



# **California Department of Aging**

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

### **Bridge to Recovery Grant Agreement & Award Package Webinar**

#### **WEBINAR OVERVIEW**

This webinar was held on November 2, 2023, from 1:30–2:30 PM on the Bridge to Recovery for Adult Day Service: COVID-19 Mitigation and Resilience Grant Program. California Department of Aging (CDA) discussed and provided guidance on successfully executing grant agreements and additional documents awardees may need to provide prior to execution. The webinar ended with a full 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 webinar, the PowerPoint, and all other supporting documents can be found on the [Bridge to Recovery webpage](#).

# TRANSCRIPT

## Slide 1

### **Brittani Trujillo:**

Let's get started. Thank you everyone for joining today's webinar.

The Bridge to Recovery for Adult Day Services: COVID-19 Mitigation and Resilience Grant Program, or the Bridge to Recovery Grant Program, this webinar is specific to those of you who are awarded grant funding and the application revision and grant agreement execution processes that need to occur as part of the next phase.

## Slide 2

My name is Brittani Trujillo.

I work with Public Consulting Group. Today's webinar is hosted by Public Consulting Group in partnership with the California Department of Aging, and we do have some of our partners with California Department of Aging on this webinar as well. So, they're available to answer any other questions or address issues that might come up as well, but PCG will be the ones delivering today's webinar.

So, our agenda for today, we'll talk about our current status, where we are with everything. We'll talk about the application update and revision process, along with the forms that will accompany that.

We'll talk about the grant agreement execution process, share some resources, and then have time for questions.

## Slide 3

## Slide 4

So current status for the Bridge to Recovery Grant: decision notifications were sent on October 20th, 2023, a little over be two weeks tomorrow that those letters went out. Those letters also indicated that your application may need to be revised to align with the awarded funding amount and/or the activities or items that were approved for funding. So even if you were awarded a full funding amount, there still may be revisions to your application that will need to be revised. It's possible they may need to be updated or removed, but again, we'll talk further details about that.

More of the current status overview: your grant agreement cannot be executed until all sections of the application materials are updated—again, we'll talk about that—with the required information and/or the missing documentation has been provided.

CDA is requesting that all application forms be updated by you, the awardees, and submitted via the GrantsConnect™ platform on, or preferably prior to, November 17, 2023. That is two weeks

from tomorrow. You'll hear that date a few times throughout this webinar because it is an important date.

## Slide 5

So, some reasons for application revisions and some potential areas for those revisions: one would be the project description. That was one of the first questions in your application and that will need to be revised. If your project description does not align with the activities or the items that were requested for funding, you'll need to rewrite that narrative to align with what's been awarded funding.

In addition to that project description, the project objectives and work plan will also need to be updated if they're not in alignment with what you were awarded funding for. So you might need to update your activities, or the time frame potentially, to align with what you were awarded funding for.

In addition, the budget will need to be revised or may need to be revised. Each budget line item should align with the awarded activities and/or the items that were requested. We'll walk through some examples of this and talk through that. But the budget cost may have been approved, but you may have listed them in the incorrect budget section and therefore they'll need to be moved to the correct budget section. An example would be some people listed a request for funding under Equipment when it really should fall under Supplies, so that might need to be addressed as well.

Approved amounts for items and/or activities in each budget category are provided on the Award Form that's in GrantsConnect™ and we'll talk through that. Something to note, however, revisions that you have to make cannot exceed or deviate from the items identified on that Award Form. So that Award Form—and again we'll talk through that in your revisions—outlines the dollar amount for funding for each of the approved categories and those items, and you cannot deviate from those.

## Slide 6

### **Roxanne McAlpine:**

Brittani, I just wanted to introduce myself. I'm Roxanne McAlpine. I'm the project manager at CDA for the Bridge Recovery Grant Program and I just wanted to reiterate how important November 17th is. The faster you guys can get these updates done—this is the whole purpose for this webinar—and back to PCG, we can get your grant executed. So, I just really wanted to remind you guys of that date and reiterate how important that date is, and thank you for attending today.

### **Brittani Trujillo:**

Thank you, Roxanne. As I said, you'll hear that date a lot from us because it is an important one.

## Slide 7

So, the application update and revision process: this is critical to getting your grant agreement so that you can execute that. So, if your application needs to be revised due to missing information or an adjusted award amount, you as an awardee will receive emails that include links to three different documents. You will also be able to see these on your GrantsConnect™ profile.

