



# California Department of Aging

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

### Webinar 2 Transcript

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## WEBINAR OVERVIEW

This webinar was held May 23<sup>rd</sup> from 2–3:30 PM on the Bridge to Recovery for Adult Day Service: COVID-19 Mitigation and Resilience Grant Program. California Department of Aging addressed the steps required to submit an application into GrantsConnect, and outlined resources for ensuring that an application is submitted properly. The webinar ended with a full Q&A session.

The transcript below captures the details shared by presenters, and the headers refer to the slides being shown during the webinar presentation. The Q&A session is not captured in this transcript, and instead will be included in a published addendum to the grant Request for Applications (RFA). A downloadable copy of the webinar, the PowerPoint, and all other supporting documents can be found on the [Bridge to Recovery webpage](#).

## WELCOME AND OPENING REMARKS (SLIDES 1–4)

**Brittani Trujillo:** Perfect. Good afternoon, everyone. Thanks for joining us today. I'm Brittani Trujillo with Public Consulting Group, who is working with California Department of Aging. We are a public sector consulting firm that works with health, education, human service agencies, primarily public sector. We have contracted with California Department of Aging (or CDA) to provide these fiscal intermediary services for the Bridge to Recovery grant program. So, we are helping design the overall grant program, evaluate applications, disperse award funds, manage reporting as well. We'll also be providing technical assistance to applicants throughout the application and the payment process. So, you'll be seeing, I think in hearing a lot from us over the next couple of years.

**Shawntel Bush:** Thank you, Brittani. and good afternoon, everyone. Thank you for joining us today. My name is Shawntel Bush and I'm the Health and Home Branch Chief with the California Department of Aging, and I oversee our home and community-based services program. Thank you for joining us today and the purpose of today's webinar is to provide an overview of request for application for the Bridge to Recovery for Adult Day Services, COVID-19 Mitigation and Resilience grant program. We're also going to be providing an overview of the GrantsConnect portal—which applications are being completed and submitted through for this funding.

## PROGRAM OVERVIEW (SLIDES 6–15)

**Shawntel Bush:** This will give you a little bit more background as we specified in the earlier webinar on May 9<sup>th</sup>. This grant is for \$55.85 million, and it is a was approved in the 2022-23 governor's budget. This grant funding is intended for the purposes of preventing infectious outbreaks in in-center congregate setting, preparing for public health emergencies and to improve workforce recruitment and retention and program such as the Community Based Adult Services Program (or CBAS), and the program of all inclusive care for the elderly, the PACE programs as well as in center settings as adult day health care setting settings and adult day program with the intent to improve the health, health, safety and well-being of vulnerable at risk older adults and people with disabilities through safe access to instant or congregate services.

This Grant will be a competitive process for funds to be awarded to the aforementioned site and centers. Our hope and intent for the funding is that it will be used to meet the purpose and the current needs of centers as previously mentioned.

I wanted to also specify that this \$55.8 million has been broken down into ineligible amount based upon the submission of interest that was provided through the letter of intent process. So as a result of those previous submissions, it was determined that the allowable funding that a provider can request per site is \$100,619 in one time funding to address the previous mentioned requirements of infection prevention and to also just

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workforce shortages. Again, this funding can be spent on allowable expenses, and we will go through those a little further in this presentation. Next slide.

### **Important Dates and Deadlines (Slide 7)**

**Shawntel Bush:** As a reminder, there are still some important dates and deadlines to remember. The letter of intent period has closed—It closed on May 15th at 5:00 PM, and we opened the application to start receiving applications for grant funding on May 16th. Today is this webinar where we are providing technical assistance and we have a deadline for you to submit any written questions to us by May 31st at 5:00 PM. Based upon the submission of questions that we have received as far we will be providing an addendum to the request for application that's been posted to the CDA web page. The deadline for submission of those questions and answers is June 7th, 2023.

