

**Pre Application Teleconference and Q & A:**  
**FY 2015 Funding Opportunity Announcement**  
**Advancing Person-Centered, Trauma Informed**  
**Supportive Services for Holocaust Survivors**

**Moderator: Greg Link**  
**June 9, 2015**  
**2:00 pm ET**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen only mode. During the question-and-answer session, you may press Star 1 on your touchtone phone if you would like to ask a question.

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

Greg Link: Thank you (Kathy). I want to welcome everyone to this teleconference to discuss the funding Announcement for the fiscal year 2015 Advancing Person Centered Trauma Informed Services for Holocaust Survivors. This call is only going to cover this particular Funding Opportunity Announcement and is geared towards helping prospective applicants understand the technical requirements of this Funding Opportunity and then to answer any questions that prospective applicants may have related to their completing the applications in an effective way.

I'm going to provide some background information on the program. I'm going to walk through the program Announcement itself and highlight particular things that you should pay attention to and then answer any questions that you have at the end of the call.

As (Kathy) mentioned, this call is being recorded and a printed copy of today's transcript of this call including the questions-and-answers that we do at the end of the call will be available on ACL's web site in conjunction with the link to this program Announcement probably within a week or so.

My name is Greg Link and I'm an Aging Services Program Specialist here at the Administration for Community Living. I'm in the Administration on Aging in the Office of Supportive and Caregiver Services. I'm the Program Officer for the National Family Caregiver Support Program along with other Title III programs. I'm also going to be the Program Officer for this new program that we are starting this year.

For this program, my responsibility will be to ensure that the grantee works within the requirements of the program and the funding Announcement over the course of the entire project. In that capacity I'll be your go-to person for anything problematic related to the project.

Joining me on the call here at ACL is Phantane Sprowls. He's our Grant Specialist. Phantane will be handling the business functions between AOA, ACL, and the grantee that is selected. You would be interacting with him on questions regarding the budget, reporting, drawing down the funds --- things of that nature. Phantane and I will be your go-to people here at ACL for anything related to this grant.

This call is scheduled to go for about an hour and hopefully we won't need all of that time. Following my overview of the Funding Opportunity Announcement we'll open the call up for questions. To get the most out of this call I really recommend having a copy of the Funding Opportunity Announcement there in front of you as I'm going to go through it page by page and section by section.

As with other Funding Opportunity Announcements that are issued by ACL, this one contains everything that prospective applicants need to know about why the opportunity exists and then how to go about completing the application. This FOA, like other funding opportunities, is divided into several sections, each of which is important to read and understand. So let's go ahead and get started going through the Funding Opportunity Announcement or "FOA" for short.

The real content begins on Page 1, which is after the cover page in the Table of Contents. At the top of Page 1 you'll see the ACL center issuing this Funding Opportunity. It's the Administration on Aging and this program is being funded under Title IV of the Old American Act. You'll also find the FOA number and then two really critical dates for you to keep in mind.

The first date to be aware of is tomorrow, June 10, 2015. This is the date that Letters of Intent are due and I'll talk a little bit more about that in a couple of minutes. The next critical date is July 31, 2015 and this is the due date for the applications. Applications are absolutely due on this date, no exceptions. And I'll also talk a little more about that later on in the call.

Page 1 also contains the executive summary. It's just a very short, high-level overview of what the Funding Announcement is and what its intent is. The actual Funding Opportunity Description begins on Page 2 at the very top. And

here you're going to find some background information about why ACL developed this Funding Opportunity including focus areas, program goals, and desired outcomes.

The purpose of this particular program is to expand the nation's capacity to develop and deliver services to Holocaust survivors in a way that does not further traumatize them. Throughout the Funding Opportunity you'll see the term in quotes "Trauma Informed Care" used and that is the prime underpinning of this opportunity and it's at the heart of what ACL is trying to achieve as a result of this Funding Opportunity which is the capacity for communities to deliver person centered trauma informed supportive services for Holocaust survivors living in the U.S..

The background information on Pages 2 and 3 explain this and it provides a link in this section to a document that was developed by the Substance Abuse and Mental Health Services Administration that talks in pretty great depth about the concept of trauma informed care and the link for this is at the very bottom of Page 2. I really encourage applicants to read this document and to look to its principles as you formulate your proposals.

On Page 3 in the section in bold entitled "Purposes and Goals" you'll see in the first paragraph that ACL will fund one cooperative agreement focusing on two priority areas and so the applications that you prepare should address both of these priority areas. The first main priority area is to "Advance innovations and the delivery of person centered trauma informed supportive services to Holocaust survivors living in eh U.S.", and the second is, "To improve the nation's overall capacity to deliver person centered trauma informed health and human services," and I'm going to talk about these individually here in just a second.

These priority areas tie very closely to ACL's overall strategic goals and our intent is for work on both of these priority area happen in such a way so it creates synergies between local and national levels and advance capacity to deliver trauma informed person centered support of services at both levels. So in Priority Area 1 you should be proposing approaches for developing services to Holocaust survivors with a particular focus on the most vulnerable from among this population --- again, keeping in line with other AOA - OAA funded programs and initiatives.

