

Pre Application Teleconference and Q & A:
Program Announcement for the FY 2013 Lifespan Respite care Program
Building Integrated & Sustainable Lifespan Respite Care Programs

Moderator: Greg Link
April 17, 2013
3:00 PM, Eastern

Greg Link: Thank you. Hello everyone. I hope you all are having a good afternoon. I want to welcome you to this teleconference to discuss the program announcement for the FY2013 Lifespan Respite Program - the program announcement entitled Building Integrated and Sustainable Lifespan Respite Care Programs.

The purpose of this call, as with previous calls, is to provide those of you who are interesting in applying to this funding announcement, some background information about the program and I'm going to walk through the funding announcement itself. For those of you who have applied for grants from ACLOA before, you may notice that the funding opportunity announcement has a slightly different format. That's because we're using a new system to develop our funding announcements and I want to make sure that I walk through with you where things are and then answer any questions that you have.

I'm sure I know most, if not all, of you on the call. I think the call will go for no more than an hour. Hopefully we won't need that much time. This call is being recorded. There will be a printed transcript of this all including the Q&A portion at the end which I'll be posting to the ACL funding opportunities website in conjunction with this particular funding opportunity.

I hope to have that done by Friday, Monday at the latest.

Since most of you are familiar with the Lifespan Respite Program, I won't go into too much detail or background about the program since you all know it. But, you all have been working - many of you since 2009 - to implement the Lifespan Respite Care Program. We funded a round of grants each year since 2009 either for new states or for expansion supplements. And last year the first round of integration and sustainability grants.

We've also funded the technical assistance resource center for Lifespan Respite Care Programs, the ARCH National Respite Network and Resource Center is currently the grantee to provide technical assistance to the grantees. With this program announcement, we and AOA/ACL anticipates funding up to approximately five states. The number of states that we fund through this announcement will depend on two things - number one, what our final appropriated amount is and we're still working through those numbers at this time. So it's what our final appropriation is and also the number of applications that we fund to new states will determine the total number of applications that we fund.

As you all know the funding hasn't risen for this program and so we're working with the appropriations that we have. I don't believe I really need to go through an overview of the Lifespan Respite Act. You have been living and breathing this program for the past three or four years. You know that these competitive grant opportunities require states to establish coordinated lifespan respite systems that serve all families and all family caregivers regardless of the age or the disability of the care recipient.

There are the required services and the optional services that are part of the Lifespan Respite Act. And, you all know the uniqueness of the act in that it

addresses caregiver and respite needs specifically across all age and disability categories without preference to a particular group of individuals, care recipients or caregivers.

Congressional intent requires that the states ensure that respite is made more available and accessible to family caregivers regardless of the age or disability of the care recipient.

If you haven't read the Lifespan Respite Act or the committee report that accompanies it, I would encourage you to do that. It's relatively short. It's very straightforward. But I think you'll see if you read the act that you find a lot of the language in the act forms the basis of what is in this funding announcement.

There is a link to the actual legislation on page four of the funding opportunity. I want to get started and walk through the funding opportunity itself going through it page by page rather quickly just to make sure that everyone knows where everything is and then we'll do some Q&A.

On page one are the key dates for this opportunity. Obviously, today the 17th is today's teleconference to go over the funding opportunity announcement. Letters of intent are due April 19th. In the past, I've asked for letters of intent. I use them as a planning tool and I'm doing that again this year.

If you submit a letter of intent, it can be a simple email. It doesn't have to be anything formal or fancy just letting me know that you intend to imply. Then I know about approximately how many applications to plan for and how many volunteers I need to get to review the applications.

You can fax them to me. If you're going to fax it, my phone number is 202-357-3549 or you can email me which is preferred at greg.link@acl.hhs.gov. The application deadline is Monday, May the 20th at 11:59 PM 2013. We project that the start date for these grants will be on or about August 1st. This is a very tentative date. Your actual project date may be a little later or earlier depending on how quickly we're able to process the applications and also the volume that we get.

These are just some of the key dates that you all should be aware of. As far as the program announcement itself, on page one - in addition to the due dates and all of that - we've got the executive summary. Then page two starts the actual description of the opportunity itself. I've again provided some background.

I think this is important to get everyone on the same page, especially since the last time you may have applied for one of these grants. If you got new members to your team, I think it's important to set the tone and the stage for the work that you'll be doing and considering under this funding announcement.

I mentioned earlier the link to the Lifespan Respite Act that's about 2/3 of the way down on page four. It is good to read. I think it gets everyone on the same page with respect to the spirit and intent of the law.

I've included some definitions on page five. The new format of our funding opportunity announcements required definitions to be grouped together. And so I've done that here and talk about what ADRC's are, who the eligible recipients are, etc.

