

Adult Protective Services Developmental Opportunities Application Questions and Responses

Updated: March 4, 2015
(New questions and /or responses are highlighted)

Note: The question period for Program Innovation Grants closed on 1/27/2015. No further questions will be accepted – or responses provided – regarding the Program Innovation Grants. Questions will continue to be accepted for Planning Process and Capacity Building Grants.

Planning Grants

1. If we have already established an Interdisciplinary Team, will we still be awarded \$10,000?

Response: An existing Interdisciplinary Team (I-Team) does qualify for funding provided that it meets all required elements outlined in Attachments 5 and 6.

2. Where do we get the form for the letter of attestation?

Response: The Letter of Attestation can be located within the Adult Protective Services Development Opportunities Application Packet; Attachment 3. This application packet is posted on-line can be located at <http://humanservices.ohio.gov/index.stm>.

3. Will the educational requirements of an APS Worker mirror those of the Children's services' worker? If so will there be a Grandfathering in process?

Response: The Ohio Human Services Training System (OHSTS) Steering Committee is currently working to update the APS Core training curricula. The number of required training hours, and the related policies and procedures have not yet been determined.

4. Could you please explain what a chief municipal peace officer is?

Response: A Chief Municipal Officer is the Chief of Police for each municipality in your county.

5. Reference the Adult Protective Services Development Opportunities Application Packet, Attachment 2, Page 5 of 8, Paragraph (C): Are (2) through (10) required to be part of the I Team or are they recommended to be part of the I Team?

Response: Attachment 2 is proposed language that is specific to the Memorandum of Understanding (MOU) not the I-Team. Page 5, Paragraph (C), discusses the individuals that you *may* have sign the MOU. Paragraph (B) designates all of the *required* entities for the MOU. This list is provided as a guide. The determination as to who should be a part of the I-Team should be based on the local community's needs.

6. Is there guidance on how the non-competitive funds can be utilized? IE: examples of what it can be used for, as well as guidance on what is not permitted.

Response: (revised 1/16/2015) Once the allocations are issued, it is the county's responsibility to identify the most appropriate use of funds that will build and/or enhance the county's capacity to meet core program requirements related to screening, investigation and services.

7. Do you know if we are able to start turning in activities for the benchmark awards yet?

Response: The application period for all planning grants (benchmark activities) began on 01/1/2015 and will continue through 11/14/2015.

8. I had a question in regards to the available grand money for APS Planning. I heard in the webinar that no agency will be responsible for providing any documentation as to the state in regards to how the money was spent. (A) I was hoping you could provide some guidance as to whether it is appropriate for these funds to be used administratively as opposed to for direct service for seniors. (B) Also, is there a time from in which the money must be disbursed or is everything at the County Agency's discretion once the money is disbursed?

Response: (A) Once the allocations are issued, it is the county's responsibility to identify the most appropriate use of funds that will build and/or enhance the county's capacity to meet core program requirements related to screening, investigation and services.

(B) The Planning Process Grants do not have a timeline in which the funds need to be spent.

9. Attachment Six of the Model I-Team Agreement states that the I-Team member agrees to participate in "monthly meetings for a period of one year." Attachment Five states that the I-Team minimum activity is "developing a regular schedule of meetings." (A) Is the I-team required to meet monthly for a year? (B) When does the workgroup expect the year of "monthly" (and/or regular schedule of meetings) to begin. Now? November 2015 when the proposals are due? July 2016 when full compliance is expected to be achieved? Clarification on this would be helpful so the I-Team can know more fully what to expect of their commitment.

Response: Attachment five is the minimum criteria required for establishing an I-Team. Attachment six is a model for counties to use as a reference. This is not a required format.

(A) Each established I-Team should be structured based on each county's specific needs. The meeting schedule should be determined by the members of the I-Team.

(B) The Workgroup did not set timeframe requirements for implementation of the activities under the planning process grants. Activities funded through the planning grants should be fully operational by July 1, 2016.

10. On the invoice description the Submitted for Payment slot can it be the person actually completing the packet, Director or Contracting Department or Representative from our Fiscal.

Response: This would be at the agency's discretion based on who has authority to invoice for services.