These services should be grounded in the trauma informed approach, leverage national and community level partnerships, and build capacity and foster collaboration and this entire section is really critical to read and understand. Of particular importance is the fact that applicants are expected to use no less than 90% of the total project funds and that includes both federal and the nonfederal share to carry out the activities in support of this priority area.

This is a requirement and failure to propose approaches using anything less than 90% of the total funds for this priority area will result in your application being rejected --- and I'm going to talk a little bit about this in just a minute. At the very bottom of Page 3, I want to draw your attention to guidance that is given for how you might wish to develop proposals.

You should carefully consider and describe how you plan to make funds available to local level entities including those that serve subpopulations of Holocaust survivors such as those in the ultra-Orthodox communities. Over onto Page 4, the Funding Opportunity Announcement lays out ACL's expectations for the competitive process that the successful grantee will use to make sub awards for direct services throughout the U.S. Included are five very specific things that your description should include.

For example, the timeline for getting sub awards out the door, focus areas of these sub awards, the range of services to be funded, etc... . Applicants should be thorough and completely describe the process they plan to use and the timeline that they're going to take for making these sub awards. In this section in the very next paragraph limitations for how these funds can be used is also discussed and they're listed here.

Overall, funds for this project whether used at the national or at the local levels cannot be used for construction, basic research, medical or institutional care which ACL interprets to include dental, hearing aids, payment of medical bills --- things of that nature --- as well as several other exclusions including direct cash assistance and I'm going to talk a little bit about that later on.

Both the main grantee of ACL as well as the sub awardees will be held to these expectations. Included in this section, to help give you some guidance is a link to the portion of the Code of Federal Regulations otherwise known as the "CFR" that specifies the guidelines and grantees of the federal government that are required to adhere to.

These same guidelines apply to sub grantees so I really, really, encourage you to follow the link in the FOA and read in its entirety 45 CFR Part 75 and be sure you understand what's expected of you as well as your sub grantees. That will really be helpful to you as you formulate your applications.

In the middle of Page 4 begins the description of Priority Area 2 and ACL's hopes for this priority area. In short, Priority Area 2 is the part of the project that's really seeking to develop a national technical assistance strategy related to furthering the nation's overall capacity to deliver person centered trauma informed support of services to Holocaust survivors.

Please note that the limitation on the amount of total project funds. Again, the total being the combination of federal and nonfederal. The grantee will be limited to using no more than 10% of the total project funds for this effort. And for this part of the project, ACL's vision really incorporates and encapsulates three goals --- to increase cross collaboration among existing providers of support of services to Holocaust survivors as well as with providers and provider networks that may or not already serve Holocaust survivors or for whom that's not just a primary focus of their network or their mission.

For example, this might be mainstream aging service providers, hospitals, homecare providers --- entities of that nature. The second goal in this priority area is the development of communities of practice that span national and local levels and to disseminate what is learned and to advocate and to advance the capacity across all networks of providers including those already serving Holocaust survivors and those who are not.

And then the third goal is the "Expansion of the nation's overall capacity to understand and to provide supportive services to populations that have endured trauma in ways that do not cause further traumatization." So we're really envisioning a broad national technical assistance effort that builds on the work of the sub awardees but also that information flows in both directions.

Obviously, there's a great wealth of knowledge at the national level that needs to be imparted more efficiently and effectively to the community levels but also in many cases the communities can be rich sources of information for how programs ought to be further developed in the future. So it's critical that your applications discuss how you plan to ensure that activities in both of

these priority areas work together and are complimentary and informed by each.

At the top of Page 5, begins a discussion of some additional application elements. And this section is particularly important because it spells out some additional factors and things that you should be sure to address in your applications and most importantly it is to ensure that these additional elements are tied to both priority areas.

The first of these additional elements is the "Organizational Capacity". ACL requires all applicants for any Funding Opportunity to spend some time discussing their organizations capacity and ability to successfully carry out the objectives of the grant. The capacities that we're looking for here on Page 5 are meant to augment the ones that we lay out on Page 14 where we discuss the overall contents of the project narrative --- and I'll mention that again in just a couple of minutes.

So be sure that your discussion of your organization's capacity hits on each one of these bulleted items in the section. Your applications are going to be scored against each of these elements and I'll talk a little bit in a minute also about application scoring and how that's going to play out. An important part of your discussion of your organizations capacity is the extent to which you will subcontract to other entities to carry out the objectives of the grant.

For example, in Priority Area 1 this is a requirement and so you should really carefully describe the approach that you're going to take and this was more - discussed more fully at the top of Page 4 as you recall. Sustainability is another critical factor to discuss in your applications and as you're probably aware (or not) sustainability of grants funded by the federal government is becoming an increasingly important focus.

