

Request for Responses  
Massachusetts Lifespan Respite Coalition  
Respite Innovation Mini-Grants  
APPLICATION FOR FUNDING  
RFR #: 13-NE-Lifespan-Grants  
Application Due: **Friday March 1, 2013**

**Mini-Grant Funding Priority**

The Massachusetts Lifespan Respite Coalition (MLRC) is seeking applications for funding of Respite Innovation Mini-Grants. Proposals must address the following funding priority:

Provision of direct respite services to family caregivers of individuals in underserved populations in Massachusetts. Direct respite services can be typical in-home models or a variety of innovative out-of-home models (see ARCH document, *The ABC's of Respite: A Consumer Guide for Family Caregivers* for examples.)

[http://archrespite.org/images/ARCH/ABCsofRespite\\_Updated5\\_12.pdf](http://archrespite.org/images/ARCH/ABCsofRespite_Updated5_12.pdf)

Applicants must demonstrate a direct correlation between use of funds and direct respite services.

Target Groups:

Underserved populations include caregivers of: individuals with Adult Onset conditions (including but not limited to Traumatic Brain Injury, Parkinson's Disease, Huntington's Disease, Multiple Sclerosis, Amyotrophic Lateral Sclerosis); individuals needing residential, 24 hour care, overnight, weekend care; individuals in need of emergency respite; individuals with special needs from culturally diverse communities, individuals with Brain Injury, individuals with Early-onset Alzheimer's, Individuals with Autism Spectrum Disorder but without Intellectual Disability, and other individuals who do not qualify for existing services due to age, cognitive abilities, and/or income.

Applicants must match a minimum of 25% (or \$2,500) of funds requested (Non-Federal funds only) – dollars or in-kind support. The MLRC will fund projects throughout the state and across the lifespan – all ages and disabilities. Services to be provided within a **6½** month period beginning **March 11, 2013** and ending **September 30, 2013**.

Up to 10 one-time grants are available in amounts up to \$10,000. Funds for this initiative are provided by a grant from the federal Administration on Aging.

## **Eligibility**

To be eligible, applicants must be a non-profit 501(c) 3 Massachusetts agency serving families residing in Massachusetts or an organization affiliated with a fiscal agent that is prepared to receive grant funding. At least one application addressing a volunteer respite program will be selected.

## **Background Information on MLRC**

The MLRC (through the Department of Developmental Services) received a three year grant in September 2010 from the federal Administration on Aging to:

- Further develop a statewide respite coalition consisting of family caregivers, respite providers, and members of the aging, disability and health services network
- Improve statewide dissemination and coordination of respite care by developing a comprehensive, accessible directory of services
- Enhance and expand the availability of Lifespan Respite Services in Massachusetts by improving training and recruitment of providers, and developing a strategic plan and List of Policy Recommendations
- The MLRC is made up of representatives from the following organizations:
  - Department of Development Services
  - Executive Office of Elder Affairs
  - Mass Health
  - National MS Society
  - Children’s Hospital Boston
  - Executive Office of Health and Human Services
  - MA Aging and Disability Resource Consortia
  - Bay Path Elder Services
  - MA Developmental Disabilities Council
  - Department of Public Health/Family TIES

MLRC Mission Statement: To promote and support access to quality respite care options that enhance the lives of individuals and families with special needs throughout the lifespan.

MLRC Vision Statement: Throughout Massachusetts, every individual, caregiver, or family needing respite services will have access to a seamless, statewide system that provides quality, individualized respite services that meet their needs.

MLRC Guiding Principles:

- Every family is entitled to a highly qualified, trustworthy respite provider.
- Every respite provider should aspire to respect and embrace cultural diversity.
- Respite services should support families in building strength and maintaining unity.

Additional funding has been awarded in 2012 through an expansion grant with the purpose of funding direct respite services, statewide and across all ages and disabilities.

For further information on the MLRC and its work please refer to [www.massrespite.org](http://www.massrespite.org) .

### **Instructions for Submission of Responses:**

Proposals must be submitted by **Friday March 1, 2013 3:00 PM**. Proposals not submitted by this deadline will not be eligible for review or for funding.

- Potential bidders have the opportunity to ask questions via email by **Friday February 8, 2013 3:00 PM**. Answers to questions will be posted on Comm-PASS by **Friday February 15, 2013**.
- One hard copy with original signatures must be mailed to:  
Amy Nazaire  
Director of Family Support & Children's Services  
Department of Developmental Services, Northeast Region  
450 Maple St., PO Box A  
Hathorne MA 01937
- One electronic copy must be emailed to:

[Amy.nazaire@state.ma.us](mailto:Amy.nazaire@state.ma.us)

Notification of receipt will be sent to all submitting proposals.

### **Application Format: (Proposals should not exceed 5 pages, not including attachments.)**

All proposals must contain the following information and be written in the following 7-part format.

