HB22-1326 Fentanyl ZoomGrants Webinar_20221205

📅 Wed, Dec 07, 2022 5:37PM   🕐 28:03

SUMMARY KEYWORDS

questions, project, grant, budget, contract, upload, requested, applicant, indirect cost rate, person, outcomes, agency, title, budget worksheet, gillian, personnel, objectives, june, applying, tab

SPEAKERS

Anna Lopez, Cindy Johnson, Kelly Abbott, Gillian Trickett

K   **Kelly Abbott**   00:03

Hey, first I want to thank everyone, for coming. To learn more about the fentanyl grant that was just announced last week. We're gonna start with Anna Lopez, who is our Program Grant Management Supervisor. And then we also have Gillian Trickett, and she is going to help walk us through and or show us her screen, and we'll walk through the application, and how to work your way through that and applying for this grant. So I'm gonna go ahead and turn it over to Anna.

A   **Anna Lopez**   00:45

Good morning, everyone. I just want to start off by saying that this this webinar is to go through the online grant management system that we use, which is zoom grants. We will be having a training either next later this week or next week regarding content, best practices, kind of what type of projects could be funded, that sort of thing. We'll have people with that type of expertise on here in the next week or two. So please keep your eye out on the website for that announcement. With that, I'm going to start going through the online system. Again. It's called Zoom grants. And we'll give Gillian a second to start. Going here.

G   **Gillian Trickett**   01:34

I'm not able to share it says host disabled participant screensharing

K   **Kelly Abbott**   01:38

Hold on one second.

C Cindy Johnson 01:41
Are we supposed to Ana introduce ourselves and everyone? I don't know if you're doing that.

A Anna Lopez 01:50
I wasn't going to in the interest of time. Staff

C Cindy Johnson 01:54
That's okay with me.

A Anna Lopez 01:55
Okay.

K Kelly Abbott 01:57
All right, Gillian, I made you cohost, so you should be able to share.

A Anna Lopez 02:05
I'm just gonna start so the first thing on when you get on is a project name of your, or title. If you could be descriptive, even say like Grand Junction Fentanyl Program. But a lot of people you will put just that in our program or fitness program 2022. And so that we end up with multiple applications that have the same name. So anything you can do to give us an idea of who you are in that title, even though the title should be short. That is helpful to us. Gillian's not showing that part, right?

G Gillian Trickett 02:54
Um...you guys can see.

A Anna Lopez 02:57
Okay, is that good. There's a project name project title. The next one is the amount requested this, this zoom grant is not, it doesn't tie fields together or tie information together. So you will have to put the amount requested manually in this, it doesn't calculate off of anything. And so then you'll want the budget, you'll want to make sure the budget and this field match up. That's really important. The next thing is the name of the applicant. And the applicant information on the right, Cindy actually talked about that. I don't have that experience with the organization.

Cindy Johnson 03:44

Okay, I'll be glad to do that. Real quickly, though, I want to go back to the project title, we also have a lot of agencies that put their agency name as a project title, and then we have a duplicate. So we don't want to see that either, if you can do that. So the project really, the title should really be a short, brief title, kind of like a newspaper headline that tells you what what you're applying for the funds for. So you know, so you're going to come in as like Golden Police Department. And then we don't want to see a project title called Golden Police Department. So if that makes any sense. I would just add to that title explanation. Now to go back to the applicant information that that is your applicant have your account on are usually when that comes through. So whoever signs up the Zoom grants account sets up the applicant information. So if it's going to be a police department or sheriff's department or whatever you can name that however you see your department, where it comes in different is the organizational information. The applicant agency name, legal entity, it'll be on an organizational tab. And that has to be the legal entity name. If it's not, when that's validated, that field will be updated and changed for you. So let's say it's the Golden Police Department applying for funds. And that's going to be the applicant agency. And you're going to have your first name, last name of the account owner, that comes down. However, that comes in. And the organizational tab is the legal entity. So that would be the City of Golden, okay, because the contract will be awarded to your legal entity, not just your department within that city or county. And then I don't know what else to say the CEO, Executive Director, that's going to be who has legal authority to go into contract. So that's going to be your if it's a city, it's going to be either your town city manager or your mayor. If it's a county, it's usually the chair of your county commission, unless a sheriff or somebody like that had three and a half in that county government. I think that's about it. Does anyone have any questions?

