

Arkansas Department of Human Services
Division of Provider Services and Quality Assurance



Arkansas Lifespan Respite Grant
Notice of Funding Opportunity
“Arkansas Lifespan Respite Voucher Program”

IMPORTANT DATES

Release Date for Application:	January 22, 2020
APPLICATION DUE DATE:	January 31, 2020, no later than 4:30pm
Project State Date:	To be announced

Total Amount of Lifespan Respite Grant Funds to be awarded:

\$70,000.00

General Program Information/Inquiry:	Application Submission:
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Mini-grant funding made available through the Lifespan Respite Program Grant initiative awarded to Arkansas Department of Human Services - Division of Provider Services and Quality Assurance by the Administration for Community Living (ACL), Grant # 90LRLI0019-02.

Overview: The Division of Provider Services and Quality Assurance (DPSQA) of the Arkansas Department of Human Services is providing this competitive grant opportunity to eligible organizations across the state through the Arkansas Lifespan Respite Grant's "Arkansas Lifespan Respite Voucher Program."

In 2018, the Arkansas Department of Human Services was awarded a small three-year grant from the U.S. Administration on Aging, made possible by the Lifespan Respite Care Act of 2006. Arkansas is currently one (1) of thirty (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.

The Lifespan Respite Care Act defines *respite care* as "planned 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 or adult." The ultimate goal is to generate actual respite for family caregivers and others who provide ongoing informal or unpaid care.

The purpose of this funding opportunity is to support and encourage the provision of respite care services to family caregivers at no cost to the family, so that additional families across the state with diverse respite needs will be served. Through this grant, respite vouchers will be available statewide and across the lifespan. Direct respite services can be typical in-home models or a variety of innovative out-of-home models including hosting single special respite events. This includes such events as evenings out or Saturday off programs. Other examples include providing respite for loved ones of family caregivers who attend support groups at your location or emergency needs.

The Arkansas Lifespan Respite Voucher Program is seeking applications from qualified organizations or agencies currently providing respite services in an effort to respond to the respite care needs of Arkansas'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.

Background:

Who are family caregivers?

Caregivers have often been called the backbone of America's long-term care system. Day in and day out, these individuals assist relatives and other loved ones with daily tasks ranging from assisting with personal care and homemaking to carrying out more

complex health-related interventions like medication administration and wound care. It is estimated that in 2017 approximately 65 million caregivers were providing care to someone at any given point during the year, yet eighty-five percent (85%) of those caregivers did not receive any respite services. In Arkansas, fifteen percent (15%) of the state population (452,000 of the 2,960,000 residents) were identified as long-term caregivers, providing approximately 421 million hours of care. That's an estimated economic value of \$4.7 million dollars annually.

Caregivers may be found in every community and come from every walk of life. Caregivers are male and female, younger and older, and may or may not possess adequate financial resources to meet their own daily needs or the needs of those for whom they care for. Research has shown the “typical” caregiver to be a 46-year-old woman who works outside of the home and spends more than twenty (20) hours per week providing unpaid care to her mother.ⁱ However, there are growing numbers of caregivers needing respite services that do not fit this typical profile, including:

- Caregivers “sandwiched” between two (2) generations of individuals needing care: young children and aging family members;
- Grandparents or other relatives of children, with or without disabilities;
- Younger individuals caring for a parent, grandparent, or sibling;
- Parents of children with significant disabilities;
- Family caregivers caring for adults over the age of eighteen (18) with special needs; and
- Families of military personnel returning from combat with traumatic brain injuries, and other serious chronic and/or debilitating conditions.

What do family caregivers need?

While the spectrum of individuals classified as “caregivers” is growing in number and diversity, one fact remains: caregivers often do not recognize the fact that what they are doing is caregiving. Most often, caregivers view their work as fulfilling a familial role. Caregivers often do not know how, nor do they want, to ask for help. However, if they do ask for assistance, they often encounter fragmented, narrowly targeted programs or are unable to afford the options available to them.ⁱⁱ Many others simply lack enough information about where to find assistance.

