

Welcome!

We will start soon.

A few reminders:

- Please put all questions in the chat box, which will be addressed at the end of the webinar.
- Please stay muted during the webinar and enter any feedback in the chat box.
- A copy of the presentation will be posted on the Bridge to Recovery (BTR) grant webpage.



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

Application Revision and Grant Agreement Execution
November 2, 2023

Today's Agenda

Hosted by CDA's Grant Administrator, Public Consulting Group, LLC (PCG)

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Current Status

Current Status - Overview

- Decision Notifications were sent on October 20, 2023
- Applications may need to be revised to align with the awarded funding amount and/or activities/items updated, even if Awardees are awarded full funding
 - Activities and/or items listed in the application may need to be updated and/or further details provided (see next slide)
- Grant agreements cannot be executed until all sections of the application materials are updated with the required information and/or missing documentation has been provided
- CDA requests all application forms be updated by Awardees and submitted via GrantsConnect™ **on or preferably prior to November 17, 2023**

Current Status - Reasons for Application Revisions

- Potential areas for revision:
 - Project Description
 - If the project description does not align with the activities or items requested for funding, the narrative will need to be rewritten to align with the activities/items
 - Projective Objectives and Workplan
 - If objectives and workplan are not in alignment, update activities and/or requested items to align with the approved objectives of the project
 - Budget
 - Each budget line item should align with the awarded funding activities and/or items requested
 - Costs may have been approved, but may have been listed in the incorrect budget section and therefore will need to be moved to the correct budget section (e.g., equipment to supplies)
- Approved amounts for items and/or activities in each budget category are provided on the Award Form in GrantsConnect™
 - Revisions cannot exceed or deviate from the items identified on the Award Form



Application Update and Revision Process

Application Update and Revision Process

- If an Awardee's application needs to be revised due to missing information or an adjusted award amount, awardees will receive emails that will include links to the following additional application forms. These forms will also be visible on the Awardee's GrantsConnect™ profile:
 1. Award Form
 2. Grant Agreement Project Description and Budget Form
 3. Banking Form
- Email notifications advising of revisions needed will be sent no later than November 3rd from "PCG California - Aging noreply@yourcause.com" to the same email address that received the Award Letter
 - Please check your spam or junk folders, as well

Application Update and Revision Process

Following this webinar, 3 emails will be sent directly from GrantsConnect™ (noreply@yourcause.com) to notify you that the below forms have been added to your account and require your immediate attention and/or completion:

Step 1. Please *review* the approved award amount, project description, and budget details on the **Award Form**


Step 2. *Complete and submit* the **Grant Agreement Project Description and Budget Form** on GrantsConnect™ **on or preferably no later than November 17, 2023**


- Once Awardees have submitted the Grant Agreement Project Description and Budget form, PCG will review to ensure all information aligns with awarded funding items/activities
- PCG will incorporate the approved Grant Agreement Project Description and Budget Form into the Grant Agreement

Step 3. *Complete and submit* the information requested on the **PCG Banking Form**

- *Forms must be revised and submitted in GrantsConnect™ for approval **before** PCG can send the grant agreement package for execution*
 - *Failure to revise your application and submit it in a timely manner will result in a delay of executing the grant agreement*

Award Form - Email Notification (1)

 California
Department
of **AGING**



Application Form Added

Dear (Applicant Name),

This Award Form 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.

Sincerely,
PCG California - Aging

[Go to GrantsConnect](#)

Award Form - Purpose and Example

- The Award Form contains the award amount, approved project activities/items, and budget details
- Use the Award Form as a reference for:
 - Which budget line items were permissible
 - Which budget category each item belongs in