The first form is the Award Form, the second is the Grant Agreement Project Description and Budget Form and the third is the Banking Form. Email notifications advising of the necessary revisions will be sent no later than tomorrow, November 3rd from this email: "PCG California-Aging noreply@yourcause.com". This email will go to the same email address that received the award letter. Please make sure you check your spam or junk folders if you don't see it in your inbox. But again, if revisions are needed to your application and your budget or project activities, you will receive this email notice no later than tomorrow, November 3rd.

## Slide 8

Following this webinar, no later than tomorrow, you'll receive three emails directly from that GrantsConnect™ email, noreply@yourcause.com, to notify you that these forms have been added to your account and require your immediate attention or completion.

Your first step is to review the approved award amount, project description, and budget details that are on the Award Form. That form details what you were awarded funding for, not just the total amount, but the budget item categories and reasons for those budget items. So, review that form first. Again, you'll get an email no later than tomorrow that that form is available for your review.

Step 2 after you look at that is to complete and submit the Grant Agreement Project Description and Budget Form in GrantsConnect™ on, or preferably prior to, or no later than November 17th. Again, that is two weeks from tomorrow.

Once you, the awardees, have submitted that Grant Agreement Project Description and Budget Form, our team at PCG will review it to ensure that all information aligns with the awarded funding items or activities. We will incorporate the approved Grant Agreement Project Description and Budget Form into your actual grant agreement.

And then your third step within GrantsConnect™ is to complete and submit the information requested on the PCG Banking Form. You'll see in the blue box on the screen, the forms must be revised and submitted in GrantsConnect™ for approval before PCG can send the grant agreement package for execution. So you will not receive a grant agreement until you've reviewed the Award Form, and completed and submitted that Grant Agreement Project Description and Budget Form. If you don't do those, you will not receive your grant agreement, and there's a note there that failure to revise your application and submit it in a timely manner may result or will result in a delay of executing that grant agreement. So that November 17th date is important.

## Slide 9

Here's the Award Form email notification. So that's step one. The first email you'll get is the Award Form. It contains your approved funding amount and overview of which budget activities were approved. Please use this form as a guide when completing your Grant Agreement Project Description and Budget Form. This will be your first email.

## Slide 10

This is a sample of what the Award Form looks like. It contains the award amount, the approved project activities or items, and the budget details. Use this as a reference when you are revising that project activities and budget form. This shows you which budget line items were permissible and which budget category each item belongs in.

So as our sample here, you can see that salaries and wages were approved for a certain amount and here's the reasons why, along with fringe benefits, travel, et cetera. So, this will provide you the information necessary to make that revision and complete the form.

## Slide 11

The Grant Agreement Project Description and Budget Form, this is the second email you will also get, letting you know that a request has been made for the completion of this form as part of your application. Please log in to your GrantsConnect™ account and submit this form. You'll also see the date there: please complete this by, or preferably no later than, November 17th, 2023.

## Slide 12

Here is a little bit more about that Grant Agreement Project Description and Budget Form. Use this form to line up your project description and budget with the activities or items approved for funding on the Award Form.

This form must be completed and submitted to PCG for approval before your grant agreement package can be sent for execution. Again, failure to submit this form in a timely manner will result in the delay of executing your grant agreement.

The format of the budget and the project description in this form mirrors exactly what was in the original application. It's just taken those forms or those fields and put them into a separate form.

## Slide 13

So a little bit more about revising and how to do this.

You'll need your project description. Update that narrative in your project description to align with the activities and items approved for funding on that Award Form.

Also update your project objectives and work plan to align with those activities approved on the Award Form as well.

Some tips and tricks that we included for you.

Review your original application for your project description and your objectives and work plan. That's still available to you for reference. It still exists in your GrantsConnect™ profile. It is not gone.

Phrases and sentences or information from your original application may be repurposed if they align with what was awarded funding for. So, you don't need to start completely from scratch. If you've got the information there, you can use that same information, but only include those details that are relevant to what you were awarded funding for. So, if you weren't awarded funding for a certain item or activity, don't include that in your project description or objectives and work plan. So again, you can reuse what exists currently. You might need to make the edits and tweaks though.

#### Slide 14

The budget revisions: we wanted to provide a little bit more detail on the very sections within the budget and what you may or may not need to do for your revisions.

Under salaries and wages, you may, depending on your application, need to remove staff positions that are not eligible for wage differentials or temporary hires. Again, that's if applicable.

For approved staff positions, for wage differentials you'll need to include the old and new wages. This is a requirement. It was part of the initial requirement as well.

For example, if a person's current or old wage is \$15.00 an hour and their new wage is \$15.50 hour, you're taking that \$0.50 increase for the wage differential, multiplying it by a one-year FTE to get the total dollars. That might be something you need to do if you did not supply that information initially.

