



# LRCOG

*Lumber River Council of Governments*

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*Dedicated to Regional Excellence*

**Family Caregiver Support Program**  
**Older Americans Act, as amended, Title III-E Grants**  
**Lumber River Area Agency on Aging**

**Hoke County – Respite Services**

**Grant Period: September 1, 2019 – May 31, 2020\***

\*With potential renewal for 2<sup>nd</sup> year based upon available funding and performance

**Funding Amount: \$2,793**

**FUNDING APPLICATION PACKET**

**DUE BY August 23, 2019 by 4:00 pm**

**Bid opening will be at 4:15 p.m. on August 23, 2019.**

Lumber River Area Agency on Aging (LRAAA) reserves the right to request additional information, references, to accept or reject any or all bids, to waive technicalities, to accept bids in whole or in part, and to award a contract(s) which, in the opinion of the grantor, best serves the older adults. Funds granted as a result of this informal bid are contingent upon LRAAA receiving sufficient funds from the Administration on Community Living and the North Carolina Division of Aging and Adult Services.

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***Member Governments***

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**BLADEN COUNTY**

Bladenboro • Clarkton • Dublin  
East Arcadia • Elizabethtown  
Tar Heel • White Lake

**HOKE COUNTY**

Raeford

**RICHMOND COUNTY**

Dobbins Heights • Ellerbe • Hamlet  
Hoffman • Norman  
Rockingham

**SCOTLAND COUNTY**

Gibson • Laurinburg • Wagram

**ROBESON COUNTY**

Fairmont • Lumber Bridge • Lumberton  
Marietta • Maxton • McDonald  
Orrum • Parkton • Pembroke  
Proctorville • Red Springs • Rennert  
Rowland • St. Pauls

*Equal Opportunity Employer*

## ORGANIZATION CHECKLIST FOR FCSP INFORMAL BID

Use the information on this checklist to complete the Family Caregiver Support Program (FCSP) Informal Bid. Mail all original required documents, including this checklist, to Lumber River Area Agency on Aging (LRAAA) by 4:00 pm on August 23, 2019.

### FCSP CHECKLIST

Provider Name: \_\_\_\_\_

County: \_\_\_\_\_

Allocation Amount  
Requesting: \_\_\_\_\_

☐ **Cover Letter:**

A cover letter must be included to state the request for Family Caregiver Support Program (FCSP) funds and how the applicant intends to implement the Family Caregiver Support Program.

**Informal Bid:**

- ☐ Bid and check list containing all required information and signatures.
- ☐ FCSP hourly rate based on county allocations (see page 7)
- ☐ Copy of current policy and procedures that outlines the collection and reporting of consumer contributions.
- ☐ Policy and procedures that outline FCSP delivery of services, how clients are awarded funding, and agencies billing processes.

**Mailing instructions:** Agency will complete all documents and mail originals to LRAAA by August 23, 2019, by 4:00 p.m.

**Mail to:**

*Lumber River Council of Governments  
Attn: Stephanie Powers, Family Caregiver Specialist  
30 CJ Walker Road  
Pembroke, NC 28372*

## FY 2019 2020 FAMILY CAREGIVER SUPPORT PROGRAM

### Provider Information

State Fiscal Year:	2019-2020
Organization Name:	
Address:	
Phone Number:	
Executive Director:	
Email:	
Program Lead:	
Title:	
Email:	
County(s) Servicing:	

### GENERAL INFORMATION AND FUNDING NARRATIVE

The objectives of the Older Americans Act (OAA) to:

1. Help older persons secure and maintain maximum independence and dignity in the community,
2. Remove barriers to independence for older persons, and
3. Provide a continuum of care for the venerable elderly.

The National Family Caregiver Support Program (FCSP), established in 2000, provides grants to States and Territories, based on their share of the population aged 70 and over, to fund a range of supports that assist family and informal caregivers to care for their loved ones at home. The NC FCSP is funded by Title III-E of the OAA. Through the FCSP allocations, Grantees assist unpaid individuals who serve as caregivers to frail, elderly members and grandparents raising their grandchildren by providing services that are available for budgeting allocation that include the following:

- Information about available services in their community
- Assistance in connection with supportive services
- Individual counseling, support groups, and training for caregivers to help them in making decision and solving problems related to their caregiving roles
- Respite care in the form of in-home assistance, adult day care, or group respite to provide the caregivers with *temporary* relief from their caregiving duties
- Supplemental services to assist the caregiver as needed such as incontinence supplies, nutrition supplements, minor home modifications, and assistive devices

With funding from OAA Title III-E Family Caregiver Support Program, Lumber River Area Agency on Aging Area Agency on Aging (LRAAA) is seeking bids from Home Health/Home Care Agencies to provide approved in-home respite services to caregivers in Bladen, Hoke, Richmond, Robeson and Scotland Counties.

