

North Carolina Department of Health and Human Services
Division of Aging and Adult Services



Request for Applications (RFA)
North Carolina Lifespan Respite Project
Mini-Grant Funding Application Packet

Issue Date: December 30, 2011

For more information, please contact:

Alicia Blater, 919-733-0440
alicia.blater@dhhs.nc.gov

Or

Linda Kendall Fields, 828-712-4003
lkfields17@gmail.com

Completed applications must be postmarked by **February 15, 2012**.

Please mail two copies of your completed application to:

Sophia Spencer
NC Division of Aging and Adult Services
2101 Mail Service Center
Raleigh, NC 27699-2101

What is the Lifespan Respite Project?

In 2009, North Carolina was awarded a small three-year grant from the U.S. Administration on Aging. The funds were made possible by the Lifespan Respite Care Act of 2006. NC is currently one of 30 states with this limited funding designed to encourage states to focus on respite services, strengthen a state's collaboration and infrastructure for respite, and assist where possible in a coordinated system of accessible, community-based respite care services for family caregivers of children or adults of all ages with special needs.

In 2011, NC was also awarded a small one-year expansion grant to be used primarily for direct respite services and community respite service enhancement. This Request for Applications is the process by which these expansion funds will be granted to organizations that are selected through a competitive process.

Project Scope

The North Carolina Division of Aging and Adult Services (DAAS), in partnership with the NC Respite Care Coalition and key stakeholders, is expanding the scope of the Lifespan Respite Care Project to provide respite services to individuals with unmet needs and to increase the impact of activities currently underway.

The goal of this one-year expansion project is to effectively fill identified gaps and address unmet respite needs of family caregivers across the lifespan. The objectives are to: 1) provide respite to identified caregiver audiences; 2) enhance effective use of respite services; and 3) further sustain the state's "Just One More" initiative to bring new or enhanced respite services to each of NC's 100 counties.

Anticipated outcomes include: 1) family caregiver segments with limited access to funded respite will receive these services and be further sustained in their role; 2) emergency respite options will be increased thus reducing the potential for abuse and neglect of vulnerable care recipients; 3) caregivers will have assistance with accessing and using respite effectively; and 4) NC's communities will be better positioned to support family caregivers through sustainable respite options.

Organizations that have a history of successfully delivering respite services have the opportunity to request funds in one or both of the following focus areas:

A. Direct Respite Service Funding for *New Recipients Across the Lifespan

Preference for direct respite service funding will be given to organizations serving caregivers who meet one or more of the following profiles:

1. Those with incomes that are slightly above NC's Medicaid threshold thereby disallowing them for a variety of publicly-funded resources;
2. Caregivers whose family member requiring care is between the ages of 18 and 59;
3. Caregivers whose family member requiring care suffered from a traumatic brain injury or sudden disabling condition;
4. Caregivers whose family member requiring care is approved but on a waiting list for CAP services; and,
5. Caregivers who live in counties with few or no respite providers.

Organizations that receive funding through this mini-grant will be expected to provide emergency respite as needed. Two main keys to providing emergency respite are the availability of respite funds in reserve and the ability to expedite the necessary paperwork to arrange services.

In addition to providing emergency respite, those organizations receiving funds through this grant will also be encouraged to offer appropriate care management and planning skills to help caregivers avoid or anticipate crisis whenever possible.

** New Recipients are family caregivers that are not currently and have not previously received respite services from your organization within the previous 12 months. These funds are not to be used to supplant another funding source for which the caregiver is qualified if that funding is presently available.*

B. "Just One More" Funding to Enhance and/or Expand Respite Services in Underserved Counties.

Applicants in underserved areas of the state are encouraged to apply for funding to develop or enhance a community respite program. The charge to create "Just One More" new or expanded respite service in all 100 North Carolina counties has been a mobilizing and compelling vision for the North Carolina Lifespan Respite Project since its inception.