And then also more importantly, the deadline to submit your applications, through GrantsConnect is July 17th, 2023, by 11:59 PM. We anticipate that we will be providing award notifications and sending those out in early fall in October 2023 and all funds that have been awarded must be extended by March 31, 2026. Next slide.

### **Minimum Eligibility (Slide 8)**

**Shawntel Bush:** In order to be eligible for this funding, all of the applicants must have completed and submitted a letter of intent by the 5:00 PM deadline on May 15th, which has closed.

All of the completed applications that were submitted per site, we identified them and as I mentioned, we included those in the count to evenly disperse the allowable amount of funding that a site location can request an addition the applicant centers must be licensed and in good standing with their relevant boards. Next slide.

### **Funding Parameters (Slide 9)**

**Shawntel Bush:** In regard to the funding parameters, grantees will receive funding on a reimbursement basis. So, in other words grantees will, who are awarded funding, will submit invoices that will be reviewed and compared to ensure that they meet the eligible allowable expenses for the project cost. And in order to get reimbursement, we must receive an approved invoice and any supporting documentation to justify the expenses. So that could include a receipt, a payroll report, a contract, etcetera.

Grantees will be able to submit invoices throughout the program period, according to the project plan and timeline. So as previously mentioned and mentioned here again, final invoices must be submitted by March 31st, 2026. That allows us to do all of our closeout activities. Failure to submit timely invoices could result in the loss of payments

to the grantee, so it's imperative that you all appear to these required timeframes. Next slide.

### **Eligible Activities (Slides 10-12)**

**Shawntel Bush:** Eligible activities include providers ability to have spent funds on facilities and staffing improvements necessary to provide in-center congregate services. Some of the most common things are air filtration, center enhancements to allow more usable space to be provided, whether that be outdoor space or in center. And then we also are allowing additional funding to be used for modifying usable space, such as mentioned repurposing the outdoor areas and expanding usable program space. Also, for sanitation and infection control and vehicle modifications or preservation—and that includes making sure there's maintenance on vehicles, installing surveillance equipment to make sure your vehicles are safe and secure and also telehealth.

So as the project moves forward and applicants begin to want to invest these funds, they will be required to provide invoices and additional documentation to support that the facility improvements align with the requirements of this grant funding. Next slide.

In addition, staff enhancements are also going to be eligible for use with this funding. In other words, centers can utilize this funding to help stabilize their workforce, to hire temporary staff and also just to make sure that they're compliant with the mandated and regulatory staffing ratios. This includes but is not limited to the following projects. So that includes staff recruitment and retention, whatever those costs may be for posting jobs and also being able to retain staff through sign on and or retention bonuses. We allow the ability to hire temporary workers that's also included with this funding, and that includes salaries for temporary workers when there is a vacancy or absence in key required position.

And what we've heard from our stakeholders throughout this duration is that they feel that there is a really great need to really retain and hire nurses and social workers, therapists, transportation drivers because they have been the markets that has been the most competitive for them, where they have lost these particular staff workers in order to--that have prevented them from being able to serve their participants in center. Wage differentials are also allowable, and that's for providing raises to direct support staff to ensure that there's equity amongst similar roles and skill sets. Final wages from salary increases should comport with or be comparable to the local labor laws, standards, and prevailing wages in your particular service area.

I wanted to also reiterate here I know the question has come up as to the allowability for certain positions or executive positions to have this funding extended and it is CDA's position, after giving this some thought and consideration that the only allowability for executives to get enhancements with their salaries would be through a bonus of sorts of retention bonus other. And the parameters of that is specified within the request for

application. There is a cap and a minimum that must be adhered to in order for this to be considered in the review during your application submission.

And I will be happy to address more questions around this towards the end. But we are not allowing for wage differentials to be provided to executive positions. But we have made the allowability that in certain circumstances that could have a bonus within the confined as defined within the RFA would be allowable.

And then the last thing that we are allowing this staffing enhancement funding to go towards are for staff trainings. And that's to provide training on infection prevention and control and for health and safety measures. Next slide please.

