

Pre Application Teleconference and Q & A:

**Program Announcement for the FY 2012 Lifespan Respite care Program
Grants to New States
Building Integrated & Sustainable Lifespan Respite Care Programs**

**Moderator: Greg Link
March 22, 2012**

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

Greg Link: Thank you and welcome everyone. I want to welcome you to this teleconference to discuss the program announcement for the Fiscal Year 2012 Lifespan Respite program.

As in past years, the purpose of this call is to provide those of you who are interested in applying for the program a little bit of background information about the program. I'll walk you through the program announcement itself.

I'm going to highlight particular things that you should be paying particular attention to. Then at the very end we'll open the lines so that you can pose any questions that you have before you begin work on your applications.

As was just mentioned the call is being recorded. A printed copy of today's transcript, including the questions and answers at the end, will be available on AOA's Web site hopefully within about a week or so. That document will be

located adjacent to the link for the actual program announcement itself on AOA's Web site.

My name is Greg Link, I am an Aging Program Specialist here at AOA. I'm the Federal Program Officer for both the National Family Caregiver Support Program and the Lifespan Respite Care Program.

In that capacity my responsibility is to ensure the grantees work within the requirements of both programs, the Older America's Act but also the Lifespan Respite Care program which is not an Older America's Act program. I'm going to be your go-to person for programmatic issues related to the project.

We may also be joined on the call today by a colleague of mine here at AOA, Rebecca Mann. She's a Grants Management Specialist. Rebecca will be handling the business functions of the grants and the grantees that are selected. You would interact with Rebecca on questions pertaining to budgeting, reporting, drawing down of funds -- things of that nature.

So this call is scheduled to go for approximately one hour. Hopefully we won't need that much time.

I want to take this opportunity to go over the program announcement and hopefully answer any questions that you all may have up front since the program announcements went up last week.

I know that there are some new folks on the call who have not been working in this program, as well as some seasoned grantees who are looking to apply for an integration grant. I wanted to spend a couple of moments providing an overview of the Lifespan Respite Program followed by some key dates that you will need to be aware of and then following that we'll do the Q&A.

So as far as background and overview, as many of you may know Congress passed the Lifespan Respite Act in 2006 and since 2009 has appropriated funds in the amount of approximately \$2.5 million per year.

To date AOA has funded a total of 30 states to develop Lifespan Respite programs. We funded 12 states back in 2009, 12 again in 2010 and then last year we funded six new states. We also funded, in 2009, technical assistance activities.

Last year AOA also funded several of the 2009 and 2010 grantees with expansion funds to begin providing services and testing the service delivery systems that they developed in the first year or two of their previous grants.

This year AOA has released two program announcements for grants to states. This particular call will address the two-option program announcement for grants to New States and Building Integrated and Sustainable Programs. This call is only going to focus on this program announcement.

Tomorrow afternoon, at 2 o'clock, there will be a call to discuss the program announcement for the competing program expansion supplement which is also posted on AOA's Web site.

With this particular program announcement, AOA anticipates funding two groups of states to begin implementing programs or to build on work that began in 2009 with the first round of grantees. I'll talk in a little bit about who is eligible for which funding option.

For those of you who are new to the concept of Lifespan Respite let me just provide a brief overview of the act and the philosophy of Lifespan Respite.

The purpose of the Lifespan Respite Care Act is to expand and enhance respite services, improve coordination and improve respite access and quality.

Lifespan Respite programs look at the service of respite for caregivers and works to make it more accessible, more available and of higher quality regardless of the age of the caregiver or the care recipient.

This is a competitive grant opportunity that requires states to establish state and local coordinated Lifespan Respite care systems to serve families regardless of age or special need and provide new planned or emergency respite services. You can also train and recruit respite workers and volunteers, and assist caregivers in gaining access to respite care services. Additionally, the Lifespan Respite Care Program can fill gaps in services where they may exist. Individuals who are eligible include family members, foster parents and other adults providing unpaid care to adults who are - require care to meet the basic means or prevent injury and to children who require care beyond that generally required by children to meet basic needs. So the act the Lifespan Respite Care Act and the Lifespan Respite Care Program looks across age and disability populations.

