



California Department of Aging  
2880 Gateway Oaks Drive, Suite 200  
Sacramento, CA 95833

## ADDENDUM #2

### REQUEST FOR APPLICATION

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

**June 28, 2023**

The California Department of Aging (CDA) is issuing this Addendum to modify and clarify the above referenced Request for Application **and answer questions on how to complete and submit an application in GrantsConnect™**. Deletions are in ~~strike through~~, and additions are in **bold**.

**Addendum Item 1:** II. INTRODUCTION. The following are the items that have changed (deletions in ~~strike through~~, additions in **bold**):

To help address access issues, the CDA will begin funding awards through a reimbursement-based method in Fiscal Year 2023-2024 with the expectation that all funds are expended by March 31, 2026 **and claims for Reimbursement are submitted. Claims will not be processed if submitted after March 31, 2026.**

**Addendum Item 2:** II. INTRODUCTION. Bottom of Page 4 continued on top of Page 5. License requirements for PACE sites have been updated. The following are the items that have changed (deletions in ~~strike through~~, additions in **bold**):

An eligible, licensed facility must submit a separate application for each eligible site that it intends to apply for funding for. If your organization has multiple sites and each site has a different tax ID and you intend to apply for funding for multiple sites, you may apply for up to the maximum funding amount for each site. However, you should not submit an application for any site that does not meet the specified needs and purpose of the grant funds. Each site that you apply on behalf of must have its own individual license to operate as an ADHC/CBAS, ADP or a PACE site. **However, a PACE site that does not have a license issued to them from the**

**California Department of Public Health (CDPH) must be certified and/or approved by the Department of Health Care Services (DHCS).**

**Addendum Item 3:** IV. DESCRIPTION OF GRANT PROGRAM FUNDING. The following are the items that have changed (deletions in ~~strikethrough~~, additions in **bold**):

Prior to applying for funding, all potential applicants must have submitted a Letter of Intent (LOI) by the deadline of May 15, 2023, 5:00 p.m. Pacific Time (PT) that identifies each individual site that needs funding. Each site must have its own individual license to operate as an ADHC/CBAS, ADP or a PACE site. **However, a PACE site that does not have a license issued to them from CDPH must be certified and/or approved by DHCS.**

**Addendum Item 4: KEY ACTION DATES.** The following are items that have changed (deletions in ~~strikethrough~~, additions in **bold**):

Activity	Date (subject to change)
Letter of Intent opens	May 1, 2023
Proposer's Conference	May 9, 2023, 2:00–3:30 p.m.
Letter of Intent due	May 15, 2023, by 5:00 p.m.
RFA available to prospective applicants	May 16, 2023
Grant application Technical Assistance Webinar	May 23, 2023, 2:00–3:30 p.m.
Deadline to submit written questions	May 31, 2023, by 5:00 p.m.
Addendum (questions and answers) to RFA posted to the CDA website	June 7, 2023
Applications due	July 17, 2023
Award notifications sent	October 2023 (anticipated)
All funds must be expended <b>and claims for Reimbursement submitted. Claims will not be processed if submitted after this date.</b>	March 31, 2026

**Addendum Item 5: Attachment 1 Application.** The following are the items that have changed (deletions in ~~striketrough~~, additions in **bold**):

Activity	Date (On or around)
Letter of Intent opens	May 1, 2023
Proposer's Conference	May 9, 2023
Letter of Intent due	May 15, 2023 by 5:00 p.m.
RFA available to prospective applicants	May 16, 2023
Grant Application Technical Assistance webinar	May 23, 2023
Deadline to submit written questions	May 31, 2023 by 5:00 p.m.
Addendum (questions and answers) to RFA posted to CDA	June 7, 2023
Applications due	July 17 2023 by 11:59 p.m.
Award notifications sent	October 2023 (anticipated)
All funds must be expended <b>and claims for Reimbursement submitted. Claims will not be processed if submitted after this date.</b>	March 31, 2026
Before you begin your application, please note the following information:	
<ul style="list-style-type: none"> <li>You may download a copy of this application by selecting the download button at the top of this page.</li> <li>You can change information submitted in your Letter of Intent, except primary contact information, including email address</li> </ul>	
If you have any questions regarding the application, please contact CDA_BridgeToRecovery@pcgus.com	

**Addendum Item 6:** RFA Addendum #1, Addendum Item 5: Questions and Answers. License requirements for PACE sites have been updated. The following are the items that have changed (deletions in ~~striketrough~~, additions in **bold**):

**Question 38:** What is required for a provider to be considered “in good standing” in California?

**Answer 38:** Organizations must have an active license to be considered “in good standing” in California. **However, a PACE site that does not have a license issued to them from CDPH must be certified and/or approved by DHCS.**

**Question 52:** If a new center will be licensed after the due date for the application, can the new center still apply?

