

REQUEST FOR PROPOSAL

Colorado Respite Care Program – **Respite Voucher Care Providers**

Application Deadline: November 30, 2015 5:00 pm

Voucher Period: Estimated December 10, 2015 – May 15, 2015

While we encourage agencies to apply by November 30, additional applications may be considered through estimated voucher period.

Please note a change in the RFP as of 11/16/2015: For profit entities are now able to apply for this opportunity in addition to nonprofit and government groups.

PURPOSE OF REQUEST:

The Colorado Respite Care Program is beginning a pilot voucher program for families in need of respite care. Vouchers will be available statewide and across the lifespan. Respite is planned or emergency care provided to a child or adult with special needs in order to provide temporary relief to family caregivers who are caring for that child or adult.

The Colorado Respite Care Program is seeking applications from qualified agencies currently providing respite services in an effort to respond to the respite care needs of Colorado's family caregivers of individuals with special needs, chronic conditions, older adults, foster children and kinship relations (i.e. grandparent and grandchild).

Applicants will demonstrate the capacity to achieve positive outcomes for families in communities through **planned and/or emergency care** provided to a child or adult with a special need in order to provide temporary relief to the family caregiver of that child, adult, older adult, foster child or kinship relation.

VOUCHER TERMS:

Funding for agencies is based on consumer choice. Applicants will submit a proposal to become an approved respite care provider for the family voucher program. After a family receives a voucher award, they shall choose a provider from our approved provider list. If an eligible agency is selected, the family will coordinate service with the agency directly. Upon completion of service to a family, the agency shall submit an invoice based on the approved cost per hour to Easter Seals Colorado for reimbursement by the 15th of the month following last date of service. **Vouchers will be awarded on a first-come, first-serve basis to families regardless of geographic location or needs. No agency is guaranteed funding as providers are selected by consumers. Voucher program is currently scheduled through May 15, 2016, but there may be future opportunities for agencies to apply to be an approved provider.**

Prior to submitting invoices for payment, providers must ensure that all consumers complete a caregiver survey provided by Easter Seals Colorado. Surveys will be used for evaluation of the voucher program.

ELIGIBILITY:

To qualify, the organization at minimum:

- Must be based in and providing services in the state of Colorado (all funds must be used to provide services to Colorado families).

- Must be a **nonprofit agency or governmental entity**.
- Must be overseen by a board of directors or governing committee.
- Must conduct fingerprint-based background checks on all providers (staff, volunteers and contracted individuals including family members) supporting voucher program through CBI or equivalent. Please note no services can be provided prior to completion and receipt of fingerprint-based background checks.
- Must carry privacy insurance policy, or be willing to add during voucher program period.
- Must be currently providing respite services including but not limited to adult day service, out-of-home, or in-home respite services to families of children or adults with special needs, foster families, and/or kinship caregivers.
- Must be registered on the Colorado Respite Coalition website as a respite provider at the time of application. If organization is not currently registered, please do so at www.coloradorespitecoalition.org.

APPLICATION PROCESS:

Applicants must submit a cover letter signed by its Executive Director expressing interest in participating in the voucher program. The following documents must be attached and provide the information below:

- Proof of nonprofit status (if applicable)
- Certificate of Good Standing from the Secretary of State (501(c)3 organizations only)
- Certificate of Insurance including Privacy Insurance Policy or statement that agency will add Policy during grant period
- Policy/procedures that assure staff providers supporting this grant complete fingerprint-based background check
- Most recent financial year audited statement, if available, or organization's 990
- Completed application (attached)

SUBMISSION INSTRUCTIONS:

- Submit application via email to Meghan Baskett at: mbaskett@eastersealscolorado.org **or** postal mail to: 5755 West Alameda Avenue, Lakewood, CO 80226.
- Applications must be received by 5:00 pm on November 30, 2015.
- Faxed applications will not be accepted.
- If you have questions about the submission process or the application, please contact Meghan Baskett at mbaskett@eastersealscolorado.org or 303.233.1666 x 257 or 303.820.4761

Colorado Respite Care Program

Voucher Care Provider Application

Name of Organization _____

Executive Director _____

Program Location _____

Primary Voucher Contact name _____

Title _____

Phone _____

Email _____

What is the population being served? _____

Ages _____

Special needs including any limitations _____

1. How many individuals/families does your respite program serve annually? _____
2. How much notice is required prior to providing services? _____
3. Are you able to provide planned respite care? **Yes / No** How much notice do you require? _____
4. Are you able to provide emergency notice (within 24 hour)? **Yes / No**
5. What type of respite care services does your agency provide? Please list all services available for these vouchers. Day Program Overnight Care In-home Care Camp
 Other (please list) _____
6. What geographic area does respite program serve? _____
7. What is the program cost of one hour of respite care? _____
8. What is the staff to participant ratio? _____
9. Approximately how many clients are currently on the program's waitlist? _____

Agencies must be registered on the Colorado Respite Coalition online Respite Locator. If not currently registered, please register online at www.coloradospitecoalition.org.

Is your agency interested in receiving funding announcements from the Colorado Respite Coalition? **Yes / No**

If you have additional application information, please attach it to this page.