NEBRASKA LIFESPAN RESPITE NETWORK (NLRN)
FY 2023 FUNDING ANNOUNCEMENT

Innovative Local Models of Respite Activities for Older Nebraskans, Adults with Disabilities, Children with Special Needs, and Family Caregivers

Purpose: Further implement the requirements of the Nebraska Lifespan Respite Services Program (Neb.Rev.Stat. 68-1520 through 68-1528) to develop, and expand access to, the existing infrastructure of available respite resources of the statewide Lifespan Respite Network and enhance partnerships to ensure local Respite network sustainability that is integrated into the state’s long-term services and supports system.

Contracting Organization: Nebraska Department of Health and Human Services (DHHS), Division of Children & Family Services (CFS), Nebraska Lifespan Respite Services Program

Important Dates:

Proposal Posted: December 10, 2021

Proposal and Required Documents Due: January 12, 2022, 5:00 p.m.

Term of the Contract: Contracts will be issued for a period of up to twelve (12) months effective on or after July 1, 2022, through June 30, 2023, with the option to renew.

All proposal deliverables and services must be completed by: June 30, 2023, and all invoices must reflect the date(s) services were completed.
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1. Proposal Overview

   1.1. Background

      1.1.1. Successful Applicants will be expected to further implement the requirements of the Nebraska Lifespan Respite Services Program (Neb.Rev.Stat. 68-1520 through 68-1528) to develop, and expand access to, the existing infrastructure of available respite resources of the statewide Lifespan Respite Network and enhance partnerships to ensure local Respite network sustainability that is integrated into the state’s long-term services and supports system.

      1.1.2. Through an independent review committee and competitive proposal process, the Department will distribute these funds to applicants that will be expected to provide one or more of the following aspects of respite services: continue to build collaborations and partnerships across the state; expand options for volunteers; ensure adequate respite provider training is offered; identify gaps in current services and conduct outreach to reduce those gaps; and continue, or increase efforts to, target underserved populations across the lifespan.

   1.2. Request for Proposals

      1.2.1. The Department is seeking proposals for innovative local respite activities and/or programs to assist family caregivers through the development of and providing new and emergency respite services such as: training and recruiting respite workers, including volunteers and community agencies; or providing or assist caregivers in gaining access to additional respite care services or opportunities that meet the needs of both the caregiver and care recipient while expanding respite service options statewide.

2. Application Eligibility, Logistics, and Expectations

   2.1. A range of types of entities are encouraged to apply. DHHS wants to fund local models that represent a diverse cross-section of the state reflective of family caregiver needs across the lifespan and disability populations of all urban and rural counties within Nebraska Lifespan Respite Network (NLRN) local service areas. Successful applicants will be required to enhance or expand upon state and local coordinated Nebraska Lifespan Network systems to serve family caregivers regardless of the age, disability, or chronic condition of the care recipient. This includes addressing underserved care receivers, limited English-speaking populations, and communities with limited respite programs or providers.

      2.1.1. Examples of the type of organizations that are eligible to apply are:

         2.1.1.1. Public or private non-profit entities;
         2.1.1.2. Local communities;
         2.1.1.3. Indian tribal governments and organizations (American
Indian/Alaskan Native/Native American);
2.1.1.4 Faith-based organizations;
2.1.1.5 Community-based organizations;
2.1.1.6 Healthcare providers;
2.1.1.7 Institutions of higher education;
2.1.1.8 Local aging services organizations as defined in 102(5) of the Older Americans Act of 1965;
2.1.1.9 Centers for independent living as defined in section 702 of the Rehabilitation Act of 1973;
2.1.1.10 Public Health Departments; and
2.1.1.11 Volunteer agencies or advocacy groups with expertise in the delivery of need and interest-based services to older adults, children or adults with disabilities, or family caregivers.

2.2. More than one organization may partner in a single proposal, but one organization must be designated as the lead Applicant and Contractor. Applicants funded under this funding opportunity shall use funds to provide respite services through the NLRN.

2.3 Eligible state applicants will use DHHS funds to enhance the provision of direct services as described in the Lifespan Respite Care Act of 2006, as amended (P.L. 190-442 and P.L. 116-324).