For this element ACL wants to know how your organization will plan to sustain the project and the activities after the funding period has ended. Performance measurement, and project evaluation is another very critical element to your applications. Here we really want to know how you plan to monitor your overall progress over the life of the grant and how you plan to evaluate the project's impact on the field.

This section lays out what we expect in this area and again your applications will be scored on the extent to which you propose a feasible and meaningful plan to measure performance and evaluate your results. And then finally in this section --- collaboration and partnerships. Most projects of this scope typically rely on a collaborative approach to get the scope of work done.

Here you're going to be talking about what other entities you plan to partner with to achieve the goals and objectives you lay out. What will each of these entities do in support of the grant? The last part of this Funding Opportunity description is the "Statutory Authority Discussion" which is at the bottom of Page 6.

For this opportunity the statutory authority is Title IV of the Old American's Act and this is how funds were appropriated by Congress under Title IV and therefore ACL must administer these funds in accordance with what Title IV allows. So included here is a bit of a discussion of how Title IV funds have historically been used which is, in many instances, to demonstrate new and innovate approaches for program development and service delivery. I think that ties very closely to what ACL is seeking to have happen here.

This could include testing new service delivery approaches, translating research as well as providing technical assistance to support these activities.

And so this Funding Opportunity very much fits into with the spirit of Title IV and we're approaching it from that angle. Section 2 of the Funding Opportunity begins at the very bottom of Page 6 and this is a section that lays out the award information.

You'll see that we're administering this grant as a cooperative agreement and what this means is that throughout the life of the project the grantee can expect substantial involvement by the ACL program officer and that's me in much of the work that's undertaken in this grant. And the terms of the cooperative agreement for both ACL and the grantee are described in detail on Page 7 and these will be incorporated by reference since your Notice of Award.

After the Notice of Award is made, ACL will work with the successful grantee to understand the terms of the cooperative agreement and to answer any questions you might have. Typically, my role in the past in cooperative agreements has been to discuss the work plan, strategies for tackling the work plan, providing input on specific products that are developed, technical assistance initiatives that are undertaken, the contents for those as well as being available to represent ACL at training events and things that would be part of the grant activities you undertake. We can talk more about that after the notice of award is made.

We'll be making only one award under this opportunity and the maximum amount of funding for the first year is \$2,467,500. We are only funding the first year of the project at this time. Each year thereafter the amount of funding for subsequent years we anticipate would be approximately the same \$2,467,500 but keep in mind that subsequent funding for each year is subject to the availability of federal funds and so we're always mindful of the fact that

in its appropriations activity, Congress may or may not choose to fund this year over year. We are hopeful and we plan for a five-year project in this way.

Section 3 on Page 8 lays out who's eligible to apply for this Funding Opportunity. You'll note that it's a limited competition and we've limited the competition to nonprofit organizations and you must include a copy of your organizations 501(c)(3) status in your application somewhere. Failure to do so will result in the rejection of your application and I'll talk a little bit more in a second about response in this criteria.

But please note important that individual persons are not eligible to apply for ACL funding. That's across the board for any funding opportunities. They are not made to individuals. Also discussed in this section is the match requirement. There's a 40% match requirement for this particular Funding Opportunity. Match can come from either nonfederal cash or in-kind resources. You must calculate your match on the total project cost and not just the amount that you're requesting from the Feds and so we've included here a couple of examples of how you calculate that match and then there are additional examples for calculating match that could be found on Pages 25 to 26 if you needed some additional ideas for how to calculate the match.

The next important part of this section for you to be aware of starts on the bottom of Page 8 and goes over to Page 9 and that is the "Responsiveness Criteria". "Responsiveness Criteria" really look at the extent to which your application responds to what's being looked for in the funding announcement and there are five responsiveness criteria that your applications must meet in order for them to be accepted and move on for review and scoring and they're spelled out on Page 9.

So the first one is the Letter of Intent that we must receive by 11:59 p.m. Eastern on June 10, 2015. If we do not receive a Letter of Intent by that time, we won't accept an application from you on July 31st --- so that's the first responsiveness criteria. The remaining four are elements that have to be present in your application when it's submitted to ACL.

And before we send your application on to the reviewers, I will be looking through each one of the applications to ensure that each one of these responsiveness criteria is in the application and if it's not, the application is rejected and does not receive any further consideration. I won't be coming to you to say, "Hey, you forgot this." If it's not there, the application is rejected -- - so please be aware of that and make sure that your applications speak to these responsiveness criteria.

There's also a set of application screening criteria that must be met and those are spelled out on Page 9. These are more technical aspects such as whether the application is submitted on time, if it's submitted late, again, the application will be rejected. Also, did you use correct font sizes and line spacing and is the narrative the correct length?

The maximum length for your project narratives is 40 pages. It's not specified here, but it is specified on Page 12. I know there's an "X" showing here on the page length and that was an error in the template. But if you look at Page 12 at the description of the project narrative, it's limited to 40 pages and we will be holding applications to that limit.