This opportunity is designed for those organizations who want to expand their services through a new volunteer program, extend skills training to additional staff, offer caregiver education on using respite more effectively, serve care recipients with more profound needs, etc. This option will be particularly vital to faith-based or primarily volunteer-led organizations that see the needs locally and have many resources in place, but lack key elements to progress or begin serving a new respite audience.

What is the level of funding that is available and funding time frame?

Applications requesting up to \$15,000 will be considered. Selected organizations are expected to expend these funds by October of 2012 and are to adhere to detailed fiscal and programmatic reporting and evaluation procedures. A brief extended service period may become available, depending on U.S. Administration on Aging approval.

Who is eligible to apply?

Public agencies and private non-profit organizations are eligible to apply.

What is the process for proposal submission and schedule?

<u>Request for Application Event</u>	<u>Anticipated Date</u>
RFA Issued	January 2012
Submission Deadline	Postmarked by February 15, 2012
Oral Presentations (if needed)	February 2012
Letters of Award	March 2012
Grantee Orientation Session for Awarded Applicants	April 2012
Grant Funds Made Available	Spring/Summer 2012
Reporting and Evaluation	Ongoing throughout Project Period
Post Project Meeting	Winter 2013

How will proposals be selected?

An evaluation/selection committee will review and score all proposals postmarked by February 15, 2012. This committee will be comprised of professionals and family caregivers who serve on the Lifespan Respite Project State Advisory Team and are not applying for funds themselves. Other members of the committee may include program, policy and budget staff from the NC Department of Health and Human Services.

All qualified applications will be evaluated and awards made to up to eight agencies or organizations whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest.

Selection Criteria include the following:

- a. Applicant portrays an important need or gap in service in North Carolina – 35%
- b. Applicant has solid history of delivering respite services – 25%
- c. Objectives and activities are clear and reasonable within the timeframe of the grant – 25%
- d. Budget request is well defined and commensurate with described activities – 15%

Lifespan Respite Care Mini-Grant Application

Name/Contact Person: _____

Affiliation/Organization: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Website Address: _____

Target Community for proposed services (please identify the counties and cities where you currently provide services and where you propose to provide services):

Current: _____

Proposed: _____

Target Caregiver Population for services:

Current: _____

Proposed: _____

Funding sought for which focus area (circle one):

- A. Direct Respite Service Funding for New Recipients Across the Lifespan
- B. "Just One More" Funding to Enhance and/or Expand Respite Services in Underserved Counties
- C. Both (A) and (B)

Briefly describe your agency location, current population being served and the services your organization currently provides. Please comment on your organization's history or experience with this type of project.

Describe the respite care policy, practice or service to be changed or created. State which focus area(s) this activity addresses (i.e., Direct respite services vs. "Just One More").

Describe the process your organization undertook to determine your proposed policy, practice, or service is needed in your area (i.e. Needs Assessment).

Describe how this proposed service will be implemented.

Describe how this change will impact family caregivers and care recipients in the target community (ies).

How will your organization ensure that emergency respite is available? What percentage of the funds requested will be used for emergency respite situations and how will you preserve the availability of these funds? What procedures are in place to expedite arrangement of respite services for those caregivers needing unplanned respite?

How will you let new clients know about the new or enhanced services you will be providing? Describe your plans for outreach and marketing.

What aspects of your proposal do you anticipate sustaining beyond September 30, 2012? Please provide a description of your plan for sustainability of your proposed enhancement beyond the scope of this mini-grant.

Provide a timeline for implementing this change, including key milestones. All Lifespan mini-grant activities must be completed by September 30, 2012 (add/delete rows as needed)

Objective	Activity	Responsible Parties	Expected Completion Date	Outcome (<i>How will you know when you've been successful?</i>)

Please use the provided budget and budget detail worksheet provided to outline how the requested funds will be used to implement these changes. Include these completed worksheets with your application packet. If you are awarded a mini-grant, you will be required to adhere to what you have proposed in this RFA.