2.5. Funds awarded by the Department in this funding announcement are comprised of state Healthcare Trust Funds dollars based on an FY 2023 legislative allocation of $404,603 with $40,000 of those funds obligated to innovated local models of respite activities and/or programs (1.1 and 1.2). It is anticipated the DHHS Division of Children & Family Services will award multiple proposals based upon proposed respite activities, location of proposed activities and/or program, and demographics of populations that the proposed activities and/or program will serve. Final contract amounts will vary depending on each proposed activity and/or program and upon performance-based outcomes. The Applicant’s detailed proposal, narrative, work plan, budget, logic model, and sustainability plan will factor in the Applicant funding award. The proposed budget must include in-kind contributions of a minimum of 10% of the proposed award.

2.6. Funding may NOT be used for:

2.6.1 Attendance at conferences or professional development activities;
2.6.2 Advertising costs for general organization operations unrelated to this program; and
2.6.3 Lobbying or political activities.

2.7. All Applicants are required to contribute a minimum match equal to 10% of the total program budget. The match may be comprised of cash, in-kind contributions, or a combination of both.

2.7.1 Matching resources take on the characteristics of the Department and state funds and are therefore subject to the same rules regarding their use;
2.7.2. Applicants are responsible for raising minimum matches;
2.7.3. All proposals must detail the sources of their proposed match. Possible sources of the match may include, but are not limited to:
   2.7.3.1. In-kind contributions;
   2.7.3.2. Volunteered time, including local network advisory committee involvement;
   2.7.3.3. Use of facilities to hold meetings;
   2.7.3.4. Program fees or other earned revenue from the Applicant organization’s budget;
   2.7.3.5. Foundation or Grant contributions;
   2.7.3.6. Employer/Business contributions;
   2.7.3.7. Individual contributions; and
   2.7.3.8. Other contributions.

2.7.4. The following sources cannot be used toward the match:
   2.7.4.1. Federal or State Funds.
   2.7.4.2. Funds used to match grants.

2.8. Applicants must obtain a Data Universal Numbering System (DUNS) Number and include the number on the proposal.
2.9. Proposed local models do not have to be new projects to an organization. But funds must be used to supplement, not replace funding that would otherwise be available by a government program to purchase respite activities.
2.10. This proposal process will be competitive. Not all applications are guaranteed to receive funding, and those that do, may not receive the full amount requested.
2.11. Proposal timeline (the timeline is subject to change and may be extended, if necessary):
2.12. Written Questions And Answers - Any explanation desired by an applicant regarding the meaning or interpretation of any provision should be submitted in writing to the Department of Health and Human Services and clearly marked “Nebraska Lifespan Respite Network (NLRN) FY 2023 Funding Announcement.”

Questions must be sent via e-mail to DHHS.RFPquestions@nebraska.gov. DHHS recommends that Applicants submit questions using the following format:

<table>
<thead>
<tr>
<th>Funding Announcement Section Reference</th>
<th>Funding Announcement Page Number</th>
<th>Question</th>
</tr>
</thead>
</table>

Written answers will be provided through an addendum to be posted on the Internet at https://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx on or before the date shown in the Schedule of Events.

2.13. Funding Notification - This Proposal is subject to the execution of a written contract. The Applicants shall not acquire any legal or equitable rights relative to the funding until a contract containing terms and conditions acceptable to the Nebraska
Department of Health and Human Services is executed. If the Applicant fails to negotiate and execute a contract with the Department, the intended award may be revoked and the funding reallocated. The Department further reserves the right to cancel this Notice of Intent to Award at any time before the execution of a written contract. The proposal is subject to the allocation of funding to the Department by the Legislature. The Department reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this Proposal. This announcement does not commit the Department to award funding, to pay costs incurred for the preparation of proposals, or to procure a contract for services.

2.14. Applicants are expected to address the sustainability of their local models beyond the proposal period and to work with the Department on sustainability plans as appropriate.

2.15. Applicants using funds to expand or enhance existing services will be required to report appropriate baseline data within the local network or proposed service area at the time of contract execution.

