

Pre Application Teleconference and Q & A:

FY 2014 Lifespan Respite Care Program

**Building Long-Term Sustainability in State Lifespan Respite Programs
FOA Number: HHS-2014-ACL-AOA-LI-0078**

**Moderator: Greg Link
April 15, 2014
2:00 PM, Eastern**

“This transcript has been edited for readability and clarity”

Greg Link: Thank you and welcome everyone. This is the teleconference to discuss the funding announcement for one of the 2014 Lifespan Respite Program funding opportunities. It is the funding opportunity entitled *Building Long-term Sustainability in State Lifespan Respite Programs*. If you are from a state that has not applied before, the call for your funding opportunity announcement is scheduled for this Thursday, April 17 at 2 pm. I'll be going over the specifics of that particular funding announcement.

This funding opportunity is for the Building Long-term Sustainability in State Lifespan Respite Programs and the purpose of the call is to provide those states who are interested with some background about the program and to walk through the announcement itself and highlight particular things that -- as you are preparing your applications -- you may want to pay attention to. At the end of the call, I'll open it up any questions that you all might have.

The call is being recorded. It is my plan to have a printed transcript of this teleconference -- including the question and answer period -- uploaded to the ACL website in the grants opportunity section hopefully by the end of this

week. That way if you feel like you've missed something on today's call or you wanted to read back through what was discussed, you're welcome to do that.

My name is Greg Link. I'm the Aging Services Program Specialist here at ACL and I have program oversight for the National Family Caregiver Support Program as well as the Lifespan Respite Program -- which I know many of you are very familiar with. My responsibility in that role is to work with the grantees to make sure that they work in accordance with the program guidelines and provide technical assistance as well.

This call is scheduled to go for about an hour. In the past, we have not needed that amount of time but I really do want to take an opportunity to highlight some specific things in this year's program announcement that will hopefully help you submit better applications.

I want to spend a couple of minutes going through some background and history to get everyone on the same page as I know that there may be folks who have not actually applied to this program before. You may be new staff in a state that has had a grant but maybe you'll be leading the state's application efforts for the first time. So, I want to make sure that everyone has a really good understanding of that and then later on, we'll go into a Q&A.

As many of you know, the federal Lifespan Respite Program was created by congress in 2006 and we began implementing the program back in 2009. To date, we have funded a total of 31 states in the District of Columbia with at least one grant to begin building Lifespan Respite Care Programs. We've also funded technical assistance activities since 2009. We've funded the ARCH National Respite Network and Resource Center to provide targeted technical

assistance and program development assistance to the grantees in a variety of areas.

This year we have released two funding announcements for the Lifespan Respite Program. One, for grants to new states which we'll be having a call about on Thursday and this funding opportunity which focuses on the sustainability and long-term forward thinking that we need to really begin to bring this program to maturity.

The grants that we are talking about today are going to be funded for three years with three separate budget years. It's more of the traditional way that ACL/AOA has made grants in the past and we're now applying that to this program. It's a bit of a departure from how we funded Lifespan Respite grants in years past.

As you all probably know from your past history working with this program, the purpose of the Lifespan Respite Care Act is to expand and enhance respite services, improve coordination and improve respite access and quality. These programs look at the service of respite for caregivers and work to make it (respite) much more accessible, more available and of higher quality regardless of the age of the caregiver or the care recipient. This truly is a Lifespan Program designed to serve all age and disability groups. The act is really unique in that it addresses the needs of the family caregiver from a respite perspective. In fact, Congressional intent behind the act requires that states ensure that respite is made more available and accessible regardless of age or disability of the care recipient. That's just a very brief overview of the act.

This is a competitive grant opportunity that requires states to build on the work that they have begun under previous grants. Before beginning your

work on your application, I'd encourage you, or the individuals within your states who will be completing the application for the state, to read the language of the act and likewise, as you may convene stakeholder groups to discuss the application and how you're going to proceed in developing an application, it would be a great idea for everybody involved in the application development to read the act just to get a better understanding of its spirit and its intent.