So if you submit more than 40 pages of narrative, the additional pages will be removed and they will not be sent onto the reviewers so please keep your application narratives to 40 pages in length and no more than that. Your

application narratives do not include the work plan or the budget narrative or letters of support or staff vitae, etc.

Section 4 at the bottom of Page 9 and over onto Page 11, I cannot stress how important these pages are. It's information for how to submit your applications. You must submit your applications electronically through via [www.grants.gov](http://www.grants.gov).

We will not accept mailed or emailed applications. Everything must go through [www.grants.gov](http://www.grants.gov) so please be sure that your agency is registered with [www.grants.gov](http://www.grants.gov). Do it now if you're not. Do it well before you're ready to submit your application. It's oftentimes can take several days for you to have an activated profile in [www.grants.gov](http://www.grants.gov) that will allow you submit an application.

I've seen it happen in the past, folks have waited until a day before the deadline and they then apply to [www.grants.gov](http://www.grants.gov) and they don't hear for a couple of days and they're enable to submit their application --- so please do that now. Your agency must also have a DUNS number and must be registered with this system for award management or "SAM".

Please start that process now if your agency isn't registered --- and again it can take up to 48 hours for your SAM registration to be available in [www.grants.gov](http://www.grants.gov). They're all connected so don't wait until the last minute. But one thing I want to stress to you --- and this is really important --- neither I, nor anyone at ACL, can assist you with registering in [www.grants.gov](http://www.grants.gov), DUNS or SAM.

Similarly if you have technical problems with [www.grants.gov](http://www.grants.gov) or SAM or DUNS, we cannot help you. They are not ACL systems. So if you have

problems and you need technical support with any of those systems, please call the toll-free numbers listed in the Funding Opportunity. Don't call me and please don't waste time leaving me a message about this because I cannot help you with it.

Just go right to the toll free number and get technical help that you need. So please read through everything on Section 4, Pages 9 through 11. At the bottom of Page 11 is information about where to submit your Letters of Intent. It's at the bottom of Page 11 over onto Page 12. Letters of Intent, again, are required. If I don't receive one by the deadline we won't accept an application.

I would prefer if you emailed the Letter of Intent to me and my email address is the Funding Opportunity Announcement. My fax number is also there if you choose to do that, but if you do fax it please send me a quick email because the fax machine I use is down the hall and around the corner and I want to make sure that I actually know that your Letter of Intent is there so I that I can go get it.

A Letter of Intent really doesn't have to be anything more than an email or a quick letter saying that you intend to apply. It does not have to be a formal document of any kind unless that is customary for your organization. We use Letters of Intent as a tool to let us know how many applications we're going to be getting as we start planning the review process.

But by knowing who's going to apply we're also able to select reviewers in advance that won't likely have the potential conflict of interest in reviewing an application. So in a Letter of intent, you can include if you know who your partner or organizations might be in your application. You can include that information, but again, they don't have to be anything long or terribly formal.

Submitting a Letter of Intent doesn't bind you to submitting an application but it is required even if you're just thinking about it.

Pages 12 through 14 lay out a good description of what your project narrative should include. Your applications will be scored based on the information that's asked for in the project narratives so please pay close attention to the required elements of the narrative and address each one of these.

Again, the page limit for project narratives is 40 pages and as I've said before it does not include Letters of Support, the budget narrative, work plan, etc. The most important thing to remember about your project narrative is it's your one and only opportunity to describe your project and how you plan to carry it out.

It's the only thing that merit reviewers have to go on and so it needs to be complete, it needs to be thorough, it needs to be understandable. Reviewers will not be contacting you to clarify anything or to request additional information that they think might be missing from the narrative so they only have that to go on. So you have really one chance to develop and submit a complete and comprehensive narrative.

The bottom of Page 14 talks about the requirement for a project work plan and a budget narrative. These are required documents and should be really detailed and thorough so that reviewers will get a good sense of how the funds will be spent in the various budget categories and how you plan to carry out the tasks that you propose and who's going to complete them. That really speaks to the work plan and we've provided templates for these two elements of your applications and they're provided at the end of the Funding Opportunity so you can look at those and develop those documents based on that.

Letters of Commitment are also talked about on Page 14. These really go a long way towards rounding out your application and demonstrating how collaborating partners will participate in the work that you do. Page 15 just gives the submission dates and times. The due date for applications for this particular opportunity is, again, 11:59 p.m. Eastern on July 31, 2015 and any applications received after that will not be accepted.

Page 16 lays out some important information on funding restrictions. In other words, what you can't use grant funds for --- so please be sure that you adhere closely to these restrictions as you design and propose your projects.

Pages 17 through 20 --- I can't stress the important of these three pages enough.

These pages lay out the exact criteria against which your applications will be reviewed and scored and you'll see the weight each section is given and then the exact elements that merit reviewers will be looking for as they review and score your applications. This section's really important and it's also an excellent tool for you as you write your applications.

