

**MID-CAROLINA COUNCIL OF GOVERNMENTS, INC.**  
**Area Agency on Aging**

130 Gillespie Street, Third Floor  
PO Drawer 1510  
Fayetteville, NC 28302  
(910) 323-4191  
[www.mccog.org](http://www.mccog.org)



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

**Grant Period: July 1, 2019 - June 30, 2020**

**FUNDING APPLICATION PACKET**  
**DUE BY June 19, 2019 by 5:00 pm**

Mid-Carolina Council of Governments, Inc. reserves the right to request additional information, references, to accept or reject any or all Proposals, to waive technicalities, to accept Proposals 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 proposal are contingent upon Mid-Carolina Council receiving sufficient funds from the Administration on Community Living and the North Carolina Division of Aging and Adult Services.

# ORGANIZATION CHECKLIST FOR FCSP REQUEST FOR PROPOSAL

Use the information on this checklist and in Appendix A to complete the Family Caregiver Support Program (FCSP) Request for Proposal (RFP). Please note that during the open RFP process Mid-Carolina Area Agency on Aging staff will be available to assist with RFP clarification, draft reviews, and questions. Return all original required documents, including this checklist, to Mid-Carolina AAA.

## FCSP CHECKLIST

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

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.

**RFP package:**

- Request for Proposal and check list containing all required information and signatures.
- S.M.A.R.T. Goals Narrative.
- FCSP Budget (located at: [www.mccog.org](http://www.mccog.org) : MCCOG Tab - Documents)
- Copy of Subcontractor Contract or Purchase of Service Agreement (if applicable.)

**Submission Instructions:** All Applicants will complete all documents, including this checklist, S.M.A.R.T Goals, FCSP FY 19-20 budget, and return originals to Mid-Carolina AAA by **June 19, 2019**; by 5:00 p.m.

**Submit to:**

*Mid-Carolina Area Agency on Aging  
Attn: Barbara A. White  
PO Drawer 1510  
Fayetteville, NC 28302*

**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:

- 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, Mid-Carolina Area Agency on Aging is seeking proposals to provide approved family caregiver support programs to caregivers in **Sampson County**.

**Mid-Carolina AAA top priority of services for FCSP RFP proposals and funding is (see Appendix A for category codes availability under each category):**

1. Caregiver respite services and programs (*Category IV*)
2. Supplemental services (*Category V*)
3. Caregiver Counseling, Caregiver Training, and Support Groups (*Category III*)
4. Assistance with Access (*Category II*)
5. Information (*Category I*)

## 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.
- Grandparents and other relatives (not birth or adoptive parents) 55 years of age and older providing care to children under the age of 18. **Grandparents Raising Grandchildren.** (*Note: A relative caregiver is a relative of a child by blood, marriage, or adoption, who is 55 years of age or older and (A) lives with the child; (B) is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and (C) has a legal relationship to the child, as such legal custody or guardianship, or is raising the child informally*)
- Grandparents and other relatives (not birth or adoptive parents) 55 years of age and older providing care to adults age 18-59 with **disabilities**.

**AND**

In addition to the eligibility requirements above, the Older Americans Act specifies that the caregiver receiving Respite (Category IV) or Supplemental services (Category V) 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 hazard to the individual or to another individual."

## MID-CAROLINA AAA BUDGET REQUIREMENTS AND FUNDING CAPS

- The **caregiver is the client** under FCSP services.
- 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.**
- **No more than 10%** of an applicant's entire FCSP budget can be allocated for *Grandparents Raising Grandchildren (GRG) or Kinship Care*, unless written approval is obtained from Mid-Carolina AAA.
- **No more than 25%** of an applicant's FCSP budget can be allocated for *Category V, Supplemental Services*, unless written approval is obtained from Mid-Carolina AAA. A maximum cap of **\$250** per caregiver for incontinent supplies, liquid nutritional supplements, home delivered meals, home safety interventions, handy man or yard work, medical equipment and assistive technology devices, personal emergency response alarm systems, telephone reassurance, legal assistance, and transportation services.

A prior written request and written approval is required for a client to receive above the Mid-Carolina AAA supplemental caps.

- **No more than 35%** of an applicant's FCSP budget can be allocated *for Category I, Information Services*, unless written approval is obtained from Mid-Carolina AAA. The North Carolina Family Caregiver Support Program Logo will be placed on all literature and materials funded by the FCSP in part or in whole.
- **No more than 10%** of an applicant's FCSP budget can be allocated for *code 833 (Support Groups)* unless prior written approval is obtained from Mid-Carolina AAA.
- **Mid-Carolina AAA FCSP Respite Cap is \$500 per client, per fiscal year, per household.** A prior written request can be submitted to Mid-Carolina AAA 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.
- Any services not listed on Appendix A must have prior written approval.
- **A 25% food and supplies cap per event** (Rate applies for: caregiver events, trainings, support groups) will be utilized for FCSP allocated events, unless prior written approval is obtained from Mid-Carolina AAA.
- If outside agencies are going to be used to provide services as a Subcontractor or for a Purchase of Service, please include their names and descriptions on the Family Caregiver Support Program Budget Form. **\*\*If using either a Subcontractor or Purchase of Service, please send a copy of the contract or POS agreement with the submitted RFP.**