Research has also shown that while caregiving can be a very rewarding experience for many, it is also stressful and can impact caregivers’ lives in many ways, including declining health, forced changes in employment, and additional competing demands from other family members. A national study conducted in 2006 by Evercare and the National Alliance for Caregiving found that caregivers often report deteriorating health as a result of the care they provide. Caregivers surveyed in this study most often

reported energy and sleep problems, stress and/or panic attacks, physical pain, and depression among those health factors to worsen as a result of the care they provided. Thirty percent (30%) of caregivers die before those they care for, a number enhanced by stress and other caregiving-related factors.ⁱⁱⁱ

One service that is often requested by caregivers is respite care. Respite provides temporarily relief for the caregivers from the ongoing responsibility of caring for an individual of any age with special needs. Often you hear a caregiver simply state “I just need a break.” Respite does much to strengthen the family system while protecting the health support and long-term care services.

Clarification: Funds are to provide short, temporary or intermittent breaks from family caregiving. They are not full-time breaks that allow someone to work, such as daily child care or consistent use of adult day care.

DPSQA plans to fund multiple awards, with a funding level of up to ten thousand dollars (\$10,000) per grant year with a possible second year funding option. The second-year funding will be contingent on completion of the first year’s work plan. Eligible applicants funded under this announcement shall use grant funds to develop and implement a family caregiver respite voucher program, at no cost to the caregiver.

Who is eligible to apply? Public agencies, faith-based organizations, and 501(c) 3 non-profit organizations that have an already established and active respite program and are serving those of any age with special needs and /or chronic or terminal illnesses residing in Arkansas are eligible to apply. Applicants will submit an application to become an approved respite care provider for the Arkansas Lifespan Respite Voucher Program.

This is a limited grant competition. Awards will only be made to eligible applicants that:

- Have a thorough understanding of the population to be served and direct organizational experience in working with and on behalf of family caregivers.
- 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. This includes faith-based organizations that are already underway with planning or have already begun developing a respite ministry or program.
- Can navigate the system of care and services, including respite care options.
- Demonstrate the ability to work successfully with volunteers.
- Can provide relevant and ongoing training to peer volunteers.
- Demonstrate the support and involvement of other human services providers in the community.

Prospective applicants should be sure to read, understand, and fully respond to all requirements of this announcement.

Key Dates:

- **Application deadline:** The deadline date for submission of applications is Friday, January 31, 2020. (While we encourage applicants to apply by January 31, 2020, additional applications may be considered through grant cycle if available funding remains.)
- **Projected Start Date:** Dependent upon award date

Application Process: Applicants must submit a cover letter signed by its Executive Director or Designated Authorized Official 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)
- Policy/Procedure that assure staff providers supporting this grant complete fingerprint-based background checks, if applicable to specific voucher program
- Completed application (attached)

Stipulations:

1. Applicants must provide a fifteen percent (15%) cost share match for award funding, through cash, in-kind contributions, or a combination of both. An in-kind match is the value of any real property, equipment/supplies, goods, or services contributed to the grant that would have been eligible costs if the applicant was required to pay for such costs with grant funding.
2. Funds cannot pay for food or beverages except for the following:
 - a. *Where specifically approved as part of the project or program activity (e.g., in programs providing children's services such as Headstart programs); or*
 - b. *Under a conference event, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants per diem or subsistence allowances (Note: the sole purpose of the grant award is to hold a conference); and*
 - c. *Cannot exceed five percent (5%) of award.*

