Welcome!



We will start soon.

A few reminders:

- There will be time at the end to ask questions
- Please stay muted during the webinar and enter any questions/feedback in the Chat box
- A copy of the presentation will be posted on the <u>Bridge to</u> <u>Recovery grants webpage</u>



Bridge to Recovery Grant Program - Round Two

August 7, 2024

Procedure for Q&A



- We will do our best to answer as many questions as possible at the end of the presentation
- If time permits, we may answer questions during the presentation
 - o Please raise your hand if you have a question
 - o 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
- All questions asked will be saved and used for the development of future support materials

PCG's Role in the Process



- <u>Public Consulting Group</u> (PCG) is a public sector consulting firm that works with health, education, and human services agencies
- The California Department of Aging (CDA) has contracted with PCG to provide Fiscal Intermediary services for the Bridge to Recovery Grant Program
 - PCG will assist CDA with various functions during Round Two of the grant process, including accepting applications and verifying eligibility, issuance of award letters, disbursing awarded funds via the reimbursement process, managing reporting, etc.
 - PCG will also provide technical assistance to applicants/grantees throughout the application submission process, grant award process, and reimbursement of invoices/payment process



Opening Remarks from California Department of Aging



Details of the Bridge to Recovery Grant

Program Overview (1 of 2)



- Bridge to Recovery is a \$55.84 million grant program administered by the CDA
- Approximately \$35 million is available in Round Two
- Offers funding for eligible providers of day services to help support in-center congregate services for at-risk older adults and people with disabilities

Program Overview (2 of 2)



- Funding should help providers of in-center congregate services provide a safer, healthier, person-centered environment by:
 - Improving infection and mitigation measures
 - Addressing workforce shortages
 - Supporting broader needs related to infection control including access to care, staffing, wage differentials, retention, training, equipment, vehicle modification/preservation, and one eligible vehicle purchase per approved application/site

Important Dates and Deadlines



| Activity | Date |
|---|--|
| Application Opens | July 22, 2024 |
| Applicants Can Submit Written Questions | July 29, 2024 - August 12, 2024, by 5:00 PM PT |
| Request for Application, Program Questions/Application Webinar | August 7, 2024, 2:00 – 3:00 PM PT |
| Deadline to Submit Written Questions | August 12, 2024, by 5:00 PM PT |
| Addendum (Questions and Answers) to RFA Posted to CDA Webpage | August 22, 2024 |
| Deadline to Submit Applications | September 5, 2024, by 11:59 PM PT |
| Award Notifications Sent | October 17, 2024 (anticipated) |
| All funds must be expended, and reimbursement requests submitted | March 31, 2026 |

Funding Parameters - Reimbursement Grant (1 of 2)



- This is a **reimbursement** grant program, and grantees will receive reimbursement funds for their invoice once acceptable proof of payment/supporting documentation has been reviewed and approved
- Grantees can only be reimbursed for eligible and allowable project costs approved in their executed grant agreement
- Grantees need to submit the following documentation (but not limited to) to receive reimbursement for expenditures:
 - An invoice reimbursement request
 - Supporting documentation to justify the expenses in the invoice and proof expenses were paid (e.g., invoices, receipts, payroll reports/records, payroll check stubs, contracts, proof work has been completed and paid for, etc.)

Funding Parameters - Reimbursement Grant (2 of 2)



- Grantees can submit invoice reimbursement requests on a monthly basis (per executed grant agreement)
- CDA will reimburse valid and substantiated invoices that have been reviewed and approved within 45 days of receipt
- Final invoices and all supporting documentation must be submitted by March 31, 2026
 - Failure to submit timely invoices could result in the loss of reimbursement payment(s)

Grant Requests and Award Amounts



- There is **no monetary cap on funding requests** for Round Two
- Applications will be scored, and award amounts will be issued based on:
 - Accuracy and completion
 - The eligible and permissible items requested in the application that support the goals of this grant
 - The amount of funding CDA has available based on the number of applications received
- Applicants will be contacted if their application has ineligible requests, and associated costs may be removed prior to the issuance of the award
- There is no appeal process (technical assistance will be provided prior to decision and issuance of award)