**Lumber River Area Agency on Aging's top priority of services for FCSP funding is for Caregiver respite services and programs (*Category IV*).**

## FAMILY CAREGIVER SUPPORT PROGRAM CLIENT ELIGIBILITY REQUIREMENTS

**Eligible Program Participants:** The following specific populations of caregivers are eligible to receive FCSP service funding:

- Adult family members or other informal and unpaid caregivers age 18 and older providing care to individuals 60 years of age and older.
- Adult family members or other informal and unpaid caregivers age 18 and older providing care to individuals of any age with Alzheimer's disease and related disorders.

### AND

In addition to the eligibility requirements above, the Older Americans Act specifies that the caregiver receiving Respite (Category IV) must be providing care to a care recipient who meets the definition of "frail". "Frail" means that the older individual is determined to be functionally impaired because he/she:

**Is unable to perform at least two activities of daily living** without substantial human assistance, including verbal reminding, physical cueing, or supervision;

### OR

**Due to a cognitive or other mental impairment, requires substantial supervision** because the individual behaves in a manner that poses a serious health or safety

## LRAAA BUDGET REQUIREMENTS AND FUNDING CAPS

- Funds requested must support caregivers, and should **supplement**, not **supplant**, existing programs or services.
- Services are to assist caregivers under the FCSP. **All FCSP funding is per client, per fiscal year, per household.**
- **LRAAA Respite Care Cap is \$2,500 per client, per fiscal year, per household.** A prior written request can be submitted to LRAAA for approval and review for increased client servicing amounts; not to exceed the NCDAAS State Respite Care Cap of \$2,500 per client instructed in Administrative Letter No. DAAS 12-07.

## GRANT REQUIREMENTS

- Family Caregiver Support Grant expenditures will be reviewed by LRAAA after six months to ensure spending is on target. If results find that utilization of funds is less than **50%**, LRAAA reserves the right to reduce the original grant amount.
- Aging Resource Management System (ARMS) Requirements: All program performance and financial reports must conform to the requirements of the Division of Aging and Adult Services' automated ARMS. The Grantee will be required to participate in the automated ARMS by supplying the necessary and required input data. The Grantee will also be required to participate in appropriate training workshops by the Division of Aging and Adult Services or Area Agency on Aging. If applying Grantee does not have ARMS login access, agency will contact LRAAA for access and ARMS program data entry training. Failure to comply with the reporting requirements may result in either withholding of funds or possible suspension/termination of funding.

- **Documentation of Expenses:** Grantee shall maintain full and complete documentation of all expenses associated with performing the scope of work under this informal bid. Documentation in the form of time sheets or some other verification (prior approval required) that services were rendered shall be kept in each client file. Grantee shall maintain all financial and program records for a period of five years from the date of final payment under this agreement. Grantee shall maintain records on each caregiver served including: Family Caregiver In-take Form (DAAS 101), Consumer Contributions Provider Assurance form (signed and dated), Client/Patient Rights form (signed and dated) and a confidentiality form (signed and dated).
- Grantees will collaborate with LRAAA and attend scheduled meetings for the Regional FCSP and provider agencies. The Grantee reports all collaboration, partnership, activities, and recommendations to the County Planning Committee.
- Grantees will submit Monthly Non-Unit Reimbursement Data Forms and receipts by the 5<sup>th</sup> for the previous month of expenses to LRAAA FCSP representative.  
*Monthly Non-Unit Reimbursement Data:* <https://www2.ncdhhs.gov/aging/arms/forms/DAAS-544.pdf>
- Grantees must allow for “consumer contributions” (caregiver must be given opportunity to contribute to defray the cost of the service, but may not be denied service should he/she fail to or choose not to contribute). The NC Division of Aging and Adult Services Home and Community Care Block Grant Service Standards for Consumer Contributions will be followed and a signed/dated provider assurance form must be present in each client file: <http://www.dhhs.state.nc.us/aging/manual/consumercontributions.pdf>
- Grantee will be monitored by LRAAA FCSP program lead staff for programmatic and unit verification annually.