### **Ineligible Expenses (Slide 13)**

**Shawntel Bush:** We do also have listed here ineligible expenses such as purchasing or leasing vehicles. We recognize that the funding amounts for this—we just felt that it would probably benefit centers to utilize the funding to really maintain vehicles rather than purchasing. Also in eligible expenses include purchasing furniture, purchasing appliances, purchasing of laptops, tablets, cell phones or any mobile device, increasing wages for executive leadership staff which I previously mentioned where we have made and allowability and to allow for bonuses and particular circumstances, one time bonuses and then also another ineligible expenses is installing broadband Internet service or mobile hotspots, paying for monthly broadband or Internet fees, purchasing telehealth applications or platform, paying monthly telehealth application platform fees and also training staff or participants to use telehealth applications or platforms.

I want to just reiterate here that we are being very particular about what our ineligible expenses are. Upon submission of applications, if there's any technical assistance that needs to be provided to ensure that you're ask falls within the guidelines of what is eligible, we will have staff on hand to be able to provide that clarification. Next slide please.

### **Submitting Questions about the grant (Slide 14)**

**Shawntel Bush:** Lastly, for questions about the grant, you can still submit your questions to the Bridge to Recovery grant and they must again be submitted by the deadline of May 31st, 2023, by 5:00 PM Pacific Time, and you can e-mail questions to [CDA\\_bridge.recovery@pcgus.com](mailto:CDA_bridge.recovery@pcgus.com). We will not be answering questions individually. All questions that are submitted will become part of their addendum, and they will be publicly posted so that all can be aware of what questions were asked and the answers that were provided.

Questions will also be posted on the Grant's web page on June 7, 2023, at the Grant opportunities page that is on the CDA website. Next slide.

## Grant Assistance (Slide 15)

**Shawntel Bush:** Grant assistance can be provided. So, if you have any questions on the bridge recovery grant application process, qualifications, or guidelines you can submit those questions either via e-mail, by visiting the program web page or by calling 866-535-8669.

And I will turn it over at this point to Peter, who will provide additional information on how to submit your application through the GrantsConnect portal.

## SUBMITTING THE APPLICATION THROUGH GRANTSCONNECT (SLIDES 16-36)

**Peter Buzby:** So thank you, Shawn. So, and thank you, everyone again for joining us. I'm Peter Buzby. I'm a communications manager here with PCG. So, we're now going to go over some sort of guidelines and steps for submitting the Bridge to Recovery application through GrantsConnect.

## Accessing GrantsConnect Support (Slide 17)

**Peter Buzby:** So just to start off just in case you run into any problems down the line, you can access support on GrantsConnect in two ways. First, there are support links at the bottom right of the sign in page--you can see that in that top screenshot. After you sign in, you can also click the question mark icon next to your name in the top right corner of the screen.

## Starting a New Application (Slide 18)

**Peter Buzby:** Now this is the screen after you sign in, when you're starting a new application. Most of you should have already-- ell, all of you—should have already submitted an LOI, so you should already have a GrantsConnect account. If you need to login for additional users down the line, we have instructions for that in our first webinar and in our GrantsConnect guide on the Bridge to Recovery web page, so we won't review that now because presumably most of you already have accounts. But again, if you need help with that, please do check that first webinar or review the help content on the Bridge to Recovery page.

But when you first log in, you should see this welcome screen with an option to start a new application. If you do not see this welcome screen or have trouble accessing the application, please try the following: First, clear your browser cache just to get rid of any cookies or browsing history, things like that. Next you can try to access the grant in a different browser, so if you're using Chrome, try edge Firefox. Something along those lines. Or if you're still having trouble, please do reach out to our technical assistance



team Shawntel just gave you the contact info on a previous slide. We'll give it to you again later on. That's an easy way to get help if you need it.