Tiered Funding Award (if applicable)



- If the total of all application requests exceeds the amount of funding available for this program, CDA may implement a tiered funding prioritization process
- Awards will be issued in the following order based on funding requests for these categories until funds are exhausted:
 - 1. Salaries and Wages, Bonuses for Staff Recruitment and Retention and Wage Differentials, and/or Staff Training categories
 - 2. Center improvements that increase health and safety for participants as it pertains to and provides infection prevention and mitigation as specified in the Supplies and Materials, Equipment, and Contractual categories
 - Modification of usable space internally and/or externally to promote health and safety as it pertains to the spread of diseases, as specified in the Contractual category
 - 4. One vehicle purchase

Eligible Applicants (1 of 2)



- Adult Day Health Care Centers
 - Licensed by the CA Department of Public Health and certified as Community Based Adult Services by the CDA
- Adult Day Programs
 - Licensed by the CA Department of Social Services
- Program of All Inclusive Care for the Elderly (PACE) sites
 - Eligible at the nursing home level of care by the Department of Health Care Services

Eligible Applicants (2 of 2)



- All interested applicants **must**:
 - Complete and submit the application between July 22 September 5
 - <u>Submit applications</u> through GrantsConnect™
 - Be licensed and in good standing in California
- Organizations that received funding in Round One are eligible to apply in Round Two
 - Grantees who received partial funding for their project in Round One, and thus covered the remaining costs with their center's own funding streams, cannot apply to be reimbursed for those costs in Round Two

Eligible Activities



- Providers can apply for funds to make facility improvements and improve staffing shortages to provide in-center services
 - Applicants may apply for one or multiple eligible categories
 - Applicants may apply for one or multiple eligible sites
- Funding may be used for a new project or to supplement an existing one
 - You may not request reimbursement of funds for work performed or funds that have already been expended prior to the execution and start date of this grant
- Applicants may not use this grant funding to supplant existing funds received from another source, such as: Medicaid, insurance, other grants, or other funding sources

Applying for Multiple Sites



- You must submit a separate application for each eligible site that you request funding for
- Each site must have its own individual license to operate as an ADHC, ADP, and/or PACE site at the identified location
- You cannot transfer funding across your various locations
 - EXCEPT: one vehicle may be used at multiple sites, in which case:
 - The funding request for the full vehicle cost must be included in only one site's application
 - That application must include addresses for all other sites where the vehicle will be used

Permissible Expense Categories



- Applicants can request funds in the following budget categories, provided they meet the goals of the grant:
 - Salaries and Wages
 - Bonuses
 - Staff Recruitment
 - Travel
 - Supplies and Materials
 - Equipment

- Contractual
- Staff Training
- One Vehicle Purchase
- Fringe Benefits
- Indirect Costs

Salaries and Wages (1 of 2)



- Addressing staff shortages within an <u>eligible staff title</u> by:
 - Hiring a temporary employee to fill a key required vacant position
 - A part-time employee temporarily moved to a full-time position
 - Funding is only for a current, existing vacancy (key required position)
 - Grant funds will only pay the difference in hours from part-time to full time
 - The position must currently exist: applicants cannot forecast an increase in their staffing census

Salaries and Wages (2 of 2)



- Addressing staff shortages within an <u>eligible staff title</u> by:
 - Offering a wage differential to retain a current employee in an eligible staff title (only eligible for current employees, not for future hires)
 - Funds can only cover the difference between old wage and new wage, not the full salary (grantees pay the remainder)
 - Grantees awarded a wage differential for staff in Round One, may request additional funding in Round Two, if:
 - The differential is for different staff, OR
 - If for the same staff, the differential cannot overlap with your timeline in the executed grant agreement in Round One
 - Applicants must provide evidence/support that the wage differential is a comparable wage to local labor laws, standards, and prevailing wages within the same geographical area, and is a comparable wage for staff operating in the same or similar role

Bonuses (1 of 2)