The Lifespan Respite Act is unique in that it addresses caregiver respite needs across all age and disability categories without preference to a particular group. In fact, congressional intent requires that states ensure the respite is made more available and assessable regardless of age or disability of the care recipient.

So that's just a very brief overview of the act itself. Before you begin working on the application for either option one or option two, I really encourage those of you who are taking the lead in applying but also your stakeholder groups

and the working groups that you bring together to develop the application to fully read the language of the act itself. I think it's a great way to begin building some ideas and to build the collaboration that's necessary to successfully apply for a program.

The act is really, really short. It's very straightforward. By reading the act you are also going to see that much of the language that you find in the Lifespan Respite Act is actually reflected very closely in the program announcement. I've provided on Page 7 of your program announcements a direct link to the act and also to the accompanying committee report. It will be very easy for you to locate.

I wanted to spend the next few minutes walking you through the program announcement. Hopefully you have a copy of it there with you, so that you can make notes.

First, I want to call your attention the key dates that are listed on Page 3. March 22, that's the first date. That's today. There will be a printed transcript posted on AOA's Web site within about a week or so.

The next critical date for you to be aware of is the date for Letters of Intent, they are due on April 2. While they are not a requirement, I really want to encourage you to consider submitting one even if you do not ultimately turn in an application. Submitting a letter of intent does not commit you to applying for the program. Letters of intent really are used by AOA as a planning tool. They are used by me to help determine how many grant reviewers I need and how many panels I'll have to seat to review applications. It is better for me to know up front and even overestimate the number of grant reviewers I need rather than wait until the date that the applications are turned in and realize I

need to try to find two or three more reviewers who may or may not be available.

So letters of intent are greatly appreciated. They can be emailed to me. It can be just a simple email to me. My email address is in several places in the program announcement but I'll give it here, greg.link@aoa.hhs.gov. You can send me a quick email and say "hey, we're going to apply." It doesn't need to be any more than that or you can fax a letter to me. I know some states prefer to do things a bit more formally and that is absolutely fine. My fax number here is 202-357-3549.

The next critical date is the application deadline. That is at 11:59 pm on Monday, May 14, 2012. Applications must be submitted electronically via grants.gov. The due date is not negotiable. It's set in stone. Applications that are received after the due date will not be considered for funding.

I'll talk more about later, about the specific application, submitting instructions and some things that you need to be aware of before you ever start working on your applications.

The projected start date is going to be on or about August 1. This is a very approximate date.

Your actual project start date may be a little earlier or it may be a little bit later than August 1st, depending on how quickly we're able to process applications and also the workload of our Grants Management Office.

So those are the key dates to keep in mind. I'll talk later, during the actual grant submission process, about some things that you need to begin preparing for right away.

If you have your program announcements out please refer to them. I want to take the next few minutes and walk through the program announcement.

I'll call attention to some of the issues that I think you need to be paying attention to. Then, if I don't answer all of your questions as a result of this process, we'll take some time at the end.

First and foremost, please be aware that this is a two option program announcement. Throughout this program announcement we refer to either Option one or Option two. States may only apply for one option. In the eligibility section I have very, very clearly spelled out who is eligible for which option.

It's especially important that you are sure that you know which option you are applying for and that you read and understand the individual requirements for both option one and option two. There are some cases where applicants will address the same things, whether you are applying for option one or option two. In other cases you are going to have to provide some specific information in your applications, please just be aware of that. I've tried to spell it out very clearly throughout the program announcement.

Pages 1 and 2 are the cover page and table of contents.

On Page 3 note the funding opportunity numbers for option one and for option two. They are different. Even though the program announcement associated with each is the same you must know which option you are applying for and apply under that number.

Option one "Grants to New States" is HHS-2012-AOA-LR-1203.

Option two “Building Integrated and Sustainable Lifespan Respite Care Programs is HHS-2012-AOA-LI-1205.

Please make note of the number and apply under the correct one.

Page 3, over to Page 4, provides an executive summary of the funding announcement. A couple of things to note, only one application will be funded per state. I recommend that you collaborate in your state to determine which agency is going to take a lead in submitting the single application.