And my suggestion over the past several years to applicants has always been: after you've written your application, go through it using these criteria and if you can answer, "yes" to every one of these questions, chances are you have fairly complete application. Of course, it doesn't guarantee that you will be successful but you'll know that you've at least addressed the required elements of the Funding Opportunity Announcement.

Page 20 near the bottom talks about the review and selection process. We will be using third party reviewers and panels of three to review and score each application and then only the top scoring application will be selected for

funding and as always as with all funding opportunities the final award decisions are at the discretion of the ACL administrator/the Assistant Secretary for Aging.

Finally on Page 21 --- through the end of the Funding Opportunity contains the award of administering information, reporting requirements, agency contacts. Read all of this, make sure you understand everything that's required as you go through submitting your applications.

That takes care of the Funding Opportunity. Before we open the lines for questions, since the Funding Opportunity was released last week I received a number of questions via email and so what I wanted to do was go through those first because the questions are all really good and, not surprisingly, a lot of them are the standard questions that we get from most funding opportunities so I'm going to read through the questions and provide an answer or my colleague Phantane will. Then we'll open the lines for any additional questions that you all might have.

So the first question was "What elements do the Letters of Intent need to include?" I think I talked about that earlier. There's no actual required elements. It could very simply state that your organization intends to apply. You could include potential partners on the applications that you're submitting and that's always helpful as we identify grant reviewers so that we, you know, can select reviewers that don't have any conflicts of interest --- so that's the first question.

The second question, "Are the four bullets listed under the Letter of Intent an application responsiveness criteria element that need to be addressed in the Letter of Intent? Or do those elements only need to be incorporated into the

final application?" So the application responsiveness criteria are individual elements that must be met in the application.

The Letter of Intent is one --- and that will be taken care of hopefully by tomorrow --- and the remaining four bullets should be very evident somewhere in the application and the other four elements should not be part of the Letter of Intent.

Third question is, "is the required commitment only that the organization will designate a person as project director or does it also suggest or require that the national organization pay for that person out of matching funds?" And the answer to that is, "The only requirement is that the organization designated a full-time project director. How that position is paid for is up to you."

There have been past projects that I have worked on where the project director salary was paid for by, let's say, the state in total or the organization getting the grant and since their salary was not from federal sources that was applied to match. It could be some combination of a portion of their salaries paid for by the grant and another portion by some other source.

The only requirement is that we have a full-time project director dedicated to this specific project. Fourth question, "Can the project director also do work related to the national organization's core mission that may not be part of the Holocaust survivor services?" The short answer to that is, "Yes," but with a huge, huge caveat. The additional activities must not fall into the realm of advocacy and lobbying.

So, for example, let's say a project director that is selected is - either already employed at the organization and their main role is training of some type. They might continue in those training activities that would not be related to

the grant but also - and they could do so in a way that could actually be complimentary to the grant.

That relates to the fifth question that we got was, "Related to this, is the requirement that the person in this position spend 100% of their time on this work with partially paid or out of the grant could the position be split so that the person could do advocacy related to this program as well. For example, 75% paid for by the grant and 25% paid by organizational funds?"

I would have to say the answer is, "No." "The person who works on this grant should not be engaged in advocacy or lobbying of any kind. I would be really, really careful with this and not structure the project director's position in such a way that the work they do on the project and grant in any way comes across as advocacy. Those two things need to be kept very distinct and there are certain certifications for lobbying that have to be signed and included as part of the grant application.

Sixth question, "What is meant on Page 9 by 'Demonstrated expertise in working with entities serving the non-Holocaust survivor older adult population in the U.S.?" The answer is by this ACL means that we're looking for the grantee to reach across to other networks that do not typically serve Holocaust survivors or for whom it's not their primary focus.

The best example here and I think I alluded to it earlier was it could it be Area Agencies on Aging, the aging network, hospitals, healthcare systems, and service providers that may have never served holocaust survivors or maybe served them in a very limited capacity, but they're brought into the efforts called for under this grant and trained to deliver trauma informed services for this population in such a way that the network as a whole becomes stronger and our capacity as a nation to effectively serve these individuals is enhanced.

Question 7 deals with match. And it says, "On Page 8, what does it mean that applicants are encouraged not to exceed minimum match requirement? Hypothetically if we're able to allocate an additional \$1.645 million in cash for direct services and also some in-kind contributions to help run the program, is this disfavored or is it just not going to receive additional support in the applications consideration?" And I'm going to throw this to Phantane Sprowls to answer.

(Phantane Sprowls): Hello everyone. This is Phantane Sprowls with the Office of Grants here at ACL and to answer the question that Greg just read regarding matching the minimum requirement for this Funding Opportunity Announcement is 40%. If the grantee provides over that amount, the expectation is that they will be able to meet that over match requirement.

Now there is a caveat to that. If for any reason the overmatching amount is - there's uncertainty of meeting that overmatched amount. That's the caveat to providing an overmatch. So certainly you can overmatch, but you are expected to meet that match amount --- whatever that amount may be.