- A one-time bonus of up to \$1,000 maximum per eligible employee to be paid either as a:
 - **Recruitment Bonus**: hiring incentive to fill an eligible staff title vacancy position, OR
 - **Retention Bonus**: retention incentive for a current employee in an eligible staff title position
- Bonuses are for <u>eligible staff title positions</u> only and employees must be working to meet the goals of the grant

Bonuses (2 of 2)



- Each eligible employee can only receive one bonus during the grant period
 - Bonuses can be issued incrementally or all at once, not to exceed \$1,000
 - Employees who received a recruitment bonus in Round One, can receive a retention bonus in Round Two, if bonuses are not issued in the same calendar year and the employee remains in an eligible staff title position
- Applicants cannot request funding for forecasted positions that do not currently exist, or for positions that are not vacant at the time of application submission

Staff Recruitment



- Costs associated with posting and advertising <u>eligible staff</u> title vacancies:
 - Posting recruitment ads on employment platforms (e.g., Indeed, Monster, other internet sites, billboards, etc.)
 - Costs for hosting a job fair (e.g., booth rental space, advertisement costs, flyers, banners)
 - Radio and television job announcements
- Advertising/recruiting costs are for eligible staff title positions only
- Travel costs for staff recruitment are not covered by grant funding

Travel (1 of 2)



- Costs may include travel expenses for approved in-state or out-of-state center-related conferences and/or training related to the goals of the grant, including:
 - Lodging
 - Airfare
 - Mileage
 - Meals
- Only for an employee in an eligible staff title position

Travel (2 of 2)



- Allowable travel cost reimbursements cannot exceed those established by the <u>California Department of Human Resources</u> (CalHR)
 - If costs exceed these guidelines, grantee will be responsible to pay the difference
- Conference and/or training fees must be requested under staff training budget category

Supplies and Materials



- Items must meet all the following criteria:
 - Useful life of less than one year
 - Unit cost of less than \$5,000
 - Not computing devices (laptops, servers, workstations, tablets, smartphones, cellphones, etc.)
- Examples of this category include:
 - Sanitation and infection control (to increase measures such as personal protective equipment, hand soap/dispensers, hand sanitizers/dispensers, etc.)
 - Air flow/filtration (repairing or installing air filters to meet CDC standards)
 - Building ventilation (adding or improving ventilation systems to meet CDC standards)
 - Vehicle modification/preservation purchases and/or services to address transportation needs for participants to and from the center
- Refer to the <u>RFA</u> for a comprehensive list of eligible supplies and materials

Equipment



- Items that meet the following criteria:
 - Useful life of more than one year
 - Unit cost of more than \$5,000
 - Computing or memory storage device(s)
- Refer to the <u>RFA</u> for a comprehensive list of eligible equipment

Contractual



- Hiring a company/business for contractual work as it pertains to supporting infection prevention and mitigation, such as:
 - Upgrading or replacing HVAC systems
 - Replacing or installing flooring
 - Upgrading of bathroom fixtures only, such as touchless sinks, toilets, paper towel dispensers, or automatic door opener mechanisms
 - Repurposing outdoor areas for social distancing as recommended by the CDC to promote health, safety, and participation
 - Contracting with a professional cleaning company that specializes in infection prevention, control and disinfection (not for routine cleaning)
- Refer to the <u>RFA</u> for a comprehensive list

Contractual Required Documents



- At least one itemized bid and/or a written itemized cost estimate for contract work must be submitted with your application
- Two itemized bids must be submitted at time of invoicing with a justification of which bid was selected
- All building modifications require:
 - For rented/leased buildings: a copy of the lease and written approval from the landlord/building owner to make said modifications
 - For owned buildings: a copy of the deed to show proof of ownership
 - These documents are required for all contractual requests at time of application submission and, if they are not provided, your funding request for this category will be denied

Staff Training



- Costs associated with staff trainings that cover protocols on infection prevention/control, infection mitigation, and service/care delivery to participants to address their needs in compliance with established regulations:
 - Class/registration fees
 - Conference registration fees
 - Training fees
 - Costs for class materials, books, etc.

