

Frequently Asked Questions

Creating and Sustaining Dementia-Capable Service Systems for People with Dementia and their Family Caregivers

United States Administration on Aging

FY 2013 Funding Opportunity

HHS-2013-ACL-AOA-DS-0055

Last update: June 18, 2013

Question: Are potential applicants required to submit a Letter of Intent to apply?

Answer: Though not required, letters of intent are desirable because they help with the review process. The deadline date for submission of a Letter of Intent is **June 24, 2013**. Letters should be submitted to Jane Tilly, Aging Services Program Specialist, via e-mail at jane.tilly@acl.hhs.gov.

Question: What is the difference between a grant and a “cooperative agreement”?

Answer: In the United States federal grants are financial assistance issued by the U.S. Government. A cooperative agreement is a variation of a grant, which is awarded when a grant provider anticipates having substantial involvement with the grantee during the performance of a funded project. These grants will be issued as cooperative agreements because they are significant and multifaceted endeavors in which AoA/ACL anticipates having substantial involvement with the recipients during performance of funded activities. To ensure program success, the cooperative agreement structure allows AoA/ACL to provide a higher level of technical assistance, oversight and support than a grant relationship offers.

Question: Who may apply?

Answer: State Units on Aging only.

Question: Are Tribal Organizations eligible to apply for an ADSSP Cooperative Agreement?

Answer: No. However, they may participate in projects as partners.

Question: Can we subcontract some or all grant activities?

Answer: Grantees, not the Federal Government, must decide whether it is in their best interest to subcontract some of the grant activities. That said, however, it is very important that the grantee realize that the administrative responsibility and oversight of all grant activities remains with the grantee. Thus, we recommend when subcontracting, that the grantee retain sufficient funding to adequately fulfill its administrative, oversight, and sustainability responsibilities under the grant.

Question: Can for-profit partners receive grant funds through this funding announcement?

Answer: States may choose to subcontract with organizations for project-related services that include, but are not limited to, for-profit entities. However, each state is subject to its own procurement policies and procedures and is ultimately responsible for the oversight of the project.

Question: Can these grant funds be used for services to persons under the age of 60?

Answer: Yes. There are no age restrictions in the ADSSP or under the authorizing legislation for this program (Sec. 398 of the Public Health Service Act (P.L. 78-410; 42 U.S.C. 280c-3).

Question: Is it a requirement that persons served under this project have a medical diagnosis of Alzheimer’s disease or related dementias?

Answer: No. However, a diagnosis is helpful for learning about treatment options and for future planning, especially in the early stages of the disease. Many individuals that have Alzheimer’s disease and related dementias are undiagnosed.

Question: What are direct services?

Answer: Those services which are listed as “direct services” in the program’s statute are: “...home health care, personal care, [adult] day care, companion services, short-term care in health facilities, and other respite care to individuals with Alzheimer’s disease or related disorders that are living in single family homes or congregate settings.” For this program announcement, respite is defined as an interval of rest or relief **OR** the result of a direct service intervention that generates rest or relief for the person with dementia and/or their family caregiver. For example, if people with dementia and/or their family caregivers receive counseling or training through an intervention, the intervention will be considered to have generated respite for the participants. This may be considered part of the direct service requirement. Under this cooperative agreement, at least **50% of the federal funds** must be spent on direct services.

Question: On pages 5 and 6 of the Funding Opportunity Announcement, the section entitled “Evidence-based or Evidence-informed Services” requires applicants to describe how they plan to provide at least one “evidence-based or evidence-informed service.” Could the services 1) listed in the program’s statute (home health care, personal care, [adult] day care, companion services, ... and other respite care...); or 2) funded in earlier AoA/ACL evidence-based ADSSP grants fulfill the requirements for providing the evidence-based or evidence-informed service” ?

Answer: Yes, if these services or interventions are designed to:

- Prevent elder abuse and neglect of persons with dementia through caregiver supports,
- Provide palliative care for those with dementia,

- Help persons with early stage dementia maintain their independence and decision-making capacity to the extent possible, **OR**
- Provide services to persons with young onset dementia, including those with intellectual disabilities; or to racial and ethnic minorities with dementia

Question: Can the salary of a direct service provider count towards a direct service?

Answer: Yes, if a paid position is an essential component of the direct service provision for this project, the salary for that position may count towards direct service.

Question: If part of a proposal were to focus on increased dementia-capability training for Information and Referral, Options Counseling, or Direct Service staff could the training and the resulting services provided be counted as part of the direct service requirement?

Answer: Yes, because dementia-capability training can be necessary for providing direct services to people with dementia and their family caregivers.

