

**NWX-HHS-AOA-1**

**Moderator: Kevin Foley**  
**April 16, 2015**  
**1:00 pm CT**

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen only mode until the question and answer session of today's call. At that time, if you would like to ask a question, please press Star 1.

Today's conference is being recorded. If you have any objections please disconnect at this time. I would now like to turn the meeting over to your host, Kevin Foley. You may begin.

Kevin Foley: Thank you very much (N'Kea). Good afternoon and welcome everyone to the FY '15 Lifespan Respite Care Program Technical Assistance Resource Center Program announcement pre-application teleconference.

The purpose of this call is to review the program announcement for the TA Resource Center and answer any questions that prospective applicants may have regarding the contents of the announcement, the requirements of the program or any technical questions associated with completing applications for federal funding.

My name is Kevin Foley and I'm a program specialist here at ACL. I am the program officer with responsibility for implementing the Lifespan Respite Care Program.

And work closely with Greg Link, who is the lead for the National Family Caregiver Support Program, along with other Title III programs, and who has led the Lifespan Respite Program here at ACL, since 2009. Today's call is scheduled to go for about an hour but we may not use all of that time.

This call is being recorded. An audio recording and a transcript of the call, including Q&A, will be posted on ACL's Web site within the next week.

I'll be providing an overview of the Lifespan Respite Program and then going through key areas of the funding opportunity announcement or FOA, to point out areas applicants should focus on as they prepare their applications. Following that, I will open the lines for questions.

Congress passed the Lifespan Respite Act in 2006. Since 2009 Congress has appropriated approximately \$2.5 million per year for implementation. To date, 32 states and the District of Columbia have been funded with grants to begin building and expanding the Lifespan Respite Programs.

In 2009 ACL also funded a three year cooperative agreement with the Family Caregiver Alliance and with a subcontract to ARCH National Respite Network, to implement resource center activities authorized in legislation.

In 2012 ACL funded another three cooperative agreement with ARCH to support the Lifespan Respite Program. The project will end this summer. Technical assistance for Lifespan Respite grantees and the field as a whole, remains a critical necessity.

For FY '15, ACL has an additional funding opportunity out for grants to states, and looks to continue the momentum that has been built over the last six years.

The TA Resource Center, under this announcement, will be expected to address the TA needs of grantees while supporting ACL in ongoing program implementation activities.

Before opening up the line for individual questions from those on the call, I'd like to take a few minutes and walk through the program announcement and call your attention to some specific elements. This particular funding opportunity is classified as a cooperative agreement,

While technically it's a grant, a cooperative agreement implies that the funder, ACL, will be substantially more engaged in all grantee activities for the life of the project. I'll talk more about the particular elements of the cooperative agreement a bit later.

Note the key dates on the first page. I'll be referencing pages by the number at the bottom of the page. So for those of you following along electronically, you'll need to skip past the cover page and the table of contents. The deadline for submitting applications is 11:59 pm on June 8, 2015.

This deadline is set in stone. I would encourage you to submit your application before this date and time if possible as sometimes there can be areas in the submissions - submission process that can cause you to have to resubmit.

This is not something you want to leave until the last minute. Letters of intent are due by close of business on April 26, a Sunday, of 2015.

While optional, letters of intent help ACL know approximately how many applications we can expect to receive and therefore how many grant review panels to have. Another key date to be aware of that is not listed here on page 1, is the start date. The projected start date for this grant is August 1, 2015.

The bottom of page 1 begins the summary overview of the funding opportunity announcement. Page 2 starts the actual funding opportunity description. This section begins with a general overview of Lifespan Respite and a bit about its funding and implementation history.

The final few paragraphs of this background and purpose section on page 3, begin to layout the direction ACL is seeking to go with the future TA Resource Center activities and focus areas. In the middle of page 3, begins the discussion of the activities and objectives for the TA Resource Center.

I want to call your attention to the first paragraph in this section where we layout the expectation that the TA Resource Center is expected to take a multifaceted approach to the TA they provide. In this area, we are looking for the grantee to focus in six areas.

The first - advancing the field of respite. This includes working with the grantees to support their work to implement inclusive Lifespan Respite programs. Also included in this focus area is the expectation that the grantee will work with the broader field of respite and family caregiver support.

Two, stakeholder involvement - there are many people from all walks of life who can, or could, benefit from Lifespan Respite programs.