## GRANT REQUIREMENTS

- Family Caregiver Support Grant expenditures will be reviewed by Mid-Carolina AAA after six months to ensure spending is on target. If results find that utilization of funds is less than **50%**, Mid-Carolina AAA reserves the right to reduce the original grant amount.
- **Documentation of Expenses:** Grantee shall maintain full and complete documentation of all expenses associated with performing the scope of work under this proposal. Grantee shall maintain all financial and program records for a period of five (5) 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) and Client/Patient Rights form (signed and dated) and a confidentiality form (signed and dated).
- Grantees will collaborate with Mid-Carolina AAA and attend the Regional FCSP and Provider Agencies scheduled meetings.
- Grantees will submit Monthly **Non-Unit Reimbursement** Data Forms and receipts by the **5<sup>th</sup>** for the previous month of expenses to Mid-Carolina AAA FCSP representative.
- 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 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 Mid-Carolina AAA FCSP program lead staff for programmatic and unit verification annually for all FCSP programs.

- If the Grantee’s records show that they have negotiated/arranged for any of the service categories to be provided by a government or not-for-profit organization, it must be with a clearly defined contract and/or agreement. If the Grantee chooses to contract for any of the service categories with a for-profit agency, records must show that they have followed the reference regulation regarding bidding and awarding of federal funds, if applicable.

## STANDARD ASSURANCES

1. Services will be provided in accordance with requirements set forth in:
  - Mid-Carolina Area Agency on Aging FCSP 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 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.

### Required State Grants Reporting

\$1-\$24,999	\$25,000-\$499,999	\$500,000 and more
Certification Form	Certification Form	Certification Form
Brief accounting and program activities and accomplishments.	More detailed accounting (schedule of receipts and expenditures)	Audit and Schedule of Awards (usually included in audit)
Due within six (6) months of entity’s fiscal year to Mid-Carolina AAA.	Due within six (6) months of entity’s fiscal year to Mid-Carolina AAA.	Due within nine (9) months of entity’s fiscal year to Mid-Carolina AAA and Office of the State Auditor.
N/A	Separate program activities and accomplishments.	Program activities and accomplishments.

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 monthly financial and 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 Mid-Carolina Area Agency on Aging will be adhered to.

## S.M.A.R.T GOAL INSTRUCTIONS

- Goal Narrative should be a concise summary describing the components of the FCSP and Grantees intent of services to provide during the FY 2019-2020.
- Grantees will describe how they intend to provide services to caregivers throughout their area and intent to assist clients with long term resource transitioning. Grantee will demonstrate utilization of services that are to supplement not supplant existing programs or services.
- S.M.A.R.T Goals should include strategies used to identify and serve target populations. Be measurable: It should include objectives and action steps to achieve the goals. Objectives must address eligibility criteria as well as address priority of services for older caregivers (60+) with greatest social and economic need (with particular attention to low-income, minority, and rural.)

## FCSP RFP SELECTION CRITERIA

Mid-Carolina AAA will fund FCSP programs based on the federal and state budget allocation to the region for the 2019-2020 fiscal year. All allocations are contingent upon availability of funds and legislative priorities.

Mid-Carolina Council of Governments, Inc. will review each completed, on-time proposal, and multiple criteria will be considered when determining agencies approved RFP. Reasonableness of budgets, agency capacity, prior performance, completeness, clarity of application, and innovation/creativity will be considered. Grant award contract will specify how much each grant award will be and which program codes have been approved for reimbursement eligibility.

## REGIONAL RFP ALLOCATIONS

### FY 2019-2020 Available Funding for Title III-E FCSP

<b>County</b>	<b>Total Grant</b>
Sampson	\$28,000

## SIGNATURE PAGE

*I have read and agree to abide by the specifications that apply to my Proposal. 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.*

[https://aoa.acl.gov/AOA\\_programs/HCLTC/Caregiver](https://aoa.acl.gov/AOA_programs/HCLTC/Caregiver)

**COMPLETED COPY OF PROPOSAL WITH ORIGINAL SIGNATURES IS DUE TO  
MID-CAROLINA COUNCIL OF GOVERNMENTS BY 5:00 PM ON JUNE 19, 2019**

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

\_\_\_\_\_  
Date

## S.M.A.R.T Goals- Specific, Measurable, Attainable, Realistic, Time-bound

**Identify the services you propose to offer by your agency this fiscal year. What are the expected outcomes of your agencies program(s) with the utilization of the funds for caregivers in the county your agency serves?**

[Click or tap here to enter text.](#)

- 1. What service codes do you propose to offer this fiscal year and why? How will the funding be utilized in an appropriate time?**

[Click or tap here to enter text.](#)

- 2. What are your expected goals, short-term and long-term to meet the needs of caregivers in the stated coverage area? Targeted outcomes (i.e.: new caregivers?)**