Question: Is the Funding Opportunity Announcement intended to create separate, dementia-specific home and community based service systems?

Answer: No. The intent of the Announcement is to enable the state to make its current home and community-based service system dementia-capable. The FOA does NOT have any requirement for creating a separate, dementia-specific system.

Question: Are grantees required to participate in technical assistance activities?

Answer: Yes. Because these are cooperative agreements, we believe that the primary means of sharing information and facilitating discussions of barriers, ways to resolve barriers, and share successes among grantees is through technical assistance. Therefore, to achieve the stated programmatic goals, all grantees must participate in ADSSP technical assistance efforts, which could include individual assistance to grantees, webinars, learning collaboratives and other, similar activities.

Question: Does the budget have to be equally divided between the 3 years?

Answer: Applicants can choose how to divide their budgets across the three-year grant period. In other words, there is NOT a requirement that the budget be equally divided among the three years of the grant period.

Question: What are administrative expenses?

Answer: Administrative expenses include direct and indirect costs related to (1) routine grant administration and monitoring (for example, receipt and disbursement of program funds, preparation of routine programmatic and financial reports, and compliance with grant conditions and audit reports) and (2) contract development, solicitation review, award, monitoring, and reporting.

Administrative expenses do not include costs associated with substantive programmatic work (e.g. the costs associated with salaries, fringe and travel for a project director and other programmatic staff involved in the implementation of the program). Other examples of expenses that are not considered to be an administrative expense are: the costs of direct services (e.g., training, counseling and respite); project planning and implementation (e.g., translating evidence-based research protocols); and evaluation and information dissemination.

Question: Is there an upper limit on the amount of indirect costs that will be permitted?

Answer: A ten percent (10%) administrative limit is required by statute. This limit applies to indirect costs. Under this cooperative agreement, no more than 10% of the federal funds can be spent on administrative expenses. However, there are no restrictions on the use of non-federal funds for administrative purposes, including the matching funds that are used for this cooperative agreement.

Question: Is there a match requirement?

Answer: Yes. Section 398 of the Public Health Service Act (42 U.S.C. 398 et seq.), requires that grantees provide a 25% match of total costs during the first year of a project, 35% during the second year, and 45% during the third and subsequent years of the cooperative agreement period. **Match can be made cash or in-kind.** Match does not need to come from the state grantee; it can be contributed by any non-federal sources and it can come from multiple partners. A state funded program may be used as non-federal cash, non-federal share. Please note that States cannot use state resources that were funded by other Federal agencies/programs **Waivers to these match requirements are not allowed.**

Question: Are there restrictions on what an applicant can use for the non-financial contribution (match) required of grantees?

Answer: Non-financial recipient contributions may include the value of goods and/or services contributed by the grantee and any and all third parties involved in the project, including sub-grantees, contractors and consultants. Examples of non-financial recipient contributions include: salary/fringe benefits of staff devoting time to the grant and not otherwise included in the budget or derived from federal funds, applicable indirect costs, volunteer time, and use of facilities to hold meetings or conduct project activities. In-kind contributions from a third party may also be used as non-financial contributions and may include the value of the time spent by Advisory Board members in the design, development and implementation of the grant.

Question: What value should be assigned to volunteer services used for in-kind matching?

Answer: Volunteer hours included as in-kind matching should be valued at what you would have to pay another individual to provide the service in your area. If you do not have a current measure of the cost of an individual providing a particular service, you may consider investigating other direct service providers in your area.

Question: Can we include maps as appendices to our application?

Answer: Yes. It may be helpful for reviewers to see, visually, how access to services and supports would be enhanced throughout the state over the project period.

Question: If my state encounters an obstacle to submitting the application by the deadline, will AoA/ACL accept the application after the deadline passes?

Answer: No, the application must be submitted by the deadline.

Grants.gov (<http://www.grants.gov>) will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received and validated in <http://www.grants.gov>. After AoA/ACL retrieves your application form from <http://www.grants.gov>, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by <http://www.grants.gov>.

Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the cut off date.

Question: When will states that are awarded cooperative agreements begin receiving funds?

Answer: Projects have an anticipated start date between September 1, 2013 and September 30, 2013. Shortly after the grant is awarded, grantees may begin drawing down funds through the Payment Management System. During the planning phase of the cooperative agreement, grantees will be able to access no more than 15% of total grant funding to develop their implementation plans. At the conclusion of the planning phase, the grantee must participate in a planning phase exit conference and receive approval of AoA/ACL to progress to the implementation phase and access the remaining 85% of cooperative agreement funding.