I know some of you are submitting multiple applications on behalf of multiple sites. If that's the case, please return to the grant link on this slide or on the grant webpage. Each time you start a new application for a new site. That will help ensure each application gets submitted correctly.

### **Application Sections (Slide 19-22)**

**Peter Buzby:** So now we'll take a look at the sections of the application, starting with applicant questions and project description. So, applicant questions cover basic information about your organization. That includes things like your mission statement, your current programs, and the average number of participants you serve. In this section, you'll also have a chance to update information from your letter of intent. We'll talk about that in a second.

In project description you'll provide a general overview of your project, including the needs is addresses, key milestones and deliverables, key personnel, potential barriers, and your strategy for overcoming them and your sustainability plan and timeline. You'll also enter your project objectives and work plan as part of this section.

### **Budget Sections (Slides 20-21)**

**Peter Buzby:** The next sections are your budget requests. For each budget category you select you'll enter costs along with descriptions and justifications for each of these costs. You only need to complete budget sections that are relevant to your particular project, so you'll select the categories that are relevant to you, and at that point the related sections of your application will appear.

So, there are some additional guidelines that apply to indirect costs, specifically as a budget request. So indirect costs are any costs that you incur for common or joint objectives that cannot be readily identified with a certain project activity. So that generally includes things like facility and maintenance costs, depreciation on your building or any admin expenses. When entering your expenses, indirect costs cannot exceed 10% of the total combined cost of your other budget categories.

### **Attachments and Attestation (Slide 22)**

**Peter Buzby:** So continuing with application section, the final two are attachments and attestations. In the attachments section you can upload any required attachments or any documents that bolster your application, so that can include things like cost estimates, more detailed budgets or leases or titles for buildings you plan to modify. You'll also include a list of all the documents you attach and your reason for including them with your application.



On the attestations page, you'll agree to any and all conditions you're required to follow as a condition of receiving your grant award. You need to agree to all of them before you'll be able to submit your application.

### **Saving your Application (Slide 23)**

**Peter Buzby:** Your application will autosave as you complete it, so you can just check that save icon in the bottom left to confirm that it is autosaving. You don't need to worry about it yourself if you leave that autosaved, information will be available when you return to complete the application.

### **Navigating the Application (Slide 24)**

**Peter Buzby:** You can navigate through the major sections of the application that we just discussed using the tabs on the top line navigation bar of GrantsConnect. Depending on the size of your browser window, some of those tabs might be cut off. Just click more over there to the right and you should be able to see the rest of the tabs.

### **Downloading the Application (Slide 25)**

**Peter Buzby:** You can also download a copy of the complete application using the download button at the top right of the application. But please do remember if you download your application, you still must submit it through GrantsConnect. You cannot download an application, fill it out and then e-mail it to anybody. Submit it that way it has to go through GrantsConnect. So please do remember that.

**Brittani Trujillo:** Peter can I add one piece there.

**Peter Buzby:** Yeah, absolutely.

**Brittani Trujillo:** The downloaded version. If you do that, does look vastly different from what you'll see in the system. The way it the way it's laid out, it makes it look like an extremely long application. And it's a little more complicated to read. So, I just want to prepare anyone who may want to download it to review it. It looks a little different. And maybe a little overwhelming. So just be prepared for that.

**Peter Buzby:** Thank you. Appreciate that, Brittani. I'm sure our applicants do as well.

### **Entering Your LOI Application ID (Slide 26)**

**Peter Buzby:** So we talked a little bit about the application sections question. Two things we want to review for that. So first, the application questions section includes space to enter the application ID from your letter of intent. This is one among many ways we'll use to match your application to your LOI. So, you can find the application ID

for your LOI in the confirmation e-mail you received when you submit it. You can see here it's boxed over there on the right. You should have received such a confirmation e-mail when you originally sent your LOI.

You can also find it under my applications that tab or view that on a later slide. If you use the same login credentials that you used when submitting your LOI. So, if you use the same username, same password you can find it in that my applications tab or as I said you can find it in your confirmation e-mail here as well.