Traditionally administering agencies have largely focused only on serving limited population groups, therefore there is a need for continued emphasis on inclusion of all stakeholders regardless of age or disability in planning efforts and program development and design.

Three, sustainability - as with many grant funded programs, sustainability strategies beyond federal funding, must be built into program design and expansion. A focus on education and training in this area should be proposed.

Best practices - since 2009 ACL has funded 32 states and DC with Lifespan Respite grants. And over that time the experience of states, coalitions and local partners, have grown.

Identification and dissemination of best practices from the field, will be important to continue the expansion and enhancement of this program.

Five, research - in the six years since program implementation, the general public and federal agencies, have learned a great deal about current respite capacities in the states.

However, the evidence base for respite services is generally inconsistent across population groups, funding streams and delivery modalities. And more needs to be known regarding the effectiveness of respite as a family caregiver support intervention.

The successful applicant should propose how they will identify gaps in research and develop a strategy for building a repository of evidence and information for effective respite programming and service delivery.

Identification - I'm sorry, natural support, number 6 - identification and/or development and dissemination of training and technical assistance resources that address the role of respite as a means to supporting families in their own development of natural supports should be included in a successful applicant's proposal.

For all focus areas applicants are expected to describe their approaches for ensuring these areas are met in the work they propose. This should include describing your expertise in these areas and to consider multiple approaches and strategies for accomplishing intended goals.

As we move onto page 4, midway down, it talks about what ACL is expecting the grantee to bring to the table in terms of knowledge and expertise. Please be sure that you address the following criteria in the narratives of your application.

Demonstrated knowledge and expertise in the issues associated with family care giving and the programs that support family caregivers across the Lifespan, including Respite.

Demonstrated knowledge and expertise in planning for the design and delivery of human service programs including Respite services.

Demonstrated knowledge and expertise in working with federal, state and local agencies, on a range of issues, including program design, implementation and administration.

Demonstrated expertise in providing training and technical assistance on a range of topics associated with Respite, including program planning, design and administration.

Demonstrated experience working with entities that - and stakeholders that support or are otherwise impacted by the core issues associated with this program announcement.

And lastly, demonstrated ability to lead change and innovation in the field of respite and family caregiver program development and administration. Please note that subcontracts for specific activities are permissible.

However, you need to be strategic and thorough in your explanation of why subcontracts or subgrants are necessary. Your criteria for selecting a sub and your approach for ensuring subs will complete tasks on time and in accordance with the terms and conditions of this cooperative agreement.

The top of page 5 lays out the award information. As I mentioned, this is a - a cooperative agreement. You see the funding amounts listed here. And specifically, I want to call attention to - that this is a 60-month project. So five, 12 month budget periods.

This will be a five year grant which is a few years longer than what ACL has done previously with the Lifespan Respite TA centers. It'll be funded at a level of up to \$245,000 per year, again for five years, pending the availability of federal funds.

ACL will award only one cooperative agreement under this funding opportunity announcement. As a cooperative agreement, the grantees can expect a substantial involvement from the ACL project officer.

That involvement will start with us working to finalize the work plan within 45 days of notice of award and on most items, products and initiatives the grantee wishes to undertake over the life of the grant.

Midway down page 5 the terms of the cooperative agreement are laid out. Here are spelled out the activities to be carried out by ACL followed by the activities expected of the grantee.

Page 5 also specifies that the cooperative agreement and the work plan can be modified with mutual agreement of both parties. The following page outlines the eligibility information regarding which entities are eligible to apply for this opportunity.

Those are domestic, public or private nonprofit entities, including state and local governments, Indian tribal governments and organizations, faith based organizations, community based organizations, hospitals and institutions of higher education.

You'll see under section 3 - eligibility information part 2; cost sharing and matching. The Lifespan Act requires a 20 cent match in cash or in kind. There is no provision to the act to permit a waiver or reduction to the match requirement. Therefore, none will be provided.

I encourage you to consider the extent to which nonfederal income contributions can be brought to bear on your ability to meet match requirements.

Because of the collaborative nature of this funding opportunity and the expectation for involvement of outside stakeholders in a variety of areas, you

potentially have a good source of in kind match. Starting on page 6 and moving onto page 7, you'll see the responsiveness and screening criteria.

I want to call this to your attention and ask that you pay particularly close attention to it. Your application will go through two screens here at ACL, before ever being passed onto the review panel for scoring.