Under fringe benefits, you'll need to remove any staff positions that were included there that are not eligible for salaries and wages or for bonuses.

#### Slide 15

Under travel, you'll need to update your lodging and all travel costs in accordance with the approved State of California Department of Human Resources allowances. There's that website and I think Peter can put that website in the chat as well for easy access.

You also need to ensure the number of all staff who are traveling are identified. Break out and list this cost separately. So, lodging should align including the number of nights, number of staff, mileage, meals, etc.

Under supplies, remove any supplies that were not eligible for funding and ensure only those supplies that were identified for award remain.

That is the same for equipment. Remove any ineligible equipment items and ensure only equipment identified for award remains in that section.

#### Slide 16

Under contractual, remove any contract costs that were not eligible due to one or more of the following items: if your application did not include a bid or cost estimate breakout for the costs; if

the costs were not broken out and just a lump sum provided; or you didn't include a lease, deed, and/or landlord approval. Remove those items that were not funded for those reasons. And that Award Form, if you were awarded funding for contractual, will identify what contractual items were awarded funding.

Under the other category for your budget, remove any ineligible staff positions and costs associated with those positions, such as costs for bonuses or any other impermissible expenses. Approved staff positions must align with the licensing requirements for your facility type. Again, your Award Form has this information in it.

For your indirect costs, update to align with the awarded funding amount. If claiming 10% indirect cost, then indirect would be recalculated to 10% of the awarded amount. There's a sample there for you. Your Award Form has the indirect costs that were calculated based off of your award awarded items, so you'll be able to see that.

#### Slide 17

The third email you will get is that your Banking Form, the PCG Banking Form, is ready for you to complete. So you'll get this email that says another request has been made for completion of the PCG Banking Form as part of your application. You can log in to your account profile and see this form ready for you to complete.

#### Slide 18

The Banking Form is required in order to receive reimbursement for your awarded funding activities, so we cannot disperse funds without this form.

The following information is required on the Banking Form: the representative information—that's the person who's authorized to submit and receive grant information—and the additional designees or authorized personnel; basic demographics of the entity; tax information; the banking information; and then there's an attestation.

Please complete this form ASAP. Again, your expenses cannot be reimbursed if we don't have this form on file. We need to know where to send the reimbursement money to.

To complete this form, all you have to do is log in to your GrantsConnect™ account and add your banking information. Again, you'll get an email about this tomorrow as well or no later than tomorrow.

#### Slide 19

The next steps for grant agreement execution: once you've completed your Grant Agreement Project Description and Budget Form, we'll receive notice and review your form for accuracy and completeness. If we're not able to approve the revision submitted, we'll send you a notification via GrantsConnect™ requesting additional edits.

Once those submissions have been approved, grant agreements will be sent to awardees via email for execution. Again, you'll see here that the forms must be revised and be submitted in GrantsConnect™ for approval before we can send the grant agreement package for execution.

If you don't revise your application or don't do this in a timely manner, it will result in delaying the execution of your grant agreement, which delays your ability to be reimbursed for activities.

## Slide 20

Moving into the grant agreement execution process.

## Slide 21

Once the Grant Agreement Project Description and Budget Form has been approved, you'll receive an email with instructions on how to execute the agreement. In the body of the email, there will be a link to access the electronic grant agreement. That email will come from the CDA\_BridgeToRecovery@pcgus.com email. That's the email that you've used for any TA questions you've sent or other communication that comes from us. That's the email that the grant agreement will be sent via.

All communication for the grant agreement will be sent to the same email address that received the award letter.

All grant agreements will also have a start date of November 20th, 2023.

Grant agreements will use the following naming convention: CDA-bridge-to-recovery, et cetera, with the agreement number and then your application ID.

We know that some of you who are awarded funding had multiple facilities that received funding and so the application ID, that last six digits, will be how you can identify which facility. It ties to your application for that facility.

## Slide 22

So how do you view and execute the grant agreement?

Again, awardees will receive an email from that CDA\_BridgeToRecovery@pcgus.com. The body of that email will contain the directions on how you view and execute your agreement. You will click on the link in the body of the email.

Some fields have been updated with the information from your grant agreement project and budget form. Some fields can be edited, such as your address or phone number, and some cannot, such as the award amount. So, there are very few areas in which you can make any edits to this grant agreement.

Only an authorized representative from the facility can sign the grant agreement. To sign it, you'll use your mouse to create an electronic signature. So, it's all done on your computer, using your mouse to write your name or create your signature.