Vehicle Purchase



- Purchase of a vehicle exclusively for transporting participants to/from their residence and to/from the center for in-center services
- Limited to one of the following per eligible site:
 - One ADA-compliant wheelchair-accessible <u>Passenger Transportation</u>
 <u>Vehicle</u> to transport more than 10 passengers (including driver)
 - One <u>Passenger Vehicle</u> to transport up to 8 passengers (including driver)
- Vehicles must be purchased, not leased
- Vehicles cannot be sold, traded, or rented/leased to another center or entity
- Vehicle must be used to serve the sole purpose of transporting center participants

Fringe Benefits



- Benefits provided by employers to their employees in addition to their regular salaries and wages, including:
 - Leave: vacation, family-related, sick, military, etc.
 - Employee insurance
 - Pensions, retirement plans, and retirement contributions
 - Workers' compensation
 - Unemployment benefits
- Fringe benefits are an allowable expense ONLY when paying a salary or wages that will be covered by awarded Bridge to Recovery Grant Program funds

Indirect Costs



- Costs that are incurred for common or joint objectives that cannot be readily identified with an individual project activity, program, or organization activity
- Indirect costs generally include:
 - Facilities operation and maintenance costs (e.g., rent, internet, electric, gas, etc.)
 - Depreciation
 - Administrative expenses
- Indirect costs cannot exceed 10% of the total costs for your project approved in your budget summary and executed in the grant agreement

Examples of Permissible Expenses



- Applicants can use grant funds to invest in needed infection prevention measures in their facilities
- This includes, but is not limited to the following projects:

Building ventilation: adding or improving ventilation systems to meet Centers for Disease Control and Prevention (CDC) standards

Air flow and filtration: repairing or installing air filters to meet Centers for Disease Control and Prevention (CDC) standards

Modifying usable space: repurposing outdoor areas to expand safe, useable program space or modifying indoor spaces to promote health and safety for social distancing (CDC recommendations) while encouraging participant engagement

Sanitation and infection control: increasing sanitation and infection control measures by purchasing: Personal Protective Equipment (PPE), hand washing stations, hand sanitizer, wipeable furniture such as a vinyl couch, chair, flooring

Vehicle modifications and/or preservation: modifying existing vehicles used to transport participants and/or installing surveillance equipment

Purchase of one eligible vehicle (cannot be leased)

Examples of Impermissible Expenses



Impermissible Expenses

- New construction to add on to Purchasing appliances existing building Bathroom remodel or kitchen Purchasing or cleaning remodel/repairs windows and/or blinds Exercise equipment or installing Onboarding and screening costs for staff sports courts Purchasing tablets, hotspots, Monthly center fees cell phones, or any mobile (maintenance, etc.) device Installing broadband or Landscaping or gardening internet service Paving or re-designing the Tuition reimbursement center parking lot
- For a comprehensive list and more information on Permissible and Impermissible expenses, refer to the <u>RFA</u> on the the <u>Bridge to Recovery</u> <u>webpage</u> under "Helpful Resources"

Invoicing and Reporting Requirements



- Invoice Reimbursement Requests and proof of paid expenses should be submitted monthly
- Grantees must submit Quarterly Progress Reports which include:
 - A narrative/self evaluation of the progress of the project
 - Submitted through GrantsConnect™
 - Due 45 days after the end of the previous quarter
- Reports include details on project activities and any required performance metrics

| Report Cycle | Due Date |
|------------------|-------------|
| January-March | May 15 |
| April-June | August 15 |
| July-September | November 15 |
| October-December | February 15 |

To Submit Grant Program Questions



- Questions on the Bridge to Recovery Grant Program must be submitted in writing by August 12, 2024, by 5:00 PM PT
- Questions will not be answered individually
- To submit questions via email: CDA_BridgeToRecovery@pcgus.com
- Answers to written questions received will be posted on the Bridge to Recovery grant webpage by August 22, 2024
 - Questions and answers will be posted as an Addendum to the Request for Application (RFA)