It's very short, it's very straight forward but you'll also see by reading the act that there's a lot of the language in the act -- especially where we begin talking about some of the required activities in this grant, which are pulled directly from the law itself (and included in the Funding Announcement). You have a very good basis in the law for how you go about developing your programs and I've provided a direct link to the Lifespan Respite Act, on page four of this funding announcement.

Turning to the funding announcement itself, I want to go through a few key areas of it before we open for questions. I want to look at page one and make sure that you all are aware of some of the key dates associated with this funding announcement. Obviously, April 15, that's today. As mentioned before, we're going to have a printed transcript posted on ACL's website along side this funding opportunity and the transcript will include the Q&A section that we do at the end of the call.

The next critical date for you all to be aware of is letters of intent. They are due on April 25, 2014 and they're not mandatory but they are encouraged. I encourage you to consider completing a letter of intent even if you ultimately don't submit an application.

Submitting a letter of intent does not commit you to anything beyond just doing a letter of intent. Letters of intent are a planning tool. If I have a general idea of approximately how many states will be sending an application, I can make sure that we have enough grant reviewers lined up so that nobody's reviewing too many applications.

The letters can be faxed or emailed to me. It does not have to be on letterhead or anything unless your state requires that. It can be as simple as an email to me saying, "hey, Greg, we're going to apply." There's really nothing that formal to these but if you're going to email them, obviously, my email address is in the funding announcement as is the fax number if you choose to do that. The fax number is 202-357-3549.

The next critical date for you to be aware of is the application deadline and that is June 5 and applications must be submitted electronically via grants.gov and the due date is set in stone. It is non negotiable and any applications received after the due date will not be considered for funding. I'll talk in a minute about some specific application submission directions.

The projected start dates for these projects is on or about August 1, 2014. It's always our intent to have notices of award out as early in the year as we possibly can. So, we shoot for August 1 with this program. It could ultimately -- depending on the workload of our grants office and the length of time it takes to actually process applications -- wind up being later than August 1 but we're going to do everything in our power to try to get notices of award out so that projects will start on August 1.

I want to call your attention to the program announcement itself and walk through a couple of key aspects of it. As we were talking about on page one, there are the due dates and some important dates to remember. We also have

the basic executive summary of the program announcement. On page two starts the actual funding description. Here, I've tried to include a little bit of background on the program, some of its history. For those states who may be applying for this program, you may have new staff who will be working on this for the first time. I've tried to provide a little bit of a history and a context so that you know what it is and how your work will fit into what has already been going on around the country.

This general background goes on through page three to about the middle of page four. On page four, at the very top, is a link to the actual Lifespan Respite Act. You can click on that and you'll be taken to the Library of Congress website where you can get a copy of the act itself. It's only about six or nine pages. It's not terribly long but it has good information in it and I think it helps to set the tone for application preparation activities. Pages four through five -- beginning in the middle -- is a section called "required activities and recommended approaches."

The Lifespan Respite Act contains very specific language about the required uses of the funds for services that are required if you receive funding. Please read these sections very carefully. They're intended to build upon the requirements of the Lifespan Respite Act and to that end, you're required to use the funds to provide the services that are specified. There are five required services and five optional services. Please be sure that you design your programs so that all the required activities are included within whatever you propose. The act is not specific with respect to how much of each service is focused on.

Moving on from page four through page five, I want you to read these pages very carefully. They lay out some of the elements that must be in your application and these are mainly, again, drawn from the statute, but they also

reflect the priorities and the wishes of the administrator for ACL and the Assistant Secretary for Aging, Kathy Greenlee.

Please note that for this particular funding opportunity -- for Building Long-term Sustainability -- you must describe how you're going to implement the required services while focusing on the following key areas. If you see at the top of page five, applicants to this funding announcement are required to use some portion of their funds for the provision of respite services on a planned or emergency basis.

Please be aware of that. Your applications will be scored on the extent to which you propose projects and approaches that use some portion of funding to deliver services. We are not saying that you have to use any specific percentage of the funds for services. But, under this grant, you must do some direct service provision. We will leave it up to you, in your applications, to flesh that out and explain what it is that you're going to do.

On page five, I also want to call your attention to additional required systems, development focus areas. That section is about a third of the way down. For your grant to be competitive, you must address at least two of the seven objectives that are laid out here. The reason for this is that this opportunity (as with ones last year and the year before), are designed to move your programs and your states forward with respect to the extent to which you are able to deliver respite services to families and caregivers across the lifespan.

