Idaho Commission on Aging
Lifespan Respite Program
Community Respite Request for Proposals

1. Purpose

The Idaho Commission on Aging (ICOA) is seeking three community or faith-based organizations, to develop, implement and sustain a respite program to give community family (unpaid) caregivers a temporary break from caregiving responsibilities. A family caregiver is someone who is the primary caregiver for a child, adult, or elder who has significant emotional disturbance, disabling physical or cognitive conditions, or other chronic conditions, which make it necessary for them to depend on an unpaid caregiver for significant daily support.

Organizations interested in providing a new program or expanding an existing program in their community can reply to this Request for Proposal (RFP) by January 15, 2019. Newly organized and/or volunteer-based organizations are welcome to apply.

If you need assistance or more information, please contact:

Pam Oliason, Lifespan Respite Project Director
P: (208) 577-2852
pam.oliason@aging.idaho.gov

2. Background

There is a vast, invisible workforce of caregivers in Idaho. Each year, more than 300,000 - 1 out of every 4 adults in Idaho - assume critical, ongoing care responsibilities for aging parents, siblings, spouses, children, or grandchildren with physical or emotional disabilities, or chronic illnesses. These family members provide over 201 million hours of uncompensated care annually at an estimated value of $2 billion to Idaho's economy. This is equivalent to Idaho's current budget for all publicly-funded long-term care services.

These caregivers, although glad to be able to care for a loved one, are often managing more than they are able and need a break every now and then to refresh, so they can continue their effort. The person in their care often benefits from having a break from the caregiver, too. They may enjoy establishing relationships with new people or participating in new activities, while giving the caregiver a break.

Respite is the term used to describe a break from caregiving. Respite can be provided in many different ways by many different types of organizations. In Idaho there are some respite services available through public programs funded by agencies such as the Idaho Department of Health and Welfare, the Department of Education, and Idaho Commission on Aging. But there are many families who do not qualify for these programs, programs are not available everywhere, and may not be available when caregivers need them. Idaho has a few non-profit organizations that have stepped up over the years to establish small local respite programs. Some of these have been operating for years and have provided many families with the relief they need. The ICOA received a three-year grant from the U.S. Administration on Community Living to improve the system of respite services available to families. In order to achieve this, we will support the development of more small local respite programs, and the expansion of existing programs. The ICOA, with assistance from the Idaho Caregiver Alliance, hopes to increase access to respite through this grant opportunity.

3. Application Submittal

Proposals must be submitted electronically in either Adobe pdf. format or Microsoft Word and Excel.

Applications must include all **Required Submittal Items** (*See* below).

List of Attachments	Required Submittal Items
Attachment A – Community Respite Project Time Line Attachment B – Application Cover Sheet Attachment C - Budget Sheet Attachment D – Example ICOA Terms and Conditions	Project Narrative Attachment B – Application Cover Sheet Attachment C - Budget Form (all forms available on the ICOA website at https://aging.idaho.gov/caregiver/respite.html under the ICOA RFP Community Respite)

Submit proposals to the ICOA contact below:

Vicki Yanzuk
208-577-2847
Vicki.yanzuk@aging.idaho.gov

4. Eligibility to apply

- Applicants must be, or be affiliated with, a non-profit organization (501 c 3) to serve as the program's fiscal agent, with the capacity to receive grant funding and submit invoices. The non-profit entity must be registered to do business in Idaho and have a IRS 501(c)(3) designation.
- Applicants must identify a lead person to serve as the point of contact for the program.
- Applicants must provide in-kind support as local matching funds.
- Applicants should demonstrate an understanding of what respite services are and how they are best provided.
- Applicants should have knowledge and an operational understanding of the needs of caregivers, as well as the needs of recipients of care, including safe guards (i.e. safety, confidentiality).
- Applicants are welcome to contact the Lifespan Respite Project Director for assistance and technical support with this application.
- Applicants must not be Debarred or Suspended from receiving Federal Funds
- Applicants must agree to the Idaho Commission on Aging's (ICOA) contract terms and conditions. No proposals which condition the ICOA terms and conditions will be considered.
- Applicants must be capable of electronically submitting invoices and program reports on time

5. Intent of Funding

A. Implement a community respite program to temporarily relieve family (unpaid) caregivers from their caregiving responsibilities of caring for people with disabilities, significant emotional disturbances, or persistent progressive diseases (children, adults and/or elders).
B. Develop an infrastructure to sustain the community respite program.

6. Responsibilities if Awarded a Contract

A. Identify advisory group to assist with planning and implementation (optional but recommended).
B. Identify caregiver population who will experience respite from your program.