Anna Lopez 06:26

Okay, I'll just add on to this, that if you already have an account, you'll use the account that you already have on Zoom grants, you will not set up a new account for this funding source. So that's, that's the one thing to keep in mind. The next one really starts the application with the questions statement of work. The project dates are going to be March 1 2023, through June 30 2024. So you will put that start date end date in your application. If you're going to differ from that to say you only want a 12 month, month grant, then please put that in your explanation as to why 12 months will get you to the golden objectives. There's a question. If our city manager has changed, who do we get with to make sure that is correct.

Cindy Johnson 07:30

At this point, yeah. Jerry, are you talking about an existing zoom grants account? Yes. Who is your grant manager on that? You can just contact me, if you like, and we can get that fixed. It depends on your grant. If you have an existing grant, Oh, it's you. Okay. Yeah, if you have an existing grant, you would have to do a change in signing authority. For this one, on your signature page, your official page, you can just put the new city manager's name. And we'll have to officially change it on your other grants. You did that already. Okay, um, you can call me, Jerry, you have my number. Just give me a call and we can walk through specifically what what granted is okay.

A Anna Lopez 08:32

Okay, so the next question number three is the applicant contact. This person is not one of the not necessarily has to be an official on a grant. But it's the person who's filling out the application, the person who would be able to answer questions about the application, whether we have a question about a budget or some type of clarifying information, we need that. So you should list here the primary contact, make sure you give us your name, phone number and email address, in case we need anything along the ways. So getting into that, then after that is your project director, the project directors should be the person who oversees the day to day program or knows what the day to day program is doing. Somebody who could give us an add an answer to some questions almost immediately, that sort of that sort of person. The person also should be a member of the agencies. So all of these officials need to be in place of the agency. In special condition, we can talk about that and see if anything else makes sense. Some of the smaller agencies I know, contract out some of this, some of the financial stuff. And so for those things, just call us and we can talk through what makes sense for you all. You will need the project director. This person is the person responsible for the ground overall, you will be the one signing off on cash requests on financial reports on the narrative reports. And anything else like that. Are there any questions? Okay. The financial officers I mentioned, the financial officer should also be a member of the organization that is applying, you'll enter their information. If you're a smaller agency, and you don't have a financial person that's on staff, again, please call us and we'll talk through that. The next one is the signature authority. As Cindy mentioned, this has to be the person who is authorized to go into contract on behalf of the agency applying. So this become one of the most important parts that gets validated, we have to ensure that that person does have that authority. Let me ask Cindy. Cindy do you have anything else on that?

C Cindy Johnson 11:10

No.

A Anna Lopez 11:12

Okay. So just make sure that this person is is the person authorized to go into contract, if it's not the usual person, if it's not your county commissioner, it's somebody else you need provide us the policy and procedure or the letter that date that they have that authority to go into contract. So make sure you have that. Next, we get into number 14, which is really the meat of the project, right? What's your statement of work? We're going to start with a project summary. It's going to be a little bit shorter than other areas. But we want to know, what are you proposing? Why are you proposing now? What kind of that What are you trying to solve? or fix? Who's going to do it? out what timeframe? And where? So I know the who were when questions need to be answered succinctly in this question 14 project summary. The next one will be your project description. And this will be the longer one, where you'll talk about the details of what your strategy is. The details, though, what you're going to be implementing. Whether that be