We recognize that this program doesn't operate in a vacuum and that a lot of these additional developments areas from which you would select two, are designed to enable this program to fit into what's happening in your state at the current time. We understand that you are working on a lot of different types of long-term system services and systems reform activities, HCBS

reform, person centered approaches, and developing other programs such as money follows the person, the balancing incentive programs, care transitions, things of that nature.

These additional focus areas of which you are to select two and focus on them are designed to really enable this program to fit into that and to help and enable families to be better supported in the work that they do.

Now, focus area number seven was added to give you the opportunity to focus on some other aspect of systems development that was not included in the first six items. I don't expect numbers one through six to be exhaustive in any way but if there are things that are going on in your state that are relatively or unique to your state that you feel this program would augment or the grant would augment, then you can speak to that but you have to provide sufficient detail with respect to, and justification for, how this additional effort fits in and how the Lifespan Respite Grant will help support that. That's on page five. I really want you to pay attention to that.

Pages five and six, talk about some additional things that you need to be able to demonstrate in your applications. For example, an understanding of the populations that you're going to be serving. Because this will not be a first grant for any of you that because of your previous work, you should have a very good understanding of the caregiver population in your state as a result of the previous work.

How will this program help states better navigate respite care services and systems? How you're going to serve all ages and disabilities from the get go, no phasing in of anything, of any population groups and how you're going to work with stakeholder collaboration partnerships and consumer inclusion and how you design your project. This is all laid out here. I encourage you to read

through this and be sure that you incorporate those aspects into your applications.

On page seven, in the middle, I can't stress this enough and you'll hear me repeat this again. Your applications must include a copy of the MOU between the eligible state agency -- that's the agency that is applying -- and the statewide respite coalition or organization that you are statutorily required to partner with in this program. The Lifespan Respite Act requires that an application include a memorandum of agreement or understanding regarding the joint responsibility for the eligible agencies program and between that agency and the public or private, statewide, not for profit respite coalition or organization.

Please, please, please be sure that you include that in your application. If you do not, the application will be rejected. Unfortunately in the past, we've had to reject a couple of applications that failed to include the MOU and I hope that we don't have to do that this year. So, please, begin working early with your respite coalition to make sure that you have an MOU in place. You can use previous ones, you can update them, however you choose to go about it but make sure that the MOU is part of your application package.

I would also encourage you -- if you're going to develop a new MOU between the eligible agency and the respite coalition -- to incorporate some flexibility into the MOU to give the partners opportunity to modify what they're doing. As we all know, you try to plan for how a grant will unfold at the beginning and then the reality of implementation a year or a year and a half into it, you see the partners may have to change their roles and responsibilities. Allow enough flexibility in the MOU to account for that. I think it might make things a little bit easier in the long run.

Again, if the MOU is not included in your application at the time that you submit it, the application will be rejected.

Pages seven and eight talk about some additional and optional required activities. Please be sure that your applications address these. It talks about products that you'll be working on. Also on page seven, I want to call your attention to sustainability. The title of this grant opportunity is Building Long-term Sustainability. Please address this in your application. How is this project over the course of three years going to work to ensure sustainability?

There are some great tools and resources that you can refer to on the ARCH website that speak to sustainability and I would encourage you to consult those tools and resources as you think about how you're going to incorporate that kind of work in your grant project.

We also talk about products that you produce. One big successes of this program since 2009 has been some of the incredible tools and resources that grantees have developed, whether it's statewide environmental scans or needs assessments, state respite plans, caregiver survey instruments, tools for caregivers on how to be better consumers of respite.

It's those types of things that really move the field ahead. As part of this grant, we ask that the tools and resources that you develop for your own purposes, be made available to the technical assistance resource center to share with others.

One thing that's a little bit new this year is at the very bottom of page seven and over to page eight. It is the section entitled Performance Measurement Semi Annual Reporting and Program Evaluation. We've added some additional information on reporting and performance measurements and this is

really in response to ACL's need to develop a system for ultimately gathering performance metrics for this program to determine the success of the Lifespan Respite Program and what kind of impact it's having.

