

## **Frequently Asked Questions**

### **Technical Assistance Resource Center: Promoting Appropriate LTC Supports For LGBT Elders**

U.S. Administration on Aging  
Department of Health and Human Services

#### **1) What is the purpose of the Technical Assistance Resource Center?**

This Resource Center will assist communities across the country in their efforts to provide culturally appropriate services and supports for older lesbian, gay, bisexual and transgender (LGBT) adults.

#### **2) Why is the Resource Center needed?**

Older LGBT individuals face a number of obstacles as they age and develop the need for long-term supports and services. Agencies that provide services to seniors may be unfamiliar with the needs of this group of individuals, uncomfortable with serving LGBT individuals, or even discriminatory. They may also face race, class, or age bias within the LGBT community itself. The Resource Center will provide information, assistance and resources for both LGBT organizations and mainstream aging services provider at the state and community levels to assist them in the development and provision of culturally sensitive supports and services.

#### **3) What types of issues will the Resource Center address?**

The Resource Center is charged with bringing about culture change both within the aging services network as well as within the LGBT community to ensure that the needs of LGBT elders are appropriately addressed. Towards this end, the Resource Center will seek to educate mainstream aging services providers about the existence and special needs of LGBT elders. At the same time, the Resource Center will sensitize LGBT organizations to the special concerns of older LGBT adults. The Resource Center will also be available to educate the LGBT community about the importance of planning ahead for future long-term care needs.

#### **4) What services will it provide?**

At a minimum, LGBT Resource Center services will:

- Identify/create and promote educational resources designed to sensitize mainstream aging services providers to the LGBT elders and their unique needs and preferences
- Identify/create and promote educational resources designed to combat ageism that may exist within the local LGBT community
- Identify/create and promote educational resources designed to educate LGBT elders about planning for future long-term care needs

- Conduct outreach to diverse LGBT communities (urban, rural, minority, etc) to inform them of the existence of the LGBT Technical Assistance Resource Center and the services available through the Center
- Utilize information technology to promote the Resource Center including the development of a Resource Center website

**5) How many LGBT Resource Center grants will be awarded?**

AoA will award a single Resource Center grant to work with agencies and organizations across the country.

**6) Who will be eligible to apply for the Resource Center grant?**

Public and Private non-profit entities are eligible to apply.

The successful applicant must have demonstrated expertise in working with LGBT populations. In addition, the successful applicant must have documented experience in the provision of training and technical assistance on a national basis or has a formal relationship with an organization that has this experience.

**7) Is this grant “earmarked” for a particular organization?**

No. AoA hopes to receive a number of applications from eligible organizations. An independent review will be held and all reviewers will come from outside AoA. In addition, reviewers will be comprised of either individuals with professional experience working in the LGBT community or individuals with a background in the provision of training and technical assistance on a national basis.

**8) How much money will be awarded to the Resource Center and for how long?**

AoA plans to fund a Resource Center at approximately \$250,000 to \$300,000 per year for a period of up to three years. Funding for years 2 and 3 will be dependent upon appropriations.

**9) What information should be included in a letter of intent to apply?**

We recommend the following information be included:

1. Name Primary Applicant agency
3. Contact name and title
4. Address
5. Contact phone number
6. E-mail address

**10) Can we submit our application directly to AoA via e-mail?**

No – only applications submitted electronically via [www.grants.gov](http://www.grants.gov) will be accepted.

**11) We’ve never applied for Federal funding and are not registered with [www.grants.gov](http://www.grants.gov). Will we be able to get approved by the application due date?**

Yes but we recommend that you start the process right away. Normally the registration process takes about two weeks but can take longer if you don't have all the necessary information. You also will need a Dun and Bradstreet Data Universal Numbering System (DUNS) number and to register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. For assistance contact [support@grants.gov](mailto:support@grants.gov) or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.

**12) We have some ideas about Resource Center objectives and activities beyond what is outlined in the Program Announcement. May we propose these activities?**

Yes. The minimum requirements outlined in the Program Announcement must be addressed in your application but that should not discourage applicant creativity. We encourage applicants to propose activities in addition to those required in the announcement.