G Gillian Trickett 12:28

sorry, I'm getting that

A Anna Lopez 12:29

that's okay. Okay, so number 15. Product Description, you're going to describe the details of the program or the strategy that you're going to implement. And tell us if it's evidence based, you're going to tell us that if you designed it based on another state doing this work with success, you're going to tell us exactly who's going to do the project, what they're going to do, what the impact is going to be if you successfully implement the project. The next one is going to be does your project include any of the following activities, these are in the legislation as activities that are eligible for these funds. And so you're going to tell us which one of these your project falls under. And then the next one, number 17 is to describe the number of rate of overdoses. So the data, we need the data, we need you to give us everything that's requested in this question. And just make sure that you have really answered this question thoroughly. And that's when it's going to be the existing program. So we want to know that you're not duplicating something that's already in the community, that this end if you if you're going to duplicate or enhance something that you're really clear about that you're how you're going to work with that existing services to either enhance it or do more of it. Right. So if you're serving clients, and you can only find a certain amount, but this one these funding would get you more clients, then you want to explain that well in that question as well. Number 18 is going to be the barriers and...sorry...the barriers encountered in the death investigation and distribution, distribution interdiction Number 20 is going to be the plan. So you're going to describe the barriers of course you're going to describe things I was gonna say one sorry about this. I have new contacts, as well as hearing aids. So I'm trying to keep up now. Number 21 is going to describe your experience level conducting fentanyl other synthetic opioid death. The reason I'm just reading the titles is because I don't have any experience in these areas. And so the content is what you'll get in the next training. The next training, again, will be recorded and posted if you're not available to be live on that. And that's where you can ask kinda questions about, you know, what has worked? If you need clarification on what should go into this question, you can ask that at that time. So number 22, is that gaps in knowledge and experience? In the introduction, and then the last, the last one on this page is number 23. Project entail an evaluation and analysis. A lot of people skip this or just put, you know, one set answer, it is really important that we know how you're going to measure success. Who's going to do that? What are you going to collect? In order to do that? And what you'll do with analysis of that information, next question, next one. So your goals and outcomes, you're going to put what your goal is, and then you're going to put your outcomes should be the subset of that. So your goal is the larger scale, what do you want to accomplish? And then the outcomes are the How are you going to get there, right. So if you want to accomplish turning something red, that your outcome would be that you're going to buy a crayon that's red, right? So it has to link logically to that goal. You want to make sure that you put in the measurement and the timeframe, that gets missed a lot of times, but it is something we need, especially if we're going to contract it with the organization. We need all of these details before we do this, because it becomes our scope of work. So please, please, if you have questions, let us know, there's space for three goals and objectives or outcomes. You saw me, you heard me slip. We use Outcomes and objectives...geeze what's the word...objectives that we use outcomes and objectives back and forth. And so please think of the outcome as an objective. I know people get lost in that language sometimes as I just did. So just want to make sure that whatever you call it, that your outcome, your objective, is there. And it clearly ties to the other questions that you just answered in the other page. Again, the project evaluation.

Gillian Trickett 18:06

So this?

Anna Lopez 18:07

Yes. Okay, that's it on that one then. The documents requested, if you are going to have personnel, you will upload those, there is the Documents tab, you can see that on the picture there. So anything that we're requesting, in addition, you'll have a place to upload that in that Documents tab. So you have an organizational chart. Because you're having personality, you want to clearly tell us where that person that you're going to hire is in the org chart in the organization, the indirect cost rate if you have an indirect cost rate with either another state agency or with the federal government, that you upload that letter that dates back in this section as well. And then for the budget, we'll be using a budget worksheet. If you've done Zoom grants before, you know that there's some built in tables, but instead we're going to use the budget worksheet. So we can have you break that budget down into kind of a year one project of March 1 through the June 30 2023. And then the July 1 2024, through June 30th 2024. Sorry, oh my god. Sorry. So you'll use the budget worksheet instead, and we can show you that here. Those dates are going to be here on the budget worksheet. It's separated by personnel and non personnel. And so you'll have a spot to put personnel for the first part of your project and then a second spot for that second year.

Cindy Johnson 20:03

Anna, did you want me to go through these sheets?

Anna Lopez 20:06

That would be great. Thank you. Okay.