Submitted on Jun 22, 2023

Grant Agreement Project and Budget
Submitted on Oct 30, 2023

Award Form
Submitted on Oct 27, 2023

Award Amount*
\$ 88,000.00 USD

Approved Project and Budget Details

- Salaries and Wages: \$39,520
- Temporary Salary for RN: \$60/hour, 20 hours/week, 26 weeks: \$31,200
- Wage Differential for SW: \$1/hour increase, 1 year = \$2,080
- Wage Differential for 2 RNs: \$1.50/hour increase, 1 year = \$6,240
- Fringe: \$260
- Fringe for Program Director: \$260
- Travel: \$240
- 2 Night Hotel stay for 2024 CAADs conference: 2@\$120 = \$240
- Supplies: \$780
- Air filters: 2@\$100 = \$200
- Hand Sanitizer: 116@\$5 = \$580
- Equipment: \$18,200
- HVAC unit 1 @\$15,000
- Dash Cam: 2@\$1,600 = \$3,200
- Contractual: \$10,000
- HVAC installation: \$10,000
- Other: \$11,000
- 2024 CAADs conference: 2@\$175 = \$350

Note: this form is locked for editing

Grant Agreement Project Description and Budget Form - Email Notification (2)



Application Form Added

Dear (Applicant Name),

A request has been made for completion of Grant Agreement Project Description and Budget Form as part of an application to the CDA Bridge to Recovery Application grant program. Please log in to the YourCause applicant portal to complete this form and submit it. **Please complete by or preferably no later than November 17, 2023.**

Sincerely,
PCG California - Aging

[Go to GrantsConnect](#)

Grant Agreement Project Description and Budget Form – Purpose and Example

Grant Agreement Project and Budget Comments (0)

[Edit](#) [Download](#)

[Instructions](#) [Project Description](#) [Budget](#) [Salaries and Wages Pg. 1](#) [Salaries and Wages Pg. 2](#) [More](#) ▾



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

General Instructions

Please provide your project description, workplan, and budget information based off of the approved award information on the Award Form. For any questions or concerns, please contact CDA_BridgeToRecovery@pcgus.com. Be sure the subject of your email includes your application ID and organization name.

- Use this form to align the project description and budget with the activities or items approved for funding
- This form must be completed and submitted to PCG for approval **before** grant agreement packages can be sent to Awardees for execution
 - Failure to submit this form in a timely manner will result in the delay of executing the grant agreement

Note: Form mirrors the format of the original application

Grant Agreement Project Description and Budget Form – Workplan Revisions



Awardees will need to:

- Project Description
 - Update the project description to align with the activities or items approved for funding
- Project Objectives and Workplan
 - Update objectives and activities to align with the activities or items approved for funding

Tips and Tricks:

- Review the "Project Description" and "Objectives and Workplan" from your original application, available for reference on GrantsConnect™
- Phrases and sentences from the original application may be repurposed, if they align with the awarded items
- Be sure to only include details that are relevant to the approved items
 - Do not reference items or budget amounts that were removed

Grant Agreement Project Description and Budget Form – Budget Revisions

Salaries and Wages

- Remove staff positions that are not eligible for wage differentials or temporary hires (if applicable)
- For approved staff positions, the old and new wages for wage differentials **are required**
- E.g., old wage \$15/hour, new wage \$15.50/hour, \$.50 multiplied by 1 year FTE 2,080 hours = \$1,040

Fringe

- Remove staff positions that are not eligible for Salaries and Wages or bonuses

Grant Agreement Project Description and Budget Form – Budget Revisions

Travel

- Update lodging and all travel costs in accordance with approved State of California Department of Human Resources (CalHR.ca.gov) allowances
- Ensure number of all staff who are traveling are identified
- Break out and list separately all costs for travel (e.g., lodging, including number of nights; mileage; meals, etc.)

Supplies

- Remove supplies that were not eligible for funding (ensure only those supplies identified for award remain)

Equipment

- Remove ineligible equipment (ensure only equipment identified for award remains)

Grant Agreement Project Description and Budget Form – Budget Revisions



Contractual

- Remove any contract costs that were not eligible due to one or more of the following items:
 - Did not include a bid/cost estimate/breakout for the costs
 - Costs were not broken out and lump sum provided
 - Did not include lease/deed, and/or landlord approval