### Updating Information from you LOI (Slide 27)

**Peter Buzby:** So I know we've already seen some people asking questions about updating information from your LOI. As I said earlier, the applications question section gives you the chance to update any information from your LOI that might have changed since you submitted. You can see the relevant questions here outlined in red. Again, you just select "yes" and then you enter the list of changes you need to make for that particular letter of intent.

### Question Types (Slides 27-30)

**Peter Buzby:** So in general, each section includes some of, if not all, of the following question types. There are fill in the blanks, multiple choice, drop down, short answer and table entry. If you've ever filled out an online form before, most of these should be fairly familiar to you, so I'm just going to go over short answer and table entry because the interface is on GrantsConnect might be slightly different than you've seen on some other areas.

So short answer, questions include a maximum word count, your current word count and controls for resizing the answer window. So, you can see them all listed here. If you do want to resize that window to see your entire answer, you just need to click and drag on the window control in the bottom right corner of that entry.

So, budget tables and our application use their own sort of slightly different interface. The number of entries in your budget table is determined by the number you enter at that first question in the top, so you can see here it just asks how many supply entries you need. We added two as an example. You can see those two rows added here.

You'll then enter the cost per unit number of units, in this case at least, and the funds requested for each entry. The total cost field on each of your budget tables will autopopulate based on the costs you enter under that funds requested tab.

## Submitting an Application (Slides 31-32)

**Peter Buzby:** So that takes care of, you know, at least the grants specific entry fields. Once you've filled everything out, feel like you're ready to go, you can click, sign, and submit at the bottom of the attestations page to submit your application.

This will take you to a signature page where you can type, upload, or draw your signature, whichever you prefer. Once you've signed your application, you are free to submit it. Once you submit it, you should receive a confirmation e-mail, just letting you know that everything's gone through.

## Error Messages (Slide 33)

**Peter Buzby:** Now if there are any errors in your application when you try to submit it—things like missing fields, skipping questions, missing sections—a red exclamation mark will appear beside the section tab where there are any errors. You can see it in the screenshot on the right. When you navigate to that particular section, you'll also see a list of errors at the top.

Just correct any errors, resubmit your application and then hopefully this time it goes through. If not, just do it again and make sure you take care of any of that might be left.

## Viewing Your Applications & Statuses (Slides 34)

**Peter Buzby:** So this is the my applications tab that I mentioned earlier. You can view all your applications whether you submitted them already or are still working on them in that my applications tab. You can just see that link to it at the top of the GrantsConnect screen. All you need to do is click that my applications, or conversely you can click view all my applications on the welcome screen when you first log in.

From the my application screen you can edit any unsubmitted applications. You can view the status of submitted applications or complete any revisions that they've review team might have requested. We will go over revisions later on in the presentation.

## Application ID (Slide 34)

As I said earlier, you can also find the application ID for any of your applications or for your original letter of intent (if you logged in using the same username you did for that LOI). Again, you need to be using the same credentials if you want to find your application ID in the my applications page. Just be sure if you are looking for your LOI entry that you're not looking at the application ID for your application. They will both be listed here in chronological order, so make sure if you're looking for your letter of intent you find that entry, not your application.

## ***Checking the Status of an Application (Slides 35-36)***

You can also see the statuses of any of your applications in the my applications page. You can just see them boxed here in red listed at the top and next to an individual application.

There are six main statuses you might see. There's draft. Your application has been saved, but you have not submitted it yet. There's awaiting review. You've submitted your application, but it has not yet been reviewed by one of our grant administrators. It's in progress. Our grant administrators are kindly working on a review. There's on hold, or reviewer has requested a revision. Again, we'll go over that process in a second. There's approved. The application has been approved or declined. Your application has been denied. So, when you check in your statuses those should basically walk you through the entire grant review process step by step.