On pages six through seven, I wanted to outline the required use of the funds. And please read these very, very carefully. They're intended to build on work that you have already done whether it's through your first three year grant or if you're currently one of the 2012 integration sustainability grantees - how you take that work even further.

To that end you're required to use funds to provide the required services specified in the Lifespan Respite Care Act and you also have the option to develop and work on some of the optional services that are outlined as well.

Please be sure that as you think about how you're designing the projects that you propose, you pay attention to the required activities and services. Pages six through nine also lay out some of the required elements that must be in your application. These are drawn from the act itself. Please note that for the integration and sustainability grants that we're talking about today, you must describe how you're going to implement the required services while focusing on the following areas. And that is service provision, data collection and reporting, workforce development training and program integration.

Program integration means how you're looking at the Lifespan Respite Care Program within the broader context of home and community based services in your state and how you're integrating its principals into other programs that may be going on.

On page seven I want to draw your attention to the additional required activities that is for the current 2012 grantees only. Those are the states that received an integration and sustainability grant last year. You all are eligible to apply for this round of grants but in doing so from the list of the five objectives that are outlined in this section, you must select at least two and in

your applications describe how you are going to complete them. And assure the sustainability that's required.

The current 2012 integration and sustainability grantees (and I've listed the states that we funded last year), must select a minimum of two of the following objectives and complete them by the end of your project. In doing so we're looking to continue to move the ball forward on lifespan respite.

At the bottom of page seven through page eight there are some additional elements that you must include in your applications: demonstrated knowledge of the population that you're serving, how all family members and caregivers will be served regardless of age or disability - things of that nature.

On page number nine at the very top, I want to call your attention to this. I can't stress it enough. Because the Lifespan Respite Act is so clear, it states that every application that comes in for lifespan respite funds must include a memorandum of understanding between the eligible state agency or the agency that's applying and the state's not for profit statewide respite coalition or statewide respite organization.

That MOU must be included in your application packages even if you've turned it in twice before with your first application in either 2009 or 2010 or last year in 2012 when you applied for an integration sustainability grant. You must include the MOU with your application. This is technically a new project and so those MOU's must be there. If they're not then your application will be rejected and not reviewed. We won't be coming to you to say "hey where is the MOU?" So please be sure that you include the MOU. I can't stress that enough.

Pages nine through eleven lay out some additional required, optional or encouraged activities. They're fairly self explanatory. You've seen them before. There's nothing new there. So please be sure that your applications address each of these as indicated whether it's required, optional or encouraged.

On pages nine and ten specifically where we talk about products and information sharing and collaboration with TA efforts - technical assistance efforts. We're continuing to expect this of successful applicants - especially the product development. I can't tell you how much the early states who started this work back in 2009/1010 have helped in this area, and developed products and tools and resources that now serve as examples for states that have come after you.

We've hopefully helped states that have received funding to begin this work. We've hopefully saved them from having to reinvent the wheel. So we're still looking to all the grantees whether they're integration sustainability grantees or still working on their first three year projects to continue with sharing the products and information that they've developed.

We're still focusing again on performance measurement and data collection. (Jill Kagen) at the ARCH National Respite Network and I are continuing to work with developing performance and outcome measures and the grantees are expected to contribute to that process. This will be one of the requirements of the grant activities.

On page eleven, I want to call your attention to the grants and subcontracts. It's an optional aspect but you may consider it. Some of you may decide that you need either a sub grant or subcontract to carry out some of the required or

optional activities. That is permissible and a number of states have done this on their existing projects.

However as with past projects - the state agency - the applicant must demonstrate an active role in program development, implementation and management. So again, don't propose a project that simply passes funds through to another entity. We will not be funding pass-through projects.

If you decide to subcontract or sub-grant specific activities, be sure that you clearly describe the process that you're going to use and how you will continue to be in a lead role. Along with this, you should be describing the role of the project director and the role and the makeup of the stakeholder groups.

I think you all have been able to experience the value of partnerships and collaboration with stakeholders in previous applications and in previous projects. So continue to focus on that in these new projects.

Pages 12 to 13 contains the award information. We plan to fund up to approximately five grants at a maximum of \$250,000 each for a project period of 17 months and 29 days. Page 12 talks about the length of the project. And we point out some additional things to be aware of about the award.

First I want you all to be aware that not all of the applications that we receive will likely be funded. Technically 24 states are eligible to apply for this funding opportunity - the 24 states being those that we first funded in 2009 or 2010. If all 24 states apply, we've only got a maximum amount of money to fund maybe five applications. So, you get the picture. It's going to be a highly competitive competition. I encourage you to put your best foot forward as you apply for these funds.

During the course of the application review we may come back to the applicants to negotiate the size of your actual award. But keep in mind that we can never award you more than you ask for. We can though award less than what you asked for based on the scope of work that's proposed relative to the funds that you request and also the funds that are available.