Cindy Johnson 20:10

All right, because this money runs more than one state fiscal year and we get our appropriation, every fiscal year, we are required to split up that money by the state fiscal year. So you're going to have a personnel for July, for January, March through June, if you scroll up, I'm reading the screen. The first table will be March 1 2022. That should be 2023, by the way, to June 30 2023. So we'll make that change. And that would be the first fiscal year, it's going to run only about four months in that fiscal year, then anything that starts July in yours, your expenses that you anticipate, starting July 1 2023, through June 30 2024, is on this year, too. So you would split those up by the state fiscal year, there's going to be a budget a Personnel tab, and there's a non Personnel tab. So that's the personnel. The non personnel is for all other budget categories also split up with those timeframes, March 1, 2023, to June 30, 2023. And non personnel for July 23 Through June 24. That is when the money goes away. As of today, that's when the money will go away, as of June 30 2024. So currently, at this point in time, you cannot get any activity or expenses covered by the grant past June 30 2024. So we've given you basically on the non personnel 10 lines of each budget category for each fiscal year, so

supplies and operating would be your basic supplies and operating that you need for the project. Travel would be any lodging per diem, anything like that, that you would have due to traveling for some purpose on the project. Equipment is defined as $5,000 per unit and a useful life of more than one year. So if it's under that $5,000 per unit cost, you want to budget that and supplies and operating consultants would be any professional type services that you're contracting for. So if you're going to be contracting with a lab, or you're going to be contracting with some kind of a technician that's going to do science work, I'm guessing because I don't know what kind of things you guys are going to do here. That is not on your payroll that would go in your consultants in contracted Professional Services budget category. Indirect, if you have any indirect in there, there's only one line for that, because that's the indirect you figure it on the amount of money you're receiving. If you have indirect, you and you have an approved indirect cost rate, that's what you're going to have to want to upload if you do put money in indirect. If you don't, and you're gonna use based on other rules like the Federal de minimis, you'll want to outline that that's where you're calculating your indirect cost rate. So if you're going to use that modified total direct cost, please explain that in your budget narrative for this. Also anything in the budget, each item in your budget, in the budget narrative, you need to show how you determine the cost. That's how we determine whether it's reasonable and applicable. And basically, we need to see that there was thought put in to the amount you're requesting for that item. If it's a vendor, quote, you can simply say, vendor quote, and you're always welcome to update, upload that vendor quote on the Documents tab. So basically, we want five computers, I'm gonna throw that out at a per unit cost of $1,000 each for $5,000 total. That's the kind of thing we want to see in a budget narrative to justify the cost. I went kind of fast. Does anybody have any questions on that? No. For personnel, the budget narrative should should include, if it's going to be a new hire, something like that. How do you figure his salary amount? Is it so much bi weekly? Is it an hourly rate? What is the fringe include, like? Health life Dental, at what rate? What's the percentage of all the fringe and what what it includes? That's what we need to see in the budget narrative for personnel. Okay, Any questions on that? No? Okay, that about does it for the budget worksheet. Once that's completed, you would just upload it. So you'll download it, fill it out, save it, upload it back to the Documents tab right on the right, you'll see an upload button. And I don't know if Gillian can show that screen again. I'm gonna bother her.

G Gillian Trickett 25:31

Yeah, no problem.

C Cindy Johnson 25:34

A lot of people have trouble finding the upload button to upload these documents. So it would be helpful to see where it's at. It's, it should be right to the right on the Documents tab where you download. There's an upload button on the right hand side of the screen all the way to the right. And right there where you downloaded the budget worksheet, you'll want to upload hit the Upload button and you pick your saved file, and it will upload it. Okay. Any question about that? All right. Hopefully, I've got that. If anybody has any questions, please email me or reach out. I'll put my info in the chat.

A Anna Lopez 26:34

There aren't any other questions. We will let you guys go early. Of course. We will be hosting what we call office hours. usually on Tuesdays. There'll be an though we only have an hour set aside. You can log on and ask any questions that you have come up that as you're doing the application. Anything else Kelly?

K   Kelly Abbott 27:03

No, just that we will email you out the date for the technical webinar around best practices and give you the opportunity to ask some questions around hospital projects. So I if you haven't put your email yet in the chat, please do and I'll make sure you get the date for that. It will also be posted on the DC J website as well. That's it