It is likely that sometime during the course of your three year project, the reporting format and the structure will change. For those of you who have done discretionary grants with ACL before, you know that you have a basic reporting template of four questions that asks you to talk about the accomplishments in a period, the challenges, the progress towards measureable objectives and the products that were produced.

Because of the systems development nature of these grants, we're learning that the reporting structure may not be sufficient and so, we've been working with the current grantees to understand what really goes into measuring the program's success and I anticipate that sometime over the next year or two, we will be going to OMB for paperwork reduction act (PRA) clearance to have a new reporting instrument specifically designed for this program. That may be coming but for right now, you'll continue to use the same standard reporting format.

On page eight, I want to call your attention to the grants and subcontract section. This is one of those optional elements but a number of grantees in the past have used this and that is fine. You may decide that some part of your project, will be accomplished via sub grant or subcontract and that's fine. However, if you're going to take that approach, please be sure that your application provides specifics with respect to how that contractual relationship or sub grant is going to be handled. For example, how that relationship is going to unfold, how you will remain as the active lead on the project and how you're going to provide some monitoring and oversight of sub contracts or sub grantees. That's really critical.

Page nine, talks about the award information. We plan to fund up to approximately 14 grants this year. That number may go up a little if we don't fund three new states. If that happens, we may have money to fund up to 16 grants under this opportunity. It's going to depend on the number of new states that we fund and also looking at the whole picture, how many we'll be able to fund with this opportunity. There is an award ceiling of \$120,000 per year for three years. So, that's 120,000 for year one, 120,000 for year two and then again for year three.

That's a little bit different than how we have been funding these grants in the past. The past couple of years, we have done 17 month and 29 day grants. That timeline seemed a little tight. With these grants, we're really focusing on the longer term, the bigger picture and giving states some sufficient time to really make some sustainable, lasting systems changes with respect to respite.

I want you to be aware that the funding announcement states that it's likely not all applications received will be funded. We're going to be making funding decisions based on the outcomes of the application reviews for this opportunity as well as the grants to new states opportunity and we're going to be looking at the highest scoring applications in both opportunities and then selecting the best in both categories.

During the course of the application review, we may come back to applicants to negotiate the size of your actual award. We can never offer more than what you apply for, but we can award less based on the actual scope of work that you propose relative to the funds that are requested and that are available. Please keep that in mind as you're developing your work plans and your budgets.

Page nine, at the very bottom to 10 at the top talks about the eligibility. Please be sure you read and you understand these requirements as to who's eligible for this funding opportunity. Technically, any of the 32 states originally funded with at least one grant as a new state are eligible for this opportunity and we have listed the states who can apply for this funding opportunity there.

It is all states who have received at least one grant thus far. I'm going to talk a little bit more later about screening the applications against responsiveness criteria before sending them to the review panels and this is the first thing that will be looked at is whether or not the applicant meets the eligibility requirement and that is whether it is an eligible state agency based on what the statute requires, and the additional criteria laid out in this Announcement.

The eligible state agency must be either the state unit on aging, the state Medicaid agency or another state agency identified by the governor to administer the program. Other state agencies have typically been (DD) agencies that have stepped forward to apply for this program but it's really any state level agency that's part of state government can apply as long they have some directive or permission from the governor to apply for this program. That permission can be in the form of a letter that's included and the application or what have you. There's really not any set format for that.

In addition, the eligible state agency has to be working in consort with the aging and disability resource center (ADRC), or no-wrong-door (NWD), entity in the state to somehow incorporate that entity into the work that you're doing. Again, the act is not specific. It just says that the ADRC needs to be included in a meaningful way. We leave that up to the applicants to lay out what is that relationship going to look like. What is the ADRC's role? What is the respite coalition's role and what is the lead agencies role? All of that is up to you to determine as part of your project proposal.

Page 10 talks about match and that's really important. By statute, the cost sharing requirement is 25% cash or in kind. Congress has not permitted waivers to the match requirement. So, the match stands at 25%. It's non federal funds such as cash contributions or in kind contributions, whatever non-federal source that you have that you want to bring to bear on this. We will take a look during the business review of your applications. We will be looking at the sources of match and maybe coming back to you with some clarifying questions about it. The funding announcement has templates that help you compute your match requirement. So, please be sure that you use those.