3. Fifty percent (50%) of the award funding will be released at the beginning of the award term. Remaining funds will be dispersed at midpoint of the award term contingent upon timely receipt of monthly financial reports, as required.
4. Grantees must agree to comply with a site visit by a DPSQA staff member during award term and participate in monthly telephone conference calls regarding respite services provided.
5. The respite programs shall provide respite services that allow additional caregivers to have a break from caregiving at no cost to the caregiver. Preference for direct respite service funding will be given to organizations serving caregivers who meet one or more of the following profiles:
 - a. *Those with incomes that are slightly above Arkansas' Medicaid threshold thereby disallowing them for a variety of publicly-funded resources;*
 - b. *Caregivers whose family member/loved one requiring care is between the ages of eighteen (18) and fifty-nine (59);*
 - c. *Caregivers whose family member/loved one requiring care suffered from traumatic brain injury or sudden disabling condition;*
 - d. *Caregivers whose family member/loved one requiring care is currently waiting assessment or approved but not on a waiting list for long-term care services; and*
 - e. *Caregivers who live in counties with few or no respite providers.*
6. Grantees must agree to complete grant awarded projects by August 15, 2020.
7. Services must be provided to eligible individuals without regard to race, color, religion, gender, national origin, partisan affiliation, or sexual orientation.
8. Grant funds shall not be used to supplant existing funding for respite services.
9. The following statement must be included in all funded program/project descriptions, products, and related publicity:

This mini-grant project is funded through the Arkansas Lifespan Respite Coalition and the Administration on Community Living.

Programmatic Reporting: Grantees will be required to participate in monthly conference calls indicating utilization, progress to date, and/or barriers encountered. A final programmatic report is due ten (10) business days from the end of the award term. This report will include a description of the program and how grant funds contributed to the implementation of respite as well as documentation of actual respite hours provided and the number of people/caregivers receiving respite.

Fiscal Reporting: The first half of funding will be released upon the beginning of the award term. A monthly financial report is due no later than ten (10) business following the end of the previous month. The second half of funding will be released halfway through the award term contingent upon timely receipt of monthly financial reports and

utilization of funding already received. The remaining funds may be requested earlier than mid-term, in writing, with documentation and justification of imminent need. The final invoice must be submitted no later than ten (10) business days from the end of the award term. All financial reports must include all cost data, caregiver recipient data, and remaining balance of funding.

Number of Grants to be awarded: DPSQA plans to fund multiple awards, with funding levels expected up to ten thousand dollars (\$10,000) being considered per application. Selected applications are expected to expend these funds by August 15, 2020 and are to adhere to detailed fiscal and programmatic reporting and evaluation procedures. The second-year funding will be contingent on completion of the first year's work plan and depending on federal funding limitations. Only apply for the amount of funding needed for your specific program and justified by scope of work. Funds for this initiative are provided by a grant from the Administration on Community Living.

Successful applicants will be notified on or around February 17, 2020 of approval of grant award. The begin date of the grant award is contingent upon completion of vendor set-up process. All grant activities must be completed by August 15, 2020. The project final report is due no later than August 31, 2020, and must include summary of the grant project, success and challenges in the project, including the total number of unduplicated families served, hours of respite provided, and counties served.

Requirements for Proposal:

Application - Must include Cover Page -Template provided and a current copy of your entity's W9 in addition to the following: (5 points)

Part I: Completion of Narrative Section: (45 points)

Part II: Completion of the Work Plan -Template provided: (25 points) For each objective you identified, describe the measurable outcome(s), outline the key activities, responsible parties, and timetable for implementation and completion. Work Plan must align with stated program objectives.

Part III: Budget -Template provided: (25 points)

Submit a simple budget including the amount the applicant is applying for. Budget must align with stated program objectives. **Please note: There is a fifteen percent (15%) cost share match that must be included in the budget detail.**

Selection Process:

An evaluation/selection committee will review and score all proposals. This committee will be comprised of professionals and family caregivers who serve as Arkansas Lifespan Respite Coalition members and are not applying for funds themselves. Other members of the committee may include program, policy, and budget staff from the Arkansas Department of Human Services.