3. Eligible Populations and Respite Services

3.1. Eligible populations: The overarching goal of this funding opportunity is to enhance state systems and capacities to deliver respite care and related services to family caregivers of adults or children with special needs or disabilities. With this in mind, applicants should detail their current capacity and outline for building or strengthening the systemic infrastructure necessary to address gaps in and assure the consistent provision of respite care service. To be competitive, applicants should fully describe their proposed approaches for advancing the NLRN, with particular attention to the following priority areas:

3.1.1. Continued systems development;
   3.1.1 (a) A new model of support or care that can be replicated in the network;
   3.1.1 (b) New knowledge that can contribute to the field;
   3.1.1 (c) A measurable increase in community awareness and support;
   3.1.1 (d) A measurable increase in persons receiving services;
   3.1.1 (e) A measurable increase in local agency involvement and stakeholder participation

3.1.2. Strengthened collaborations and partnerships;

3.1.3. Respite provider training;

3.1.4 Identification and reduction of gaps in current services; and

3.1.5 Targeting underserved populations, across the lifespan.

3.2. Respite Services

3.2.1. Local model programs must:
   3.2.1.1. Address an unmet respite need in the community;
3.2.1.2. Be delivered in-home, employer-based, or community-based (non-institutional) settings;
3.2.1.3. Recruit and screen paid and unpaid respite care providers and volunteers who are 14 and older as applicable;
3.2.1.4. Assist in execution and completion of all available training including provider training for individuals, Community-Based Organizations, and agencies as applicable;
3.2.1.6. Conduct quality assurance and evaluation;
3.2.1.7. Participate in the background check process as required by the Nebraska Lifespan Respite Network on program volunteers as it applies to providers that have been directly recruited by the applicant;
3.2.1.8. The Department will offer technical assistance to support protocols for criminal background checks consistent with the requirements of the Nebraska Lifespan Respite Network; and
3.2.1.9. Ensure that any personal identifying information (PII) is kept secure.

3.2.2. Local models can offer to provide a wide range of volunteer or fee-based respite activities, including caregiver or provider training.
3.2.3. Examples of respite services could include (not intended to be an exhaustive list and Applicants may propose other services): build collaborations and partnerships across the state; expand options for volunteers; collaborate and enhance current NLRN respite provider training; identify gaps in current services and conduct outreach to reduce those gaps; family caregiver support groups, employee caregiver information sharing, provider matching, and interest-specific respite events.
3.2.4. Applicants are encouraged to be innovative in their approaches in determining what respite-based and volunteer services would be particularly useful to address the unmet needs of the eligible populations they intend to serve.

3.3 Special Target Populations and Organizations
3.3.1 This section should describe the Applicant's plan to involve caregivers who use, need, or require respite care, as well as stakeholder organizations, substantially in the planning and implementation of local or statewide lifespan respite care through the NLRN.
3.3.2 In addition, the Applicant will describe whether and how the proposed approach targets other populations, in particular, those in greatest economic and social need who are further isolated from services and supports.
3.3.2 (a) Applicants should clearly describe the populations and organizations targeted including the extent to which the Applicant has been or projects being successful in responding to the needs of the targeted population.
3.3.2 (b) Applicants will provide a descriptive summary of how the funds will be utilized to address newly identified or existing unmet respite needs that expand, strengthen, and further establish previous efforts.

4. Scope of Work (Utilize FORM 3 – NLRN Work Plan Template and a written proposal)

4.1. Successful Applicants will be expected to further implement the requirements of the Nebraska Lifespan Respite Services Program to develop, and expand access to, the existing infrastructure of available respite resources of the statewide Lifespan Respite Network and enhance partnerships to ensure local Respite network sustainability that is integrated into the state’s long-term services and supports system.

4.2. Applicants will be expected to provide one or more of the following aspects of respite services: continue to build collaborations and partnerships across the state; expand options for volunteers; ensure adequate respite provider training is offered; identify gaps in current services and conduct outreach to reduce those gaps; and continue, or increase efforts to, target underserved populations across the lifespan.

4.3. The Department is seeking proposals for innovative local respite activities and/or programs to assist family caregivers by the development of and providing for new and emergency respite services such as; training and recruiting respite workers, including volunteers and community agencies; or provide or assist caregivers in gaining access to additional respite care services or opportunities that meet the needs of both the caregiver and care recipient while expanding respite service options.

4.4. The Applicant must conduct monthly, at minimum, contact with potential partnerships, volunteers, current and prospective providers, Community-Based Organizations, employer engagement, and/or any outreach to reduce gaps statewide.

4.5. The Applicant must facilitate email or text marketing efforts to build relationships with respite providers, employer engagement, Community-Based Organizations, partnerships, volunteers, and family caregivers.

4.6. The Applicant must provide evidence of Respite Network hosted meetings to reach out to potential partnerships, strengthen current partnerships, or collaborate to and provide information on respite-related contact, activities, and events.

4.7. The Applicant must increase and expand state and local coordinated systems within the NLRN that provides respite-based information to interested parties, volunteers, providers, and/or caregivers.