Submit two copies of complete Lifespan Respite Care Mini-Grant Application postmarked by February 15, 2012 to:

**Sophia Spencer
Service Operations
NC Division of Aging and Adult Services
2101 Mail Service Center, Raleigh, NC 2769**

General Information on Submitting Applications

A. Award or Rejection

All qualified applications will be evaluated and award made to that agency or organization whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest.

B. Decline to Offer

Any agency or organization that receives a copy of the RFA but declines to make an offer is requested to send a written "decline to offer" to the funding agency. Failure to respond as requested may subject the agency or organization to removal from consideration of future RFAs.

C. Cost of Application Preparation

Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

D. Elaborate Applications

Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.

E. Oral Explanations

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

F. Reference to Other Data

Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.

G. Titles

Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.

H. Form of Application

Each application must be submitted on the form provided by the funding agency, and will be incorporated into the funding agency's performance agreement (contract).

I. Exceptions

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and organization may be grounds for rejection of that agency or organization's application. Funded agencies and organizations specifically agree to the conditions set forth in the performance agreement (contract).

J. Advertising

In submitting its application, agencies and organizations agrees not to use the results there from or as part of any news release or commercial advertising without prior written approval of the funding agency.

K. Right to Submitted Material

All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the agency or organization will become the property of the funding agency when received.

L. Competitive Offer

Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either federal or NC antitrust laws.

M. Agency and Organization's Representative

Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

N. Subcontracting

Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.

O. Proprietary Information

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

P. Participation Encouraged

Pursuant to Article 3 and 3C, Chapter 143 of the NC G.S. and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this RFA.

Q. Contract

A contract will be issued between the funding agency and the recipient of a grant. The agency's or organization's application will be included by reference.

Section VII: Procurement and Contracts Services Page 8 of 21 Title: Requests for Applications, Request for Information and Requests for Proposals Current Effective Date: 12/18/03

Lifespan Respite Care Mini-Grant Budget	
Budget Fiscal Year 10/1/11 - 9/30/12	
Description	Amount
Personnel	
Salary/Wages/Benefits	
Professional Services	
Other	
Total Personnel Services	
Supplies and Materials	
Office Supplies & Materials	
Janitorial Supplies	
Educational Materials & Supplies	
Other	
Total Supplies and Materials	
Operational Expenses	
Travel	
Communications (Tele. Post., etc.)	
Utilities	
Printing and Binding	
Repair and Maintenance	
Computer Svs. (Acctg., Payroll, etc)	
Employee Training	
Marketing and Advertising	
Other	
Other: Indirect	
Total Operational Expenses	
Fixed Charges and Expenses	
Office Rent (Land, Buildings, etc.)	
Furniture Rental	
Equipment Rental (Phone, Computer, etc.)	
Vehicle Rental	
Dues and Subscriptions	
Insurance and Bond	
Other: Indirect	
Total Fixed Charges & Other Expenses	
Capital Outlay	
Office Furniture	
Books (Library Reference Materials)	
Other: Computers	
Total Capital Outlay	
Required (15% non-federal) Match	
Total Budgeted Expenditures	

Lifespan Respite Mini-Grant Budget Narrative/Justification

Budget Item	Funds requested	Justification
Salaries/Wages/Benefits		
Professional Services		
Other - Personnel		
Office Supplies/Materials		

Janitorial Supplies		
Educational Materials & Supplies		
Other - Supplies/Materials		
Travel		
Communications		
Utilities		

Printing and Binding		
Repair & Maintenance		
Computer Svs. (Acctg., payroll, etc.)		
Employee Training		
Marketing and Advertising		
Other - Operational Expenses		

Other - Indirect		
Office Rent		
Furniture Rental		
Vehicle Rental		
Dues and Subscriptions		
Insurance and Bond		

Other: Indirect		
Office Furniture		
Books / Reference materials		
Other: Computers		
Other:		