

Pre Application Teleconference and Q & A:

**Program Announcement for:
FY 2013 National Resource Center for LGBT Aging**

**Moderator: Greg Link
April 1, 2013**

“This transcript has been edited to ensure readability and clarity”

Coordinator: Thank you for standing by. At this time all participants are in a listen only mode. During the question and answer session please press star 1 to ask your question.

Today's conference is being recorded. If you have any objections you may disconnect at this time. Now we'll turn the meeting over to Mr. Greg Link. Sir, you may begin.

Greg Link: Thank you. Good afternoon everyone and welcome to the FY 2013 National Resource Center for LGBT Aging Pre-application Teleconference.

The purpose of this call is to review the program announcement for the National Resource Center [for LGBT Aging] and then answer any questions prospective applicants may have regarding the content of the announcement, the requirements of the program or any technical questions associated with completing applications for federal funding.

My name is Greg Link and I'm an Aging Program Specialist here at the U.S. Administration on Aging/Administration for Community Living. I'm the National Program Officer for the National Family Caregiver Support Program and the Lifespan Respite Care Program. I'm also the programmatic lead on

LGBT Aging Issues here at AoA and I'm the Federal Program Officer for the National Resource Center for LGBT Aging.

This call is scheduled to go for about an hour. Hopefully, we won't need quite that much time. And, as mentioned earlier, this call is being recorded.

We will have a transcript of the call, including the Q&A at the end, posted to ACL's Web site on the same page and in conjunction with the funding opportunity announcement associate with this call. That posting should happen in a couple of days.

I'll be providing an overview of this AoA initiative and then I'll go through key areas of the program announcement to point out areas where applicants should focus on as they prepare their applications. Following that I'll go ahead and open the lines for questions.

By way of background and overview, ACL/AoA is providing this competitive grant opportunity to further support development of competent and culturally sensitive services for elder LGBT individuals and their families. This particular opportunity is intended to build on the success and progress of the previous NRC for LGBT aging that was funded by AoA back in 2010.

For those of you on the call who might be unfamiliar with the previous initiative, AoA funded the organization known as Services and Advocacy for GLBT Elders, or SAGE, in New York City to develop and implement the first ever national technical assistance resource center devoted solely to the issues of LGBT elders. And, to that end, the goal of the previous resource center was threefold:

Number one was to educate mainstream aging services organizations about the existence of special needs of LGBT elders. Number two, sensitize LGBT organizations to the existence and special needs of older adults. And, number three, to educate LGBT individuals themselves about the importance of planning ahead for future long-term care needs.

That project concluded earlier this year and the Assistant Secretary for Aging has determined that further work is needed in this arena. To that end, ACL/AoA is looking to fund a new NRC for LGBT aging to build on current success and chart a path forward in several key areas which I'll get into in just a moment.

Before opening up for questions I'd like to take a few minutes and walk through the funding announcement and call your attention to specific elements. For those of you familiar with previous versions of AoA's funding announcements for discretionary grant programs, you may notice that our current format looks a little bit different from what's previously been done.

That's because we've been employing a new template for development of funding opportunity announcements and so it will probably look different in many areas for those of you who are familiar with our funding opportunity documents.

This particular funding opportunity is classified as a cooperative agreement. And while technically it is a grant, a cooperative agreement implies that the funder - and that's AoA - will be substantially more engaged in all grant activities for the life of the project. I'll talk more about the particular elements of that cooperative agreement a little bit later.

I want to direct your attention to Page 1 - some key dates. The deadline for submitting applications is 11:59 p.m. on April 29, 2013. That deadline is set in stone and I would encourage you to submit before this date if possible as sometimes there can be errors in submissions that can cause you to have to resubmit.

And to avoid any last minute rush or panic, it's always good to begin thinking about submitting ahead of the final due date. Letters of intent are due on April 3 and while they're optional, they're a tool for me to help me know approximately how many applications I can expect and, therefore, how many review panels to have.

