**ATTACHMENT B**

**Frequently Asked Questions**

**Respite Innovations Grant Program**

**GENERAL**

1. **What is the Respite Innovations Grant Program?**

This grant program is designed to develop innovative respite services that modernize, transform, and/or reorganize the way that respite is currently provided, and to pilot new program models to identify promising practices to relive caregivers of the stress acquired from the exceptional demands of caring for an individual with complex needs, close service gaps, and provide person-centered respite in HCBS settings.

1. **How are you defining caregiver?**

As described in **Section 2** of the RFA, a caregiver is ‘an adult family member or other individual who has a significant relationship with, and who provides a broad range of assistance to, an individual with a chronic or other health condition, disability, or functional limitation” ([RAISE Family Caregivers Act Initial Report to Congress | ACL Administration for Community Living](https://acl.gov/RAISE/report)) For the purposes of this grant, caregivers paid through state-funded or Medicaid programs, including but not necessarily limited to providers of personal care paid through the MassHealth Personal Care Attendant (PCA) Program and the Executive Office of Elder Affairs Consumer Direct Care program within the state’s Home Care program. are excluded.

An “Older Adult Caregiver” is a caregiver age 65 or older.

1. **How are you defining Home and Community Based Services (HCBS)?**

As described in **Section 2** of the RFA, Home & Community Based Services are medical and non-medical services and supports that provide opportunities for individuals to receive services in their own home or community rather than institutions or other isolated settings (e.g., home care, electronic monitoring, home delivered meals, day habilitation services, adult day health and transportation).

**ELIGIBILITY REQUIREMENTS**

1. **Who is eligible to apply?**

As described in **Section 3** of the RFA, an eligible applicant must be a Massachusetts organization with experience providing home and community-based respite services including:

* Home and Community Based Services (HCBS) providers such as Certified Home Health Agencies, Day Programs, etc.;
* Community organizations such as Independent Living Center (ILC), Aging Services Access Points (ASAP), Council on Aging, faith-based organization, multi-cultural organization, etc.; and
* Education/training institution or private foundation. (Education/training institutions and private foundations with no experience providing HCBS respite services may apply but must do so in collaboration with an HCBS provider or community organization with experience providing respite services.)

Coalitions of regional community organizations and HCBS providers are encouraged to apply.

1. **What are the minimum qualification requirements?**

As described in **Section 4.A** of the RFA, Applicants must submit an application that proposes a plan to utilize grant funds to:

* Provide a new or enhanced model for delivery of Respite services.
* Reform or reorganize an existing model to improve service delivery, improve access and inclusivity.

**GRANT PRIORITIES**

1. **Does EOHHS intend to prioritize any particular grant eligible activities?**

As described in **Section 4.B** of the RFA, grant proposals that meet one or more of the following conditions may be prioritized for the eligible ARPA funding:

1. Providing supports to those with intensive care needs in the community;
2. Developing Respite options for individuals with complex medical, cognitive and/ or behavioral needs;
3. Building or enhancing parent to parent or caregiver to caregiver models;
4. Developing options to address the workforce needs of the HBCS respite providers;
5. Providing culturally responsive, person-centered Respite opportunities that serve culturally linguistically or ethnically diverse and gender inclusive caregivers; and
6. Developing options to provide Respite services to older adult caregivers.
7. **Can I use the funding to supplement an existing project?**

Yes, you may propose funding to supplement, but not supplant an existing project. See **Section 5** of the RFA.

**FUNDING**

1. **What is the grant duration? When do contracts begin and when must funds be spent?**

Organizations may propose a funding duration. Provided your organization has approved spending and metrics plans, funds will be released when your organization: 1) completes all required documentation, including an executed contract; 2) has an active SAM.gov account; and 3) has a MMARS account. Contracts are anticipated to begin on or before April 1, 2023, and all funds must be spent by March 31, 2025. See **Section 11** of the RFA for the grant timetable.

1. **How will I know if I am chosen to be awarded funds?**

Grant recipients (or “Awardee”) will be notified via email that their program has been chosen to be funded. The Awardee must complete, sign, and return any required forms, and comply with any conditions for receipt of award included in the notice. Upon completion of all required forms and conditions, EOHHS and the Awardee will execute a grant agreement which, accompanied by the Commonwealth Standard Contract Form and Commonwealth Standard Terms and Conditions, will serve as a contract between EOHHS and the Awardee. The contract will specify the portion of funds that support the program as well as any proposed and approved reasonable Direct Program Costs.