So if later on down the line as part of this grant there are additional funds provided by the grantee that is something that can be considered or it ends but, again, as Greg read in the question and as noted in the FOA it is discouraged to overmatch in this grant. Additionally you may propose it later on as part of the grant match.

Greg Link: I'll add onto what Phantane said. Keep in mind that funds that are brought in as match are for the exact same purposes as the Funding Opportunity itself and so it should be used - it would be held to the same requirements," so

nonfederal source uses match, then uses subject to the same guidelines and restrictions as for the federal funds.

Question Number 8, "If there are local new funds raised for support of services from Holocaust survivors, could these both constitute the matching funds for the federal grant? For example, if a local agency applies for a \$100,000 as part of \$140,000 program, could that additional \$40,000 count as our match?" And I'm going to throw that to Phantane as well.

(Phantane Sprowls): The short answer to this question is, "Yes," the local funds that are raised are brought to the table by a sub award grantee could be used as a match for the main grant. However, the source of that match has to be considered. If the funds are from the federal government, they cannot be used as match however if they're from some other source they can be used as match for this grant.

Greg Link: Okay, we're almost done with the questions and then we'll open it up but these questions were actually really good and really helpful. Question 9, "On Page 3 regarding the 90% of project funds for the delivery of direct service, can any of that be used to pay for the sub grants process such as for disseminating information, evaluation of agencies after, and potential travel associated to help monitor the communities or does 90% of the money have to leave the national organization? If the national organization was to disseminate the funding to sub grantees, could some of the funding be used by the sub grantee to actually help administer the local program?"

That's a really good question and there's also a lot of layers to it. ACL's intent is that 90% of the project funds go out the door of the national organization as sub grants for direct services. So in other words, 90% of the project funds leave the national organization to pay for direct services. The remaining 10% is to be used for national technical assistance efforts in the activities

associated with it. So these activities could include monitoring grantees information, dissemination, the training activities, things that normally one thinks of as "technical assistance" and in this regard, applicants have the opportunity to meet some of the cost associated with the sub grant process perhaps via match.

Hopefully that answers the question.

Question 10, "On Page 4, Paragraph 3, quote, asks: 'Grantee and sub grantee will not be permitted to use the project funds for cash assistance. Does that refer to the agency or to the individual end users? Local agencies have a small budget for emergency financial assistance for things such as rent and heating or utilities. Could funds be used by - for these agencies financial assistance programs?' They're referring to the intent of this opportunity which is to develop the capacity to deliver person-centered trauma-informed services and supports. In that vein, the funds must be used for services.

Giving a consumer a check, for example, paid for federal grant funds to pay the rent, is not in keeping with the intent of this program. The federal funds as well as the funds brought to this effort in match are meant for the direct support of the consumer's that will be served, which is, they're using these funds as cash assistance, which is not the intent of Title IV.

There are agencies who might ultimately receive a sub award. Certainly they can continue using the funds that they have already set aside for financial assistance to pay rent and other things like that however the funds that they would receive under this opportunity and any associated match should not be and cannot be used as cash assistance. The funds for this project are for support of services and the development of trauma informed approaches.

The Question 11, "Is there a - is there the expectation to have a named center or institute for Priority Area 2 --- National Technical Assistance?" And the answer to this is, "ACL doesn't have any specific expectations, although it's certainly permissible and allowable to, you know, if you're standing up a technical assistance resource center to give it a name, that's certainly fine.

Most resource centers that are funded by ACL/AOA wind up adopting some type of a name to indicate who they are and how they function. For example, the resource center that ACL funds at the Services and Advocacy for GLBT Elders or SAGE in New York, focused on enhancing capacity to serve the LGBT Senior and Aging Network.

They've named their resource center that's funded by AOA, "The National Resource Center for LGBT Aging" and they've branded it with a logo and messaging, so it's possible. It's not a requirement, it's not an expectation, but a lot of folks do it.

Question twelve reads "on Page 5, regarding sustainability where we talk about the fact that applications will be scored in part on the extent to which a plan for the project's sustainability beyond the period of federal funding is articulated and feasible.

Applicants are encouraged to consider and propose a range of potential approaches for ensuring sustainability of a project efforts once funding has ended. The question here is, "Do we plan for funding to end after Year 1 or Year 5?" And I would say, "Always plan for the project funding to end in five years." ACL is embarking on this with the idea that this would be a five-year project, but as you know the annual proportions process is always an iffy prospect as well as the dollar amounts, both of which are up to Congress.

I would plan on five years with the caveat that funding especially discretionary funding as is the case for this particular program is always a question mark. Likewise the amounts can change year over year. Next year Congress may choose to appropriate funds but may, for whatever reason, appropriate less than what we have this year.

However, given the uncertainty of any federal funding situation I don't think it could hurt to think some of the projects that you do year to year as maybe thinking how are those going to be sustainable after the first year, the second year but overall it's having an overall sustainability plan for the project for five years.