Earlier I alluded to responsiveness and screening criteria. On page 10 at the very bottom, we lay that out in Item Number Three: responsiveness and screening criteria. Please be sure that you're applications address the responsiveness criteria and the screening criteria. We'll be screening each application internally twice. Both sets of criteria have to be met before the application is moved on to the review panel. Failure of an application to meet any of the responsiveness or the screening criteria will result in the application being eliminated.

First and foremost, the responsiveness criteria, will be looking at whether you are an eligible state agency to apply as laid out in section three and if you're not, then the application is rejected. Secondly, is the required MOU between the eligible agency and the states respite coalition, present in the application?

If it's not, again, the application gets rejected. Third, under the responsiveness criteria is that you do not propose conduit or pass through funding. What this means is that if you use a state agency get the grant, you can't just to give it all to another entity to administer the grant. There has to be

active involvement from the lead agency all the way through the project. So, we don't permit pass through funds with this particular program.

The application must next meet the screening criteria as described on page 11. This is much more technical in nature: did it arrive on time? Are the margins correct? We lay out specifics for what the narrative needs to look like, the length, the font size and all of that. These are all important and again, if your application misses any of these technical criteria, it will not be reviewed.

Pages 11 through 13 contain administrative and reference information and it's all critically important. Please remember that your applications must be submitted electronically through grants.gov. These pages include some information should you require assistance using grants.gov, there's a toll free number to call if you have issues.

The biggest thing I have to tell you is that grants.gov is not an ACL/AOA website and if you have technical issues with grants.gov, please do not call me because I can't help you with it. What I wouldn't want you to do is waste time calling me or waiting for a call back from me to resolve a grants.gov issue. There's a phone number in the funding announcement, for grants.gov. If you have technical issues or questions, please call that number.

If you haven't registered yet for grants.gov, start today as soon as this call is over. On page 12, we talk about the Central Contractor Registry (CCR) and DUNS numbers. Please make sure that you have all of that in place before - well before you get ready to actually submit the application. Sometimes it can take several days or a couple of weeks to make sure that you have your DUNS number and your CCR registry up to date. Please start that now. It saves a ton of headache at the very end and what I would hate to see is that you spend all this time putting together a really great application only to not be able to

submit it electronically because your DUNS number was not up to date, or you weren't properly registered, or you didn't have all the passwords or whatever you needed for grants.gov.

One thing I do want to mention that's administrative in nature and that we discovered this last year is that as you are submitting applications -- you have multiple attachments, you may be including with your application. For example, you send your project narrative as an attachment, then you send your budget narrative as a separate attachment and perhaps a curriculum (vita) for the key staff and so on. You send those as separate documents and you all have different ways of naming documents and attachments. Please, do not use special characters like the ampersand (&) or an asterisk (*) or a percent sign (%) or slashes (/) or the hash signs (#) in the names of your documents.

We have found that doing so causes the entire application to be rejected for some reason. When you're naming the document, just give it a name and please avoid the use of any special characters. Letters and numbers are the best ways to do things. You can use the underscore but that's probably the only character I would consider using. Try to avoid any of those and you'll lessen the likelihood that your application will be rejected.

Page 13 at the bottom, again, the letter of intent is due on April 25, 2014.

On page 14 at the top, begins to lay out the project narrative and what's expected in your project narrative. This really is the most important part of your application. It's where you lay out what you're going to do. It's how you describe your approach. You articulate the problems that your state is trying to resolve with this grant. This is where you tell your story. This is your opportunity to tell the reviewers what you are going to do and it's the primary means on which your applications will be scored and you've only got 20 pages

to do this so you really have to plan carefully and good, tight writing is really going to be the key.

We're going to be using outside review panels of non-Federal employees to review these applications. The narrative is your only opportunity to tell them what you're going to do. The reviewers will not be coming to you for clarification to ask you questions. It has to be laid out pretty clearly and pretty succinctly.