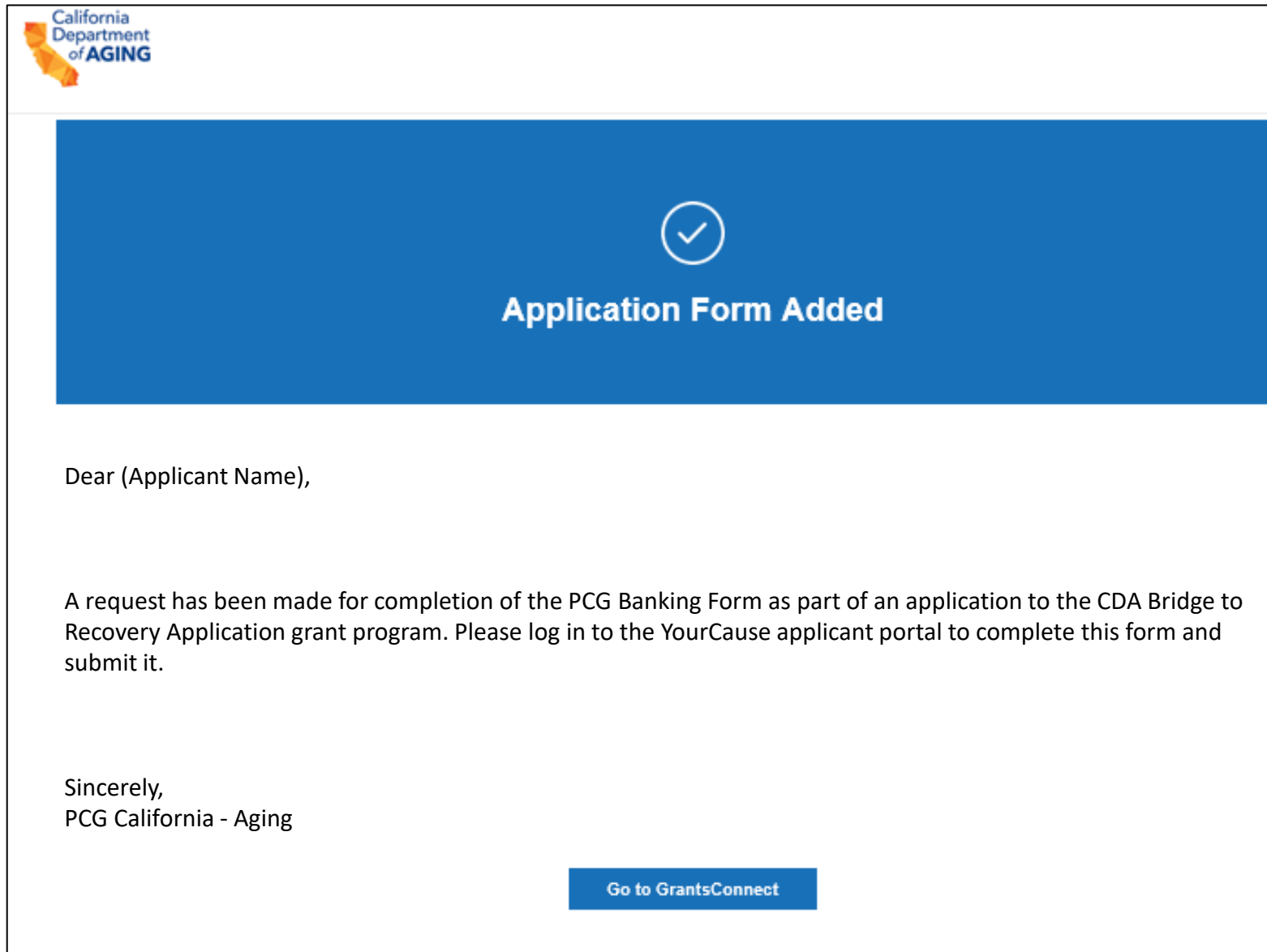
Other

- Remove ineligible staff positions and costs associated with these positions, such as costs for bonuses, and any other impermissible expenses
 - Approved Staff positions must align with licensing requirements for your facility type


Indirect

- Update to align with awarded funding amount
 - If claiming 10% indirect costs, then indirect should be recalculated to 10% of awarded amount (e.g., requested \$100,000, 10% indirect of \$10,000; awarded \$80,000, reduce indirect to \$8,000)

PCG Banking Form - Email Notification (3)



California
Department
of AGING



Application Form Added

Dear (Applicant Name),

A request has been made for completion of the PCG Banking Form as part of an application to the CDA Bridge to Recovery Application grant program. Please log in to the YourCause applicant portal to complete this form and submit it.