Once you sign your grant agreement, it will automatically be sent electronically to California Department of Aging for their review and signature, which will then execute that grant agreement.

Once CDA has signed and executed the grant agreement, both PCG and the awardee will receive that executed grant agreement in PDF format.



You will receive that grant agreement via email with a password to access and download it. That email will contain that information.

**Roxanne McAlpine:**

Brittani, there's a question in the chat about grants and then GrantsConnect™ and receiving an email. They want to know if they'll receive an email in addition to GrantsConnect™. I don't know if you can see that question.

**Brittani Trujillo:**

That notification will come via email, so then you can log in to GrantsConnect™ and you'll see the forms that have been updated.

We strongly suggest that you download and save your executed grant agreement for your reference. It is a contract with the California Department of Aging, so we strongly encourage you to make sure you download and have a copy on file in your records.

**Slide 23**

Let's talk about some of the resources that exist, and then we'll have plenty of time for questions.

In addition to this webinar, PCG will host two office hour sessions to provide additional support and assistance in revising and submitting your forms in GrantsConnect™. A link to those office hour sessions will be sent via email. I believe that is going out tomorrow afternoon.

There will be one office hour on November 8th from 10 to 11 AM PST, and another one on November 13th from 11 to 12 PM PST.

The email that goes out tomorrow will have the links for those you do not need to register.

It is not required to attend. We are offering those as a way to jump in if you need help revising that Grant Agreement Project Description and Budget Form or your Banking Form. Or, if you've received your grant agreement for execution, this is just a general time to hop on in and ask your question and we can provide some support in real time.

In addition to those two office hour sessions, CDA will also host a webinar to discuss an overview of permissible and impermissible items eligible for funding and errors made when completing the application. That webinar is next Thursday, November 9th, from 1 to 2 PM PST.

And then just some additional support. Stay tuned if you've been awarded funding for a future webinar on submitting progress reports and invoices for reimbursement, including the backup documentation requirements that will be needed for those processes. So that has not yet been scheduled, but be on the lookout for communication regarding that date and time.

## Slide 24

Regarding Grant Assistance, if you have any questions regarding the application revisions or the grant execution process, you can look at the program web page—that's the CDA page—where all the Bridge to Recovery information has been posted. This slide deck, along with recording, will also be posted on that web page, so you'll have these for reference.

You have our phone number there for any support and the email as well. You can email or call for any support and we can provide assistance as well.

## Slide 25

Let's go in to questions. I know there have been a lot in the chat and I'm hoping Peter you can help moderate or facilitate those.

### **Peter Buzby:**

Sure, Brittani, I'd be happy to. Let me just start from the beginning and we can just sort of work our way down.

So, first question is about the communication from October 20th. So, did the communication we received on October 20th include if we are required to do a revision or were only those that need revisions already told? So basically, did the October 20th communication indicate if you needed to make a revision?

### **Brittani Trujillo:**

No, it did not. If you need revisions, you will receive that email no later than tomorrow, November 3rd.

### **Peter Buzby:**

And then another one about the award letters. So, were award letters generic or tailored for each applicant?

### **Brittani Trujillo:**

They were tailored in that they were addressed to your facility with the award amount there, but the rest was general language that may or may not apply to your specific facility or application. So, a little bit of both. But again, if you need revisions, you will receive that email tomorrow with that information.

### **Peter Buzby:**

OK, is this meeting being recorded? Yes, it is.

This is another one asking basically about timelines. So, to make this a little bit more general, when do they need to decide on any revisions or changes?

### **Brittani Trujillo:**

So you can't increase your funding amount. So, if you were awarded \$50,000, that's the amount that you were awarded for Round 1 with those activities that were approved. If you later decide, and I'll ask Roxanne or other CDA to jump in, but if you were awarded \$20,000 to install AC and \$30,000 to provide bonuses to staff, and you decide you'd rather do two ACs for \$40,000 and \$10,000 in bonuses—once you've executed your grant agreement, there will be a process to provide progress reporting and/or a change request depending on what the change is.

**Roxanne McAlpine:**

Yes, that is correct. If you're awarded a certain amount of money and you decide later that you need to change and do a budget shift, you need more money in one category and you need less in the other, that's acceptable and we'll provide you guys with the form. It's called a change request form. So once everything's executed, we are going to have another webinar that walks you through the entire grant agreement, the invoicing process, documents that you need to provide so that you can be reimbursed, and progress reporting.

So stay tuned for that webinar. We hope to have that one end of November or early December.