## **SCORING CATEGORIES AND CRITERIA (SLIDES 37-46)**

**Peter Buzby:** So now that we've gotten to the grant review process, I will turn things back over to Brittani, who will review the scoring categories and criteria, and how you can expect this to be scored.

### **Scoring Criteria (Slide 38)**

**Brittani Trujillo:** Great. Thanks Peter.

So just a reminder, applicants must have submitted a letter of intent for your application to be reviewed and scored. So, if a letter of intent was not submitted and identifying the number of sites that you intended to apply for, whether it was one or five or ten or whatever, that might be. If there isn't a concurrent letter of intent, then your application will not be reviewed or scored any further. Only those applications that have a corresponding letter of intent will be reviewed and scored.

And once that has been determined, reviewers will score the applications in three main categories. One is minimum eligibility—it's going to be scored as a passer fail. So, you either meet those requirements or you do not. The project description and narrative will be scored on the scale of zero to four points. And the budget and cost proposal will be scored on a scale of zero to four points. There are maximum of 44 points available for the project description and budget narrative sections combined. No item or any single question holds more or less weight than any other. Next slide please.

## Scoring Guidelines (Slides 39-43)

**Brittani Trujillo:** So here are the scoring guidelines that our reviewers will be using. Zero points is an interpretation of ineligible, which is, meaning that none of the elements are addressed for whatever that item is. None of the documents or required information is present.

A one is that it's insufficient that maybe some elements are not addressed, those that don't contain the necessary detail, some documentation and required information might be missing or is deficient. These weaknesses may have may likely have a, you know, significant effect on the project.

A score of two means minimal. The elements are addressed, although some don't contain necessary detail and/or support. Most of the documentation and required information is present and acceptable. The weaknesses will likely have moderate effect on the project.

Three is satisfactory that elements are clearly addressed with necessary detail and adequate support. Most documentation and required information are specific and sufficient. Weaknesses will likely have minor effect on the project.

And the score of four is excellent. That all the elements are clearly addressed. They're well-conceived, thoroughly developed, and well supported. The documentation and required information are specific and comprehensive, and any identified weaknesses will likely not have an effect on the project.

## Scoring Levels and Funding (slide 40)

**Brittani Trujillo:** So again, we're scoring at on 0 to 44 points. So high-ranking is a score of 31 to 44 points, meaning high scoring applications will be promoted to the next step of the review process recommended to CDA for full funding.

A moderate score is 12 to 30 points. These applications will also be promoted to the next step of the review process and recommended for maybe for partial funding and a score of low is 0 to 11 points. Those applications will be denied or not recommended for funding to CDA.

## Minimum Eligibility (Slide 41)

**Brittani Trujillo:** So, let's look at the minimum eligibility item to review, the reviewers will be looking at. Is the facility that you're applying for and eligible licensed facility? Do they have a license in good standing that will be checked upon reviewing of the application? It's again a pass or fail?

The next pass or fail item is did you identify one of the following categories? Are you submitting your application for the infection prevention and mitigation such as air filtration or ventilation needs? Did you submit it for workforce shortages or wage differentials? Broader needs related to infection control, access to care so your telehealth staffing and retention equipment staff training, the amount vehicle modifications. Next slide please.

### ***Project Description and Narrative (Slide 42)***

**Brittani Trujillo:** Then our reviewers are looking at these following items within your application. Did you provide the overall project description—rank and scoring that on a 0 through 4. They're scoring what issue or need is the project addressing? How does the project leverage the structure currently in place to provide services? Who are the key personnel that would be involved and what will their role be in this project? Including their name, title, and description of their role. What preparation have you done, if any, to date? What are the potential barriers to success and alternative plans to ensure project success? Have you received other grants or funds to support the goals of the Bridge to Recovery grant program and if yes, who provided those and for what purpose? And are you using Bridge to Recovery funds to supplement those other funds?

And then we're also just looking to see if you made any changes to the letter of intent. It is not scored, but something we're reviewing. And then we're asking if you did what you what you changed?