Question 13, "Our organizations is headquartered in New York but the project would be done out of the D.C. office?" The non-for-profit status would come from New York and on the SSF 424 the question was, "The applicant district question would we answer for New York or D.C.?" If your office is headquartered in New York, indicate the district as New York. Make the New York office if that's where you're located, the headquarters and the project site even though you'll be working nationally.

Question 14, "What kind of entity can serve as a partner? Can a partner be both a nonprofit and for profit?" And the answer is, "Really any type of entity can be a partner," and by that, I mean, the partner can be either a nonprofit or a for profit entity, however the relationship and they're role in the grant would be determined by the type of entity that they are.

Nonprofits generally would become sub grantees whereas for-profits would become subcontractors and no profits can be charged in the sub grant program or sub grant situation whereas you would be looking at that if you're doing a

subcontract to a for profit entity for some piece of the project that you're doing. Hopefully that answers that question.

Question 15, "Does the assistance that partners commit to count as in-kind?" It can, but again it depends on the type of the entity, the partner and what they're doing so if their a sub grantee and they're a nonprofit that could be counted as in kind but if they're a for profit, they would probably - some of the profits that they would make or some of the profits that they would bring to the project could also count as in kind but as probably nonfederal cash and if there's - if that needs further clarification we can always discuss that further.

And finally the last question, "At what point in time does the match have to be accounted for?" Match, as a matter of good practice, should be accounted for and accrued and reported on the annual basis and you'll see that on the 424 when you're filling out your applications that for each year we divide it into quarters. You could certainly anticipate what you're expenditures and your match will be quarter by quarter --- that's the best case scenario.

I haven't seen too many situations where that's absolutely perfect every time, but I would say that plan for accruing your match on a yearly basis for that year. It becomes much easier in the long run. You don't wind up getting yourself into a fix at the end of five years and you're suddenly, you know way behind on your match. Phantane, in his work as your grant specialist and in the reporting that you do, we'll be looking at the match that you submit to make sure that you're on track over the like of the project.

So that's all I had. I'd like to open up the line for questions now and see if there's anything else out there.

- Coordinator: At this time if you'd like to ask a question, you may press Star 1. Please remember to unmute your phone and record your first and last name clearly when prompted. In the even that you would like to withdraw your question, press Star 2. One moment please for our first question. We have a question coming in. One moment please.
- Question: Thanks very much for this informative session. The question that I have is, "If there are donated services and materials --- so, for example, hearing examinations or hearing aids donated by a company --- could that be counted as part of the in kind match?"
- Greg Link: No because we're restricting the resources that are brought to the grant whether federal or nonfederal can be used for the restricted activities and we've restricted medical types of services such as hearing aid, dentures, payment of medical bills --- that would not be an allowable use of match..
- Question: Hi Greg. Thank you so much for all the information that you provided today, very helpful.
- Greg Link: Sure.
- Question: I have a question about 90%/10% and you started to talk about it. I understand what you said about the services necessary to get the money out the door for the direct services, but I guess my question is, "If the costs of that are supposed to go to technical assistance and it raises the amount of money that you need to extend on the technical assistance and the money is going to come from outside matched resources, ow is that going to apply to the absolute requirement that seems to be the 90% of the funding is going to be used for direct services versus 10% for technical assistance if you're going to use the money in that way even if it's coming from outside funding?"

Greg Link: Well, any money that comes from outside outside nonfederal sources, that's applied to the grant are subject to the requirements of the grant. So, if you brought, let's say, to make things easy, \$100,000 from a nonfederal outside source that you wanted to bring in as match, you could apply 90% of that to the 90%, requirement if you wanted to and then 10% to the 10% requirement.

Question: I guess my confusion was that is if you want to help with the services and helping to get the money out the door to doing the allocation process and you still needed to comply with the 90%/10%, could you in fact not include that in the project at all even if it's a related cost to keep within the 90%/10% say, expectations, of the grant?

Greg Link: You mean like somebody's time or something to do that?

Question: Sure, or a full job but the way it happens is about \$4 million between the amount coming in from the federal government and the required match so it (birdie) that the technical assistance regardless of what you can do is about \$400,000...

Greg Link: Right.

Question: If you think that it needs to be \$500,000 hypothetically to do all that stuff because the evaluation of the grants, for instance, that you're going to do to make sure that they're innovative you would consider not as technical assistance but as part of the cost of doing the direct services, it still seems like you can only spend \$400,000 on the technical assistance aspect and I guess I'm trying to figure out is if you're bringing additional - if that's allowed but not disfavored?

Greg Link: Well, it's allowed. We're getting to the overmatched question here.

Question: Yes.

Greg Link: I think is what you're saying, "Could you bring more to the table to cover some of these things and do it really well?" Is that what you're saying?

Question: Yes.

