

## ECCLI Questions & Answers for Grant Applications

**1) How do I qualify to apply for an ECCLI grant?**

You are eligible to apply if you are a nursing home, home care agency or a long-term care labor management partnership. See each application for details on the application process.

**2) I work for a nursing home. We participated as a partner on a past ECCLI project; can my nursing home apply as the lead applicant for a Program Enrichment grant?**

Yes. As long as you participated in an ECCLI project in the past, you are eligible to apply for the Program Enrichment grant.

**3) If my agency has participated in ECCLI in the past can, I apply for both the Clinical Skills and Program Enrichment applications?**

Yes. As long as you participated in an ECCLI project in the past, you are eligible to apply for the Program Enrichment grant and you may simultaneously apply for a Clinical Skills grant.

**4) May a previous ECCLI recipient apply for any of the grants or just the Program Enrichment grant?**

A past ECCLI recipient is eligible to apply for any of the four programs grant options.

**5) My organization is applying for a Clinical Skills Grant. The organization has never participated in ECCLI in the past. Once I have been doing the Clinical Skills Grant for a couple of months, can I apply for a Program Enrichment Grant?**

No. You must finish the Clinical Skills Training grant before applying for the Program Enrichment grant.

**6) If I currently have an ECCLI Round 10 or Round 11 grant, do I have to wait until that grant is completed before applying for another grant? What type of application am I able to apply for?**

No. You do not need to wait to the end date of the grant to apply, but a review of the performance of your current grant will be taken into consideration. You can apply for any of the four applications that are currently available.

- 7) **My home care agency has participated in ECCLI in the past. Can we apply for both the Program Enrichment grant and Career Pathway grant? With the career pathway grant, we would be looking to train workers that we have not trained before with ECCLI funds and with the Program Enrichment grant, we would be trying to do advanced work.**

Yes. You may apply for both.

- 8) **We were involved with our local Workforce Investment Board on two ECCLI grants. The WIB completed all necessary applications, progress reports etc. If I began my own application process, would I be considered a first time applicant?**

No. If your organization participated in an ECCLI program you are eligible to apply for any of the four program options and would not be considered a first time applicant.

- 9) **Can an assisted living facility be a partner on a contract?**

Yes. They cannot apply as the lead applicant.

- 10) **What is the required matching funds for ECCLI?**

ECCLI requires a 50% released time paid to workers while they are in an ECCLI funded training program. Some organizations choose to pay 100%. ECCLI also requires a wage increase upon a worker's successful completion of a clinical skills or an advanced level CNA/HAA training.

- 11) **I understand that I need to give a wage increase for successful completion of a training program. Can the wage increase be based on a sliding scale (1-3%) based on the workers ability to perform the new task required? I have trained people in the past and then when I call upon them to step up to the plate and assume the roll, they are not willing to take on the responsibility. I am trying to provide them with additional incentive to do this.**

The requirement of the ECCLI legislation is that upon successful completion of the clinical skills or an advance CNA/HAA level training, the employee must receive a wage increase. The ECCLI program requires the wage increase outcome information be reported in a 30-day period from the date of completion of the training.

- 12) **Do the ECCLI grants require grantee matching funds? If so, what is the percentage?**

Participating organizations are required to provide paid leave time to each worker participating in any training course paid for by the ECCLI program. Paid leave must be equal to or greater than 50% of that workers hourly wages. Participating organizations are encouraged to provide 100% paid release time.

Cash contributions and in-kind contributions are allowable but not required. These types of contributions will leverage the funds that you are requesting from ECCLI. Reference Attachment 4 - budget form in each application for a definition of cash contribution and in-kind.

**13) What is Technical assistance?**

Technical assistance is a process where an outside party helps to identify problems or issues facing your organization's workforce. The technical assistance process also suggests potential solutions to these problems and identifies resources that can be used to address these problems.

CommCorp has staff available to help you in both the proposal development phase as well as the implementation phase, should you be successful in obtaining an ECCLI grant. Technical assistance can be requested from the ECCLI Project Director or Program Manager.

**14) Is there an organization that will write grants for our organization?**

No. Commonwealth Corporation does not supply grant writers to ECCLI applicants. You would need to seek out this assistance on your own behalf. There is pre-application technical assistance support for:

- Help in thinking through and considering if an ECCLI grant is right for your organization at this time
  - Assistance in determining what program option would be best for your organization
  - Guidance related to a needs assessment of your workers and your organization
  - Offering conversation related to your program design

Contact Carol Kapolka [ckapolka@commcorp.org](mailto:ckapolka@commcorp.org) 617-727-8158 x2230 or Pat Caron [pcaron@commcorp.org](mailto:pcaron@commcorp.org) 617-727-8158 x1338 for a referral to a technical assistance provider at no cost to your organization.

**15) Who would help us in the Randolph area?**

The Workforce Investment Board of South Coastal would be able to provide assistance. Maryellen Brett, Executive Director can be reached at 617-745-4010. Additionally CommCorp staff, Carol Kapolka or Pat Caron can answer any direct questions regarding the ECCLI applications.