### ***Budget and Cost Narrative (Slide 43)***

**Brittani Trujillo:** For the budget and cost narrative, again, we're scoring on the scale of 0 to 4. Looking at the reasonableness of the funding amount. So is what you're asking for. Is that reasonable? If the cost that you're asking for is that reasonable based off of your project description and intended use of the funds.

We're also looking at the reasonableness of the project timeline. How will the project be sustained once the grant dollars have been exhausted? What is your plan for that? And does your project budget align with the activities in your project description and narrative, including the objectives and the work plan? Again, those are all scored on the 0 through 4 for a total of 16 points there.

### ***Responding to Requests for Revision (Slides 44-45)***

**Brittani Trujillo:** Responding to requests for revisions. So, as our reviewers are looking at your application, they may reach out to you and ask for some revisions to your application to ensure that the information and your application matches the letter of intent or what Department of Aging has on file to ensure that you agree to the



attestations. Also, giving you an opportunity to clarify any points of issues. So, any areas that we have questions or concerns with, we want to reach out to you and give you the opportunity to address those or clarify that information.

When we do this, your application status will show is on hold. And you'll also receive an automated e-mail that's advising you of the requested revision, so you will automatically get that e-mail through the GrantsConnect platform. If we're asking for additional information from you.

Responding to those requests. So, once you get that e-mail or if you get that e-mail from the my applications page, once you've logged into GrantsConnect, you'll want to select revise form at the top to make any necessary revisions and resubmit.

So, our team again, will, if they're revisions necessary, we'll e-mail you through GrantsConnect, identifying the areas for clarification or revision so that when you select revised form, you can go to those areas. Make sure that you click submit after that. You do have to resubmit once you do your revisions.

### **Grant Assistance (Slide 46)**

**Brittani Trujillo:** For grant assistance. We have a team ready and able and prepared to help you all. So, if you have questions on the grant, please go to the actual program web page through the California Department of Aging. That is, in the chat, we'll make sure it gets added again. There's also a toll-free number that you can call or reach our technical assistance team 866-535-8669. And our e-mail again is [CDA\\_BridgetoRecovery@pcgus.com](mailto:CDA_BridgetoRecovery@pcgus.com). Please don't hesitate to reach out to our team for support. Next slide, please.

### **Final Comments**

**Brittani Trujillo:** And we are now to the questions section or portion. I know that there have been a lot coming in through the chat. I know I've been responding to some as possible. So has Jennifer, but we can go ahead and go start at the beginning of questions and go through those if that works for you. Shawntel and CDA team.

**Shawntel Bush:** Yes, Brittani, but before we get started with questions, I didn't want to clarify a couple of things previously covered. So, for the first thing I wanted to specify that we do have a GrantsConnect guide on the CDA webpage. It's a guide to using GrantsConnect and I know Peter did a really great job at covering a lot of those screens, but I just wanted to assure you all that CDA has posted a resource in our resources on the grant's opportunities web page for Bridge to Recovery that will take you to the right guide to using GrantsConnect. I just wanted to promote that that is also out there. And then before we do start with questions. I did want to go back to slide #13 and provide some clarification around something I previously said.

OK. So, in eligible expenses, I wanted to address that everything on this page is still accurate. These are still considered ineligible expenses. The exception to increasing wages for executive leadership and staff that is still in an eligible expense. The one area that we will clarify in an addendum to our RFA is providing bonuses for executive leadership and staff, but I wanted to clarify that that is not applicable to all executive leadership and staff.

We are only making the exception for program director, so we will allow that if that is the need for your funding to where you would like to use any awarded funding to provide a bonus to your program director. We will make that allowable, but it will have to be done within the confines of the requirements and the request for application which we do specify in the application and can be up to a particular dollar amount.

By just wanted to provide that clarification, that program directors are the only exception, and it still must be provided within the confines of the requirements outlined and specified in the request for application up to that specific dollar amount.

Given that I'm, I'm ready to go ahead and open it up for questions.