This, you know, is a good thing to get started early, and also helps you address some of the collaborative efforts called for in your application.

Page 4, at the bottom, starts the funding opportunity description. Please note that the last paragraph on this page, as it goes over to Page 5, the priority considerations that are laid out in this section are drawn directly from the Lifespan Respite Act itself. Regardless of which option you are applying for, either option one or option two, please be sure that your application speaks to these priority areas.

Please be sure that, as you write your application, you clearly demonstrate that your activities will build or enhance the capacity of your state’s long term care system to meet the comprehensive respite needs of your residents.

Pages 5 through 8, I’ve just provided some background information in an effort to just get everyone on the same page with respect to who are caregivers and what is respite. I provide a short overview of the Lifespan Respite Act, some information about state-based Lifespan Respite Care programs and the

status of AOA's current efforts for the Lifespan Respite Care program grantees from FY '09 to the present.

Page 8 begins the funding opportunity description itself, at the bottom where it says required activities and uses of funds. This is where you are going to need to begin paying very close attention to the unique elements that we're looking for under each funding option. You are expected to address the additional required elements that begin on Page 10.

Please be sure that your applications address each of the elements described. These elements are drawn from act itself. And the act is very, very specific about what applications need to include.

I have tried to build as much as I can into the program announcement.

On Page 9, if you are a brand-new state, you've never been funded before, please be sure that your application addresses the required activities and uses of funds described here. Please be sure that you design your program so that all the required activities and services are delivered.

The Lifespan Respite Act is not specific with respect to how much of each service is provided. It will be up to you, the applicant, to determine the appropriate service mix.

On page 10, if you are an FY 2009 grantee, you are one of the 12 first states to apply and be funded, you are applying for under option two and option two only. They're a bit different and they reflect the fact that as a 2009 grantee applying for an integration grant you are essentially building on the foundation and the progress that you've made in your previous grant.

Please be sure that you design your program so that, all of the required activities and services are delivered. Again, the act is not specific.

At the very bottom of Page 10 and continuing through Page 12 is the additional required activities section. These activities apply to all applicants, whether option one or option two. Each activity also contains specific directions for applicants, whether you are doing option one or option two.

Please pay close attention because there are differences in the additional required activities for new states versus what we're calling the integration states.

The last paragraph on Page 10, I also want to point out is critical. We recognize, and AOA has recognized from the very beginning, some states may have already been at the whole Lifespan Respite program initiative and adopting that philosophy for some time, while others may be just getting started working in this area and others then fall in-between that. Please be sure that your applications demonstrate the extent of progress you expect to make beyond where your programs currently are. This is really, really critical for you to do.

Pages 11 and 12 layout the specific elements in your application. For example, demonstrate that you know who your population of caregivers is and what the respite needs are in your state. I encourage you to use multiple sources such as census data, service data, other state-based research, and national research.

I also refer you to pages 21 to 24 of the announcement that lay out specific bulleted items that must be included in your application. These are drawn verbatim from the act, be sure you address each one.

When describing your understanding of the populations to be served, please note that there are different expectations for applicants for option one versus option two. Option two applicants are going to be expected to use their prior experience to more fully describe who they're going to be serving.

Be sure that you think through and describe how the program you propose in your application either brings together and coordinates the various respite options in your states or builds on your previous work to take it to the next level. Also, describe how your proposed program is going to make accessing services more efficient and easier.

Be sure that you propose a project that takes a comprehensive and systemic approach. The program you propose must serve all populations, all age groups and disability groups and chronic conditions from the very beginning. It should also address the full range of respite needs as well from the beginning.

Phasing in of the program over time to gradually address the full spectrum of population and disability groups or respite needs will not be permitted. So it's 100% full coverage of all populations and age groups from the start. You should be sure to fully address each of these areas in your application.

Page 12 near the bottom, the Lifespan Respite Act requires that each application include a memorandum of agreement regarding the joint responsibility for the eligible agency's program between the agency and a public or private not-for-profit statewide rest the coalition organization.