ARKANSAS LIFESPAN RESPITE VOUCHER PROGRAM

APPLICATION COVER PAGE

Completed applications must be sent by email by 4:30 pm on **January 31, 2020**

Name of Affiliation/Organization: _____

Executive Director/Authorized Official: _____

Program Location/Address: _____

Primary Voucher Contact Name/Title/Phone/Email: _____

Program Website Address: _____

Type of organization (please check):

_____ local government _____ non-profit _____ faith-based organization

_____ other – please specify _____

1. How many individuals/families does your current respite program serve annually?

2. What time of respite care does your agency provide? Please list all services available for these vouchers. ☐ Day Program ☐ Overnight Care ☐ In-Home
☐ Camp ☐ Other (please list): _____

3. What geographic area(s) does your current respite program serve? _____

Community Mini-Grant Funding Application Packet:

PROJECT NARRATIVE

Format: Applications should be double-spaced. Please use one-inch margins and 11-point Arial type and be no more than four pages in length.

Include the following in your project narrative:

- Project Overview:
 - Describe the respite project and type(s) of services you will offer through your program. Describe how this change will impact family caregivers and care recipients in the target community(ies).
 - Will your organization provide planned or emergency respite, or both? Please specify what percentage of funding requested will be used for emergency respite situations, if applicable, 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? Specify how much notice will be required from the caregiver prior to providing services.
 - Describe how the funds will be used and distributed. Be as specific and detailed as possible. (For example: how will you calculate voucher amount per caregiver? Will funds be released to caregiver as a reimbursement method or prior to services? Will funds be paid directly to caregiver or to the respite provider?)
 - Describe the anticipated numbers to be served. Identify the population and service area to be served in your project. Specify age ranges, diagnoses, or special needs including limitations that you will serve.
 - Describe your plans for outreach and marketing. How will you let new clients know about the new or enhanced services you will be providing?
 - Describe your plan for sustainability of your project beyond the scope of this grant. What aspects of your proposal do you anticipate sustaining beyond this funding opportunity?
 - Describe the staff who will manage the respite project, including their experience with caregiving and respite services.
 - Describe organization's history or demonstrated experience in respite services and this type of project.
 - Describe demonstrated experience in managing respite volunteers or staff, if applicable to your project.
 - Describe how background checks of respite volunteers and/or staff will be conducted.

WORK PLAN TEMPLATE

Agency/Organization: _____

Project

Name: _____

Objective	Activity	Responsible Parties	Timetable	Outcome (How will you know when you've been successful?)

Community Mini-Grant Funding Application Packet:
BUDGET TEMPLATE

Agency/Organization: _____

Project Name: _____

Budget Category	Unit Cost	Quantity	Total Costs
1. Personnel	\$		\$
2. Fringe Benefits	\$		\$
3. Educational Materials & Supplies	\$		\$
4. Respite Vouchers Provided	\$		\$
5. Respite Grants Provided	\$		\$
6. Respite Program Attendance Fees Provided	\$		\$
7. Program Equipment (not over \$500)	\$		\$
8. Administrative Fees *	\$		\$
9. Other Expenses (List and explain)	\$		\$
10. In-Kind Match (List and explain)	\$		\$
Total Budget			\$

This is a template that you may edit as needed for your organization's individual respite program. All Budget Categories may not apply to your proposed program or project.

**Budgets may include a maximum of ten percent (10%) of the total funds awarded to be used for administrative fees. Example: An organization could note \$800 in administrative fees; leaving \$7,200 available to complete all the work required for their proposed projects for a total budget of \$8,000.*

ⁱ National Alliance for Caregiving. *Caregiving in the U.S.* Bethesda, MD: National Alliance for Caregiving and Washington, D.C.: AARP, 2004.

ⁱⁱ Whitlatch, C.J. and Feinberg, L.F. Family and Friends as Respite Workers. *Journal of Aging Social Policy*. New York: Routledge, 2006. 18(3-4): 127-139. AND Yanizi, NM, Rosenberg, MW, and McKeever, P. *Getting out of the House: The Challenges Mothers Face When their Children Have Long-Term Care Needs*. 2007, Health Soc. Care Community 15 (1):45-55.

ⁱⁱⁱ Evercare & National Alliance for Caregiving. *Study of Caregivers in Decline: Findings from a National Survey*. Washington, DC: National Alliance for Caregiving. September 2006.