**Answer 52:** No, providers must be licensed at the time they submit their applications. **However, a PACE site that does not have a license issued to them from CDPH must be certified and/or approved by DHCS.** The application closes on July 17, 2023.

**Question 72:** We run an Adult Day Program that is operated by a vendor which was licensed in the past. That license is currently on hold due to staffing and physical program location limitations as we emerge from the pandemic and resume in-person services. Would we be eligible to submit a Letter of Intent for this grant program, with the goal being to resume our licensed program?

**Answer 72:** Applicants must have a valid license **to operate as an ADHC/CBAS, ADP, or a PACE site** at the time they submit their application. **However, a PACE site that does not have a license issued to them from CDPH must be certified and/or approved by DHCS.** The deadline to submit an application is July 17, 2023.

**Question 127:** We are funded by the regional center and our services are not licensed services. Would that disqualify us from qualifying for this grant?

**Answer 127:** **Yes, this would disqualify you from being eligible to apply for this grant.** Providers must be licensed as an ADHC/CBAS, ADP, or a PACE site at the time they submit their application. **The only exception to the license requirement is for PACE sites that do not have a license issued to them from CDPH. These PACE sites must be certified and/or approved by DHCS.** The application closes on July 17, 2023.

**Question 185:** We have two PACE sites or locations. One does not require a license. Can we apply for funding for the site that does not have its own license number?

**Answer 185:** ~~No, providers must be licensed at the time they submit their applications.~~ **A PACE site that does not have a license issued to them from CDPH must be certified and/or approved by DHCS at the time they submit their application.** The application closes on July 17, 2023.

**Addendum Item 7:** VI. REPORTING REQUIREMENTS A. Quarterly Reporting. The following are the items that have changed (deletions in ~~strikethrough~~, additions in **bold**):

Quarterly Report Cycle	<del>Due-Date</del> Quarterly Report Due Dates
October 1 – December 31	<b>February 15</b>
January 1 – March 31	<b>May 15</b>
April 1 – June 30	<b>August 15</b>
July 1 – September 30	<b>November 15</b>

**Addendum Item 8:** RFA Addendum #1, Addendum Item 5: Questions and Answers. Accessing the Application and Letter of Intent Application ID. The following are the items that have changed (deletions in ~~striketrough~~, additions in **bold**):

**Question 2:** Is the application available?

**Answer 2:** The application was released on May 16, 2023. You can find a link to the application on the Bridge to Recovery grant web page:  
[https://aging.ca.gov/Providers\\_and\\_Partners/Grant\\_Opportunities/Bridge\\_to\\_Recovery\\_for\\_Adult\\_Day\\_Services/](https://aging.ca.gov/Providers_and_Partners/Grant_Opportunities/Bridge_to_Recovery_for_Adult_Day_Services/).

**A direct link to the application can be found here:**  
<https://apply.yourcausegrants.com/apply/programs/6a854d07-d551-4790-816e-6da2bbbf9089>

**Please note: the application link is different from the link used to complete the LOI. It is highly recommended that applicants use the same login credentials used to complete the LOI to complete the application. This will ensure that all Bridge to Recovery materials submitted through GrantsConnect™ appear on your “My Applications” page.**

**Question 42:** Do we need an application ID in order to apply?

**Answer 42:** Applicants will need the LOI application ID, or the primary entity name used to complete their LOI in order to submit their application.