11. Can you submit 4 different invoices as you complete each categories or do you have to submit all documents at the same time. Example can the Attestation Letter be submitted 1st and the other invoices Plan of Cooperation, I Team and Memorandum of Understanding be completed and submitted at a later date.

Response: Under the Planning Process Grants; each area may be invoiced together or separately.

12. In order to apply for a plan of cooperation grant, do we need to have an MOU established first?

Response: No. The Plan of Cooperation is a formal agreement between the CDJFS and their community partners that serve elders subject to abuse, neglect and/or exploitation, committing to jointly develop a comprehensive plan (MOU) to assure full implementation of the APS core

requirements. A sample Plan of Cooperation can be found in Attachment 4 of the Adult Protective Services Development Opportunities Application Packet.

13. How many MOU's are needed for the entire APS Planning process?

The Power Point presentation mentioned a MOU on the following slides Plan of Cooperation (\$10,000), Inter-disciplinary Team (\$10,000) and Comprehensive Plan and MOU (\$20,000). However, on the APS Planning Process Invoice one section indicates MOU.

We need clarification 1 MOU or 3 MOU's.

Response: The Plan of Cooperation is a formal agreement between the CDJFS and their community partners that serve elders subject to abuse, neglect and/or exploitation, committing to jointly develop a comprehensive plan (MOU) to assure full implementation of the APS core requirements. This is the commitment to work jointly on the MOU.

The Interdisciplinary Team is a separate process that is structured based on each county's specific needs. Attachment five provides the criteria and six is a model for counties to use as a reference.

The Comprehensive Plan and MOU are one section which is why it is listed in one section of the Invoice. Attachments seven and eight outline the requirements for the Comprehensive plan and the MOU.

Only one MOU is required in the Planning Process.

14. Could you please clarify the deadline for the Letter of Attestation, Plan of Cooperation, I-Team and Comprehensive Plan and Memorandum?

Response: The application period for the Planning Grants is January 1, 2015 – November 14, 2015.

15. I have a question regarding the Memorandum of Understanding that is part of the Adult Protective Services Development Opportunities Packet. In attachment 8, section II talks about participating agencies. Letter e refers to "Other law enforcement officers handling adult abuse, neglect or exploitation in the county, within Lucas county there are 11 Townships and 9 cities, some very small. Are we to have a representation all of those cities/townships within Lucas County as part of this MOU?"

Response: The intent is to have representation from the County Sheriff's office and each municipality in the county. If there are other law enforcement officers in the county who handle abuse, neglect and exploitation investigations other than those covered under Section II (c) and (d), they should also be included in the Memorandum of Understanding.

16. I want to make sure I complete this step correctly. I have viewed attachment 4 in the APS Development Op Application packet and question if this is the actual document you are wanting us to use for signatures. I have played with a document of our own, using parts of this document, but I do not want to waste my time or the time of our community partners by using the wrong document. Can you please advise me on what the correct wording needs to be to accomplish the plan of documentation document? Am I to use the attachment 4 document provided and just add a signature page or come up with a document that details our community's commitment?

Response: Attachment 4 is a model format. Counties may use this template, but are encouraged to develop a document that is specific to their community, partners and needs. The only requirements are that the individuals identified under paragraph two of Attachment 4 must sign the Plan; and the Plan should include, at a minimum, the three statements (or agreements) listed at the end of the document. The county may add individuals listed in paragraph three of Attachment 4 based on the county's preference.

Program Innovation Grant: This question period closed on 1/27/2015. No further questions will be accepted for the Program Innovation Grants.

1. During the webinar could you answer if you can make more than one grant request as long as it does not exceed the 100,000?

Response: Yes. A county may apply for up to two Program Innovation Grants: one as an individual county; and another as a part of a multi-county initiative. Each application may be awarded up to \$150,000.

2. Can you purchase I PADS with the innovation grant or is that considered capital gain.

Response: I PADS do not fall within any of the excluded categories listed under Item 9 of the applications.

3. We have a part-time APS worker; can we make that worker a full-time APS worker and add an APS worker to be funded by the grant the 1st yr.?