Greg Link: Yes, you certainly can. We always caution applicants against over matching for the reasons that we eluded to earlier was that, you know, let's say in filling out your applications you have identified a source of match that right now seems really, really strong and you think, "Great, we're going to have this \$100,000 in match, we're going to use it," and then a year and a half, two years from now that source, for whatever reason, goes away.

You're then left scrambling to try to find, that source of match and we typically hold grantees very accountable for meeting all the match that they propose that they commit. Now, that's not to say that you couldn't over match in your application -- that's fine, you know? And some applicant's do that here and there a little bit and that's certainly fine, but if especially if it augments what it is that you propose doing but we don't give any additional consideration in the scoring process for over match. There is a provision for that, but it is possible.

Question: No, that I understand and I appreciate, but I need to bear down a little bit more. Say you believe you can for the life of the grant sustain the extra \$100,000 of overmatch but to do that it seems like you actually have to bring \$900,000 of direct service funding in addition as overmatch as well...

Question: ...because that's the direct service component and the whole program needs to stay in the 90%/10% realm.

Greg Link: No, we're looking at the total project. For year to year the total project cost is where you can future match.

Question: Okay, so the total project cost is \$4 million. If you bring a \$100,000 of extra technical assistance, that would be an overmatch but it doesn't have to comply with the same percentage?

Greg Link: I don't believe so. If you could, because that question's a bit different than the one I got in writing. If you could maybe send that to me in writing...

Question: Okay.

Greg Link: I will the answer to that to that to the end of this transcript with a definitive answer from our grants office.

Question: Okay. Yes, I appreciate that and I appreciate all the advice that you've given over the course of this phone call.

Greg Link: Sure.

Stefan Klein: Thank you so much.

Question: Hi Greg. I appreciate as do the others all the information that we got. I just want to hone in a little bit on the prohibited use of project funds for medical or institutional care. I think I understand the institutional side, but on the medical side --- and I heard the answer previously on things like hearing aids --- but

the direct services that are provided by many of our agencies for Holocaust survivors include primarily some kinds of homecare services.

It could be home health services. So I'm wondering whether that is prohibited while the use of these funds or whether some kinds of home health or visiting nurses or things like that would be permitted.

Greg Link: Those types of things are permitted, you know, home health, visiting nurses with the idea being that if you're going to use project funds for that that you infuse the delivery of those services with the concepts of person centered trauma informed.

Question: Okay. And so they also, I assume, because it fits very well with the person centered trauma informed care that some kinds of counseling or behavioral health services would be...

Greg Link: Yes, yes.

Question: ...permissible.

Greg Link: Yes, that's permissible.

Question: Thank you.

Greg Link: Right. What we did not want to do was simply say that these funds under this project would go to someone who has a late bill to pay that bill, that does not advance the field in order to enhance our capacity to deliver services in a more efficient more consumer responsive way.

Question: Thank you so much for all this information, it's very helpful. I was wondering if you could elucidate more. Is there a preference for increased capacity versus innovation or are they being equally considered for proposals?

Greg Link: I think they would be equally considered. I think you would have to formulate your approach and your idea, propose it what you think would, you know, what the field needs the most and propose it and then it would be up to the reviewers to determine if you made a compelling case for one approach. One focus versus another.

Coordinator: At this time, there are no further questions in queue. Once again if you'd like to ask a question, you may press Star 1. There are no further questions.

Greg Link: Okay, well I want to thank everyone that was on the call very much for taking the time to listen into this. As I mentioned at the start of the call in case you weren't on, a printed copy of this transcript will be available in about a week on ACL's web site in conjunction with the link to the Funding Opportunity Announcement for this opportunity so if you go to our Funding Opportunities page, scroll down - it's near the bottom of the FY 2015 Funding Announcements you'll find the information for this Funding Opportunity and I will attach the printed transcript of this call including the question-and-answer that we had hopefully within a week or so --- depends on how many pages I have to edit of this so - but typically about a week and you'll have that for your reference.

So with nothing else, if you all do have additional questions that you think of after the call please email them to me that way I can have a written record of the questions and I will include subsequent questions in updated versions of the transcript as well so thank you all very much and I wish you all the best as you get to work on your applications. Thank you.

Coordinator: This concludes today's conference. Thank you for your participation. You may now disconnect.

END

QUESTIONS RECEIVED VIA EMAIL, POST TELECONFERENCE:

Received 6/10/15

Question: If the application included at least the full amount of funding for direct services (\$3,701,250), could an applicant include extra match funding on the technical assistance side of the application such that the full project cost exceeds \$4,112,500 but such that the division of the project was not split 90% to direct services, 10% for technical assistance.

Response (6/11/15): If a grantee/grant recipient provides matching or cost sharing that exceeds the amount as required by the Notice of Award (NOA), the excess amount would not be subject to the 90/10 allocation. However, once the applicant proposes cost sharing at a level in excess of the cost sharing requirement, and ACL accepts the proposed cost sharing as part of the approved budget and project, it will become enforceable through the Notice of Award (NoA). In other words, ACL will hold the grantee accountable for the full agreed upon cost share amount.