**Peter Buzby:**

The next few questions are mostly about how they will find out if revisions are required. So again, you'll get that notification tomorrow in an email from GrantsConnect™

**Roxanne McAlpine:**

If you do not receive that email tomorrow, everyone please check your spam just to make sure it didn't go there. If you are still concerned you didn't receive anything, please feel free to send an email to the contact at the end of this webinar.

It just might be that you didn't have any edits, which is a good thing. But you know, if you're still worried or concerned, please either give them a phone call or shoot them an email.

**Peter Buzby:**

Next question is if a person had to give a raise to someone after the grant was submitted, do they need to update it now to include the new wage as the current wage? So presumably this would be somebody's salary has changed after they submitted the grant and they need to update the new cost for this new salary.

**Brittani Trujillo:**

They were included in your application and you wanted to give them a raise from \$20 to \$21, but you've already given them a raise to \$21 and now you want to give it to maybe \$22? I'll double check with CDA. I would think we would want the new information, however, you can't be reimbursed for anything that was done prior to that November 20th, 2023 date, and you can't exceed the funding amount that was awarded for that activity.

**Peter Buzby:**

Carina, that was your question. Hopefully we answered it. If not, you can see that helpline right there on the screen. So if you have further questions about that, please do email us.

The same goes for you Dao Do again. If you just need to update your contact information, something specific like that, please do reach out to that CDA\_BridgeToRecovery@pcgus.com and we'll make sure to take care of it.

When receiving notification via GrantsConnect™, do we get an email as well? Brittani, I believe this is one that you answered during the presentation, correct?

**Brittani Trujillo:**

Yes, correct. You will get the email tomorrow if you have any revisions. So, everyone will get an email at minimum that your Award Form is there and that the Banking Form is ready for you. If you also need to do revisions, you'll receive that email, and then you can log into your portal

and all of those forms will be available and ready for you to review and/or submit—or complete and submit, I should say.

**Peter Buzby:**

Collette, you asked if the CEO should execute the agreement or the contact who submitted the application. Roxanne, thank you for answering that. The authorized representative for the site should execute the agreement.

The presentation will be shared on the CDA grant program website. So I know it was earlier in the presentation, but I will make sure somebody posts the link again in the chat. You'll be able to find this presentation and any recordings there.

Can multiple staff from the company access the grant portal?

**Brittani Trujillo:**

I believe so, and I'll ask maybe Kerin, to jump in if I speak incorrectly. If they have the login information, then yes, but I don't think multiple profiles have access to the same application information. But if they have access to the user ID and password, I believe that's the way that works.

Is that correct, Karen?

**Kerin Miller:**

So multiple parties can have access to your GrantsConnect™ information and the various forms. So, if you need someone added, feel free to call or email us and we can add or walk you through the process of how to add individuals. For example, if your accountant needs to do the Banking Form, but your program director does the other forms, we are OK with that and can accommodate. The only limitation with that is that has to be your singular authorized representative.

**Peter Buzby:**

And I believe that answer takes care of your question as well, Amy.

Does everyone have changes that they will need to make to their grant, or if they were awarded almost full funding, will they have to make corrections?

So again, if you need to make any revisions, you'll be notified tomorrow. You'll be able to go into GrantsConnect™ and take care of them.

If you were awarded salary increases, can the increases be provided to employees after November 20th once the grant agreement has been executed? Correct.

Will there be numerous representatives during office hours? Are staff going to answer our questions if we call the 866 number?

So, I'm not sure if we've exactly decided on our staffing yet for the office hours, but I can assure you people will be there to help you with any problems or issues you might be having. Same with the 866 number. I know we monitor it. Brittani, is there anything more specific we can say about that?

**Brittani Trujillo:**

The 866 again is monitored. It's dispersed to various people within our team who are providing that kind of support.

We have various levels as well. Some questions are very easy for our teams to answer. Others get forwarded to more programmatic expertise folks to support.

You can also email if you need. If it's something we can answer via email, we can do that. If it requires help on a phone call, we can schedule time to do that as well. So, there's multiple ways in which that can happen.

**Peter Buzby:**

Margot's asking, for the most part, if applicants will be given an opportunity to find out why they might have been denied funding. So, I know this is something we're going to discuss in part during that webinar next week. So, as we said, we please do ask for you to hold any sort of questions like that until next week's webinar when we go over it.

After that, if you still have questions, you can always reach out to us through that helpline and we can get more specifics to you, potentially.

How quickly will the grant agreement be signed after being submitted? So basically, after they submit their end of the grant agreement, how long will it take for PCG to respond, get things moving, and for them to get funds?