Response: Because the Innovation Grants are competitive, ODJFS is not able to provide guidance on what counties may apply for under the grant. All applications must include verification of project sustainability. Neither grant opportunity can:

- Supplant existing funding, including personnel costs
- Make capital improvements
- Develop a database system

4. Under the Innovation Grant "Criteria" you talk about "Identify the ability for the innovation to be replicated". Could you please clarify? Does this mean replicate in a county the same size or larger than ours or each county throughout Ohio no matter the size? Does this mean replicated in a county with a full-time APS worker(s), part-time or no APS worker?

Response: This means that it can be replicated in *other areas* of the state. This could include any of the examples cited in the question.

5. County Agency is working on an application for the Innovation Grant. Our project involves, in part, the development of and education on a new referral system to be utilized when elder serving community partners are in need of resources to handle emergency guardians and representative payees. Since no personnel costs are permitted in the grant and there would be "personnel costs" associated with the development and education components of our project, are we only able to reflect those costs as a "purchased services" and rather, than doing the work in-house, where we have the expertise and knowledge, require us to contract it out?

FYI: Our project is the result of a community partners meeting at which time the Probate Judge made known the need for this system, feels that it fits the "innovation" model and desires that the cdjfs assume the role due to our knowledge and expertise in this area.

Response: Grant funds cannot be used to supplant costs for existing staff positions. Funding to support additional staff is an allowable expense provided that the proposal includes a sustainability plan that describes how staffing levels will be maintained following completion of the grant.

Capacity Building Grants

1. Are computers/technology considered capital improvements under the capacity-building grant?

Response: Computers/technology do not fall within the excluded categories listed under Item 9 of the Capacity Building Grant applications. However, building a database (technology) is excluded.

2. Is there a percent limit of salaries/fringes for administrative costs?

Response: In accordance with the application review criteria outlined in the grant application packet, project funding will be scored on the following items:

#6: How well does this proposal identify the project costs?

#7: How reasonable is the project cost compared with the proposed components of the project?

3. Could you tell me to whom the cover letter should be addressed?

Response: The Capacity Building Grant cover letters may be addressed to:

The Ohio Department of Job and Family Services
Office of Children and Families
Bureau of Protection, Child/Adult

The letter and grant application must be submitted electronically to the APS Mailbox (APS_Mailbox@jfs.ohio.gov)

4. This is question about use of these funds, keeping in mind that we cannot use to supplant existing funds. Is the intent for counties to contract for services? The proposal we would be submitting would include helping to establish a senior center in the southern part of or county (which is lower income and does not have such services). This would primarily involve using the funds to buy furniture, equipment, and promotional materials and hopefully having some classes or educational experiences for at-risk older adults.

Before I go further with this, I want to assure it would be a proper/approved use of the funds.

Response: Because the Capacity Building Grants are competitive, ODJFS is not able to provide guidance on what counties may apply for under the grant. All applications must include verification of project sustainability. Grant funds cannot be used to:

- Supplant existing funding, including personnel costs
- Make capital improvements
- Develop a database system

5. Must counties follow procurement guidelines (i.e. obtaining three competitive bids) in developing the budget for an APS Capacity Building Grant proposal or in spending the funds if the grant is awarded?

Response: This is not a requirement for the Capacity Building Grants.

6. Is there a deadline to have the money spent for the Capacity Building Grant?

Response: All Capacity Building Grant funds must be spent (liquidated) by December 31, 2015. This means that all activities have to be completed and paid for by that date. No activities can be completed or paid for with grant funds after December 31, 2015.

7. We have a question regarding the Budget Attachment for the Capacity Grant. In reviewing the form (Attachment 10), it is divided into "Activities". Would you please provide some further guidance and, if possible, examples of what how ODJFS is defining "activities, for purpose of the grant. Our

understanding is that funds are to address a single project, so we are not sure we are defining "activity" correctly.

Response: Capacity Grant applications may include multiple activities. County agencies may need to complete multiple activities in order to comply with the core requirements by July 1, 2016.

The Capacity Building grants are competitive. As a result, ODJFS is unable to provide guidance as to what may be included in an application for funding. It is recommended that counties review the key scoring criteria (page 4 of each grant application) for a list of the information that will be used to determine proposal scores.

