to have these in your general inbox to stay up-to-date on all things Bridge to Recovery.

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So again, these three emails were sent directly from GrantsConnect™, but below is a reminder of what your next steps are.

So there were three forms made available to you. So first and foremost, we have your Award Form.

This Award Form is locked to awardees, meaning you cannot edit any of the information on the Award Form. This form contains your approved award amount as well as the details of exactly what you were funded for.

So on your award letter, you received some pretty generic information about your award amount and, if you received a partial award, perhaps some reasons why that partial award was your funding determination.

This Award Form is specific to your individual award and will provide a budget breakdown of exactly which budget line items were funded within that approved award amount.

So again, this is a form for you all to review. It is locked. You will not be able to edit any of the information. If you do have questions about what was approved, again, feel free to use our technical assistance channels, whether that's telephone line or email address, to ask those questions.

This Award Form will be pivotal when you are completing Step 2, or your Grant Agreement Project Description and Budget Form. This form mirrors your original application format and for timely purposes we do request your submission by tomorrow, November 17th, if possible. This is a recommended deadline, but is not a strict deadline. The forms will still be open and available on GrantsConnect™ after this date and we will be accepting submissions after November 17th as well.

So why do we need the Grant Agreement Project Description and Budget Form? This is where you will capture your updated budget to match the items mentioned and approved in your Award Form. So again, if you have questions about that, we highly encourage you to use our technical assistance lines to help you navigate that process.

That Grant Agreement Project Description and Budget Form in GrantsConnect™ mirrors the application and your submissions to the various prompts on this form will be included in your grant agreement. So that's why your completion of this form is really crucial to continue to populate the grant agreement and continue on throughout the grant agreement execution process.

Once you have submitted that Grant Agreement Project Description and Budget Form, PCG staff will review your submission to ensure that all the information aligns with the awarded funding items or approved activities and then we will approve that form and push you along to the grant agreement process. Should our review team have questions or points for clarification, they will send that form back to you via what's called a revision request.

So, you will get an email notification through GrantsConnect™. This email will tell you specific budget line items or categories to pay attention to, and also request either the information that we need to fully approve the form or to clarify certain elements of the form where there may be questions. And then again, as I mentioned, the response on the Grant Agreement Project Description and Budget Form will be used to populate your actual grant agreement. So, these things do need to happen in sequential order. You do need to complete the Grant Agreement Project Description and Budget Form prior to your grant agreement.

Step 3 is to complete and submit the PCG Banking Form. This form is not required for grant agreement execution. However, we do recommend if you're in the system completing one form, you take a look at the other one.

This PCG Banking Form is where you will submit your banking information so that we know which accounts to disperse funds to.

So again, it is not required at this time, but it is open. We highly recommend you take a look at it and submit it so that, come invoicing time, you are fully prepared for us to disperse funds to you all.

Again, please pay attention to the box at the bottom of the screen. Your forms must be revised and submitted in GrantsConnect™ for PCG's review and approval before we can send the grant agreement package to you all for execution. So, failure to make the requested updates to that Grant Agreement Project Description and Budget Form and resubmit it for approval may result in a delay of executing the grant agreement.

These forms are reviewed on a rolling basis, so the sooner that you get it in, the sooner we can execute your grant agreement with you all.

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So, as we have started to review some of these forms, here are just some kind of tips and tricks to help you navigate that process.

So, the original application that applicants submitted—I believe it was a July 17th deadline—that application is still available for all of you to reference within your GrantsConnect™ profile. So, what we recommend is you take a look at that application. Take note of the items that were funded and the items that may not have been funded because there are phrases and sentences from your original application that may be repurposed in the Grant Agreement Project Description and Budget Form.

Again, these items can only be copied and pasted or repurposed if they align with the awarded items, which can be found on your Award Form. Please be sure to include only details that are relevant to the approved items and do not reference items or budget amounts that were removed.

If you do reference budget amounts or items that were removed, this is a case where our PCG staff will send that form back to you for revision.

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So again, some additional tips and tricks. We have been intentional with the instructions that we have provided on each tab of the form. So, we do ask that you pay specific attention and follow the instructions provided.