Applying through GrantsConnectTM

The Application

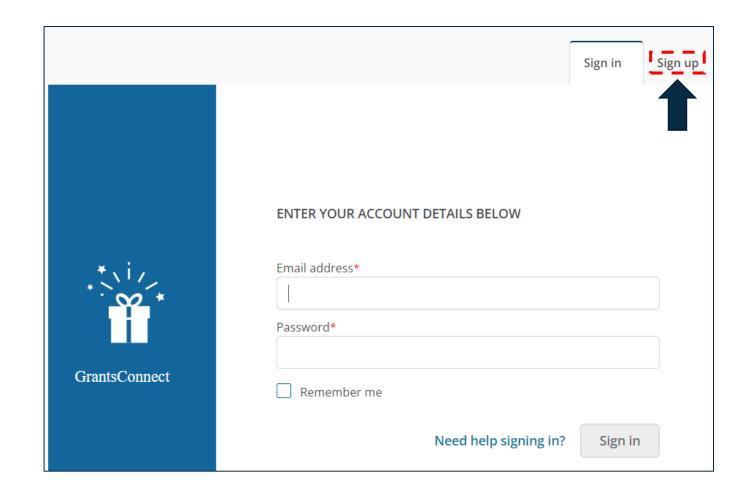


- The application opened on July 22, 2024
 - Closes at 11:59 PM PT on September 5, 2024
 - All applications must be submitted before that deadline or will not be accepted
- Submit applications through GrantsConnect™
- DO NOT use old application links from Round One
 - These will not take you to the correct application
 - Use links from this presentation, new emails, or the grant webpage

Signing Up for GrantsConnect™ (1 of 3)



- Applicants are required to sign up for a GrantsConnectTM account to apply
- You can use the same log-in credentials you created for Round One (if applicable)
- Start by clicking "Sign up" in the top-right corner



Signing Up for GrantsConnect[™] (2 of 3)

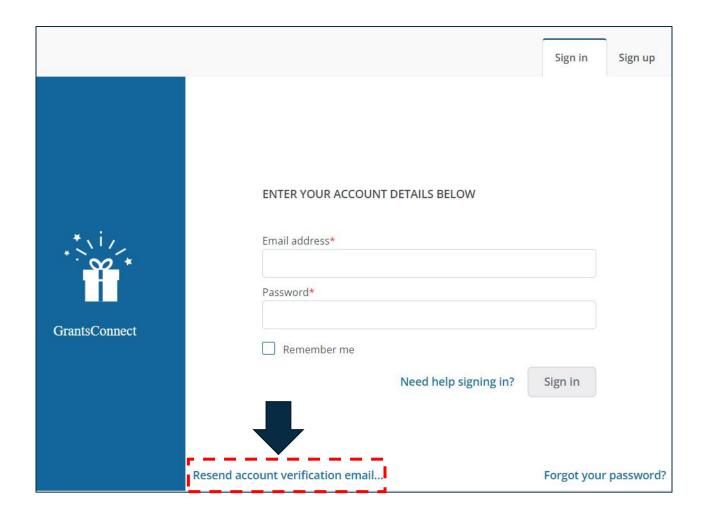


- After you sign up for an account, you will receive a confirmation email and activation link from YourCause LLC welcoming you to GrantsConnect™
- The link in the registration confirmation email will expire after 1 hour

Signing Up for GrantsConnect™ (3 of 3)



- If you do not see this email:
 - Check your spam or "other" folder
 - Select "Resend account verification email" on the Sign In screen