While these are grants, ACL anticipates active collaboration with the grantees throughout your project. You all know the communication system that Jill Kagan and I have developed to keep the grantees informed of trainings and information and new products and things that may be of interest to you as you develop your project. That will continue with the grantees that we fund.

Page 13 near the top is the eligibility section. I think there was a little bit of confusion among a couple of the eligible states because of what I have in bold there is current FY11 and 12 grantees are not eligible.

The FY11 states are not eligible to apply. What I meant by the FY12 was the one new state we funded last year which was Iowa. Iowa would not be eligible for this. But other than that, I've listed the states that are eligible to apply and it's the 24 states that were funded in either 2009 or 2010. You all are the eligible 24 states to apply for this funding opportunity.

So hopefully that clears things up a little bit.

On page 13 I talk about the match. By statute match is 25% cash or in kind. Again we are unable to permit waivers or reductions to the match requirement. I also wanted you to note on page 15 near the bottom over to 16 - responsiveness and screening criteria. You all are familiar with these from previous lifespan applications.

Please be sure that your applications meet and addresses the responsiveness and the screening criteria. We screen each of your applications internally to ensure that both sets of criteria are met before the application ever moves on for the review. Failure to meet all of the screening and responsiveness criteria will result in your application being eliminated.

The in the responsiveness criteria at the very bottom of page 15, we look at three things. Are you an eligible agency, as outlined in the previous eligibility section? Do you have the MOU in the application? Again, we look for that specific piece of paper - the MOU between the eligible state agency and the respite coalition or respite organization in the state. If that MOU is not there, the application gets rejected.

And finally, are you proposing to do the work yourselves meaning that this is not a pass-through project. The screening criteria are a bit more technical. They include, did the application get there on time? Are the margins correct? Is the narrative within the 20 page limit - so on. We look at both sets of factors.

Page 16 is the beginning of the section where we talk to you about how to get the application package off of grants.gov. There's a 1-800 number for grants.gov. If you have issues accessing grants.gov or submitting your application through grants.gov, please call that 800 number. I've mentioned this before but because grants.gov is not ACL's system. It is a system that is outside of ACL/AOA. We have no way of helping you or providing technical assistance with grants.gov.

Please don't waste time calling me or the grants office if you have technical issues with grants.gov. Use the 1-800 number. I would recommend for

grants.gov or for getting your DUNS number or any of the other certifications and passwords that you need that you can start verifying that you can get into these systems, that your passwords are accurate and current. Do that now as opposed to a day or two before the applications are due.

What you don't want to do is run into a situation where you're waiting for a password to be refreshed or you're waiting to hear back from grants.gov on a technical issue and then the deadline passes and you're unable to submit your application. So start early on that.

Pages 17 through 25 provide a lot of specific information on application contents and formats, how to submit electronically. We've also provided a couple of helpful lists of forms that you need to make sure that you have included.

On page 24 at the very bottom begins a section that provides you with information on how to structure your project narratives. Remember how important these narratives are. They're your only opportunity to tell what your state's needs are, how the project will impact the state and what you propose to do. It's the only thing that the grant reviewers have to weigh the merits of what you're proposing. The grant reviewers are not going to come to you as they're reviewing the applications and request additional information.

So please make sure that your project narratives include all of the components that we lay out here and that they address completely what we're looking for. I want to call your attention again to pages 25 through 27. We have in the project narrative sections in the "problem statement" and the "proposed intervention" several bulleted items. These should look familiar to you if you've done these applications before.

These bulleted items are the statutorily required elements or pieces of information that must be in your applications. So please be sure that you include that.

Page 29 talks about some other required elements and the fact that we have templates available that are associated with the posting on ACL's website and I believe also on grants.gov. The templates are ones that you can use for your project work plan, your budget narrative and so on. So please use those templates. They're nice tools to at least help you structure those important documents.

Pages 32 to 36 lay out the exact criteria by which each of your applications will be scored. So what you need to know is that every question in every section in the application review information is also on the grant reviewers' score sheets and they are looking for these elements to be present in your application.

Keep in mind that these are the only criteria against which reviewers will be scoring your application. Take a look at them. If you're a 2012 integration sustainability state and you're going to apply for another grant. On page 34 at the top you'll see that we're going to be asking reviewers to make sure that you as an applicant have adequately addressed the two additional objectives that you're going to complete.

And then on page 35 under sustainability, have you proposed a sustainability plan for those two additional objectives that you're proposing. The reviewers will be looking very, very specifically for the 2012 states who are applying for this to meet those additional criteria.

Page 37 gives you some overview of the review process. After we get the applications on May 20th, the grants office will pull all the applications together. They're given out to the reviewers. I anticipate that the grant review will take place from approximately the last week of May through third week of June. Following that we will begin our administrative reviews. The grants office may be reaching out to you for clarifications on budgets and work plans, budget narratives.