The notification of award is anticipated to be in mid- to late June. But this is a very, very rough estimate and it could be later, depending on factors that are outside of my control, like the number of grant applications that our Grants office will be processing and evaluating in addition to the grant applications for this funding opportunity.

The projected start date for this project is July 1, 2013, but this is a rough estimate. Again, it's going to depend upon the notice of award date and all of that.

Following the Table of Contents, on Page 1 of the announcement contains an executive summary. It provides the statutory authority. As you can see, the funds for this effort are coming out of Older Americans Act, Title IV.

Page 2 includes some background information on the role of AoA and the aging network along with additional information on other key efforts within the Department of Health and Human Services that relate to improving the overall health and well being of LGBT individuals of all ages.

The NRC for LGBT aging that was funded back in 2010 marked one of the first key efforts of this administration to address the needs of LGBT individuals and it helped to set the stage for further activities department-wide.

Continuing on through the funding announcement, Page 3 contains the problem statement. This is what we're hoping to address as a result of this funding opportunity. This section also talks about the very real needs in this area.

Page 4, at the top, begins a description of the activities we're looking for in the new National Resource Center and how the funds are to be used. I want to call your attention to the first paragraph in this section in which we lay out the expectation that the NRC is expected to take a focused but multifaceted approach to their work.

In this area, we're looking for the grantee to focus on essentially the same three areas as the previous NRC. That is to, number one, educate mainstream aging services organizations about the existence of the special needs of LGBT elders. And then, number two, to sensitize LGBT organizations to the existence of special needs of older adults - and then, three, to educate LGBT individuals themselves about the importance of planning ahead.

Now while the target audiences for the NRC activities are essentially the same, we're expecting applicants to incorporate new and perhaps slightly different approaches than what's come before.

For example, applicants should be looking to employ efficient and effective strategies that maximize limited resources, embed the efforts of the NRC

within both the LGBT and the aging network so that they become part of the fabric of those networks as a means of ownership and sustainability beyond federal funding.

We're also looking for the extent to which technology can be employed to achieve maximum impact, coverage, reach and longevity of the activities that are undertaken.

Applicants should also be looking at the potential use of volunteers in this effort and to expand the focus of the National Resource Center's work in key emerging areas in the field of aging such as - and it's certainly not limited to - housing, mental health, dementia, family care-giving, elder abuse, legal and palliative care.

Now this is not an exhaustive list of possible approaches and, certainly, applicants are encouraged to use their knowledge of the field, known needs and emerging trends in these areas to propose approaches for fulfilling and meeting the expectations of this grant.

For each of the focus areas we're going to be looking for applicants to describe their approaches for ensuring how they're going to meet these areas and describing that in the work that they're proposing. This should include describing the expertise that the grantee brings to this effort and to consider multiple approaches and strategies within each goal or each task if it's appropriate.

I also want to draw your attention to the bottom of Page 4, the last paragraph, where it talks about subcontracts and grants. Subcontracts for specific activities are permissible. However, if you're - you need to be strategic.

And I want applicants to be thorough in your explanation of why sub-grants and subcontracts might be necessary - also what your criteria for selecting a subcontractor grantee will be and then also your approach for ensuring that subs will complete the tasks on time and in accordance with the terms and conditions of the cooperative agreement.

Page 5 talks in some detail about the importance of collaboration and how this is key to achieving the goals and objectives of the project. Also on Page 5, I want to direct your attention to the paragraph near the bottom that talks about evaluation. Increasingly, ACL/AoA is focusing more and more on how and the degree to which the projects that we fund demonstrate their effectiveness.

Please be sure that in your proposals, that you address the evaluation section completely. Page 5 at the bottom lays out the award information. We're estimating right now - and this is just an estimate - that funds available are approximately \$295, 540 per year.

As I mentioned earlier, this is a two-year cooperative agreement. And the terms of the cooperative agreement - that is, the activities at AoA we'll be carrying out along with what the grantee is expected to do - are discussed on pages six and seven.

The grantee can expect substantial involvement from the program officer here at AoA. Also in this section, on the award information, you'll notice that the award amount which is per year and also the length of the project - AoA is funding this project for two years. And, as with all funding opportunities, awards will be contingent, both the first year and the second year, on the availability of federal funds.