**Any type of form submitted via GrantsConnect™ is assigned a six-digit Application ID. Each LOI submission was assigned an Application ID. When completing the Application, each Application will receive a new Application ID. If you are applying for *multiple sites*, you will receive *multiple* Application IDs.**

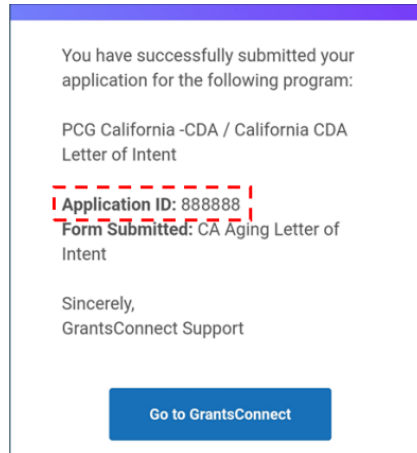
**Question 93:** I submitted our LOI on May 3, 2023. However, I never received an email or confirmation with our Application ID. Can you provide me with our Application ID?

**Answer 93:** You should have received a confirmation email from YourCauseLLC (**see the first screenshot below**). Emails from the GrantsConnect™ system are often routed to spam or junk from the sender "YourCauseLLC." We encourage applicants to check these locations for the confirmation email. Additionally, if the same login credentials are used to complete the LOI and to begin the application, the application ID can be found on the "My Applications" page (**see the second screenshot below**).

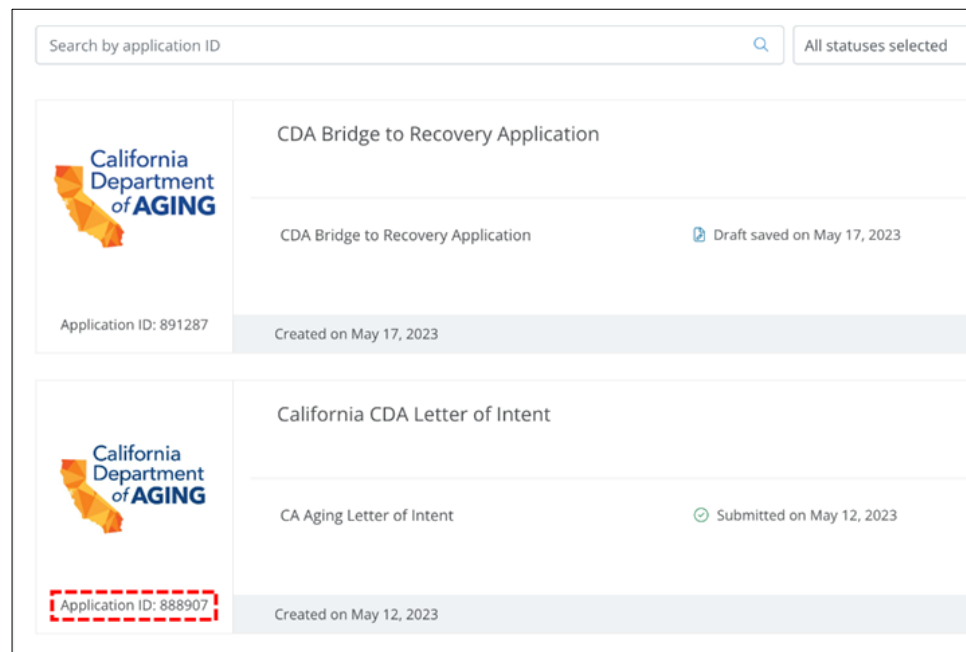
**The application will ask the user to enter the “Letter of Intent Application ID”. This ID assists the application reviewer to verify the applicant submitted an LOI during the LOI period and therefore is**

qualified to submit an application. The LOI Application ID can be found in the following places:

- You can find your Letter of Intent Application ID in your LOI confirmation email:



- If you used the same login credentials to access your application as were used to complete your LOI, you can find your Letter of Intent Application ID on the “My Application” page in GrantsConnect™.



**If you are unable to locate your Application ID, please reach out for Technical Assistance by contacting the Grant Administrator at [CDA\\_BridgeToRecovery@pcgus.com](mailto:CDA_BridgeToRecovery@pcgus.com) or (866) 535-8669.**

**Addendum Item 9:** Questions and Answers. New questions submitted via the Technical Assistance inbox that have not previously been answered.