1. **How soon can I expect award funding to arrive?**

EOHHS intends to make a determination on awards on or before March 17, 2023. Executed contracts and metrics will be due back to EOHHS on March 31, 2023, for a projected contract start date of April 1, 2023. Provided your organization’s spending and metrics plans have been approved by EOHHS, funds will be released when your organization: 1) completes all required documentation, including an executed contract; 2) has an active SAM.gov account; 3) has a MMARS account.

1. **Will our organization receive all funding up front?**

Yes, your organization will receive all obligated funding for your program up front.

1. **Is this one-time funding?**

Yes. We expect all funds to be distributed during this first round.

1. **How will my organization receive funding from this grant?**

Upon receipt of all required documentation, including the signed and completed grant agreement, funds will be electronically transferred into the organization’s provided account (vendor code registered through the Massachusetts Management Accounting & Reporting System - MMARS).

1. **Are there any unallowable expenses?**

As described in **Section 5** of the RFA, grant funds cannot be used for:

1. Respite services for Caregivers paid through state-funded or Medicaid programs, including but not necessarily limited to providers of personal care paid through the MassHealth Personal Care Attendant (PCA) Program and the Executive Office of Elder Affairs Consumer Direct Care program within the state’s Home Care program;
2. Loan repayment, retention bonuses, referral bonuses, or recruitment bonuses;
3. Programs benefiting State (not including State Universities) who currently provide Respite services;
4. Durable and/or Specialized Medical Equipment providers unless paired with the provision of Respite services;
5. Temporary wage increases; and
6. Capital expenditures.
7. **Can my organization use the funds for a capital expenditure to a support grant eligible activity?**

No, capital expenditures are not eligible as part of this program.

1. **For the purposes of determining ineligible expenses, is there a generally applicable definition of capital expenditures?**

The United States Office of Management and Budget defines “capital expenditures” and the related term, “capital assets” (codified at 2 CMR 200), as follows:

*Capital expenditures* means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

*Capital assets means:*

1. Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

(i) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and

(ii) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

(2) For purpose of this part, capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract. See also [§ 200.465](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ecfr.gov%2Fcurrent%2Ftitle-2%2Fsection-200.465&data=05%7C01%7Csharrigan%40pcgus.com%7Cfd8671d8c2d64061710d08daad1d097d%7Cd9b110c34c254379b97ae248938cc17b%7C0%7C0%7C638012637468580843%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=iTXy9%2F8BJzatPXdwczDUtgYQZG1Tv9IOmQLVfpqwZAo%3D&reserved=0).

EOHHS provides these definitions as guidance to Applicants, but not as an exhaustive or exclusive definition of the terms for the purposes of ineligible expenses. Ineligible or impermissible expenses are as determined by EOHHS.

1. **Does our organization have to repay funding if data shows that the funding is not meeting the program’s purpose? How do we repay funding?**

If the data reflects that your program did not produce expected results, you do not need to repay the funding from the program. However, funding will need to be repaid if the Awardee does not complete the approved scope of work or does not follow program guidelines, such as failing to comply with reporting requirements. If the Awardee completes their scope of work for less than the obligated amount, the cost underrun would need to be returned. Funding will need to be returned in the manner directed by EOHHS within 4 weeks of a repayment determination.

1. **Are there financial match requirements?**

No.

1. **What are the accounting requirements of the grant funding? Is the funding cost reimbursement?**

Awardees will be notified of their grant award. Funds will be paid prospectively, not on a cost reimbursement basis. Organizations will receive the full grant award up front. Provided your organization has approved spending and metrics plans, funds will be released when your organization: 1) completes all required documentation, including an executed contract; 2) has an active SAM.gov account; and 3) has a MMARS account.

1. **Can applicants include indirect cost in the project budget? If yes, is there a cap on indirect costs?**

Indirect costs can be included and should be reasonable.

**APPLICATION**

1. **How do I submit a grant application?**

As described in **Section 6.1** of the RFA, Applicants must complete and submit an Application Form through the online Grant Portal established by EOHHS (the “Grant Portal”). Applicants can access the Grant Portal at: [https://maanfgrants.force.com/s/loginpage](https://urldefense.com/v3/__https%3A/maanfgrants.force.com/s/loginpage__;!!CUhgQOZqV7M!jn2XqqMUKPfeFZADQ4SrlmkUyLPr9bOaIyDNDfeZlZSnZxIHaAB3cpSKdKArwGabUBx1D2uxYaLvjEjDVxlbLdS6RRQg9dw$).