I will be reviewing each application to determine that it meets the three responsiveness criteria specified here - expertise in family care giving and respite; training in TI experience; and the intent to perform all activities directly or via subcontract or grant.

Simultaneously, our grants office will be doing a technical screening of all applications, to ensure each meets the technical requirements spelled out in that section - submitted on time; the required margins; font size; adheres to length requirements.

Note that the documents like the work plan, resumes, letters of support, etc. are not considered part of the 20-page narrative length.

The bottom of Page 7 contains routine but very important information about where to get application materials, how to register with [www.Grants.gov](http://www.Grants.gov) and submit applications through [www.Grants.gov](http://www.Grants.gov), as well as how to apply for a DUNS number.

My advice for these two pages is to read them thoroughly and take the necessary steps to make sure you have all of your numbers and passwords now, rather than later. In some cases it may take several days to get these things in place and you don't want to wait until that last minute.

Also and very important - I nor anyone else here at ACL, can assist with [www.Grants.gov](http://www.Grants.gov) issues. Unfortunately, this is not our system. And if you run into technical issues you will need to call the 800 number that is provided.

In speaking with our grant specialist here at ACL, I was informed that for some applicants this process may be different than in years past and recommends that everyone read pages 7 and 8 carefully.

She highlighted specifically, that several applicants submitting proposals for other ACL funding opportunities, have run into trouble when they discovered that they were not the designated authorized organizational representative or AOR, for their agency.

Please use the [www.Grants.gov](http://www.Grants.gov) Web site to confirm who your agency's AOR is. There is also an abundance of additional resources on [www.Grants.gov](http://www.Grants.gov), listed under the applicants tab at the top of the page. On page 9 you'll see the mention of the letter of intent to apply due date of April 26th.

Letters of intent are requested again but not required, and are really used for ACL to plan for the review process. You may email or fax your letter of intent to me. My email is Kevin, K-E-V-I-N dot Foley, F-O-L-E-Y at A-C-L dot H-H-S dot G-O-V or a fax at (202) 357-3469.

Finally, pages 10-12 contain descriptions about what each required section of your application narrative should contain. On page 13, near the bottom, you'll see funding restrictions. Please read this and be sure you understand this section.

Page 14 begins your application review information section. I've laid out here the exact criteria by which your application will be evaluated and scored.

If after you complete your application and review it before submitting it, you can answer yes to each question, you can be fairly certain your application will have all of the required information needed.

Remember that the application narrative is the heart of your application and your one and only opportunity to describe what you proposed and how you accomplish your tasks. Please be sure it is clear and descriptive. Reviewers will not be contacting you to ask for clarification on anything.

On page 17 I talk a little bit more about the review process. Basically we will have a panel of three reviewers and a moderator, all non-ACL staff, who review and score each application and turn in their completed score sheets and recommendations to me, for processing.

The review process itself will take place during the first half of June. The administrative and budget review will occur later in June and we anticipate sending out a notice of award to the successful applicant, sometime around mid to late July, for a start date of August 1st.

The start date once it's sent - once the notice of award is sent, is not negotiable. The rest of the application package contains all of the routine administrative information you need, along with templates for completing your budget and budget narrative, your work plan, etc.

So that concludes the overview of the funding opportunity announcement. (N'Kea) at this time, I'd like to open the call to any questions any folks on the phone might have.

Coordinator: Thank you. And we will now begin the question and answer session. If you would like to ask a question, please press Star 1 and record your first and last name clearly when prompted. Your name is required to introduce your question.

To withdraw your question you may press Star 2. And once again, if you would like to ask a question, please press Star 1. One moment please for our first question. Currently, we have no questions.

Kevin Foley: Thank you (N'Kea). And just a reminder, for folks on the phone, there will be an audio recording and a transcript that will be posted on the ACL Web site over the next week. And that's something that you can use to share with your colleagues that weren't able to join the call today.

(N'Kea), we'll give it a few more minutes, if there are any questions that come up. If not, I think we will likely be able to close the call a little bit early.

Coordinator: And there are no questions in queue. And yes, and again currently, there are no questions in queue.

Kevin Foley: Thank you very much (N'Kea). I think at this time we're ready to close the call. If there are questions that do come in, they will be posted to the ACL Web site on a Q&A document for everyone to see there. But at this time I'd like to thank everyone for tuning in for today's call.

I look forward to seeing your proposals. And again, thank you for your time today.

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

END