**Kerin Miller:**

Apologies but Brittany said that her Wi-Fi is having issues. So she will be rejoining in a second. But Roxanne, go ahead if you have an answer.

**Roxanne McAlpine:**

Sure. The timeline is as soon as you guys can get the revisions completed and returned to PCG. They're not going to wait and do everything together. It'll be on a rolling basis, so as soon as you get it returned, they will start preparing your package and get it back out to you for execution.

And you had mentioned how soon can you get your funds. So, we're not going to be awarding funds. It's based on a reimbursement process. So you can start incurring charges on November 20th. We selected that date hoping that everyone would get their revisions back to us by November 17th. So, by November 20th, you can start incurring costs and saving your receipts, and then you can start invoicing right away.

We would request that you invoice monthly, not weekly or as costs are incurred. We're hoping that you can just send us one invoice on a monthly basis. But you can start incurring costs starting November 20th.

Did that answer that question in full?

**Peter Buzby:**

Yes, I believe you had hit all the pieces.

We have some similar questions about reasons for denials. Again, like I said, we will have that webinar next week. Please do join us for that. And then if you have any questions after that, please do circle back and we can discuss it more then.

Another person asking about access to the forms. They received an email requesting completion of the Award Form, but there's nothing in the portal.

Again, those forms haven't been released yet. You should receive a notification tomorrow when they open and then you should be able to go in, see your forms, and then complete them when you're ready.

Another questions about permissible versus not permissible funds. Again, if that's in terms of funding decisions, we will discuss them further next week. If it's about revisions to your existing grant application, you should have indications of changes you need to make in those forms you should receive. Roxanne, something to add?

**Roxanne McAlpine:**

I just wanted to mention that webinar is November 9th so I highly recommend everybody attend.

Let's say you got a partial award and you want to learn the reasons why you only got a partial award. We will be discussing all of that on that webinar.

**Peter Buzby:**

OK, so Karina is asking for increases, can they take place now that they got the full award letter or do they have to wait?

So, I assume these means salary increases. Brittani, Kerin, or Roxanne please correct me, but again, I think you need to wait until the grant agreement has been executed before you can start spending funds.

**Roxanne McAlpine:**

Yes, we did insert a new date. Instead of the execution date, we are going to go with November 20th. So any expenses need to be incurred from November 20th and moving forward. So you would want to give that raise after November 20th.

**Peter Buzby:**

Then questions about second round of funding. Roxanne, have there been any decisions about potential second rounds?

**Roxanne McAlpine:**

I can say that there will be a second round. We are in the process of putting together the parameters and what that will look like so we're not able to announce any specifics regarding Round 2. But I will let you guys know there will be a Round 2 and we should be announcing the parameters for that by December 1st.

**Peter Buzby:**

Amanda asks, there have been some changes in their employees since they submitted the grant, so they need to know how to modify and update it to cover these new employees. So this

mostly seems like a change request question. Brittani, I know you covered that process before just very briefly, but could you summarize it again?

**Brittani Trujillo:**

Once the grant agreement is executed and we get into progress reporting and change requests, you'll have an opportunity to make those changes.

As Roxanne mentioned, we will have a webinar in late November or early December about those processes. So more to come, but you'll have an opportunity to make those updates.

**Roxanne McAlpine:**

And also, if the title didn't change, you might not need to make any update at all. If it was just a change in staff but the title stayed the same, then you won't need a change request.

**Peter Buzby:**

Next question is about how many grants were awarded and what percentage of the total requested funding.

I don't have those figures in front of me. I don't know if anybody does know offhand.

**Roxanne McAlpine:**

I believe there was 354. Was that correct, approximately? We will be posting those numbers, but we just didn't want to make that part of the webinar today because we're very focused on getting these executed.

**Peter Buzby:**

So it sounds like you should be able to find that information in the near future on the grant webpage.

Lenny Naires is asking about how they know which changes will be required. Again, you will see an update tomorrow that will include the information on what you need to change and provide you access to those forms to make those changes.

**Brittani Trujillo:**

Yes, I'll just add that the Award Form will be part of your GrantsConnect™ application profile. It will have all the information you need about what budget items or categories were funded and what activities within those items.

**Peter Buzby:**

We have more questions about determinations of permissible and impermissible items. Again, not the focus of today's webinar. Please join us again next week and we'll go over some of those issues.

A similar question to the previous one about updating the grant for new employees. Again, I think Brittani you've outlined the change request process a few times now. I think it's fairly clear.

If we make revisions, is there a possibility of receiving a revised award by the end of the year?