**16) When applying for the Clinical Skills grant application what are the prerequisite certification for the specialty trainings mentioned?**

In order for a worker to take a specialty training, such as Restorative or Alzheimer's Care, the worker must be a certified nursing assistant or a home care assistant.

- 17) When applying for a Career Pathway grant for a Bridge to LPN program, what are the minimum/maximum steps-levels from entry level to LPN?**

Examples of Bridge to Nursing can be found on our website [www.commcorp.org](http://www.commcorp.org). Then click on Regional/Sector Strategies, click on Extended Care Career Ladder Initiative, click on ECCLI Virtual Library, click on How to Guides, then click on Bridge to Nursing.

- 18) If my organization is applying for a Program Enrichment grant, do we have to know what kind of organizational or culture change practice that we want to undertake or can we use part of this grant to finalize our thoughts on what we would like to accomplish with the funds?? (It is my impression that the actual Planning Grants are more for the traditional needs assessment process of workers and employers).**

If you are uncertain as to what organization or cultural change practice your organization would like to undertake, you may use a planning grant to explore the possibilities.

- 19) What is the cost of using Health Care Learning Network?**

**A.** These cost are still being negotiated. Your organization will be able to use ECCLI funds to support your workers in the Health Care Learning Network. Please contact CommCorp staff to request an update of this information.

- 20) What are the due dates for the ECCLI applications?**

Application Due Dates through December 2008 can be found on our website

[www.comcorp.org](http://www.comcorp.org)

Click on the ECCLI Grant Applications link in the Spotlight Section on the right side of the home page. Now scroll to bottom of the page to find the link to the Questions and Answers document.

- 21) If we apply for a Clinical Skills Training grant, can we pursue two different clinical skills tracks (certified HHA training & dementia care) in the same grant?**

Yes. Your organization can pursue two different clinical skills tracks for your entry-level workers.

- 22) Do we need to list the names of employees in proposal who will be taking the training courses?**

No. In the application we will need to know the planned number of participants to be trained in each category, but not the names of the individuals to be trained.

- 23) If we are applying for the Clinical Skills Training grant, what kind of data will I need to submit if I am funded? Will I need to track turnover rates among employees who take classes offered through the grant?**

Reporting Requirements (taken from page 9 of the Clinical Skills Application)

Applicants must agree to report to Commonwealth Corporation on the progress of their ECCLI project. Reports may include, but not be limited to, the employees served by the project, demographic information about each employee, her/his career progression in the career ladder, wage information and the employer's recruitment and retention data. Participant progress data include certificates, degrees, or professional status attained and compensation increases for successful completion of each career advancement progression. ECCLI grantees are responsible for collecting all relevant data and submitting it to the Commonwealth Corporation. Experience shows that a portion of the budget should be dedicated to data collection and reporting efforts.

For data reporting requirements please refer to the specific application you are applying for.

- 24) Is there a minimum/maximum dollar amount for the in-kind budget? Does match have to "match" the funding being requested?**

No. The only required match is employee release time of 50%. If an organization can provide 100% release time, that is encouraged, but not required. Providing 100% paid release time usually helps with workers participation. ECCLI also requires a wage increase upon a worker's successful completion of a clinical skills or an advanced level CNA/HAA training.

The following information is taken from page 8 of the Clinical Skills Application:

Applicants seeking ECCLI funding must establish at least one advancement opportunity for certified nursing assistants or home care worker to increase their skills and their responsibilities while remaining a Certified Nurse Aide or a Home Care Aide. Each advancement opportunity must be accompanied by a pay increase.

- 25) We are applying for a Clinical Skills Training grant. What is the maximum contract period? If I plan on running an HHA training class six times a year, can I ask for funding for all six cycles or does training have to occur within a shorter time period?**

If applying for a Clinical Skills Training grant, you may request funding for up to a twelve month timeframe and within the twelve months you would need to offer and complete all of the training you are proposing in the application/timeline. You should be realistic in looking at what can be offered in the twelve-month period. You should consider that you will need to pay release time for workers that are in all of these trainings. A wage increase for successful completion would be required as well.

Please refer to specific grant application that you are applying to, for the maximum contract period of each.

**26) If I am successful in completing a Clinical Skills Training grant, how long would I need to wait until I could apply for a Career Pathway grant?**

You can apply for a career pathway grant at any time. We are requiring that an organization have one ECCLI contract completed before you apply for a Program Enrichment grant.

**27) Is the letter of intent the same as a letter of support?**

The only letter of intent that is required, if applicable, is if a facility has a collective bargaining agreement, they must include the union as a mandatory partner in the proposed ECCLI project and must also include a letter of support from that union with the application package.

**28) When is a Memorandum of Agreement (MOA) required with an application?**

You need to provide a Memorandum of Understanding when you are in partnership with other long-term care and home care providers. An MOA is not required with subcontractors/vendors. Upon receipt of award you should enter into a service agreement contract with your contractors/vendors.