Page 7, at the bottom, describes eligibility for applicants. Basically, this is an open competition so any of the listed entities are eligible to apply.

Page 8, I want you to be sure that you pay attention to the cost-sharing and matching. We are requiring a 25% match, cash or in-kind. I want applicants to consider the extent to which non-federal in-kind contributions can be brought to bear on your ability to meet the match requirements.

In-kind is always a good source for meeting match in many cases. Because of the collaborative nature of this funding opportunity and the expectation for collaboration with the stakeholders, you potentially have a good source for in-kind match here.

Also applicants are encouraged not to exceed the match requirements. Exceeding the match - that is, going above the 25% minimum requirement - will not enable or cause your application to be viewed more favorably. You won't receive extra points in the outside panel review.

And if you do propose greater than 25% match you're, in a sense, locked into that commitment and then negotiating a lower amount becomes a real sticking point later on. So bottom line, don't propose more match than is required.

Page 9 begins just some routine administrative information that all applicants need to be aware of. Please be sure that you've got a DUNS number and that you all have registered with the System for Award Management or SAM. I would recommend doing this now.

If you've already registered in the past, make sure that your registration is current, that your passwords are up to date and that you can access those

systems. It's recommended that you do this no less than two weeks before the application due date, but I would do it now.

I've heard little horror stories in the past where applicants waited too long and then the process for either getting a DUNS number or getting access or readmitted to these systems took longer than necessary and they were unable to submit their application. So do this now as part of the groundwork that you're laying.

Page 9, at the bottom, also contains a discussion of certain disqualification factors that might make your application ineligible for review. Please be sure to read and understand those.

Pages 10 to 11 talk about how to register with grants.gov and to submit applications through grants.gov as well as how to apply for your DUNS number. And my advice for these two pages is again, read them and follow what their instructions say - and do it early - do it now. In some cases it may take several days to get access to grants.gov if you've let it lapse or this is your first time using that system to submit applications.

Also – and this is very important - neither I nor anyone else here at AoA can assist with grants.gov issues. It is not our system. It's an outside system to ACL/AoA.

If you have technical issues with grants.gov submitting the application, please call the 800 number that's provided. Don't call AoA, me or the Grants office here at AoA and waste time because we're not going to be able to help you with a grants.gov issue. So if you have issues with grants.gov, immediately go to that 800 number to begin getting the problem resolved.

Pages 12 to 13 - Section IV.2 provides information on the required formats and forms for applications, the copies you need. Please just be sure to read and follow all these instructions.

On Page 15, very quickly, I want to call your attention to the Application Responsiveness Criteria. Each application that we receive - in addition to the technical screening for length and margins and font size and so on - will also be screened to ensure that these two criteria mentioned near the bottom of the page are met.

I'll be reviewing the applications to determine that each of them meets the two Responsiveness Criteria specified here. That is expertise in working with LGBT issues and documented experience in training and technical assistance on a national level or a formal relationship with an organization that does.

Simultaneously, while I'm reviewing Responsiveness Criteria, our Grants office will be doing a technical screening of all applications to ensure that each meets the technical requirements spelled out in this section. That is, submitted on time, required margins, font sizes, maximum page lengths for the narrative, and so on.

Note the documents like the work plan, resumes, letter of support - things of that nature - are not considered part of the 20-page narrative maximum length. So the narrative is 20 pages but then your supporting documents do not figure into that 20-page maximum.

Pages 17 through 21, I want you to pay particular attention to these pages as they contain the descriptions about what each required section of your application narrative needs to contain. I want you to remember that the

narrative is the heart of your application. It's your one and only opportunity to describe what you propose to do and how your propose accomplishing it.

So please be sure that it's clear and descriptive so that our outside reviewers have the clearest possible understanding of what it is that you're proposing. Reviewers, as they review the applications, will not be contacting you to ask for clarification on anything.

Page 21 at the bottom just lays out the submission dates and times. I've already mentioned these. Letters of intent are due on April 3. Applications are due by 11:59 on April 29, 2013.