**13) We're worried about match. Can the entire match be met by 3<sup>rd</sup> party in-kind contribution?**

Yes it can.

**14) Does the 5% match requirement limit the successful applicant's ability to seek foundation and other funding once they receive the award?**

No. The 5% match requirement does not limit the fund raising activities of the successful applicant/grantee. Project expansion and sustainability will depend on the grantee's ability to seek other resources beyond those provided by the Administration on Aging.

**15) Is it permissible for an organization to write support letters for multiple applications? Do grant reviewers respond negatively to this practice?**

Yes it is permissible for an organization to write support letters for multiple applications. In the past, we've seen instances where a single organization not only writes support letters for competing applications but agrees to partner with more than one applicant organization. This FAQ will be shared with reviewers of this initiative to ensure they understand that this is acceptable practice.

**16) Section III.3 of the Program Announcement states that the match requirement is 5% of the total project cost. In Attachment A of the Program Announcement it states that the match is 25%. What is the match for this grant initiative?**

The match for the "Technical Assistance Resource Center: Promoting Appropriate Long-Term Care Supports for LGBT Elders" is 5% of the total project costs.

**17) We plan to work with local/regional/state organizations in every state across the country. There are far too many organizations to get a letter of support from each. What should we do?**

We suggest that you look for a national organization that represents the entities you plan to work with and seek a letter of support from them. Examples include the National Council on Aging, National Association of Area Agencies on Aging, or the National Association of State Units on Aging to mention just a few.

**18) Does the \$300,000 funding available for year one include direct costs only? Can indirect costs be added on top of that?**

No. The total amount of federal funds available for this opportunity in year one is \$300,000 including both direct and indirect costs.

**19) We will be submitting a proposal with several partners who have agreed to work with us on the Technical Assistance Resource Center. We are currently developing partnership agreements with each organization that outline the scope of work and monetary amounts. My understanding of the guidelines is that each partner who receives funding from the AoA funds would be considered a contractor and be listed in item 6f, contractual, on the SF 424A. Is that correct?**

Yes, that is correct.

**20) If we engage a firm/individual to help develop the website for the TA Resource Center would this be considered a consultant and be listed under “other” on line 6h since they would be engaged to create the site but we would be tasked with maintaining the site, updating content and providing support to those accessing the site?**

That is correct.

**21) When calculating the percentage of funds delegated to contractual line, if this exceeds 33% of the project’s total budget do we have to submit detailed Budget narrative/justification for each contractor listed?**

Yes.

**22) Do all the trainings and materials delivered by the Technical Assistance Resource Center (e.g. trainings, webinars) need to be delivered free of charge or could a fee for service model be used?**

Under OAA demonstration programs the Act does not explicitly prohibit the charging of fees as it does under, for example, OAA Title III. That said, our intent with the LGBT elders technical assistance resource center was that the grantee would provide technical assistance and resources to the aging network and LGBT provider organizations to assist them in the provision of culturally appropriate long term supports and services. AoA did not anticipate that the aging network or LGBT organizations would be charged a fee for technical assistance resources such as issue briefs, curriculum, or webinars/teleconferences.

Certainly we understand that this initial award from AoA is limiting in size and our technical assistance center grantees always face the challenge of optimizing their reach and impact with limited resources. We encourage grantees to seek additional funding from foundations, the federal government and others to assist them in fulfilling this important mission. In addition, the organization that receives this grant should be able to cover costs incurred as a result of providing more intensive technical assistance. For example, should the grantee host a conference, registration fees to cover costs would be acceptable. Should an AAA or LGBT organization request that the grantee come to their community for intensive TA, costs incurred in travel should of course be covered.

**23) Are citations and references included in the 20 page limit for the proposal narrative or can the references be put in an appendix?**

Citations and References may be included in an appendix/attachment and the attachment would not be included as part of the 20 page limit on the narrative.