For additional details and step-by-step instructions, please see the MASS Grants Portal User Guide, posted on COMMBUYS as **Attachment D**.

1. **What is the deadline to submit the grant application?**

Grant applications will be accepted until 5:00 p.m. on January 13, 2023.

1. **Will there be another application in the future?**

Grant applications will be accepted until 5:00 p.m. on January 13, 2023. If all funds are not allocated, the RFA may be opened again for additional applicants. We expect all funds to be distributed during this first round.

1. **How will I know if my application was received?**

The persons designated as the primary and secondary points of contact should receive a confirmation email which states that your application was received. If you did not receive a confirmation email, please contact MassGrantsSupport@mtxb2b.com or (866) 406-2170.

1. **How do I find my MMARS vendor code?**

Vendor codes begin with “VC” followed by 10 digits. Your vendor code is the same code that you use to login to [VendorWeb](https://massfinance.state.ma.us/VendorWeb/vendor.asp?login=1). If you do not know, or are unable to remember your vendor code, please contact the Commonwealth agency you are currently doing business with and ask them for your VC (vendor code) number. The department will ask for your TIN number which was provided on the businesses W9 form or 1099 form.

1. **If my organization does not have a vendor code, do I need to register with the MMARS before I can submit my application?**

You can use a temporary code to create an account and submit your application. You can request a temporary code by emailing EOHHSGrantsInbox@mass.gov. You will need to provide your organization’s legal name and business address, a complete Massachusetts Substitute Form W-9, and the name, email, and phone number for the primary contact on your application

Once you have received your temporary code, complete the steps listed in the MassGRANTS App Guide to register and access the application. Please note, if your grant is chosen for funding, your organization will need to have an active MMARS Vendor Code to receive program funds, which will be established for your organization using the Form W-9 submitted with your application.

1. **What information do we need to provide within the application?**

As described in **Section 6.1** each application must include the information provided in the form, format, and manner requested through the Application Form on the Grant Portal:

1. **Can my organization apply for more than one program?**

No. You may submit an application for only one program. The program may span multiple sites.

1. **Can my organization partner with another organization?**

Yes, your organization can partner with another organization. On the application, you will be asked to identify and describe any partnerships or working relationships with other organizations and to identify points of contact at the partner institution(s). The submitting organization will be the organization to receive all program funds and will be required to submit all required reporting information. Any partnerships will need to submit, as part of the application, a corresponding letter of intent signed by all parties of the respective leadership teams.

1. **Do organizations applying individually need to submit a partnership letter of intent or is that requirement only valid for partnerships?**

Organizations that will not use partner organizations do not need a partnership letter of intent, as outlined in the application form.

1. **Can an organization be the lead on one application and a partner on another application?**

Yes, an organization can. If the organization is a partner on another application, it will need to supply a partnership letter of intent to the lead organization.

**REPORTING**

1. **What are the reporting requirements?**

Each Awardee is required to participate in evaluating its Qualifying Program. The objective of the Qualifying Program’s evaluation is to gather information sufficient to demonstrate the impact of the Qualifying Program. See **Section 6.2** of the RFA for a detailed description of the reporting requirements.

1. **Will EOHHS be collecting qualitative feedback at any point during the duration of the grant program?**

Yes. Grantees will also be required to participate in a facilitated focus group, convened by EOHHS, one year after the receipt of grant funds and again at the end of the grant period. The purpose of these focus groups is to collect qualitative information on what worked, what did not work and ways to further enhance and improve coordination and communication.

1. **How long does our organization have to retain program documents?**

Per the Commonwealth Terms and Conditions, grant recipients are required to retain program documents and records for six years from the date of submission of the final expenditure report.

1. **Are we required to use the survey tools cited in the RFA to measure caregiver burden?**

No. Organizations may use other tools to measure outcomes. These tools must be named and described in the application as well as the process the organization will use to administer the tools and collect the data.

**CONTACT**

1. **Who should I contact if I need technical assistance with the Grant Portal?**

For technical assistance, please contact MassGrantsSupport@mtxb2b.com or (866) 406- 2170.

1. **Who should I contact if I have questions about the program and eligible uses of funds?**

For questions about the program and eligible use of funds, please email: MAHCBSGrants@pcgus.com.