First and foremost, the submitted budget information on that Grant Agreement Project Description and Budget Form must match the approved project and budget details on the Award Form.

We understand that for the purposes of the application you might have done some quick math to help determine your costs, whereas at this stage we are asking for pretty specific methodologies for calculating things. We understand that when you use exact calculations that some items might actually come out to a dollar amount that's a little bit lower than what you applied for. We understand that these things happen and that is perfectly acceptable.

We run into a little bit of difficulty when your calculations exceed the amount that you were awarded for. So remember all of your revisions submitted on this Grant Agreement Project Description and Budget Form, the budget summary total on that form cannot exceed the amount that you were awarded.

So again, if we're focusing on the instructions of the form, one crucial piece is that staff titles are required for all salaries and wages as well as bonus requests. Specific to the Salaries and Wages section, you will note that under the Employee Objective section we have included specific instructions requiring you all to provide your methodology for calculating the salary request.

Again, if you do not provide this methodology for calculations, we will review that form and send it back to you to do so. So please pay attention to those instructions. Do this work on the front end, otherwise the form will get sent back to you and your grant agreement will be held up.

Similarly, with wage differentials, we require you all to disclose the employee's old wage as well as the employee's new wage within that methodology for calculating the salary request.

Bonuses—which, as a reminder, fall under that Other category—all bonuses require staff titles. We understand that for sign-on bonuses, you previously might have indicated a new hire in these requests. We ask that you please think about gaps in staffing and provide a staff title where you anticipate that you will hire an individual and ultimately provide them with a new hire bonus.

So staff titles for any sort of wage requests are crucial, and in the absence of staff titles, that form will be reviewed and sent back to you for revision.

Similarly, with staff titles or other more detailed extensive requests, on that budget summary page you will notice that there is an option to upload any additional attachments. If you feel like you need extra lines or want some additional formatting to really get your point across as to what you are requesting in this budget, you can include attachments for our staff to review.

If you choose to do so, we do ask that you make specific mention in either the item description or justification on that budget tab that you have disclosed an attachment that aligns with this budget request. Again, that will really just help expedite the review process, avoid us having to send you back any of your forms and again hold up that grant agreement.

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So, before I jump into revision examples, I'm going to skip all the way to the end of this presentation and leave our resources page on the screen for all of you. And at this point in time, I will ask Lisa to go through some of the questions that may have come through the chat.

We do ask that you stay muted through this process unless you feel the need to come off mute to help clarify your question or ask a follow-up question.

So with that, I will turn it over to Lisa. Lisa, what have we got in the chat?

Lisa Wurm:
So our first question is regarding—I assume within the Grant Agreement Project Description and Budget Form—can we adjust or update the dates in the timeline under activities?

Kerin Miller:
Yes. So, this is a great question. So, we understand that your timeline may be flexible for some of you. You may have anticipated that you could have started incurring costs in October, November, and therefore you need to bump back your timelines accordingly.

We absolutely understand that and within resubmission of your work plan, you can adjust those timelines, so long as that does not change the budget item or activity that you are requesting funding for, and as long as that does not change your total award amount. We absolutely understand that timelines are flexible and may need to be adjusted pending the start date of the grant.

That also brings up another point. As a reminder, you all as awardees can begin incurring costs related to the Bridge to Recovery program as of November 20th. So that is your start date when you all can start incurring costs. I hope that answered your question, but Lisa let me know if there's any follow up.

Lisa Wurm:
Yes, I believe it does.

There are several questions around the November 17th deadline. That is a soft deadline, I would say. So, it might help to reiterate what that deadline is.

Kerin Miller:
November 17th was kind of a recommended deadline to help you all stay on track, again, keeping in mind that November 20th is the date that you can start incurring costs. We felt it was appropriate that November 17th was a goal for all of you to submit your forms, start thinking about the items that you were approved for to begin incurring costs on November 20th. So that November 17th forms deadline is not a strict deadline. Forms still will be open and available to you all on the GrantsConnect™ platform after November 17th to complete and submit. That Banking Form as well will continue to be open to you all while you still have not submitted.