Again, this process is basically to bring your original application in line with the partial funding as outlined by CDA. So, once you make those changes, you will receive the award that you were awarded. And as Roxanne said, it's based on a reimbursement model from there.

**Brittani Trujillo:**

There will not be an opportunity within Round 1 to increase your award amount. Stay tuned at a later date for information on Round 2, but your award amount for Round 1 is final. It won't exceed that.

**Peter Buzby:**

If in the initial application, the bids, the detailed breakdowns, other required documents, etc. were not submitted for contractual items, can they include those in the revision?

**Brittani Trujillo:**

Yes. Now it's not going to change our decisions at this point or the award amount. But if there are items that you needed to include with what was awarded funding, you can absolutely add those attachments.

**Peter Buzby:**

Somebody has a question about GrantsConnect™, that they've logged in and they see the Award Form, but the instructions indicate it's already submitted. I imagine that's because the form hasn't opened yet. Kerin, you can correct me if I'm wrong there, but that would be my assumption.

**Kerin Miller:**

Correct. So the form has not been opened and that particular form is also locked for editing. So as awardees, you cannot go in and edit that form. That form is a reference tool for you all to use when completing additional required forms.

**Peter Buzby**

So Shirley asked a question about payroll costs. Apparently there was some confusion, if a payroll cost of \$1 would actually be \$1.50 because of employer taxes, and if that number would need to be revised as part of their application revision.

So again, I think the easiest answer would be if you need to make a revision, it will be indicated in your forms in GrantsConnect™ tomorrow, so that will make it clear there if you need to adjust your payroll levels.

More people asking about notifications. Again, those forms haven't opened yet. They will be available in GrantsConnect™ tomorrow.

Roxanne, anything to add?

**Roxanne McAlpine:**

Yes. Peter, do you have a time when they'll be open tomorrow? I just don't want people to check at 8:00 if it's going to be later in the afternoon, just so they know when they can start checking.

**Brittani Trujillo:**

You'll get an email from a from GrantsConnect™ when it's ready and open. But we're going to do some final testing and make sure that nothing changed before we really release those pieces.

So, you should have everything, those emails, by 12 PM PT, if not sooner. But again, once you get that email, you'll know that those forms exist.

If you don't have it by 12 PM PT, if you haven't received anything, please let us know.



**Peter Buzby**

Thank you, Brittani. Juvi De Neve asked a question about salary increases and how much will be reimbursed from the grant. It's a fairly specific question about year changes and things like that.

Juvi, I think you'd be best reaching out to us through the helpline and that's something that will be easier for us to address then, as opposed to trying to go through all the minutiae of your question now.

**Brittani Trujillo:**

Thank you, Peter. I'll just add in general, if you're doing wage differentials, the grant is only covering that amount between the current or old wage and the new wage. So, if the current or old wage is \$15.00 an hour and you want to pay \$15.50, the grant is only covering that \$0.50 per hour, not the full \$15.50 per hour.

**Peter Buzby:**

Thank you, Brittani.

David asked if there's a possibility to revise the application after next week's webinar.

If you mean revising the original application that was rejected, no, you do not have the opportunity to make those revisions and resubmit it.

If you mean making the requested revisions through GrantsConnect™, yes, you would have time after the webinar. It is not due until the 17th, but let us stress again, we encourage people to get their forms in as early as possible to make sure there are no problems and to make sure you get the funds you're entitled to.

**Brittani Trujillo:**

Thank you, Peter and I'll stress it a little differently, the revisions to your application after next Thursday's webinar.

Applications can't be revised to correct impermissible activities or items that were included to try to get a higher award amount. The Round 1 award amounts are out and those are final.

I just encourage everyone to stay tuned for information about Round 2 when that's ready to share and decisions have been made.

**Buzby Peter:**

Another question about adjusting for staffing. I think we've covered most of it, but second part to this question: if their staffing expands, would there be an opportunity to add to the funding they've received in the grant?

I think Britney made it clear earlier that no, you can't ask for additional funds after the fact.

**Brittani Trujillo:**

Not with Round 1. Again, I encourage everyone to stay tuned for information on Round 2 when decisions have been made and that's ready to share.

**Peter Buzby:**

I think it's the same answer for the next question about whether you can adjust from partial to full funding. Again, not as part of Round 1.

For approved fringe benefits, can they release or issue those benefits one time to employees, presumably as a lump sum?

**Roxanne McAlpine:**

Fringe benefits have to be specific to this grant, so you would have to provide backup documentation for reimbursement for those. I would think that yes, it can be one time, but you're going to have to provide backup documentation. It has to be specific to this grant for approval.