**Question 1:** The application only has 10 lines for staffing. How do I submit more than 10 staffing requests?


**Answer 1:** If you have multiple staffing requests for employees with the same position/title, please include them in one budget line item. For example, if you intend to employ 2 additional nurses at the same level of effort (1,040 hours) and pay rate (\$40/hour), both can be accounted for on the same line item. See the table below:

#	Title/Name	Level of Effort (# of hours or % FTE)	Funds Requested
1	Nurses	1,040	\$83,200 (1,040 work hours x \$40/hour x 2 nurses)

**If you have more than 10 staffing requests for employees with different positions/titles, please select yes for the question “Do you need to add more than 10 staffing requests.”**

Number of Employees*	
<input type="text" value="10"/>	
Do you need to add more than 10 staffing requests?*	
<input type="text" value="Yes"/>	
<i>If yes, please upload an attachment below capturing your additional requests. For an attachment template, see <a href="#">RFA Attachment 3: Application Document Samples: Budget Narrative Template, A. Salaries and Wages</a></i>	

**You will also need to upload an attachment detailing your additional staffing requests and calculate a personnel subtotal from the additional staff template and provide it in the field below.**

Additional Staff request upload	Personnel subtotal
<div> Click or drop files here to upload</div>	<input type="text" value="\$ 0.00"/> USD
	Subtotal from additional staff template*
	<input type="text" value="\$"/> USD

A template for additional staffing requests is contained within [RFA Attachment 3: Application Document Samples: Budget Narrative Template, A. Salaries and Wages](#). It is also provided below.

A. **SALARIES AND WAGES**

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

For each employee, provide:

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

#	Title, Name	Level of Effort (# of hours or % FTE)	Funds Requested
11			
12			
13			
14			
15			
<b>Personnel Subtotal</b>			<b>\$</b>
*Please include a subtotal of all line items represented in this table*			



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

**Employee 11: *Title and summary of duties.*** (Objective(s) **X**).

**Employee 12: *Title and summary of duties.*** (Objective(s) **X**).

**Employee 13: *Title and summary of duties.*** (Objective(s) **X**).

**Question 2:** The application only has 10 lines for G. *Other*. How do I submit more than 10 requests for employee bonuses in this budget category?

**Answer 2:** If you plan to pay out the same bonus amount to multiple employees, please include them in one budget line item. See the table below for an example.

#	Item Description	Cost Per Unit/Employee	Number of Units/Employees	Funds Requested
1	Retention Bonus for Nurses	\$1,000	10	\$10,000
2	Retention Bonus for Social Workers	\$750	15	\$11,250
3	Retention Bonus for Care Givers and Physical Therapists	\$500	20	\$10,000

**Question 3:** What documents can be used for supporting documentation?

**Answer 3:** Section VI: Reporting Requirements of the RFA states: “Supporting documentation may include, but is not limited to, invoices, receipts, payroll reports, contractor and/or subcontractor contracts, and agreements. In addition, projects requiring the use of contractors (e.g., HVAC, vehicle modifications) must include 2-3 estimates for the work with narrative justifying the chosen bid/contractor.”

The Grant Administrator, PCG, will contact awardees if additional information is required. Please note, it is important to keep accurate records in the event more information is needed.

**Question 4:** Are bonuses annual? Or is it a one-time bonus?

**Answer 4:** The \$1,000 bonus is a one-time payment for the entire duration of the grant program.

**Question 5:** Would a gift card qualify as a bonus?

**Answer 5:** No, a bonus is considered to be a one-time payment in equivalent payroll form.


**Question 6:** I have received several bids for my anticipated project that are above the grant ceiling. How should I represent this request in the application?

**Answer 6:** Applicants will not be awarded funds beyond the grant ceiling of \$100,619. Grant awards can be used to partially fund your project. Please modify your request to fall at or under the grant ceiling and be sure to include the bids as supporting documentation.

**Question 7:** How do I represent different budgets year to year?

**Answer 7:** Applicants can upload a more detailed budget and any additional documentation necessary on the Budget Summary page. See the screenshot below.

Optional: Please upload any additional documentation to support or clarify your budget requests.

  
Click or drop files here to upload

**Question 8:** Considering that bonuses are considered a wage, albeit taxed at a different rate, does “costs associated with posting jobs and sign-on bonuses” include payroll taxes for any payroll cost?

**Answer 8:** No, allowable costs are the actual costs for advertising/posting a job.

**Question 9:** At what stage will invoices be accepted? For example, if my contractor wishes to bill monthly based on work completed, do I need to wait until my final invoice to submit for reimbursement?

**Answer 9:** The project does not need to be completed in its entirety in order to submit an invoice. Grantees will submit their project supporting documentation and request for reimbursement “monthly” through GrantsConnect™ by the last day of the month to be considered for the next month’s disbursement batch.