I think a point on the Banking Form, that once you submit that form, it is locked to you. So should you notice that you made an error on that form or your account number is one number off and you keyed it in accidentally incorrectly, shoot us a message. We can reopen that form for you. But otherwise, given the secure nature of the information submitted within the Banking Form, we do immediately lock it upon submission.

Lisa Wurm:
And since we are on the topic of the Banking Form, what you said does just address a question in the chat. But a different question regarding the address that someone would write on the Banking Form: where should the address go to? What is the best one to use: administrative offices or to the facility itself?

Kerin Miller:
Sure. So, Roxanne or others from CDA who are on the call, I'll pass that question to you just to make sure we're all aligned with what address should be required on that form.

Roxanne McAlpine:
Where would you like to receive your checks? That's the office that you would want to list on the Banking Form.

PCG, is that how you're going to be mailing out the checks: based on the address they list on that form?

Kerin Miller:
So the reason that we're asking for account information is likely because it will be a deposit with an account. So, unless you request a paper check, we presumably will not be using that address. But for record keeping purposes, I agree with your answer, Roxanne. Wherever you would potentially want to receive a check, that sounds like the best address to put there.

Lisa Wurm:
We do have a couple of questions in the chat regarding permissible and impermissible items. So just to reiterate, if you have specific questions, direct those to our helpline listed here on the screen.

But otherwise, I will move to the next question regarding grant agreements. So, an awardee is asking when the grant agreements might be emailed if all revision requests have been submitted.

Kerin Miller:
So, I think it's helpful to know a little bit of the back end there. So, you submit your form. Our team reviews it. There are a couple of factors. Can it be approved as is? Do we need to have revisions? Do we start to engage in a back and forth with you all? And, as well as, are there some policy decisions? I know many of you have asked about staff titles that are still under consideration on behalf of CDA.

So, all of those factors play a role. Without knowing the specifics of the form that you submitted, it's a little bit difficult to give a timeline, but just know that there is a review and approval process behind the scenes that will go on before we generate your grant agreement.

So, I do apologize if that was vague, but again some of the circumstances are specific to the context and your specific form.

I also do want to point out you can begin incurring costs as of November 20th. So, if you've reviewed your Award Form and you were clear on the items that you have been awarded for, starting Monday, November 20th, you can begin to incur costs on those expenses.

Lisa Wurm:
We have a GrantsConnect™ specific question regarding if it is possible to change the owner of an account in GrantsConnect™ and not just adding or changing users.

Kerin Miller:
So I will say GrantsConnect™ doesn't necessarily have an owner. So, when you add users, you have the option to check off different permissions. One of those permissions is receiving all notifications related to this GrantsConnect™ profile. I believe the other has to do with having full access. As long as both of those boxes are checked off, then you pretty much do have the same permissions as an owner.

So GrantsConnect™ does not think about the multiple kind of users on a profile and does not assign one as the owner. So long as all of them have the same permissions you are all considered owners.

If your question is about “I didn't receive so-and-so’s email and I would like to be the person that receives it,” that's kind of a different case. Again, we encourage you to email us in and let us know if that is the case.

But again, if you are on your organization's GrantsConnect™ profile and you have all permissions assigned to you, for all intents and purposes, you are now an owner on that profile.

Lisa Wurm:
And I will say to add to that, we had some awardees who were not listed on the application asking for information about their award, and so the information that we can give is to those listed within the GrantsConnect™ system. So we want to try to make sure that we're getting the right information to the right people. So if you were not listed on in the GrantsConnect™ system, then the request will need to come from an email that is listed in the GrantsConnect™ system in order to have access to information.

Kerin Miller:
And to add to that too, when you log in to GrantsConnect™ on your main home page, there is a button. It says “Manage Applicants” and it looks like it has a little person icon with a plus sign above that person's head. So, you all can click on that button and type in the email address and contact information of any individuals that you want on your organization's profile. So, there are ways that you also, as awardees, can take ownership of your organization's profile and add the appropriate users.

If you're having difficulties with that, as account administrators we also have that capacity. So, there are kind of two routes. I encourage you all to try to find that manage access or manage applicants button, add your staff as needed.