We hope to be sending out notices of award around the end of July for an August 1 start date. So those are the big dates that you all should know.

Page 38 all the way through the end of the funding opportunity announcement contains administration information and reporting requirements and expectations - things of that nature.

So with that I am going to open the lines for questions and I'm happy to answer any questions you all might have.

Q&A Period:

Question: Thank you for the review. We have two questions. I guess you'd call them technical questions. One relates to timeframes in regard to preparing the work plan and how things are noted about the budget. For the work plan I just wanted to clarify is it considered a multiyear work plan - in other words it said a little bit differently in a couple of places in the application.

So with the forms that we looked at, it's done as a one year work plan. This is a 17 month 29 day plan. So should we do a work plan for 12 months and then almost like a year or two for the five months 29 days or one plan?

Greg Link: I would do it separately.

Question: Okay. So it's considered a multiyear?

Greg Link: Yes.

Question: And similarly for the budget - in the table it talks about a three to five year budget but we should follow the timeframes that you've laid out for this graph.

Greg Link: Yes

Question: Okay and then the final question is in one place it talked about a memorandum of agreement and the other is a memorandum of understanding. Are you using those terms interchangeably?

Greg Link: Yes

Question: Thank you. If I missed this Greg, if you can just let me know if I can listen to this recording again.

Greg Link: The recording won't be available to listen but I will have a printed transcript for every word that was said. Hopefully if I get the transcript and then I'll clean it up a little bit. I'll have it posted on ACL's website hopefully no later than Monday but I'm shooting for Friday.

Question: I have a few questions. So I'll just do them all at once if that's okay. The first one and I think this is one we asked last year but we just want to ask again to be sure. The description on page one of, you know, who can qualify to apply

says a state must be an aging and disability resource center working in collaboration with state respite coalition.

Were the state with subcontracted ADRC so and virtually that's okay and that's what you mean by that.

Greg Link: Yes.

Question: Question two - there's a description of other gap filling respite service delivery modalities on page seven. Can you further describe what that means?

Greg Link: It could really be anything. Like when we talk about gap filling respite, it's how funds are used to provide respite services for populations where there may not be another funding source available. The modalities could be direct payments to a provider agency or vouchers or cash like a cash and counseling model where the caregiver actually receives a budget.

Question: Then the third question is about this - if we choose to do this strategic plan, the language in the application says develop and adopt a statewide respite caregiver support strategic plan. Are there specifics about who needs to adopt this, you know, for this criteria to be met?

Greg Link: No. I think what we've seen in states is a wide range of work in this area to develop the statewide strategic plan around respite/caregiver support. Some have been adopted by the agency. Others maybe have gone up a level. You know, maybe the state legislature takes a look at it and they want to use it for something. So there's a good deal of variability there.

Question: On page eight - we know that lifespan means that serving ages across the lifespan and people, you know, across needs. Can we though target one of our objections to a particular underserved population?

Greg Link: The intent of the law is that there is no focus on one specific category or eligible of individual. So I would say tread carefully in that area.

Question: I was wondering while I know funding for the lifespan respite care program, you know, in future years is uncertain. Do you foresee any reasons the 2009 and 2010 states would be excluded from applying for a sustainability grant next year if they don't apply this year or not selected for funding?

Greg Link: You know, I haven't even thought that far. But I can't imagine a scenario where we wouldn't. I just don't know.

Question: Yes. We're trying to get a sense of, if this happens again, if you're listing all the states if there would be a time and not like you said - you're not seeing that necessarily in the future. But some of the states would start to drop off and be ineligible.

Greg Link: We haven't even had discussions yet. I mean we just put out our 2014 budget request which requests the same \$2.495 million. But we haven't begun discussions here internally with respect to how the funding opportunities will be structured for 2014 yet. But, you know, I'm keeping - I'm trying to, you know, we'll certainly try to keep things moving in the way that they've been going.

Question: Hi. Good afternoon Greg. I had a quick question. Because XX is the way it is, we are like the local and state. Will we have to have a memorandum of understanding because we have directed our coalition still in house?

Greg Link: There has to be an MOU.

Question: So we write an MOU to ourselves or how would that work?

Greg Link: Well I think you can look at how it was done previously.

Coordinator: If there are any final questions, again please press star then one. One moment for any final questions please. There are no questions at this time.

Greg Link: Okay. Well I'm going to assume then that questions have been answered and I want to wish everyone the best of luck as you work on your applications. I look forward to seeing who submits and what comes in. Remember, letters of intent please by April 19th would be most helpful. And then don't forget those MOU's please, okay.

So with that I will sign off and we'll be in touch. Thank you.

END

Questions received after the call:

Question: Via email on 4/18/13: Are direct funds to set up a "pilot" respite voucher project an allowable activity under the grant?

Answer: Yes.