All applicants -- and let me repeat -- everyone, whether you are applying for option one or option two, must submit a Memorandum of Understanding with your application.

I encourage you to write the memorandum in a way that allows for some flexibility for either party to the MOU to change scope or duties.

Because as we know, over the course of a three-year project you encounter situations or opportunities that may require you to shift your focus or the scope of work. Allow for some flexibility.

If your state does not have a formal respite coalition, then an organization in the state that provides or coordinates respite statewide could also be brought in and used as the coordinating entity for respite in the state.

Please be sure that your application talks about how you plan to ensure that the required activities are going to be conducted by your project.

Again, the MOU is critical. I'm going to talk in a minute about screening criteria. If the MOU is not in the application your application will not be reviewed and it will not be scored.

Page 12, the very bottom, requests additional elements and activities. Note that next to each one that they are either required, optional, or encouraged. For example, grants and subcontracts, this is at the very bottom, this is one of those optional elements.

Some of you in developing your applications may decide that you need a sub grantee or a subcontract to carry out some of the required tasks. This is permissible. A number of states have done this in their existing projects.

However, the state agency or the applicant must demonstrate an active role in program development implementation and management. Do not propose a

project that simply passes funds through to another entity. We won't fund pass-through projects. That is one of the responsiveness criteria.

If you do decide to subcontract or sub grant specific activities, be sure to clearly describe the process for how you are going to secure the contractor or how you are going to issue sub-grants and as the grantee how you are going to continue to play a lead role. Be sure to describe the role of the project director and the role and the makeup of the stakeholder group, stakeholder involvement, partnerships -- things of that nature.

I think we've seen that in states where Lifespan activities and programs are most successful there is very, very strong collaboration among all of the relevant stakeholders. Please be sure to address this in your application.

On Page 13, we speak to stakeholder involvement and partnerships. This is a required section for all applicants, whether it's option one or option two.

Page 13 at the very bottom to 15 at the top, pertains to product information sharing collaboration with TA efforts, they have been modified a little bit this year. Most importantly, AOA has added a performance measurement and data collection requirement. This is in direct response to OMB's requirement that AOA develop more rigorous data collection and performance measurement systems and approaches across all of our programs including the Lifespan Respite programs. All of the grantees, whether it's option one, you are a new state, or option two, you are building and integrating sustainable programs, will be required to participate in these activities. AOA will be taking a much more structured approach to this beginning in FY '12.

As you probably know, these types of activities really help programs grow and are going to be doing a great deal to help, further the development of respite and caregiver services.

The resource center activities are also ongoing. We anticipate funding a new resource center this year as well. You are required to work with TA efforts, participate in TA activities. All of those requirements are laid out on pages 14 and 15.

Page 15 at the bottom begins the award information. And this section is broken into two separate areas, one for each funding option.

Under option one, if you are a new state, you have never had a grant before, please note we're planning to fund approximately three to five grants at a maximum \$200,000 for a 36 month or three year project. What this means is that you will receive your grant funds/award up front for the full three years. Please keep this in mind as you develop your work plans and your budgets for the 36 month project.

Our rationale for the 36 month project has kind of proven itself and the benefit of a 36 month project has kind of been born out.

We have been able to demonstrate, for the states who were not as far as long in their development or who may not have begun the work necessary to bring together the relevant stakeholders. The 36 months really provides an adequate time for building lasting relationships and sustainable infrastructures around respite. For those states who are further along in the process, you can use the 36 month project to fine-tune programs, increase your reach and test new approaches to meeting respite needs.

Since awarding the first round of states in 2009, I've seen that the benefit of the three year projects, for the purposes of planning and ramping up of grant activities and staffing, really is a sound way to go. We have used a similar funding strategy for our ADRCs and also for some of our Alzheimer's grants.

So that's the award information for option one. The award information for option two begins on page 16. Under option two, we plan to fund again approximately three to five applications at a maximum of \$250,000 for a 17 month and 29 day project.

Here our rationale was slightly more than one year. Grantees should have enough time to ensure that their efforts are integrated and the funds are used for service delivery as is called for in the required activities. Please keep in mind that not all applications that we receive are going to be funded.