If you do run into any issues with that, that's something that we're happy to help with as well.

Lisa Wurm:
I have a specific question regarding the Grant Agreement Project Description and Budget Form. An awardee is asking, do we need to complete it with the same information we supplied for the original grant or is it based on the items approved from the Award Form?

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Kerin Miller:
So I think that this slide will be helpful to kind of articulate what we mean. So again, the items in the Grant Agreement Project Description and Budget Form are only the items mentioned on your Award Form, which are only the items that were approved and awarded as part of your grant award.

So, what we have on the left side of the screen is a project description submitted in the original application. On the right side of the screen is an example of that same project description revised and reworked and then submitted in that Grant Agreement Project Description and Budget Form.

So, on the left side, all red highlights show ineligible items that were not approved and need to be taken out of this project description. So, you can clearly see how you can copy and paste elements from your original application, whether that's to eliminate the ineligible items, or provide more detail.

So, for example, on the left-hand side of the screen they just identified basic direct support professionals and then in the more detailed project description spelled out specifically who those direct support professionals are. And these are the kinds of details, we do need staff titles for all positions you are requesting funding for. So, these are both the level of detail that we require, but also kind of a prime example of how you can repurpose bits of your application, re-use them for this Grant Agreement Project Description and Budget Form.

I hope that answered your question and I think this same train of logic can be used throughout the budget as well. So, let's say you were awarded for a dashcam and you were awarded the full amount. You can copy-and-paste the budget request for the dashcam from your application right into your Grant Agreement Project Description and Budget Form.

Again, please pay attention to the instructions. If we are asking for more specific calculations or things like that, those are certain instances where you may have to provide more detail than what was in your original request.

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Lisa Wurm:
So the question is, for awardees that have been awarded a partial amount, is it better to go ahead and get it approved and then execute a change in the future?

I think what that awardee is trying to ask is, if they already know there will be a change, is that a change that they should make now or should they request a change in the future?

Kerin Miller:
During, I'd say, early December, we will be hosting an additional webinar which will focus on reporting and invoicing and the supporting documentation to support those processes.

Within that webinar, we will discuss the change request form and the process for moving funds from one eligible budget category to another. Again that change request form will be introduced a little bit later and for the purposes of executing your grant agreement, you cannot make any changes to your budget. So, your submission within the Grant Agreement Project Description and Budget Form must match the items that are listed on your Award Form.

We understand that you may start thinking about changes. You might want to make changes, or certain circumstances may have arisen at your site that have made you course correct a little bit and these are all acceptable. But again, those will come through a change request form at a later date.

I will say, Lisa, before you move on to the next question, we talked earlier that timelines are subject to change. That's perfectly acceptable at this stage, because that does not affect the budget line items and the amounts associated with that budget line item.

Similarly, let's say you were providing a retention bonus to a nurse. Since you applied, that nurse has left your facility and you want to provide it to another nurse. Again, that's totally acceptable because you are providing that same benefit to that same staff title. So, because the name of the individual changed, that's perfectly acceptable. But again, because there are no changes to that budget line item, to that staff title, and to that budget line item amount, that is an acceptable change.

Lisa Wurm:
I will summarize a couple questions in the chat regarding calculations awardees may have made in their applications that were either higher now or lower than what the award amount actually ended up being. So, what would be the process for those folks who may do the calculation and it either exceeds or is now lower than the awarded amount?

Kerin Miller:
So, should it exceed the amount, that's where we run into a little bit of difficulty because your budget summary, the total on that budget summary tab, cannot exceed your award. So, you will need to reconsider those calculations or identify that any difference in what you were awarded and what the actual costs are, that those will need to be covered by your organization.

Another option is, if that item is a funding priority for your organization, we can utilize a change request at a later date to fully fund that item and pull funds from another budget category that may be a lower priority for your organization. So again, you cannot submit a request through your Grant Agreement Project Description and Budget Form that exceeds your award amount.