C. Identify and document a program model.
D. Attend Kick-off teleconference.
E. Create a business plan based on the program model that includes: how the program will be accomplished and sustained; what steps will be taken; how you know you have accomplished those steps successfully.
F. Test and implement program --deliver respite services that satisfy the needs of caregivers and those for whom they help care.
G. Track attendance and prepare reports.
H. Utilize a program evaluation to make program improvements.
I. Identify plan for sustaining the program beyond grant funding.
J. Provide matching funds according to approved budget and submit timely invoices.
K. Adhere to all Federal State Rules and Regulations in accordance with Attachment D.

7. Proposal Specifications

Project narratives should be 3 pages or less. Provide a project narrative that addresses the following:

A. Describe your proposed respite service delivery program including the service delivery model, population to be served, geographic region services will take place, collaborative efforts, and brief sustainability plan. Provide confirmation that you will accomplish the tasks according to the timeline outlined below.

   Various examples respite programs may be accessed at the links below. There are many others and innovative programs are encouraged.

   https://archrespite.org/images/docs/ABCs_of_Respite/ABCsofRespite_Updated_6-17.pdf

   http://northcarolinarespitecarecoalition.org/wp-content/uploads/2013/12/Lifespan_Respite_A_Volunteer_Information_Guide.pdf

   Dementia day care model Alabama: https://www.caringdays.org/ and https://www.caringdays.org/about

   College student respite program: http://thewomensalzheimersmovement.org/usc-youthcare-caregiving/

   You might consider serving the caregivers of underserved populations, including:
   Individuals living in rural areas; individuals with Adult Onset conditions (including, but not limited to, Traumatic Brain Injury, Parkinson's Disease, Huntington's Disease, Multiple Sclerosis, Amyotrophic Lateral Sclerosis, Alzheimer's disease); individuals with special needs from culturally diverse communities; individuals of any age with Brain Injury; individuals with Autism Spectrum Disorder; individuals with mental health conditions; people of all ages whose caregivers are employed and caring for the individual.

   Caregivers appreciate weekend or evening relief as these services are often lacking.

B. Identify local resources in support for the project (i.e. committed advisory group or local interest group, committed community center, church or other organization)

C. Describe your organization's experience with respite services, or other services for families and how this proposal will enhance and sustain your efforts. Identify the roles and responsibilities of all staff,

volunteers, 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.

D. Describe your organization's ability to provide the in-kind support that will meet the 25% match requirement identified in the budget. Local match support can come from sources such as: donated space to conduct the program, volunteer time for planning, development and service delivery, value of donated printing, media support, food and activity supplies. These sources can be identified in your budget.

8. Award Basis and Term

Use the attached Excel budget sheet to complete a project budget and a match budget. Submit budgets for each of two years. Enter your anticipated budget on **Attachment C, Budget Form.**

It is anticipated that three organizations will be approved for funding.

Budget	Award Amount	Required Match *
Year 1	$14,000	$4,667
Year 2	$11,000	$3,667

*Match tracking: Match amount required for the project is indicated on the budget sheet included with this RFP. Match adds up relatively quickly when using donated space and volunteers for projects such as this. It is valuable to organize an efficient method for keeping track of matching funds as they accumulate. Examples of allowable match include the value of:

- Space where respite is provided.
- Volunteer and staff time in training and program delivery, if not funded by federal grant funds, including advisory group planning and meeting time. Volunteer time for Idaho is valued at $21.10 per hour (https://independentsector.org/resource/the-value-of-volunteer-time/)
- Materials and supplies donated to project.
- Mileage, if not compensated, spent on project (.54 per mile is allowable).
- Fees charged to families to help pay for the respite service, that are then used to sustain the program.

All funds are issued on a reimbursement basis.

9. Proposal Evaluation

An evaluation team composed of employees from the ICOA and members of the Idaho Caregiver Alliance will review and evaluate competitive proposals based on the criteria below.

A. Evaluation Criteria

Narrative:	
Respite Project/Service Delivery (Question A)	30 points
Local Resources (Question B)	25 points
Experience (Question C)	25 points
Match Support (Question D)	20 points
Budget Form (Attachment C)	Pass/Fail
TOTAL POINTS	100 points

B. Award

A Contract will be made to the organizations that are responsive to the RFP, meet the unfilled geographic target areas stipulated in this RFP, and receive recommendation from the evaluation team.

10. Acceptance, Rejection, or Cancellation of Award

The ICOA reserves the right to accept or reject any or all proposals received as a result of this RFP and to negotiate with any qualified organization(s) for all or part of the requested services. All proposals become the property of the State.

This RFP does not commit the ICOA to award a contract or to pay any costs incurred by organizations responding. All costs of the proposal process, contract negotiations, and related expenses are the responsibility of the proposer.