4.8. The Applicant must support the identified NLRN contractor in conducting checks on all prospective and current Lifespan Respite Network providers as directed by the Department if they so choose to include in their scope of work Respite Provider recruitment, network screening and retention. The Department and contractor may use outcomes of checks to deny or terminate a provider from Network participation.
Voluntary Consent is obtained to conduct screening for volunteers of respite activities not formally becoming Network providers. Each of the following systems must be accessed with acceptable outcomes to be considered Network screened:

4.5.1. DHHS Adult Protective Services Central (APS) Register/Child Abuse and Neglect Central (CPS) Registry;
4.5.2. The Nebraska Sexual Offender Registry;
4.5.3. Nebraska Criminal History/Nebraska Data Exchange Network (NDEN);
4.5.4. Office of Inspector General List of Excluded Individuals and Entities (OIG LEIE); and
4.5.5. The Nebraska Medicaid Excluded Provider’s List (NEMEPL).

4.9. The Applicant will participate in the Lifespan Respite Program’s standardized quality assurance and evaluation process as directed by the Department.

4.10. The Applicant will identify plans to leverage program funds contributed by government, philanthropic foundations, or other funders to provide local respite activities not previously available to cultivate opportunities to create or enhance, strengthen and sustain age or need-specific respite alternatives. This may include providing community outreach, informative respite events or activities for caregivers, community agencies, or employers.

4.11. The Applicant must demonstrate evidence of collaboration and participation in the NE Caregiver Coalition.

4.15.1. Choose an active local network advisory committee member or another Respite Network related representative from your area to participate in the coalition meetings;
4.15.2. Share information on local respite activities and events; and
4.15.3. Support of Coalition initiatives.

4.12. Attend/participate in quarterly technical assistance videoconferences, 1:1 contractor calls, and onsite visit(s) from the statewide Lifespan Respite Program Coordinator.

4.14. By June 30, 2023 show data on the involvement of targeted groups as identified in the applicant’s proposed scope of work, such as but not limited to the following: caregivers of recipients or potential recipients, as well as stakeholder organizations, Community-Based Organizations, providers, and engagement of employers in providing respite information to employees.

4.16. Adhere to the Nebraska Lifespan Respite Network Required Standards of Practices (SOPs) approved and provided to you by DHHS.

4.17. Reporting requirements:

4.17.1. The Applicant will provide an updated Work Plan, Logic Model, and Sustainability Plan within thirty days (30) of the fully executed contract;
4.17.2. The Applicant will record all pertinent information required by DHHS in the DHHS designated electronic systems;
4.17.4. The Applicant will submit Quarterly Performance Outcomes Report which includes progress toward measurable outcomes, project accomplishments, challenges, and products developed are submitted per DHHS approved method by the 15th day of the month following each quarter;
4.17.5. The Applicant will submit Monthly Respite Activity Data, as applicable, defined by the Respite Data Dashboard on respite.ne.gov;
4.17.6. The Applicant will submit In-Kind Contributions approved on budget and shared publicly by the Respite Data Dashboard on respite.ne.gov;
4.17.8. The Applicant will submit an Annual Report by July 15, 2023, as defined by DHHS.

5. Budget Requirements

5.1. The Applicant will utilize Form 2 to submit their proposed budget.
5.2. The Applicant will submit a proposed budget based on eligible funds available for the Service Area for which they are applying. The budgeted amounts are determined based on data and projected budgetary needs based upon submission of the proposed budget.
5.3. Submit a proposed budget that includes the amount of funds requested, the applicant’s minimum match, and the total program budget. Applicants should add lines for additional costs as needed to encompass a period of 12 months.
5.3.1. Budget may include eligible activities to be funded with Lifespan Respite Network funds as follows:
   5.3.1.1. A list and explanation of the costs associated with respite activities, events, evaluation, data collection, and meetings.
   5.3.1.2. The program costs in the budget must correlate with the program tasks in the Work Plan.
   5.3.1.3. State Funds Requested for this program.
   5.3.1.4. Match Funding by Source.
      5.3.1.4.1. Match - Cash Contributions: Include an explanation of each funding source and whether that funding is secured, in process, or anticipated.
      5.3.1.4.2. Match-In-Kind Contributions: List all in-kind/non-monetary contributions the organization anticipates receiving and using for this program. Include a breakdown of the fair market monetary value. List the source of the contribution (i.e. an individual, organization, etc.). For contributions of personnel, please include salary/wage levels for each staff member and/or consultant. In addition, provide the cost of rental space, if applicable. If a reasonable and documentable fair market value of
volunteer services is not easily determined, volunteer hours may be calculated with the following equation: the number of hours worked multiplied by $14.60 (based upon AARP’s estimated economic value per hour of unpaid family caregiver contributions).