[Click or tap here to enter text.](#)

- 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?**

[Click or tap here to enter text.](#)

- 4. How does your agency plan to target the Priority Populations and how will you measure your results?**

[Click or tap here to enter text.](#)



**APPENDIX A-NCDAAS FCSP SERVICE CATEGORIES AND CODES**

<b>Category I Information (No more than 5% of Budget)</b>	<b>811</b>	Community and program planning, development, and administration	<b>814</b>	Program promotion (e.g. public service announcements, advertisements, printing, distribution of marketing materials)
	<b>812</b>	Informational/educational programs, organization, participation in community events		Public Information (e.g. printing and distribution of publications, radio, television, and newspaper stories)
<b>Category II Assistance with Access</b>	<b>821</b>	Community and program planning, development, and administration	<b>823</b>	Care management (assessment, care planning & coordination, case assistance, options counseling)
	<b>822</b>	Information and assistance-unregistered	<b>824</b>	Develop caregiver emergency plan (e.g. hospitalization plan and back-up respite service)
<b>Category III Counseling, Training, and Support Groups</b>	<b>831</b>	Community and program planning, development, organization, and administration	<b>834</b>	Workplace caregiver support (e.g. coordination with employer-sponsored caregiver assistance programs)
	<b>832</b>	Caregiver counseling (e.g. end of life and grief)	<b>835</b>	Caregiver training programs (e.g. PTC)
	<b>833</b>	Support groups (e.g. caregiver, widow, peer, disease specific, and grief)	<b>836</b>	Other as approved by DAAS
<b>Category IV Respite</b>	<b>841</b>	Community and program administration (e.g. contract negotiation, reporting, reimbursement, accounting, and monitoring)	<b>846</b>	Institutional Respite (e.g. nursing home or assisted living facility)
	<b>842</b>	In-home respite (e.g. personal care, homemaker assistance, and home chore)	<b>847</b>	Grandparent Raising Grandchildren-Day Respite
	<b>843</b>	Community respite (e.g. adult day center or group respite center)	<b>848</b>	Grandparent Raising Grandchildren-Hourly Respite
	<b>844</b>	Caregiver Directed Vouchers	<b>849</b>	Other Respite, as approved by DAAS
<b>Category V Supplemental Services (No more than 20% of Budget)</b>	<b>851</b>	Community and program administration (e.g. contract negotiation, reporting, reimbursement, accounting, and monitoring)	<b>858</b>	Telephone assurance
	<b>852</b>	Home safety interventions/evaluations	<b>859</b>	Liquid nutrition supplements
	<b>853</b>	Handy man or yard work	<b>860</b>	Home delivery meals (temporary)
	<b>854</b>	Medical Equipment and assistive technology devices/services (not covered by insurance)	<b>861</b>	Legal assistance
	<b>855</b>	Home modifications/accessibility (e.g. grab bars or ramps)	<b>862</b>	Other as approved by DAAS
	<b>856</b>	Personal emergency response alarm system	<b>863</b>	Transportation
	<b>857</b>	Incontinence supplies	<b>864</b>	Congregate Meals

FCSP Budget Form Page 1 of 2 (FCSP Funding Only)

FCSP Allocation Amount: \$28,000

Provider:

County:

It is a requirement of this contract to have **one part-time staff person spend at least 20 hours of their time dedicated to the FCSP** (funds can be used for their salary, fringe benefits, and office expenses.)

**These funds may not be used for any agency overhead expenses.**

Budget Period: \_\_\_\_\_ through \_\_\_\_\_

Date \_\_\_\_\_ Revision \_\_\_\_ Yes

Line Item Expense	FCSP 810	FCSP 820	FCSP 830	FCSP 840	FCSP 850	Grand Total	%
<b>A. Staff Salary</b>							
Part-time staff						0	#DIV/0!
<b>B. Fringe Benefits</b>							
1) FICA @ .0765%	0	0	0	0	0	0	#DIV/0!
2) Health Ins. @						0	#DIV/0!
3) Retirement @						0	#DIV/0!
4) Unemployment Insurance						0	#DIV/0!
5) Worker's Compensation						0	#DIV/0!
6) Other						0	#DIV/0!
<b>Subtotal, Fringe Benefits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
<b>C. Travel</b>							
1) Per Diem						0	#DIV/0!
2) Mileage Reimbursement						0	#DIV/0!
3) Other Travel Cost:						0	#DIV/0!
<b>Subtotal, Travel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>
<b>D. General Operating Expenses - please list</b>							
1)						0	#DIV/0!
2)						0	#DIV/0!
3)						0	#DIV/0!
4)						0	#DIV/0!
5)						0	#DIV/0!
6)						0	#DIV/0!
7)						0	#DIV/0!
8)						0	#DIV/0!
9)						0	#DIV/0!
10)						0	#DIV/0!
11)						0	#DIV/0!
12)						0	#DIV/0!
13)						0	#DIV/0!
14)						0	#DIV/0!
15)						0	#DIV/0!
<b>Subtotal, General Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>E. Total FCSP Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_