If it does come in a little bit lower, again we understand that back-of-the-napkin type of calculations versus exact calculations, that there might be a little bit of a discrepancy there. We understand that. Please provide your exact calculation and in your item description or justification you might want to acknowledge that exact calculations came $200 below the requested amount or something to that effect.

Hope that helped but happy to answer follow-up questions as well.

Lisa Wurm:
And I will say if you notice a calculation error, please write into the help desk and we can help you personally with your application.

We have an awardee who was awarded partial funding but did not receive the email notifying of any revision. Is there anything else that they need to do? They've checked their Spam and Junk folders. Is it possible that they don't have any revisions? Or how might that work?

Kerin Miller:
So if you did have a partial award, then you absolutely have revisions, because that means that some element of your application was not fully funded and therefore needs to be adjusted in your Grant Agreement Project Description and Budget Form.

So, if you did not receive the email, totally fine. Log in to your GrantsConnect™ system and the three forms that we've been talking about—the Award Form, Grant Agreement Project Description and Budget Form, as well as the Banking Form—those are all available to you. So even if you did not receive the email, they are live on the platform. We encourage you to log in to your GrantsConnect™ profile to view them.

And again, should you have any questions, the webinar materials from November 2nd where we talked about the next steps in a little bit more detail, those are available on the Bridge to Recovery Grant program website for your reference. You also have the telephone line and email address to support you as well.

Lisa Wurm:
And to follow up on that and add so we can address another question in the chat: an awardee is asking about the purpose of the Grant Agreement Project Description and Budget Form that we just discussed.

Kerin Miller:
So as mentioned, in order to populate certain exhibits of your grant agreement—and I will say when you have your grant agreement in your hands, this will make a lot more sense—we are pulling exact information that you all provide in that Grant Agreement Project Description and Budget Form to populate exhibits within that grant agreement.

So that's why it is imperative that you all complete that form so that we can pull the correct information into your grant agreement, get that sent to you, you execute it, CDA signs off on it, and then we are all good to go. So that is why that form is so important. We cannot build your grant agreement without it.

Lisa Wurm:
And like you said before, we will have another webinar discussing more information about that. And to clarify as well, you cannot start submitting invoices until you have your grant agreement executed.

And that is actually all the questions that we have in the chat so far.

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Kerin Miller:
So that leaves me some time to kind of go through some budget categories and some questions that we've noticed that folks may have.

So we did go over this project description tab. Next, moving into the work plan.

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Every single budget activity or item should have an associated line within your project objectives and work plans.

So here on the screen we have two examples of your objective. Again we encourage you all to review the RFA as well as the goals of the grant and other guidance documents available on the Bridge to Recovery website to make sure that those objectives are aligned with the goals of the grant.

So here are just some examples of potential work plans and what they can look like. Again, I will note that for changes—like maybe in your application you said that your HR director would be in charge of hiring and paying your temporary RN, but that has since changed and now your program director is doing it—those are changes that are perfectly acceptable. Those are updates that you can make on your Grant Agreement Project Description and Budget Form, because again, those sorts of changes do not have any impact on your funding amount or your awarded budget line items.

So, feel free to update both of these columns as you are updating your work plan within the forms.

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Moving on. For salaries and wages, this is a key area where we've noticed that a lot of revisions are necessary.

So first and foremost, we will require staff titles in this first column. Names, please provide us the name. If you're looking to hire someone and you don't know their name, you can indicate that it is a new hire, TBD, etc. Again, for a level of effort, please refer to the instructions on the budget tab. Level of effort is not required for all salaries and wages requests. So again, please review those instructions.

Funds requested: we have that amount here.

Employee duties: just a basic phrase or sentence about the work that they do and how it relates to the grant program or the operations of your facility.

The most important piece is this employee objectives section. We have provided clear instructions in each tab, as well as to the format.

So, what we want, first and foremost, identify the objective that that budget line item is connected to. So, if I refer back here, implementing wage differentials for these three individuals was part of Objective 1. So, I've clearly labeled it as Objective 1. Since it is a wage differential, I've given the old wage as well as the new wage.

As a reminder, the wage differential will only cover the difference between these two wages for the identified time period. So here I'm letting you know we're increasing from $30 to $31. That difference is $1 per hour. My request is for one-year full-time employment of 2080 hours and that is how I arrived at my total. That also matches my funds requested.