I am expecting this to be a very, very competitive competition. I'm hoping that what we see in each of the applications is really everyone putting their best foot forward and demonstrating, what they're going to do to really take the respite care services to the next level in their states.

During the course of the application review, after you have turned in your applications, we may come back to applicants to negotiate the actual size of your award. So keep in mind that we can never award you more than you ask for. We can, however, award less than you request based on the scope of work that you propose relative to the funds that you request and also keeping in mind the funds that are available for these purposes.

While these are grants, AOA anticipates having an active collaboration with each grantee throughout the life of the project. In the three years that I've been doing this it has been the case.

I've been fortunate enough to be able to work very, very closely with the grantees as they start up their projects, build infrastructures, and begin providing respite services.

We will bring new grantees into the communication system that we have. There will be periodic teleconferences, updates and things of that nature. AOA is going to work with each of the grantees who are selected to finalize their work plans. We typically do that within 45 days after your notice of award.

While you submit work plans with your application, myself, or my colleague Erin Long here at AOA, will work with each of the grantees to make sure that we understand the work plan that's proposed and so on.

Page 16 at the very bottom begins the eligibility section. This is really important. Please be sure you read and understand these requirements especially regarding which option that you are eligible for.

When I talk a little bit more in a second about screening applications against responsiveness criteria before sending applications on to the review panel, this is the first thing that I'm going to look at, whether or not the applicant meets the eligibility criteria is specified by statute. So applicant agencies, and I'm now speaking mostly to the states who've not had these before, applicant agencies must be either the state unit on aging as defined by the Older Americans Act, the state's Medicaid agency, or another state level government agency that's identified by the governor or designated by the governor to apply for and administer the program. No other entities are eligible to apply. This program announcement by statute is limited to state government agencies.

Part of your partnerships can certainly be not-for-profits, provider organizations, other state agencies, other community-based agencies but the eligible entities who can apply are specified in statute. So, if you are listening on the call now and you are not from a state agency, you may not be eligible to apply. If this is the case, you should contact and work with the eligible entity in your state to encourage them to submit an application.

Additionally, the eligible agency must be and work in conjunction with an Aging and Disability Resource Center (ADRC). You must work in collaboration with a public or private nonprofit state-wide respite coalition or organization. In this case, as I mentioned earlier, if there isn't a formal respite care coalition in the state, a respite organization working in the state on behalf of the entire state would suffice.

Note the final set of eligibility criteria on page 17, the eligible state agency has to demonstrate an ability to work with the other state and community-based agencies to have an understanding of respite care and family caregiver issues across age and disability populations. This is really, really going to be essential.

If there are any questions about the ADRC requirement, states are required by statute to have such an entity. I believe most states now have at least one ADRC in their state, many have multiple ADRCs and there are also quite a number who have statewide ADRC coverage.

The ADRC definition that's in the program announcement is drawn directly from the Lifespan Respite Act itself. The act defines an ADRC as an entity administering a program established by the state as part of the state's long-term care system to provide a coordinated system for providing

comprehensive information on available public and private long-term-care programs and options and resources, personal or options counseling and consumer access to a range of publicly supported long-term services and supports for which consumers can be eligible. That is the ADRC overview in a nutshell for you.

On Page 17, I want to call your attention to another important issue and that is match. By statute in the Lifespan Respite Care Act cost sharing, or match, is set at 25% cash or nonfederal cash or in-kind. The act does not give AOA permission to waive or reduce the match requirement. So we don't have the ability, as we do in some Older Americans Act discretionary grant programs, to waive or reduce the match requirement. Here it is 25% nonfederal cash or in-kind. And that is a requirement.

As with most other federal grants, match must be from nonfederal sources. You know, cash match comes from nonfederal funds such as cash contributions. In-kind contributions are nonfederal third-party contributions or donations made directly to the grant project -- things like donated time, real and non-expendable property, and goods and services.

Really important, especially for the new applicants but for all applicants, please be sure that your match is based on the project total cost, not on the amount that you are requesting from the feds.

This essentially requires you to develop your project work plan and budget first before determining how much to request from the program in federal funds. Detailed instructions are contained in the attachments to the program announcement.