I want to call your attention to the bullets under the sections entitled “problem statement” and “proposed intervention” on pages 14 and 15. These are statutorily required elements that have to be included in your application. They're pulled right from the law. So, please make sure that you address these in your application narratives.

Page 17 also explains some other required elements of the application, the work plan, the budget narrative. We have templates for all of that. Please make sure that your work plans cover all three years of the project, that your budget narratives provide a summary budget narrative for the entire project and then you have three one-year breakouts. Please be sure that you include all of that in your application and like I said, there are templates that you can use to help get you started with that.

Pages 19 through 23 is really important. It's where we lay out the exact criteria against what your applications will be scored. In other words, the scoring forms that the reviewers will use will look, exactly like this and we'll ask them all the same questions. These criteria are what the reviewers will be looking for as they score your applications. So my suggestion to you would be that when you are completing your applications and getting ready to submit them, sit down with these review criteria and if you can answer “yes” to every

question, it's a fairly good bet that you're going to have a competitive application. This section is to inform you of what your applications will be scored against but it's also a tool for you to use to make sure that you're including everything that you need to have in your application.

Page 23 just gives you a bit of an overview of the review process. It talks about the review panels and how they're going to score. The final award decisions are made by the administrator of ACL and the assistant secretary for aging and she takes into consideration the recommendations of the review panels, the reviews for programmatic and grants management compliance, cost estimates and things like that. That's what goes into the review process.

After the June 5 deadline, the grants office compiles all of the applications and we get them sent out to the reviewers. I anticipate that we'll be conducting the review panels in mid-June or so and I'm hoping notices of award will be out on or before August 1. So that's the best estimate I can give you for when projects will start and the timeline that we're working with.

Page 23 through the end contains routine administrative information reporting requirements, expectations, performance report requirements, et cetera. This concludes my part of the call. I'd like to go ahead and open the lines for questions.

Live Question and Answer Period:

Question: My question to you is on page six, number two, it talks about when you fund families with Lifespan funds -- and I assume it's in a voucher or a grant -- it says those families are not receiving other funds which I take as Medicaid and things like that. Am I correct?

Greg Link: When you provide services with the federal Lifespan Respite funds, it's generally to fill gaps where there may not be funds or services available. So, it could be that maybe a Medicaid program only covers a specific part of the population, maybe a certain disease group or a certain age range or something and there may be a pocket of individuals that may not have access to respite services. So, that's what we mean there.

Question: Could you explain more about the three year budget and more specifically, my question is: let's say you want to propose X activity in the first year and in the second year you know that it's going to be - you want to do a different activity because it's going to build upon the first activity in the first year, is that allowed?

Greg Link: Yes. That would be fine. It's just the amount you'll need to know in your application up front how much you're requesting for year one, year two and year three. So, it requires some really good planning up front. So, let's say like you said, you're doing X activity in year one which sets the stage for the next activity in year two. Yes. That's fine.

Question: Hi Greg. I wanted to know if in the requirement to use funding for the direct service provision, do you need to use funds for direct service provision every year of the grant or could you just do it some of the years of the grant? Is that specified?

Greg Link: It's not specified. So, that would be up to you guys to determine how you want to do that.

Question: Hi there. I'm one of those new staff people working on this grant and I'm looking at page 19, the review part of it. Question number one under purpose and need and it says "respond to the priority area" and I just wanted to confirm, I didn't find the word priority anywhere else.

Greg Link: That's really a general criteria that asks "is it (the application) responding clearly to what we're looking for in this program announcement?" So, we're asking for, for example, all five services. The required services, have you responded to that? Have you adequately addressed the service provision requirement? So, this is very general and global.

Question: I think that actually both of our questions have kind of already been asked but one question we had here in Massachusetts was whether we had to provide direct respite each year of the grant and it sounds like you've already responded to that.

Greg Link: Right.

Question: And then the other thing was just to clarify. So we can request a different amount each year as long as it's not more than 120,000 each year correct?

Greg Link: Right. Right.

Question: I'm on page 10 at the top. I want to know if a not-for-profit organization that has a contract from our Bureau of Elderly Adults have an ADRC within their agency if they would be an eligible organization that might administer this grant and they've been working closely with us on many things?

Greg Link: Your state agency would have to be the applicant.