## **Proposal Elements:**

1. **Abstract:**(half page) – Provide a brief but concise abstract of the proposed respite service delivery project including the service delivery model, population to be served, geographic region services will take place, collaborative efforts, and cost-effectiveness. **(10 points)**
2. Identify outcomes and objectives, timeline and sustainability plans for your project. **(20 points)**
3. Specify how your proposal will target underserved populations (as identified in the “Target Groups” section on page 1 of this RFP document). Identify additional funding sources or in-kind support that will meet the 25% or \$2,500 match requirement for funding. **(20 points)**
4. Describe your organization’s experience with respite services and how this proposal will enhance and sustain your efforts. Identify the roles and responsibilities of all staff and collaborating partners implementing your project. Include how you would involve family caregivers and care recipients in the planning and implementation of your proposed project. **(20 points)**
5. Describe how you will incorporate the MLRC Mission, Vision, and Guiding Principles in your project. Identify community collaborators, outreach strategies and involvement with Aging and Disability Resource Centers (ADRC's) and MLRC. **(15 points)**
6. Provide a budget for your project. Discuss how funds will be allocated. You must include a description and relevant calculations for each line item. You must use the allocated funding for direct respite service provision only – administrative overhead can be calculated in the 25% or \$2,500 matching funds. **(10 points)**  
**(Please use Attachment B – Budget Template)**
7. Give a brief overview of your agency or organization. Include programs, key staff (experience and qualifications), facilities and involvement in the community. Provide at least 2 letters of support from community collaborators. It is the responsibility of each grantee to adhere to its agency’s or organization’s policy for hiring respite workers or volunteers, based on the totality of the candidate’s qualifications and screening/background checks (if appropriate). Include in your attachments a statement of this policy. **(5 points)**  
**(Attachments: Letters of Support, Hiring Policy)**

### **Mini-Grant Application Assessment Criteria:**

Proposals will be evaluated by a team of **5** individuals, which will include family caregivers. Each proposal will be scored according to the point system identified in the Application Format above. A priority of the MLRC is to balance award funds across the lifespan and across the Commonwealth, assuring a broad spectrum of family caregivers will receive much needed respite assistance. The following criteria will be assessed:

- Complete response to all required application components
- Meeting Needs of Target Population
- Cost-effectiveness
- Sustainability
- Creativity/Innovation
- Community Collaboration including family caregivers and care recipients
- Adherence to Mission, Vision, and Guiding Principles of the MLRC
- Special Consideration will be given to proposals incorporating cultural diversity and non-English speaking populations
- Special Consideration will be given to proposals addressing Emergency Respite
- Special Consideration will be given to proposals incorporating Volunteer Programs

### **Accountability Requirements:**

- Grantees must agree to comply with the following:
  - To provide completed mid-term evaluation forms (provided by the MLRC) at the four month interval (June 10, 2013).
  - To comply with a site visit by a MLRC staff member on or before June 10, 2013.
  - To complete grant awarded projects by September 30, 2013.
  - To provide completed final evaluation forms (provided by the MLRC) within two weeks and a day of the end of the grant period. Grant period ends September 30, 2013 therefore final evaluations are due by October 15, 2013.
  - To attend the Initial Grantee meeting (one or more staff) in February 2013.
  - To attend and present a brief overview (15 minutes) of your project at the Grantee Summit that will be attended by all Grantees and members of the community in September 2013.
  - To submit a year-end itemized expense sheet.
  - To commit at least one staff person from your agency/organization to participate in monthly MLRC meetings that will be held the third Tuesday each month, 10am to noon, at the National MS Society office at 101 A First Street, Waltham, MA.

- To include the following statement in all funded program/project descriptions, products, and related publicity:  
*This mini-grant project is funded through the Massachusetts Lifespan Respite Coalition and the Federal Administration on Aging.*
- To participate in Regional Lifespan Respite Coalitions if applicable.
- Recipients will be awarded 50% of project funds at the inception of the project (**March 11, 2013**).
- Upon submission of evaluation data and completion of a site visit by a member of the MLRC at the four month interval (**June 10, 2013**) another 40% of funds will be awarded.
- Upon completion of the project (**September 30, 2013**) grantees will submit remaining evaluation data and an overall project report to receive the remaining 10% of funds.
- If the project is unable to proceed as specified in the application, to contact the MLRC Project Director (Amy Nazaire) as soon as possible and submit an addendum for proposed change. The MLRC Grant Advisory Board will consider the proposal. Continued funding is not guaranteed. Completion and other reporting requirements would remain, as included in the original application.

**Failure to meet accountability requirements will result in loss of project funding.**

**Important Mini-Grant Dates**

RFR Release Date:	Friday February 1, 2013
Written Inquiries Due by email:	Friday February 8, 2013 3:00 PM
Responses posted on Comm-PASS	Friday February 15, 2013
Responses Due:	Friday March 1, 2013 3:00 PM
Award Announcements:	Friday March 8, 2013
Initial Mini-Grantee Meeting	March 2013 (exact date and time TBD)

Grant Start Date:	Monday March 11, 2013
Mini-Grantee Summit	September 2013 (exact date and time TBD)
Projects must be completed	Monday September 30, 2013
Final evaluations due	Tuesday October 15, 2013

**Please submit Full Proposals to:**

***Amy Nazaire  
Director of Family Support & Children's Services  
Department of Developmental Services, Northeast Region  
450 Maple St., PO Box A  
Hathorne MA 01937***

[amy.nazaire@state.ma.us](mailto:amy.nazaire@state.ma.us)

**Full Applications Include:**

- Proposal written in 7 part format not to exceed 5 pages.
- Attachment A – Cover Sheet
- Attachment B – Budget Template
- Other Attachments – Letters of Support, Hiring Policy

**For questions or clarification contact:**

***Amy Nazaire  
[amy.nazaire@state.ma.us](mailto:amy.nazaire@state.ma.us)  
(978) 774-5000 x386***