5.3.1.5. Program Expenses:
5.3.1.5.1. All program personnel allocated to this proposal program (full or part-time) directly employed by the organization;
5.3.1.5.2. Fringe benefits; and
5.3.1.5.3. Other direct program expenses necessary for the success of the proposal.


5.3.1.7. Indirect Costs (if an approved indirect cost rate or verification of compliance with OMB requirement for the de minimus rate is provided to DHHS);

5.3.1.7.1. Examples of Indirect costs are rental costs for office space (excluding the cost of short-term rentals for event space for program-related activities), costs of operating and maintaining facilities, salaries and expenses of executive officers and/or administrative personnel, accounting, office equipment, and office supplies; and
5.3.1.7.2. Operations costs do not include cellular phones or computers that are specifically dedicated to the program.

5.3.1.8. Program Revenue - State Funds Requested: this amount should equal the total state-funded expenses included in your Budget.

6. Review Process and Criteria
6.1. Review Process
6.1.1. The Department will convene an independent Review Committee to review proposals. The Committee is comprised of professionals with knowledge of family caregiving, aging services, disability services, volunteer programs, program planning and evaluation, and organizational capacity building.

6.1.1.1. The Review Committee will make funding recommendations based on proposal scores.

6.1.2. Final contract decisions will be made by the Department. The Department will make final decisions based on proposal scores, innovation, diversity of
organization type, size, target population(s), proposed service area(s), and type of respite services provided;
6.1.3. Not all successful Applicants will receive the full amount requested.

6.2. Review Criteria
6.2.1. Applicant’s Organizational Overview and Experience. Applicants will receive high scores if they have a defined and clear organizational structure; qualified and capable personnel with related experience; are connected to their local community, or can otherwise demonstrate that they will be a reliable Contractor who will use all awarded funds in a manner consistent with law and the requirements of this funding announcement. (50 points)

6.2.2. Applicant’s Budget. Applicants will receive higher scores if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. The total request for funding itself will not determine the score; rather, Applicants will be scored based on whether the budget accurately reflects allowable costs of completing the work outlined in the work plan. (25 points)

6.2.3. Applicant’s Work Plan and Program Overview/Design. Applicants will receive higher scores if their work plan and program overview/design responds to the Scope of Work and is in line with respite services and expectations, as well as evidencing the ability to meet expected outcomes, adhere to reporting deadlines, or other deadlines, and complete any required activities. The work plan must include clear program goals, measurable program outcomes, reasonable objectives and tasks, reasonable timeframes, and realistic evaluation methods. DHHS exercises sole discretion as to whether the Application adequately addresses the purposes and objectives of the program. (100 points)

6.2.4. Applicant’s Sustainability. Applicants will receive higher scores if their Narrative and Sustainability Plan clearly outline who they are expecting to address the sustainability of the local model beyond the proposal period. (25 points)

Total Points: 200 Points

6.3 Late Applications – Applications received after the application period ends will be considered as late applications. Late applications will be rejected. It’s the Applicant’s responsibility to ensure that Applications are received timely.

7. Proposal
7.1. Proposals and the required attachments will be submitted electronically to the email: DHHS.RFPquestions@nebraska.gov no later than 2:00 p.m. CST, January 22, 2022. (Refer to 2.11. above)

7.2. If any technical support is required during the proposal process, please contact DHHS.RFPquestions@nebraska.gov

7.3. Ensure all acronyms are written out the first time they are used.

7.4. The proposal consists of the following elements:
7.4.1. Proposal Coversheet and Narrative – Form 1;
7.4.2. Budget template - Form 2;
7.4.3. Work Plan – Form 3;
7.4.4. Logic Model;
7.4.5. Sustainability Plan;
7.4.6. Financial Documentation;
7.4.7. A copy of the organization’s current IRS tax-exempt status determination letter or most current Form 990, OR Certificate of Incorporation or equivalent document for qualified religious organizations not required to file Forms 990 and 1023. If not applicable, a letter from the Applicant’s CFO or equivalent stating such and why; and
7.4.8. DUNS number.