8. When submitting an application for the Capacity grant, if you have multiply ideas each in support of the APS core requirements, can you submit them on one application? The total dollar amount of the ideas will not exceed the maximum limit of the grant amount. Or is the grant application simply limited to one idea?

Response: Each county job and family services is only allowed to submit one Capacity Building Proposal. Capacity Grant applications may include multiple activities. County agencies may need to complete multiple activities in order to comply with the core requirements by July 1, 2016.

Miscellaneous/General Questions

1. I just have a few questions about the grants in general. (A) The two main problems that we would solve with the grant money would be for our employees to be trained in AP CORE and (B) to hire a part time employee to specifically work on APS cases. I was just ensuring that I am filling out the correct grant because the Innovation and Building grant applications are very similar.

Response: (A) Information regarding funded statewide core training is located within the APS Workgroup Final Report page 12, section 4. The training will be coordinated through the OHSTS. This report is available on-line at <http://humanservices.ohio.gov/index.stm>.

(B) Grant funds cannot be used to supplant costs for existing staff positions. Funding to support additional staff is an allowable expense under the Capacity Building Grant provided that the proposal includes a sustainability plan that describes how staffing levels will be maintained following completion of the grant.

2. Can [Designated agency] write and submit the grant proposals or does the local DJFS have to do this?

Response: [Designated agency] staff may collaborate with the CDJFS to write the proposals; however [the designated agency] may not submit the proposal(s). Only the CDJFS may submit proposals to ODJFS.

3. If contract agencies can write and submit the grants, do you know of other contract agencies doing this?

Response: This is not permissible; please see above.

4. Will you email me a list of other APS contract agencies and counties in the state of Ohio?

Response: Yes. We can send you a list of other counties that have contract agencies.

5. We are a three county agency, how does this affect us?

Response: The Adult Protective Services Planning Process (Letter of Attestation; Plan of Cooperation; MOU; I-Team; Comprehensive Plan) totaling \$50,000 through compliance of four planning activities is similar in nature to a subsidy allocation and will be allocated by county. Each of Ohio's 88 counties meeting the activity requirements will receive the associated funding.

6. Will we be required to have 3 different MDT's due to the agencies that will be involved?

Response: No, this is not a requirement. It is up to the agency to determine how to best meet the needs of the communities served by the agency.

7. Will this allow for 3 different grant opportunities?

Response: The APS Innovation Fund is employing a competitive process for two grant opportunities (APS Program Innovation Grant & APS Capacity Building Grant). These grants are competitive and designed toward either an innovative strategic or structural arrangement to enhance system capacity to meet core program requirements, or a new approach to APS practice. Each of these grant opportunities are idea driven at an organizational level. Likewise, competitive grants are not similar in nature to a subsidy allocation designed to equitably disperse funding throughout Ohio. As such, applications for the two grant opportunities may be submitted at the local agency level.

- A local agency (CDJFS) may apply for a maximum of 2 Program Innovation Grants
 - One as a single agency
 - One as a group of agencies
- A local agency (CDJFS) may apply for 1 Capacity Building Grant

8. Will we be e-mailed a copy of the webinar power point?

Response: A copy of the power point can be accessed through the Office of Families and Children's (OFC) website; under the "Reports, Plans and Presentations" button located at the bottom of the first column. The link to this location is: <http://jfs.ohio.gov/ocf/Reports-Plans-and-Presentations.stm>. In addition, a copy of the power point presentation was sent to all CDJFS Directors on January 15, 2015 by OFC Deputy Director Jennifer Justice.

9. What is the email address for the APS Mailbox?

Response: The APS Mailbox email address is APS_Mailbox@jfs.ohio.gov.

10. I was wondering if you recorded this webinar for further review?

Response: Yes, this webinar was recorded. You may access a copy of the recording at the OFC website: <http://jfs.ohio.gov/ocf/Reports-Plans-and-Presentations.stm> under "Reports, Plans and Presentations"; or the Office of Human Services Innovation website: <http://humanservices.ohio.gov/index.stm> (coming soon).

11. Can you provide the address for finding the Q&A?

Response: All questions and responses can be accessed at: <http://jfs.ohio.gov/ocf/Reports-Plans-and-Presentations.stm>.