**Peter Buzby:**

Another question about next week's webinar, basically if, at the end, they'll know exactly why their application was denied.

So, we won't be running through individual applications. Obviously, there's too many to do something like that. Our hope is once we outline permissible and impermissible funds, it'll be clear why your application was denied, either entirely or in part. Again, after that, if your questions do not have answers, you need to reach out to us and we'll provide as much information as we can within the structures of the process.

Will you have more information on what supporting documentation will need to be turned in with each monthly invoice?

**Roxanne McAlpine:**

Yes, that will be coming in the webinar that we're hoping to have at the end of November, early October, and we will be discussing invoicing, the process, progress reports, and the backup documentation.

**Peter Buzby:**

Amanda asked, does the revision need to be approved prior to November 20th? Basically, the concern is that they might deliver bonuses and then the revision doesn't get approved and then they are on the hook for those bonuses.

**Roxanne McAlpine:**

I would say if you're worried if something is going to get approved, call us for technical assistance prior and we can walk you through that.

**Peter Buzby:**

Bella asks, are there restrictions on how they can use or spend funding awarded under indirect costs?

So, I do think there's at the very least some language around this somewhere. Brittani, do we know where we could direct them?

**Brittani Trujillo:**

I think we could look at the application. The application itself has information on what indirect costs are and I think probably the RFA, but I'd have to pull that up to be specific on where that would exist.

**Roxanne McAlpine:**

So, the maximum amount you can claim for indirect cost is 10% of your award amount and it should pertain to the goals of this funding. But you do not have to provide backup documentation to be reimbursed for indirect costs. That is the only expense you do not have to provide backup documentation for.

**Peter Buzby:**

Brittani, somebody asked again about the helpline. You have the slide deck pulled up. If you can just go to the TA slide there at the end so we can get that back up on screen.

**Roxanne McAlpine:**

Our website, the Bridge to Recovery website, also has this phone number and email.

**Peter Buzby:**

Questions about wage differentials. This has to do with basically when expenses become grant eligible. So if a wage has already been increased, will the wage differential be covered after November 20<sup>th</sup>?

**Roxanne McAlpine:**

No, it wouldn't. It would have to have been given after November 20th.

**Peter Buzby:**

Is there an opportunity to have PCG review their revisions prior to submitting them for final consideration? Let's say, can I send in a draft and ask for our feedback?

**Brittani Trujillo:**

I think if you want us to review some things, you can give us a call or use that email and we can provide some TA that way.

**Roxanne McAlpine:**

In addition, if you guys submit something and it's not exactly what is required, PCG will reach out to you and let you know that further revisions are needed.

**Brittani Trujillo:**

We're really hoping that when you guys see the Award Form, that really should help provide some clear information on which budget items and activities were funded.

**Peter Buzby:**

So we have, I think, time for one final question, which is good because we got to the bottom of the list.

I apologize if I scrolled past your question. I was trying to get through as many as we could. So again, if we missed anything, please do reach out to us through that email, through that helpline, and we'll make sure you get an answer if we can.

But Diane asks, do the three bids need to be submitted by November 17th as part of that revision request?

**Roxanne McAlpine:**

So at least one bid or a cost estimate needed to be submitted with your application, and if you did not submit anything, that could be a reason your application was either denied or you received a partial award.

But the two to three bids will need to be submitted at invoicing, so those do not need to be submitted now.

**Brittani Trujillo:**

With justification as to why you selected the bid you did, but again, that'll be covered in the webinar at the end of November or early December.

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**Peter Buzby:**

So, Brittani, Roxanne, I will turn it over to you all now, if you'd like to sign off, say your farewells.

**Brittani Trujillo:**

Thank you for helping to moderate that, Peter. From PCG, thanks everyone for attending. Great questions. You will receive three separate emails tomorrow. Please be on the lookout. If it is 12 PM PT and you haven't received anything, please reach out to us, either by phone or email. And as you start to make your revisions, if you have questions, please don't hesitate to reach out. But, I'm hoping we've provided some information here and that the Award Form will really support your process.

So I'll say thank you, everyone and then Roxanne.

**Roxanne McAlpine:**

Thank you to PCG for hosting this webinar. We are thankful for all of you that attended. We hope we were able to answer your questions.

Again, those office hour sessions, there's two of them. Hopefully you can join those if you still have further questions.

Thank you again for attending and just please get us your revisions as soon as possible, because we're looking forward to getting your grant executed so we can start the reimbursement process.

Thank you.