Page 23, near the bottom, the funding restrictions - please be sure to read and understand these and adhere to these restrictions in your proposals. Pages 24 to 27 contain the application review information section. Here I've laid out the exact criteria by which applications will be evaluated and scored.

So if, after you complete your application and you review it before submitting and you can answer yes to each of the questions, you can feel certain that your application addresses the minimum that we're looking for from applicants that respond to this funding opportunity.

Page 28 talks just a little bit about the review process. Basically we'll have a panel of three outside independent reviewers and a moderator who review and score each of the applications that we receive. The scores that we get from the review panel form the basis of the Assistant Secretary for Aging's decision for which application we will be funding.

Given that we have an April 29 due date - the review process will likely take place in the first two to three weeks of May. The administrative and budget review will occur later in May or early June.

We anticipate sending notices of award sometime near the end of June. But, again, that's just an estimate so please don't hold me to it. I can tell you that the start date will be before September 30, the end of our fiscal year.

Pages 29 to 31 discuss reporting and what's required. So I think that's all pretty self-explanatory. That concludes my overview of the funding announcement so I would like to open up for any questions that we might have.

Q&A Period

Question: Yes, my question is if this starts in September does this go through September to the end of June of next year or will it end in September of next year?

Greg Link: It would end two years from the start date.

Question: Okay. Okay, it would be a partial year funding with...

Greg Link: No, it would be two full years.

Question: I just want to make sure that we do not need to have our 501c3 determination letter yet. Or is that a requirement?

Greg Link: There is a listing of all the required forms in here on Page - it begins on Page 15. And I don't believe so - just follow what's in the program announcement.

Coordinator: At this time there are no further questions.

Greg Link: Okay, if there are no further questions I can go ahead and conclude the call. As I had mentioned at the start of the call, the transcript - printed transcript - will be posted to the Grant Funding Opportunities portion of the ACL Web site. The transcript will be located in the same section as this particular funding opportunity announcement and it will be clearly labeled.

So with that if there are no other questions...

Coordinator: At this time there are no further questions.

Greg Link: Okay, then we will conclude the call and I thank you so much. Bye.

Coordinator: And this concludes today's conference. You may disconnect at this time.

END

Questions received via email after the 4/1/13 call:

Received 4/1/13:

Question: Can you confirm that Letters of Support should be submitted via the "Other Mandatory Documents" section of the application packet (or should that request be directed to the grants.gov support line)? Additionally, while applicants are only required to submit Letters of Support from Partner Organizations (FOA page 5 of 35), is it allowable and/or advisable to include additional letters of support that demonstrate reach and impact (e.g. from elected officials, SAGE funders, etc.)?

Answer: Please feel free to include any letters of support you deem appropriate, beyond those you get from partner organizations. You may submit them as part of the package that you transmit, in any way they can (e.g., pdf, attachments, etc). If they have to be under mandatory forms then place them there, or add them any place else as part of the application package.

Question: There is a required form—Maintenance of Effort(MOE) Certification—listed in the FOA (page 17 of 35) that does not appear in the application packet downloaded from grants.gov. I can reach out directly to the grants.gov support team to find out where/how to access the form, I just wanted to confirm with you that the MOE is still required since it is not appearing in the application packet?

Answer: MOE is not a part of the reporting or submission process (despite its inclusion here), maintenance of effort is usually reserved for mandatory awards and should not be a submission requirement for discretionary programs/applications such as LGBT. They do not have to submit the form.

Question: Page 10 of the FOA indicates that any sub-award recipient must be registered prior to SAGE submitting the application. Can you clarify whether that would preclude applicants from proposing an entity that would be specified at a later date? For instance: If there was a specific deliverable that required a consultant in Year II, could an applicant designate funds in the budget and budget narrative for a “Consultant” to be determined at a later date?

Answer: Sub-recipients are often not chosen until after an applicant receives an award and puts out a call for proposals. Yes they can designate a consultant/contract as TBD and submit a budget that reflects such a designation.