Similarly, I'm increasing my two RNs by $1.50 per hour for the same one-year time period. Multiply all that out, we get up to $6,000 dollars. $6240 again matches my funds requested here. So those are some examples of wage differentials.

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Moving on to temporary staff. As I've said, for name we could say “To Be Hired” because you're looking to fill a gap in employment at your center. For level of effort, this 50 here indicates that they are at 50% or part-time employment. This number is also clarified in my calculation here.

So, for Objective 1, we have $60 per hour, 20 hours per week, part time for 26 weeks, half the year, and this is how we arrive at this calculation.

So again, these calculations, these references back to your work plan, those are all checks for you to make sure that each budget line item is associated with an item in your work plan. As well, it helps keep everyone organized and helps reduce the amount of times we might need to go back and forth both during this revision period as well as during the invoicing period.

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Moving on to fringe benefits. Similarly, we ask that you provide the fringe benefit rate as well as the funds requested. A little bit simpler, but staff title is required as well.

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A lot of you requested funds associated with the CAADS conference and that may require a combination of lodging or airfare or meals. Maybe you're driving, so it's a mileage reimbursement.

We ask that you break out each type of expense separately. So here we have just the lodging costs.

We've also included the link to the CalHR website which reminds you of the travel reimbursement rates.

So for example, CAADS conference this year is in Costa Mesa. That reimbursement rate is $120 per night and that is how we have indicated that rate here.

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Then, in addition to lodging, we've also broken out mileage. Let's say you were driving. You were 350 miles away, and so on and so forth.

So again, we asked that you really make an effort to differentiate and itemize all of your costs. Make sure that your reimbursement rate is also in line with California's rates.

And the last point here on airfare, we understand that if you're traveling in 2025, you may not have a great sense of what airfare costs. So, what we are asking at this point in time, do some preliminary research. Let us know what the average kind of round-trip flight costs. Identify here what you expect that cost to be. And we've also said that exact flight information and supporting documentation will be provided at the time of invoice.

Given that this is a cost to be incurred potentially far into the future, we understand that this cost may not be exact. You may not have the best supporting documentation at this time, but we do ask all of you to do your research to ensure that that is a reasonable request.

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I believe the last portion of this is meals. So again, there are reimbursement rates on California's website. The link is in the RFA as well as on this slide. It's also in the travel section of the form itself for you all to click into and remind yourself what those meal reimbursement rates are.

Lisa, have any questions come through the chat?

Lisa Wurm:
There's a question about where the recordings of these office hours and other webinars are being posted.

Kerin Miller:
So on the Bridge to Recovery website. Right now, it might be grayed-out links while we prepare to upload it. Just know that the documents are in queue to be uploaded to the website and that's where you can find them. It should be under where the webinar details are provided as well. So for now, again, you may see placeholders for these types of documents, but know that links to them are forthcoming and we are working on it. So that's where you can find those.

Roxanne McAlpine:
So, the slide deck will be posted today. To get the recordings uploaded, that takes a little bit of extra time because it has to be converted to a YouTube video. So, stay tuned for those, but the slide deck will be posted today for your reference.

Kerin Miller:
Thank you, Roxanne.

And as well, given that that November 17th deadline is a soft deadline, please use all resources at your disposal when completing those forms.

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So, we will continue on with supplies. Again, same kind of format, paying attention to this last column here. Clearly identify the objective, clearly tying back the item to the purposes of the Bridge to Recovery program and how it aligns with grant goals.

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The same can be said for equipment as well.

We want to make sure again that any items, whether that's supplies or equipment or other budget categories, that were identified as ineligible and are not present on your Award Form, please do not include them in your budget.

That is a for-sure reason why we will review your form and send it back to you and request that you all make updates.

We all understand, especially with this required “when” portion that you might not have a great idea. Again, we just want to get you thinking about when you can expect these activities to take place. That's also the purpose of the work plan.