Sincerely,
PCG California - Aging

[Go to GrantsConnect](#)

PCG Banking Form – Purpose

- The following information is required on the PCG Banking Form:
 - Representative information - Person who is authorized to submit and receive grant information
 - Additional designees/authorized personnel
 - Entity demographics
 - Tax information
 - Banking information
 - Banking attestation
- Please complete the Banking Form **ASAP!**
 - Expenses cannot be reimbursed without this form on file
- To complete this form, log into GrantsConnect™ to add your banking information

Next Steps for Grant Agreement Execution



- PCG will review your submissions for accuracy and completeness
 - If PCG is unable to approve the revisions submitted, PCG will send a notification via GrantsConnect™ requesting additional edits
- Once submissions are approved by PCG, grant agreements will be sent to Awardees via email for execution

- *Forms must be revised and submitted in GrantsConnect™ for approval **before** PCG can send the grant agreement package for execution*
 - *Failure to revise your application and submit it in a timely manner will result in a delay of executing the grant agreement*



Grant Agreement Execution

Award Package - General Information

- Once the Grant Agreement Project Description and Budget Form has been approved:
 - An email with instructions on how to execute the agreement will be sent. In the body of the email, there will be a link to access the electronic grant agreement.
 - Email will be sent from CDA_BridgeToRecovery@pcgus.com
 - All communication will be sent to the same email address that received the Award Letter
 - All Grant Agreements will have a start date of November 20, 2023
- All Grant Agreements use the following naming convention:
CDA-Bridge-to-Recovery-Grant-Agreement-[AgreementNumber]-[App ID]
 - Example: CDA-Bridge-to-Recovery-Grant-Agreement-BR-2324-906070

Award Package - Grant Agreement Execution



How to View and Execute the Grant Agreement:

- Awardees will receive an email from CDA_BridgeToRecovery@pcgus.com. The body of the email will contain directions on how to view and execute the agreement.
- 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 (e.g., address, phone), some cannot (e.g., award amount)
- Only an authorized representative can sign the Grant Agreement
 - To sign the Grant Agreement, utilize the mouse to create an electronic signature
- Once signed, the Grant Agreement will automatically be sent electronically to CDA for review and execution
- Upon execution by CDA, Awardees and PCG will both receive the executed Grant Agreement in pdf format
 - Awardees will receive the executed Grant Agreement via email with a password to access and download it
- Please download and save the executed version for your reference



Resources

Additional Support

- PCG will host two “Office Hour” sessions to provide support and assistance in revising and submitting forms in GrantsConnect™. A link to “Office Hour” sessions will be sent via email.
 - Wednesday, November 8: 10:00 AM – 11:00 AM PST
 - Monday, November 13: 11:00 AM – 12:00 PM PST
- CDA will host a webinar to discuss an overview of permissible and impermissible items eligible for funding, and errors made when completing the application
 - Thursday, November 9: 1:00 – 2:00 PM PST
- Stay tuned for a future webinar on submitting progress reports and invoices for reimbursement, including back up documentation requirements

Reaching Grant Assistance

- If you have any questions regarding the application revisions or the grant execution process, please visit or call:



Program Web Page



866-535-8669



CDA_BridgeToRecovery@pcgus.com



Questions?

Procedure for Q&A

- We will do our best to answer as many questions as possible pertaining to application revisions and execution of the grant agreement during this webinar
 - Any unanswered questions will be addressed during the “Office Hour” sessions.
- Please raise your hand if you have a question
 - You will have the option to unmute after we call on you
- You can also add your question to the Q&A section and we will read it out loud
- All questions asked will be saved and used for the development of future support materials



**CDA and PCG would like to thank you
for your attendance and continued
engagement with the BTR Grant
Program.**

For future grant opportunities, please visit: [Grant Opportunities - Bridge to Recovery for Adult Day Services: Covid-19 Mitigation And Resilience Grant | California Department of Aging - State of California](#)