## STANDARD ASSURANCES

1. Services will be provided in accordance with requirements set forth in the following:
  - Lumber River Area Agency on Aging Procedures Manual
  - The North Carolina Division of Aging and Adult Services (NCDAAS) FCSP Standards
  - The NCDAAS Policies and Procedures.
  - The Older Americans Act of 1965.
2. Priority will be given to providing programs to older persons with the greatest economic or social needs, with particular attention to low-income minority individuals.
3. All licenses, permits, bonds, and insurance necessary for carrying out services will be maintained by the Community Service Provider and any contracted providers.
4. Certification, State Grants compliance reporting. If the contractor is a governmental entity. Such entity is subject to the provisions of the requirements of OMB Uniform Guidance 2 CFR Part 200 and the NC Single Audit Implementation Act of 1987. Non-government agencies must comply with GS 143C-6-23 as outlined in the chart below.
5. Compliance with Equal Opportunity requirements shall be followed.
6. The Community Services Provider will be monitored through on-site visits by the Area Agency on Aging to assure that services are being provided in compliance with the provisions of the contract.
7. The Community Service Provider will submit both monthly financial and quarterly program reports as required by the Area Agency on Aging and NCDAAS.
8. The Community Service Provider assures that all consumer contributions collected will be used to expand Family Caregiver Support Program Services.
9. The Community Services Provider assures that all terms and conditions as required by the Older Americans Act of 1965, The NCDAAS, and Lumber River Area Agency on Aging will be adhered to.

**Category IV.**  
**Service Code 842 In-Home Respite**

1. Identify the services you propose to offer by your agency this fiscal year. What are the expected outcomes of your program(s) with the utilization of the funds in Category IV?

2. What are your expected goals, short-term and long-term, to meet the needs of caregivers in the stated coverage area? Targeted outcomes?

3. How do you plan to work with other providers or long-term program transitions for FCSP clients to ensure “temporary” funding assistance under the FCSP and that funds do not duplicate services/supplant?

4. How does your agency plan to target the priority populations and how will you measure your results?

## FCSP BID SELECTION CRITERIA

LRAAA will fund FCSP programs based on the federal and state budget allocation to the region for the 2019-2020 fiscal years. All allocations are contingent upon availability of funds and legislative priorities. LRAAA retains the right to extend the contract for a 2<sup>nd</sup> year based on available funding and job performance.

LRAAA will review each completed, on-time bid, and the following criteria will be considered when determining agencies approved: agency capacity, prior performance, completeness, and clarity of application, innovation/creativity, will be considered. Based on the number of agencies applying, there is a possibility that an agency will not receive approval for requested funding or full requested allocation amounts. If this occurs, LRAAA will ask those Grantees to submit a revised budget sheet to match their awarded allocation amounts. Grant award notification letters will specify state how much each grant award will be and which program codes have been approved for reimbursement eligibility.

LRAAA review board will include LRCOG Director, LRCOG Finance Director, AAA Director, and Program Manager.

Selection criteria will include, but is not limited to the following:

1. Reasonableness of hourly rate for service;
2. Demonstrated capacity, past history and performance on previous FCSP grants executed with LRAAA; and
3. Other applications received proposing to serve similar geographic areas or targeted populations.

## COUNTY ALLOCATIONS

### FY 19-20 Available Funding for Title III-E FCSP

County	Total Grant
Bladen	\$3,768
Hoke	\$2,793
Richmond	\$4,090
Robeson	\$11,229
Scotland	\$3,120

## SIGNATURE PAGE

*I have read and agree to abide by the specifications that apply to my Informal Bid. I understand that funds made available through the Older Americans Act, as amended, under the National Family Caregiver Support Act shall supplement, not supplant any Federal, State, or local funds expended by a State or unit of local government. I certify that our agency will comply with all of the rules and regulations of the National Family Caregiver Support Program and eligibility requirements for clients being served.*

**COMPLETED COPY OF INFORMAL BID WITH ORIGINAL SIGNATURES IS DUE TO  
LUMBER RIVER AREA AGENCY ON AGING BY 4:00 PM ON AUGUST 23, 2019**

**(NO EMAIL OR FAXED BIDS WILL BE ACCEPTED)**

\_\_\_\_\_  
Agency Director Signature

\_\_\_\_\_  
Date