Okay, I have alluded to responsiveness criteria and screening criteria a couple of times so far. On page 18, please be sure that your applications address the responsiveness and the screening criteria.

We screen the applications internally twice to ensure that they meet both the screening and the responsiveness criteria before the applications are ever passed on to the reviewers. Failure of an application to comply with either the responsiveness or the screening technical criteria will result in the application's elimination from further review. On Page 18, we have the application responsiveness criteria, I've talked a little bit about that before, it is the number one thing we look at. Is the applicant's an eligible entity as specified in the Act? So you are the state, the state unit on aging, the Medicaid agency or another state agency? Number two, have you included the MOU between the eligible state agency and the respite coalition or organization. And number three, is the applicant proposing to do the work themselves, meaning that you are not proposing to pass funds through to another agency.

If all of the above conditions are not met, your application will not be reviewed. So be sure to incorporate these elements in your application.

I have to again stress number two, the MOU. There must be an MOU between the state agency and the respite coalition or organization included in the application or it will be screened out and not reviewed.

The application screening criteria is more technical in nature and includes such things as did the application arrive on-time, are the margins correct, the page length and so on and so forth. Be sure to read and understand the screening criteria and that your application falls within it as well.

We are almost done here. Page 19 provides guidance on where to get the application package including my contact information.

Please remember that your applications must be submitted electronically through grants.gov.

Page 19 also includes some helpful information, should you require assistance using grants.gov. It includes a toll-free number to call if you have issues or problems.

On page 20, the program announcement gives specific instructions and all of the steps you need to make to ensure that you are properly registered on grants.gov and that you have your DUNS number (Data Universal Numbering System number) that all federal grantees have to have.

From time to time, there can be issues with grants.gov especially if a lot of federal agencies use grants.gov. There may be some periods of time when a lot of applications are coming in and grants.gov can be slow, it can freeze up, you can get errors, especially during submission. If this occurs, please use the toll-free number that we provided to call grants.gov for technical assistance. I cannot help you with grants.gov nor can the AOAs Grants Office assist with grants.gov. It is not our system.

A couple things about grants.gov, if you are not already registered with grants.gov start it now, do not wait until you are ready to submit the application. It may take a few days, a few weeks to get completely registered.

If you are already registered, please make sure that your passwords have not expired. These need to be renewed annually. And remember that oftentimes only certain authorized users within an organization can submit applications.

So make sure that you know who in your agency can actually submit an application. Make sure that you also review the compatibility, that your computer system is actually compatible with grants.gov so that you don't have any problems with submitting or uploading your information.

Page 21 begins the section that provides you with the information on how to structure your actual project narrative. The narrative is the heart of your application. It is where you tell your story. It is how you layout your project. It is your only opportunity to tell reviewers, what you are going to do and is the primary means by which your applications are scored. Remember that you only have 20 pages in which to do this. It is not a lot, so really careful writing and execution of the narrative are going to be critical.

We are going to be using outside review panels to review and score each application. So this is the only thing that they have to go on. They will not be calling you for clarification. So please leave no question as to what your project is about.

I want to call your attention very quickly to the bullets under the problem statement section on page 22 and then on the page 23 of the proposed intervention sections. These bullets describe elements that must be included in your narrative. They are taken directly from the Lifespan Respite Act itself. The law requires applicants to address each one of these elements in their application.

Pages 23 to 25 explain the other required elements of your application and they draw your attention to necessary templates that can help you with developing your work plan, your budget, your budget narrative and all of that. All of these are at the end of the application.

At this point, I want to mention something that's important for the option one applicants this year. It has to do with the forward funding nature of your particular programs. For AOA to fund grants in this manner, fully funded upfront for three years, we must get approval from the Department for a deviation from the standard grants management practices and policies which is typically one year, one year budget, three project so on.

Fully funding these applications up front is a departure from grant management practices. It is not wrong. It is perfectly acceptable and is really a good way to do projects. It allows a tremendous amount of flexibility. The Department, this year, has requested that AoA do some additional monitoring of these grants.