12. Just needed some information. Any grant monies that are offered are they strictly for Adult Protective Services or can any other agency that deals with the elderly apply for these grants.

Response: Although you may involve community partners in your proposal and/or the proposal process; only the CDJFS is permitted to submit an application for any of the grants.

13. For the non-competitive and competitive funds, would the following ideas be considered permissible expenditures?

A. Utility assistance

- B. Housing assistance
- C. Day Care for Adults
- D. Legal Representation for Adults ie: guardian ad litem for adults

Response: The planning grants are non-competitive. Once the allocations are issued, it is the county's responsibility to identify the most appropriate use of funds that will build and/or enhance the county's capacity to meet core program requirements related to screening, investigation and services.

The Capacity Building and Program Innovation grants are both competitive. As a result, ODJFS is unable to provide guidance as to what may be included in an application for funding. It is recommended that counties review the key scoring criteria (page 4 of each grant application) for a list of the information that will be used to determine proposal scores.

14. The link for the application materials is for a .pdf file. Are the materials available in an enterable format?

Response: Yes. The Attestation Letter and planning process invoice are the only forms that are fillable. Copies of the fillable forms were sent to all CDJFS Directors on January 15, 2015 by OFC Deputy Director Jennifer Justice. The remaining forms provided are sample forms, and are not available as fillable forms.

15. Upon application and receipt of funds, can any funding be used to purchase a vehicle dedicated to APS only such as for home visits, investigations, and APS meetings? We have been receiving more and more referrals and have staff in the field often. With only one county car, it ties the car up and we are covering other travel expenses via mileage checks to people using their own vehicles. It is costly. This purchase would allow others the use of the car for their work related travels.

Response: Once the allocations are issued, it is the county's responsibility to identify the most appropriate use of funds that will build and/or enhance the county's capacity to meet core program requirements related to screening, investigation and services.

The Capacity Building and Program Innovation grants are both competitive. As a result, ODJFS is unable to provide guidance as to what may be included in an application for funding. It is recommended that counties review the key scoring criteria (page 4 of each grant application) for a list of the information that will be used to determine proposal scores.

16. Will the Caseworkers in the county APS program need to meet the same education requirements as a CSB Caseworker? Please see 5153.112 Caseworker qualifications

(A) A public children services agency may hire as a caseworker only the following:

- (1) A person who has a bachelor's degree in human services-related studies;
- (2) A person who has a bachelor's degree in any field and has been employed for at least two years in a human services-related occupation;
- (3) A person who has an associate's degree in human services-related studies;
- (4) A person who has been employed for at least five years in a human services-related occupation.

(B) For employment to continue, a person described in division (A)(2), (3), or (4) of this section must obtain a job-related bachelor's degree not later than five years after the date employment with the agency commences.

(C) This section applies only to persons hired on or after the effective date of this section and does not apply to a caseworker employed by a public children services agency before the effective date of this section who is hired by another public children services agency on or after that date.

Response: There has been no proposed legislation at this time for APS caseworkers to meet specific educational requirements. Hiring practices for APS caseworkers are at the discretion of each county department of job and family services.

17. How long do we have to spend the allocated funds received from all sources received to include the innovation and capacity grant?

Response: The Planning Process Grants do not have a timeline in which the funding needs to be spent.

All competitive grant funds (Innovation Grant and Capacity Building Grant) will need to be spent by 12/31/2015.

18. In the screening definition for core requirements...can you define what accept reports 24 hours a day, 7 days a week means?

Response: Each county DJFS will need to develop a process or procedure that will allow for the receipt and screening of reports 24 hours a day, 7 days a week. This includes weekends and holidays. This activity will not need to be completed directly by the CDJFS.

19. If a county is awarded grant funding for the non-competitive and/or the competitive funding is there a date established in which the county must have used up all the awarded funds or will lose the funds? Or can the counties continue to use the funds for whatever period it time it takes to exhaust the award amount(s)?

Response: The Planning Process Grants do not have a timeline in which the funding needs to be spent.

All competitive grant funds (Innovation Grant and Capacity Building Grant) will need to be spent by 12/31/2015.