Accessing GrantsConnectTM Support

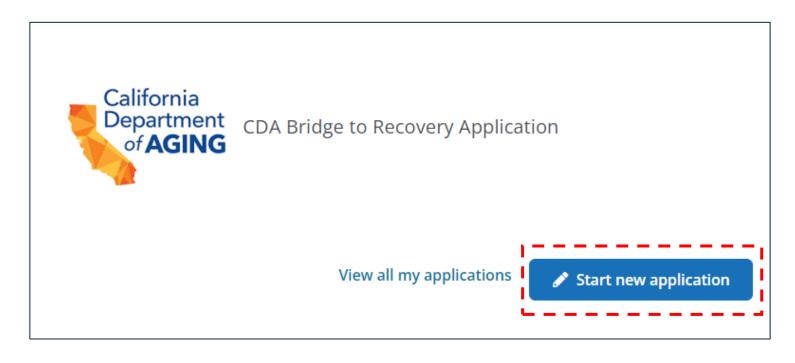


- You can access support on GrantsConnectTM:
 - At the bottom-right of the "Sign in" page
 - After you sign in:
 Click the question mark next
 to your name in the top-right
 corner of the screen

| ENTER YOUR ACCOUNT DETAILS BELOW | | | |
|--|-----------------------|--|--|
| Email address* | | | |
| Password* | | | |
| Remember me | | | |
| Need help sign | ning in? Sign in | | |
| | | | |
| Resend account verification email | Forgot your password? | | |
| Need assistance? ① Help Center 🖂 Email 🙉 Live chat | | | |
| My Applications | ⑦ Test Agent Name ∨ | | |
| | | | |

Starting a New Application





- To start a new application, select "Start new application" on the welcome page
- Return to the link on this slide or on the grants webpage each time you start an application for a new site:
 - https://apply.yourcausegrants.com/apply/programs/152a0072-7cfa-4eb4-bf46-459099833f0e

Application Sections



Applicant Questions

- Basic information about the organization including:
 - Mission statement
 - Current programs
 - Average number of participants

Project Description

- General overview of project, including:
 - Needs the project addresses
 - Key milestones/deliverables
 - Key personnel
 - Sustainability plan and timeline
- Project Activities and Deliverables

Application Sections: Budget Requests



- Select the relevant budget categories for your project from the list below:
 - Salaries and Wages
 - Bonuses
 - Staff Recruitment
 - Travel
 - Supplies and Materials
 - Equipment

- Contractual
- Staff Training
- Vehicle Purchase
- Fringe Benefits
- Indirect Costs

 The related sections of the application will appear based on which categories you select

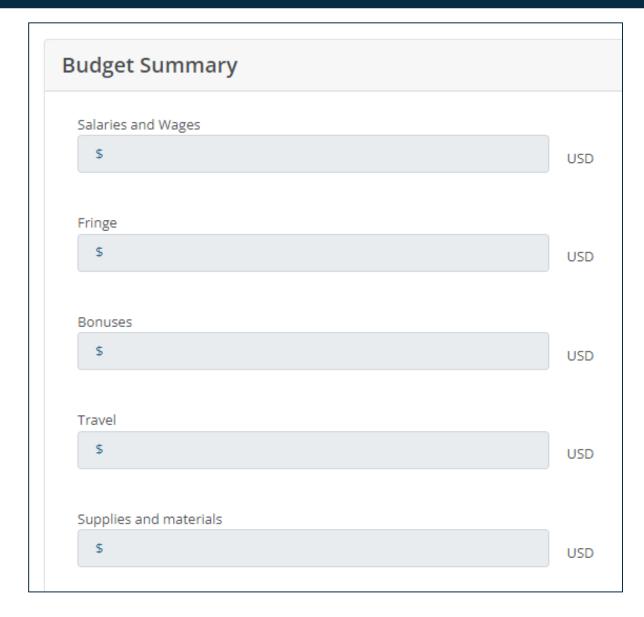
Completing the Budget



- Please list deliverables for each budget category you select in the drop-down menu
- For each deliverable, please provide:
 - Description of the deliverable
 - Start and end dates
 - Associated expenses
- For Salaries and Wages, Bonuses, and Fringe Benefits, you may need to fill out an additional Excel file
 - You can list up to 10 staff members in GrantsConnect™
 - Additional staff members should be added to the Excel file attached to the application

Budget Summary





- At the end of the application, the Budget Summary tab will auto populate with expenses from each budget category
- Review all final calculations to make sure your request is accurate prior to submitting your application

Application Sections (Cont.)