To help us do this -- and we will work with the grantees on this -- please be sure that your work plans clearly show what you are going to accomplish in each year of the project and if those tasks can easily be tracked back to your budget. Pay very close attention to that. We are being required to monitor your project more closely on each task proposed in each year in order to assure that the funds are being spent appropriately and properly. The notice of award for the successful applicants under Option One will reflect this additional monitoring requirement. And we're going to work with you on it.

On Page 26 there is something new, under funding restrictions, which has been added to the program announcements this year. It pertains to the efficient spending requirements and further restrictions on how grant funds can be used and is the section that is in italics. It mostly has to do with using grant funds to pay for meals, where you can and cannot do that. So please read it carefully.

I know sometimes grant funds in this program have been used for parts of meeting conference expenses. So please be very, very careful in how and make sure you understand this section.

Pages 27 to 31 layout the exact criteria against which your applications are going to be scored. In other words, the scoring forms used by the reviewers will ask them to look for each of the listed elements in your application.

My suggestion to you would be to read and make sure that your application answers each of the questions included under each of the five elements and subsections for the application review section. Something to point out to you in the review criteria, in several sections I've laid out separate criteria for Option One and Option Two applications. In a couple instances Option Two criteria is in addition to what is required for Option One application. In other cases it's - I think it's only one or two spots - there are separate review criteria for option one applicants versus option two applicants.

Keep in mind that these are the only criteria against which your applications are going to be scored.

Page 31 at the bottom gives you an overview of the review process. As mentioned before their panel review, their outside experts who review your applications. They review the budgets and the work plans.

Their recommendations will be included as part of the final decision package that the Assistant Secretary for Aging will use to determine who will be funded.

After the May 14 application deadline our grants office compiles each of the applications and we generally have the send packages out to the reviewers

within the next couple of days. Reviewers have about ten to 15 days with the applications. They are then convened via teleconference to discuss the applications, which will happen in mid-June or so. We then hope to send notice out late July for a start date of August 1. This is about as specific as I can be in terms of the timeline that we are on.

So the next key date for all of you on the call is April 2, letters of intent followed by the May 14 application due date.

Page 31 through the end just contains routine administrative administration and then the appendices for your call - for your applications -- sample forms and templates -- things of that nature.

That concludes my portion of the call. I'd like to go ahead and open the line for questions.

Question: Due to an IEP meeting in special education we do not have a day program and we're trying to create a day program here. We have created a group of different agencies that have come together to try to develop this type of program.

I guess the group that we have organized will be the ones that'll head up this project. We are partnering with Human Services and other vocational groups and nonprofit organizations.

You said that the money can't go through another nonprofit agency for us if we're heading it up?

Greg Link: Okay. The agency that submits the application must be a state government agency.

Question: We could use Human Services for that?

Greg Link: Okay so Human Services would submit the application.

They would then have to have some type of a contractual relationship with the entity that's going to be doing the work. The agency that submits the application and that we fund must manage the project. They cannot pass the funds through.

Question: Human Services would manage the project?

Greg Link: Yes, and they must demonstrate how they're going to do that in the application.

Question: My next question is about the ADRC. We don't have - I mean what they do have here -- and I don't know if that falls under the ARDC or not -- is they have residential houses for adults okay with disabilities.

Greg Link: No, ARDC means Aging and Disability Resource Center. That is a single point of entry like a comprehensive information and referral service for all - for multiple agent - multiple aging disability populations.

Question: What about an independent living group?

Greg Link: What you would have to do is look at the definition of ADRC in the Lifespan Respite Act and determine if the entity that's in your state that would fulfill that role meets that requirement.

Question: Okay, I see because I saw that's one of the criteria that we have to have before the application is even looked at, am I correct?

Greg Link: Absolutely and also the requirement for a statewide respite coalition or organization.

Question: Right, okay. Performance measurement data collection, with that do we develop our own program evaluation or is there a program evaluation that you are going to supply that we have to follow or abide by?

Greg Link: We are not going to be providing one. We are going to be working with the grantees to develop.

Question: To develop one.

Greg Link: Yes.