20. Will you be advising all the counties of the counties that contract APS investigations or just the ones that request the information? My county would like to be included in the list of counties that get the list of agencies that use contract agencies. If there is a list of contract agencies that conduct APS investigations, please advise how this could be accessed.

Response: Contact lists are provided in response to individual requests. We will send you a county contact list that identifies which agencies utilize contracted services for APS investigations.

21. Can you please tell me which website and where it is located on the website, the procedure letter for the APS grants?

Response: The APS grants procedure letter has not been published at this time. The clearance process was completed on 1/14/2015.

22. Could you tell me if attachments 9 and 10 are supposed to accompany the grant applications since there are places (e.g., items 4 and 5 in attachment 10) where applicants are to indicate Yes or No or Check all that apply?

Response: Attachments 9 and 10 are guidelines to follow when writing the Capacity Building and Innovation Fund Grant proposals. These guidelines should be used as a checklist when preparing a proposal.

23. How will the money be drawn down from the state? Will the counties receive the money from CFIS or will it be drawn down through invoices.

Response: The Innovation and Capacity grants will be awarded via allocation through CFIS (Bureau of County Finance and Technical Assistance). Once you receive the allocation, your county can draw down the money and use it for expenditures directly.

For the planning and training money, the counties will submit invoices and supporting documentation to our office. We will process the invoices for payment directly to the county via warrant.

24. (A) Is the length of the proposal packet answers limited? I believe we read that the proposal should be between 7 to 8 pages long. (B) Is that for both the innovation grant and capacity building grant? It seems that the innovation grant might end up being a lengthier to answer all the questions. (C) Which department head should sign the send grant? Should it come from [Designated Agency's administrator]? (D) We know that we must list the partners but is a letter of support or MOU required showing the formal partnership?

Response: (A) In Attachments 9 and 10, there is guidance after each section heading which indicates how long. This is just a guide. Be as succinct or as verbose as you feel you need to be to provide a clear proposal. Review team members will score applications based on what is provided in writing – we will not contact counties to clarify information that is included in the proposal.

(B) These guidelines should be used when developing a proposal for both the Innovation Grants and Capacity Building Grants.

(C) All grant applications need to be signed and submitted by the County Department of Job and Family Services Director.

(D) A formalized letter or MOU is not a requirement for submission of either the Innovation Grant or the Capacity Building Grant application. For the Planning Grant, the partners' signatures on the MOU serve to show their support for the formal partnership.

25. With regards to the spending the allocated funds - I understand there is no timeline for spending the Planning Process Grants; however, the competitive grand funds must be spent by 12/31/2015. What is the criterion for "spent"? Can a county make a contract with an organization, agency, specialist (psychiatrist/doctor/mental) or other service provider for PRN cases? Can we allocate the money to these contracts and/or agreements for as need issues that may or may not happen in 2015 but do arise? Upon reviewing previous cases, sometimes a client may need a psychological evaluation but there is no money to pay for this service or may need a companion service to accompany them to an appointment, etc. Please clarify "must be spent by 12/31/2015" and is there going to be criteria to follow?

Response: All competitive grant funds must be spent (liquidated) by December 31, 2015. This means that all activities have to be completed and paid for by that date. No activities can be completed or paid for after December 31, 2015.

26. Our county cannot afford a dedicated worker specialized in APS. Would I be able to hire and train a full time employee dedicated to APS with the Innovation, Capacity Building or Planning Grant funding? Specifically, this person could be trained to handle APS cases and would work collaboratively with the I Team that we develop with our community partners. If so, please recommend which grant would this be considered acceptable?

Response: This question was submitted on 2/5/2015, after the question period for the Program Innovation Grants ended on 01/27/2015. Program Innovation Grant questions cannot be answered at this time.

Capacity Building Grants: Grant funds cannot be used to supplant costs for existing staff positions. Funding to support additional staff is an allowable expense under the Capacity Building Grant provided that the proposal includes a sustainability plan that describes how staffing levels will be maintained following completion of the grant.

Planning Grants: Once the allocations are issued, it is the county's responsibility to identify the most appropriate use of funds that will build and/or enhance the county's capacity to meet core program requirements related to screening, investigation and services.