Attachments

- Any required or supplemental documents to bolster your application, for example:
 - Required bids and/or cost estimates
 - Required lease agreement and/or title/deed for building improvements
 - Required landlord approval for building improvements
- List of all documents submitted and the reason for including them

Attestation

- Conditions you are required to follow, if you are awarded a grant
- You must agree to all of them to submit your application

Saving an Application

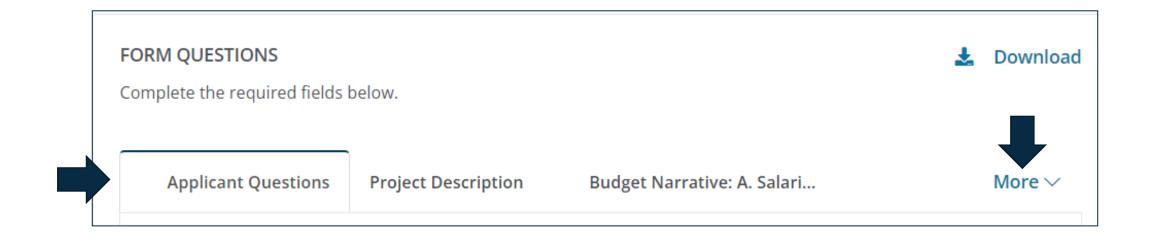


- The application will auto-save while in progress
- If you leave, the auto-saved information will display when you return

| | Does your organizational leadership team include individuals with any of the following?* Select all that apply Racial and ethnic diversity Gender diversity Individuals with disability Training in justice, equity, diversity, and inclusion None of these Has your organization received other grants from DHS in the last 5 years?* |
|----------------|---|
| ⊘ Saved | Previous |

Navigating the Application





- Applicants can move between sections using the top-line navigation bar
- Click "More" to see any sections cut off by your browser window

Downloading the Application





- Applicants can also download the application for use offline using the download button in the top-right corner
- Applicants must submit their online application through GrantsConnect™, not a downloaded version

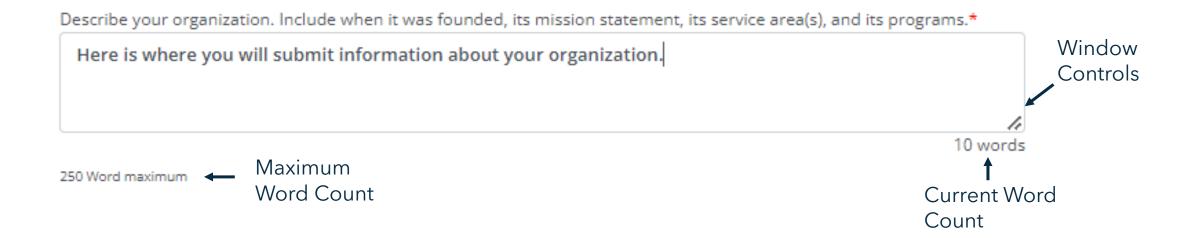
Question Types



- The application includes several types of questions:
 - Fill in the blank
 - Multiple choice
 - Drop down
 - Short answer
 - Table entry
- The next slides will discuss the interfaces for short answer and table entry questions