Question: All right. The MOU, the Memorandum of Understanding.

Greg Link: Yes?

Question: Now that goes back to the ADRC?

Greg Link: No the MOU references the applicant agency and the respite coalition or organization. There must be a MOU in the application...

Question: Between those two people.

Greg Link: ...between those two entities.

Question: Right. You say we have to register with grants.gov?

Greg Link: Yes. All of the instructions are in the program announcement for how to do that.

Question: In terms of sustainability this organization that was created out of this IEP. I'm projecting that down the line that we will apply for a nonprofit status. Human Services would still have to take the lead but would it be encouraging for us to go ahead to become nonprofit?

Greg Link: I cannot advise you on that.

Question: We need to do an extensive environmental scan through the state because we did a needs assessment and we received 400 returns.

But we found out that there are 180,000 people out there, caregivers at any one time. So when we are talking - would a piece of a grant be, environmental scan be possible?

Greg Link: Take a look at the program announcement because you'd be applying under option two.

Question: Right, it would be enhancing what we are doing, and would give the data for the foundation for the coalition to move forward.

Greg Link: So, you know, if you can tie that to the requirements that we've laid out in the program announcement and what you want to do can fulfill what we're looking for.

Greg Link: Next question.

Question: I just wanted to get a point of clarification because we had called before and I think we'd been given different information. So I just want to be sure that it needs to be a State Unit on Aging or Medicaid for the Medicaid office, plus the ADRC plus the respite coalition?

Greg Link: Yes. Now and keep in mind that in terms of state agency, the act specifically says state unit or Medicaid agency. But it could also be for instance the state's DD agency or another state level government entity. So you are not limited to those two.

Question: No but then if it was DD would the governor have to appoint them?

Greg Link: They could just yes - they could designate them.

Question: Okay but would that be necessary? If DD wanted to take the lead they could just take the lead?

Greg Link: They could.

Question: Just a real simple one and I know we just got thrown by the language that says and aging and disability resource center. I just want to make sure that our aging disability resource center program under which our 14 works that that qualifies?

Greg Link: I believe it would.

Question: To my knowledge there is no respite, lifespan respite care coalition in the state. So can you tell me what would qualify as a lifespan respite organization?

Greg Link: It could be an entity, a provider agency perhaps that coordinates respite services on behalf of the entire state. Hawaii is a good example of that. They use the statewide organization that really was already coordinating respite services. So that would be an example.

Question: We do that but it's not lifespan respite. We coordinate a statewide respite program for individuals with Alzheimer's, caregivers of individuals with Alzheimer's disease or related dementias.

Greg Link: Yes, it would need to be an organization that works across the lifespan, that was the original intent of the act, in order to ensure a lifespan approach. Because at the time the act was developed ADRCs weren't necessarily statewide. So there had to be some element of statewide-ness for respite and that was the rationale behind coalitions.

Question: Okay. We do have statewide ADRC. That part is not a problem but would you recommend that we take this next year to develop a coalition?

Greg Link: I can't say yes or no but it would be really helpful to have a developed respite coalition.

Question: It sounds like it yes.

Greg Link: Yes.

I want to thank everyone for their participation. If you have additional questions it would be best to email them to me so that I can then develop a response. Any questions that I get related to the application I will attach to the copy of the transcript if the Q&A session we just had and I'll update that periodically so that everyone gets it.

So to the extent that you can email questions to me that would be preferred and we can go from there. Are there any other questions at all?

Question: Yes did you say did I hear you say that DD could take the lead?

Greg Link: Sure.

Question: They could and instead of Human Services, the DD could take the lead?

Greg Link: Yes. As long as it's a state government agency.

Question: This opportunity is available to states that have the grant already regardless whether not they have the expansion supplement as well?

Greg Link: Right. So you are at 2009 grantee right?

Question: We are.

Greg Link: Yes, so you would be applying for option two.

Question: Right yes.

Greg Link: Okay we'll give it a - give it 30 seconds and we'll see if anyone else queues up.

Greg Link: Okay then I will end the call here and thank everyone so much for their interest and participation. And I wish you all the best. Thank you very much. Take care. Bye.

END