

Government of Alberta ■

Addendum to the 2011-12 Affordable Supportive Living Initiative (ASLI) Grant Application Process *Questions and Answers – October 31, 2011*

1. **The program states that in terms of the grant agreement the applicant is expected to obtain a mortgage of 30 years or if leasing the property a term of 32 years. What if the applicant can only get financing or a lease for a lesser period of time?**

- With regards to land: Evidence of ownership, offer to purchase or long term lease agreement is mandatory.
- Lease agreement must be for 32 years.
- The current ASLI process extended the timeframe for lease agreements to 32 years in order to facilitate more affordable financing arrangements between applicant and lender.
- The ASLI Grant Funding Agreement will be for 32 years.
- Applicants are at liberty to negotiate whatever financing terms possible as long as the financial viability of the project is not compromised.

2. **In determining “reasonable” increases in the operating revenues and expenses for the proposed facility, what would be considered to be a “reasonable” rate?**

Setting the projected operating revenues and expenses in the proforma financial statement for the proposed project is left to the grant applicant to decide. In assessing the submission, the ongoing affordability of accommodation services for residents must be considered, as well as the fiscal sustainability of the project on an ongoing basis.

3. **Will the application be penalized if the design is based on B3 building classification standards of the National Building Code rather than the B2 classification specified in the application document?**

The Design Standards and Guidelines (section 3.1.2) of the Grant application is clear in that only proposals submitted on B2 design requirements will be considered.

4. **Is the maximum funding request under the Affordable Supportive Living Initiative still restricted to 50 per cent of eligible capital costs?**

A maximum percentage amount of eligible capital costs has not been specified in the current grant application process, but given that it is a competitive application process, the amount of grant funding requested and eligible per unit costs will be considered in the evaluation process.

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5. **I'm having difficulty inputting the correct staffing hours and rates of pay in the "Staffing SL" and "Staffing LTC" schedules within the Business Case Template because the "115% and 112% worked to paid hour ratios" that are locked down in the template are not reflective of reality and are forcing me under or overstate the hours or rates of pay in order to balance to required \$105 per resident day budget figure.**

The \$105 (for supportive living) and \$165 (for long-term care) Per Diems in the grant application were provided as a means of ensuring consistent reporting amongst the various grant applications. The per diems for care services were provided as estimates only and are not reflective of what the project may ultimately be funded.

As a solution, applicants are asked to submit the most accurate staffing hours in the "worked hours per client day" column as well as the most accurate rates of pay in the "rate" column in the "Staffing SL" and "Staffing LTC" tabs. The difference or imbalance (if any) caused by the locked down benefits of 115% and 112% can be offset (disclosed as an adjustment) in the Schedule 2A or 2B under the "direct care" section in the "other (please specify)" line in the Business Case Template.

6. **Section 8.0 in Schedule A (Services/Requirements) of the 2011-12 ASLI Grant Application document states that the "Grant Applicant will be required to provide evidence of independent accreditation to assess and continuously improve services and will provide details of accreditation achieved and the organization providing the accreditation." As accreditation has not become standard practice or a requirement for all care facilities, can you clarify this requirement? What are the expectations of applicants that are not currently accredited?**

The passage was included to raise awareness that the operator of the successful project may be required to be accredited by a recognized body in the future; however, accreditation is not a mandatory requirement for those submitting ASLI Applications and no further documentation needs to be supplied along with ASLI application.

7. **In Article 2 (The Grant Application Process), Section 2.3 outlines the requirements for the submission of grant applications. Do electronic copies of the Business Case Template need to remain as a Microsoft Excel documents, or would Adobe PDF files be accepted as well?**

The Business Case Template must remain as a working Microsoft Excel (.xls) spreadsheet document in order to facilitate efficient analysis by the Evaluation Committee. Adobe PDF versions of the Business Case Template may result in disqualification of the Grant Application.

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8. **Section 3.1.2 of Schedule A (Services/Requirements) of the 2011-12 ASLI Grant Application document states that the “minimum size (area per bed) of a supportive living accommodation is 81m², based on total square footage of the entire building divided by the total number of units built. Included in the 81m², is the minimum average room size of 32.5m² (approximately 350 square feet), which represents roughly 40% of all the space in the entire building.” Is it mandatory for the application to reflect a minimum building size of 81m² and a minimum average room size of 32.5m²?**

Yes, both the minimum building size requirement of 81m² and the minimum average room size of 32.5m² are required in the design documents.

9. **In Section F of Schedule D in the 2011-12 Affordable Supportive Living Grant Application it states that “if possible, Grant Applicants are requested to attach a copy of quality management reports covering two Long-Term Care or Supportive Living (Level 3 or 4) facilities that have been operated by the Grant Applicant for two or more years. Where the Grant Applicant (Operator) operates Long-Term Care or Supportive Living facilities in Alberta, reports covering the Alberta based operations are preferred. Provide a copy of the most recent and the preceding quarterly reports as well as the report for the most recent year-end.” The question is: what is required in the grant application submission with regards to providing supporting documentation around quality management performance reporting?**

If an applicant currently prepares a quality management performance report for Alberta Health Services (such as reports on incidents or issues that have arisen), please include a copy of the most recent quarterly report and the most recent year-end report that was submitted to Alberta Health Services Zone Representative along with your grant application. The reports demonstrate experience with quality improvement practices. Not all grant applicants will have access to, or will have submitted these reports to Alberta Health Services. For those who do not have access to, or who have not submitted these reports to Alberta Health Services, the submission of quality management performance reports is not a mandatory requirement in ASLI grant applications.

**Please forward any questions regarding the
2011-12 ASLI Grant Application Process to:**

Ralph Hubele, Project Sponsor

Tel: (780) 644-7648

Fax: (780) 644-5499

E-mail: ralph.hubele@gov.ab.ca