Short Answer Questions

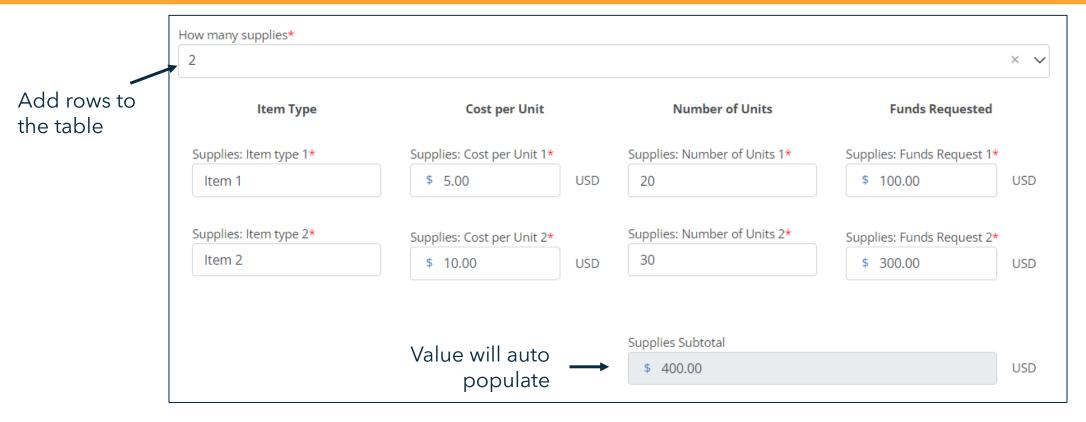




- Short answer questions list the maximum word count and your current word count
- You can make the entry window larger or smaller using the controls in the bottom-right corner of the window

Budget Tables





- Applicants can add more rows to the budget tables by adjusting the field at the top
- The subtotal in the budget will auto populate based on Funds Requested

Application Submission (1 of 2)



| Describe the communications plan or marketing strategy use | ed to promote your project.* | |
|--|------------------------------|----------|
| Previous | Next Sign and submit | — |

• When finished, click "Sign and submit" in the bottom right corner of the Attestation section

Application Submission (2 of 2)



- Applicants will be taken to a screen to type, upload, or draw your signature
- Then Click "Sign and submit" again to submit your application
 - You will receive a confirmation email
 - You must receive a confirmation email or your application was not officially submitted



Error Messages



- A red exclamation point will appear beside any section with errors
 - A list of errors will appear at the top of that section
- Correct all errors before submitting the application

① Applicant Questions



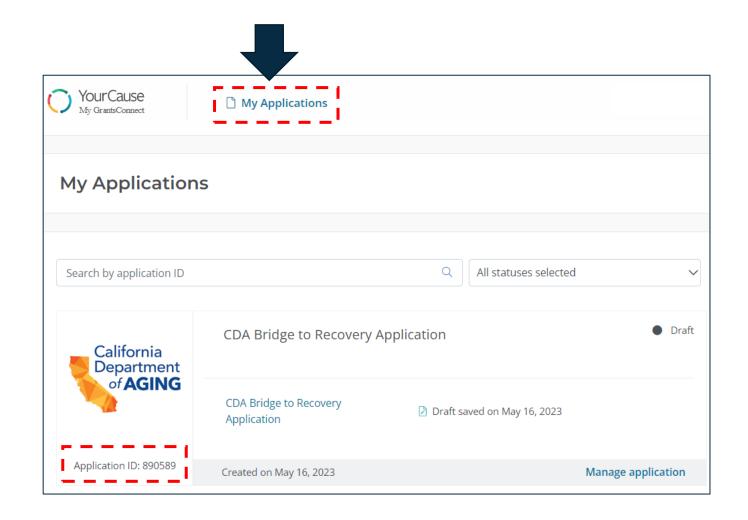
Please fix the following errors before submitting.

- This input is required
- · This input is required
- · This input is required
- This input is required

Viewing Your Applications



- Applicants can view all of their applications in the "My Applications" page
- From there, you can:
 - Edit any unsubmitted applications
 - Check the status of submitted applications
 - Complete any requested revisions
 - See Application IDs for any application submitted through this username



Checking the Status of an Application (1 of 2)





 A quick view of your application's status is shown in "My Applications"

Checking the Status of an Application (2 of 2)



- Statuses include:
 - o Draft: the application has been saved but not submitted
 - Awaiting Review: the application has been submitted, but NOT yet reviewed
 - In Progress: the review process is in progress
 - o On Hold: a reviewer has requested a revision
 - o Approved: the application has been approved
 - Declined: the application has been denied



Questions?

Grant Assistance



• If you have any questions related to the grant:



Program Web Page



866-535-8669



CDA_BridgeToRecovery@pcgus.com



Thank you for your attendance and interest in the BTR Grant Program

Please contact us if you have any questions at 866-535-8669 or CDA_BridgeToRecovery@pcgus.com.