So, you will not be held to when these items are acquired, but we do ask that you start to think about these things. Give your best estimate. And these sorts of things can be updated throughout your progress report and the reporting period for the grant as well.

Slide 19

In terms of contractual requests, many of you requested a sanitation company. And we do want to be conscious in this description and justification that you're really being clear how the activities of the sanitation company relate to the goals of the grant.

So, for example, we saw requests for polishing floors and things like that. And when we really get at the root of what the Bridge to Recovery Grant program is looking to accomplish and the activities that it's looking to fund—please consult the RFA for those types of things—we do ask that you make your best effort to connect the descriptions and the justifications of these items to the goals of the Bridge to Recovery grant.

Slide 20

When it comes to contractual bids, we do want to note that an itemized bid will be required at the time of invoicing. Again, more to come on this during our webinar in early December that will talk about reporting and invoicing and that whole process. For now, what we're concerned about are the two different tables that we have on the slide.

So, in the instance of installing an HVAC, there are some bids where the cost of the HVAC may have been included within that bid. There are some bids where the cost of the HVAC was itemized out from the cost of the labor to install or update that HVAC.

So, we do ask that you provide those details within your budget breakdown. In the event that the equipment piece is included and itemized within your bid, that equipment piece should go in the Equipment section. Whereas the cost associated with the contractor performing the labor to install the piece of equipment, that should fall in Contractual.

In the event where at this time your bid combines those costs or does not itemize them out, we ask that you put all of those costs in Contractual. But again, a reminder that a detailed bid with this cost breakdown will be required at the time of invoicing.

Slide 21

In your Other category, there were a few requests that could fall under Other. There were both retention and sign-on bonuses. So, again, bonuses are capped at $1,000 per employee.

We do ask, even for sign-on bonuses, that you do provide a staff title as to who you anticipate that bonus will go to. Should you submit a request for bonuses without staff titles, we will send it right back to you. So again, please do that work on the front end.

Slide 22

Similarly, with retention bonuses, subject to the same $1,000 cap per employee. We have been asked about providing gift cards or team lunches or other incentives. Those are not permissible for the purposes of this grant program. It will be a strict $1,000 monetary cap per employee.

To help save you lines as well, you'll notice that the instructions say that those staff titles, even if they're different, at the same rate those can be submitted on the same line item.

So here you see we have a retention bonus for different staff positions, but given that they are all being provided the same bonus of $750, we have those listed together. And that is acceptable as long as you have provided this detailed breakdown of what the staff titles are and how many of each are being provided to which particular staff title.

In terms of recruitment costs, we will not cover costs associated with agency fees or any sort of markup. What we will cover are the costs to make a banner for recruiting or posting a specific job title on Indeed or LinkedIn or whatever sort of recruiting platforms you use. Again, we will require pretty specific supporting documentation at the time of invoicing, but these are kind of acceptable recruitment costs contained within that other section.

Slide 23
Many of you also requested for CAADS training or the CAADS conference that took place in 2023 earlier this week, and there are two more years that will be eligible within the Bridge to Recovery grant life cycle. So for the 2024 and 2025 seasons, those registration fees are also eligible.

Again, you'll notice that the travel and the airfare and the meals associated with the CAADS conference belong in that Travel section, whereas the registration fees should be included within the Other section because that falls under that staff training category.

So again, we want to make sure that we are itemizing out all costs associated with the CAADS conference and being diligent about which specific budget categories they are in.

We also, within this description and justification, have identified that this cost includes registration fees only, assuming that other costs are included within that Travel section.

Slide 24
I believe that's it.

Slide 25
So again, with five minutes left, Lisa, are there any additional questions to raise from the chat?

Lisa Wurm:
No, not at this time.

Slide 26
Kerin Miller:
OK, great.

Well, again, we would like to thank you all for your attendance and continued engagement with the Bridge to Recovery grant program. Many of you have also wrote in with questions about Round Two. So, details about Round Two are forthcoming, and will also be posted on our website. So, for future grant opportunities, please continue to reference our website.

And that is all that we have for you today. So, with that, again, thank you all for attending. We will stop the recording and should you have any follow-up questions, we highly encourage you to use the resources available to you on the screen.