Question: Question about the presence of (LTSS) in the program. I've just done a cursory review but I do see that you're looking for the integration of (LTSS) and we're just now rolling out (LTSS) where we are. July 1 is the trigger date for that. How significant of a presence there do you recommend. If we're looking to do something with them, maybe have an MOU as part of the application or something like that?

Greg Link: It's really recognized in that (LTSS) and I'm thinking of that in a very global sense. It's (HCBS, LTSS) long-term services and support and how can caregiver support, specifically respite, and how can you use these grants to integrate the needs of families and family caregivers into (LTSS) activities.

Coordinator: There are no further questions at this time.

Greg Link: Okay. We'll wait for a few minutes, a minute or so to see if anybody else has any last minute questions. If you do have questions after the call, I will try to answer them the best I can via email and then I will amend the teleconference transcript to include the additional questions as quickly as I can after I've answered them so that folks will have an ongoing, as up to date dialogue as possible but hopefully we've answered all the questions here.

Question: So, I have two questions for you. On page five, you require that there's a minimum of two additional systems put into the next three grant terms. What if we started something and want to firmly establish it within the next three years? Does that count?

Greg Link: Yes. I think so. If you can make the case that at the end of your first grant, it was left undone or you're going to expand on it and build it out, I think that would work.

Question: Okay. Thank you. Then, my other question is on the formatting, in the first section, you address it as double spacing but then on page 14, you don't mention double spacing and I just want to clarify that it is double spacing.

Greg Link: I believe it's double spaced.

Greg Link: Yes. On page 11.

Greg Link: Okay. Yes. That must be - we're using a template here. Yes, the paragraph at the top says must be double spaced.

Greg Link: Yes. It's all double spaced.

Question: On page five. We keep getting stuck on number five which is integration of Lifespan respite caregiver supports and the other long-term care services and support development initiative. We're struggling with what does that mean exactly because one of our focuses is to try to get a hold of all of those folks and let them know about respite vouchers and see where there are gaps. For instance, the VA who has stipends for respite vouchers except for their older World War II veterans.

We're going to be able to service the World War II veterans because there is no opportunity for respite through VA for them but when you mention Medicaid and Medicare managed care and waivers and hospice, those are projects that we've traditionally see as we would be supplanting because they would take advantage of the voucher and save their own money for their programs. How do you see us serving the people in the waiver programs and hospice and that kind of thing?

Greg Link: Okay. The list in number five is just that. It's a list of potential partnership opportunities. So, if you guys are sitting there and saying, okay, we're going to go for number five, you don't have to hit every one of those.

Greg Link: I threw those out as examples because there are some states that, for example, are developing money follows the person initiatives or balancing incentive programs and they want to include a family or family support or family caregiver focus of that. They're looking maybe to the Lifespan Respite Program as a possible way to do that. It doesn't have to be all of them. It can be two, three, whatever. This is a broad category of (HCBS LTSS) systems development activities that may include one or two of these things or what have you.

Coordinator: There are still no further questions.

Greg Link: Okay. Well, we will conclude the call and thank you all very much for being here and have a great rest of your day and your week. Thank you.

Coordinator: This now concludes today's conference. All lines may disconnect at this time.

END

Questions submitted via email post-teleconference:

April 16, 2014:

Question: Should I assume if we are funded with this next grant that for the first six months the other current grant will also be in full operation so that our budget the first year may look a bit unusual as some of the costs needed in the following years may not be the same as in year one?

Answer: The 2014 grant would be a completely separate project from the grant you got last year. As a result, you would need to determine resources needed by a potential new project in 2014 and apply funds for those activities/needs accordingly. For example, you may share staff across the projects, but you would have to allocate funds to cover the staff time from the 2014 grant (if successful) from that grant and not rely on grant funds from 2013 to cover activities from the 2014 grant.

Question: If a currently funded project is not as robust as it could be, may the new funding be used to support it as long as it does not duplicate any existing work?

Answer: If applying for the 2014 Building Long-Term Sustainability grant opportunity, and you are a grantee from 2013, you would want to be sure that what you propose builds on previous work and it can also be used to strengthen activities begun under previous work. It would not be advisable to duplicate current activities.