



State of South Carolina
Department on Aging

South Carolina Department on Aging
Alzheimer's Resource Coordination Center (ARCC)

Grant Program for Alzheimer's and other Related Dementia (ADRD) Services
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201

SUBMISSION DEADLINE: Monday, April 10, 2023 11:59 p.m.

The South Carolina Department on Aging invites you to submit Grant Proposals in accordance with the requirements described in this document. Grant Proposals must be received before or no later than 11:59 p.m., Monday, April 10, 2023.

GRANT APPLICATION REQUEST (GAR): To develop or expand (1) respite care programs that are dementia specific, including in-home, overnight, adult day services, or social model group respite to support caregivers and promote a higher quality of life for the person with Alzheimer's disease and related dementia (ADRD), and the family; (2) new or expanded educational programs for families and caregivers of persons with dementia and community service providers, or (3) the implementation of innovative programming directed to the ADRD population.

Email applications to: slewis@aging.sc.gov. For questions, contact Sheila Lewis, 803-734-6029.

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Part I. GENERAL INFORMATION AND SCOPE OF SERVICES

INTRODUCTION:

The Alzheimer's Resource Coordination Center, hereafter referred to as "the ARCC," located within the SC Department on Aging, was established by state legislation in 1994 [South Carolina Code of Laws, Section 44-36-310]. The Center's goal is to serve as a statewide focal point for coordination, service development, information, and education to assist persons with Alzheimer's disease and related dementia (ADRD) and their families.

BACKGROUND:

Persons with ADRD may live for 20 years beyond the onset of the disease. The majority of those persons are cared for at home by family members and other unpaid caregivers. The emotional, physical, and financial impact on these caregivers is staggering. When the families can no longer cope with this burden, many turn to nursing homes and other institutions as the only viable alternative.

Experience has shown that support for caregivers can promote a higher quality of life for the person with ADRD and the family. By relieving some of the burdens, even on a short-term basis, supportive services can enable families to continue to care for the person with ADRD at home. Supportive services such as adult day services, group respite care, in-home respite, caregiver education, and counseling can help to prevent or delay institutionalization at a fraction of the cost of institutional care.

Therefore, the ARCC is requesting grant applications for:

- (1) Respite care services;
- (2) Educational interventions for persons with ADRD, their families and caregivers, and community service providers;
- (3) Innovative programming directed to serve persons with ADRD.

NEED:

Applicants must show evidence of the need for service(s) in communities within South Carolina. Applications are encouraged from organizations in South Carolina counties that have not received grants for the establishment of ADRD support services. Special consideration will be given to new program initiatives and/or expansions that have not been previously funded.

SCOPE OF SERVICES FOR ARCC GRANTS:

(1) Respite Care Services:

Grants of up to \$20,000 are awarded for the development or expansion of respite care programs. Please note, programs operating for four (4) or more hours/day must be licensed by DHEC as an Adult Day Service Center.

Respite programs will be established according to a community-based service model which:

- Provides a respite program that is dementia specific (including in-home, overnight, adult day services, or social model group respite services)
- Offers people with ADRD scheduled opportunities for dementia-specific care and activities in a safe and supportive environment
- Provides hours of respite from caregiving tasks for family caregivers
- Provides or informs families of other services for participants and their families
- Is staffed by a qualified individual (such as a social worker, nurse, activity professional, or health educator) who may be assisted by carefully selected and trained volunteers, students, and/or program assistants. (All staff and volunteers providing service in the home must pass a SLED background check before providing services)
- Provides high-quality, cost-effective services
- Builds relationships with caregivers to establish trust
- Has the potential for sustainability when state grant funds are no longer available
- Shows evidence of community collaboration and support and maximum utilization of existing resources

Types of Respite Programs can include:

- Adult Day Respite Programs
- Respite Programs offered on a consistent schedule, such as in a church or other community settings
- In-home respite
- Overnight

(2) Educational Interventions:

Grants of up to \$20,000 are awarded for dementia-specific educational interventions. The educational initiative will provide new or expanded educational programs for families and caregivers of persons with dementia and may include programs for persons in the early stages of dementia. Topics can include:

- Grief
- Depression
- Home safety and security
- Legal and financial issues
- Communication
- Prevention and management of difficult behaviors
- Resources available in the community
- Caregiver issues, such as the identification and utilization of available resources
- Methods of establishing trust between caregivers and providers of services

Types of allowable education and information activities include:

- Early Stage Dementia Programs
- Training for families, informal caregivers, health and social service providers, and other community service providers (example: law enforcement, emergency personnel, doctors, dentists, dental hygienists, etc.)
- Establishment of new caregiver support groups or early diagnosis support groups
- Establishment of new caregiver education materials
- Educational intervention/training in Residential Care Facilities/Nursing Homes

(3) Innovative Programming:

Grants of up to \$20,000 are awarded for the development and implementation of innovative programming directed to persons with Alzheimer’s disease or Related Dementia (ADRD). This grant opportunity is designed to provide flexible programming to the populations served with ADRD.

Innovative Programming can include but is not limited to:

- Virtual training for family caregivers
- In-home sustainable activities designed for persons with ADRD
- Projects to promote safety in the community for those living with ADRD

GRANT REQUIREMENTS:

Eligibility: Applicants must show evidence of organizational capability to effectively manage the project. Eligible entities include Alzheimer’s organizations, social service and health care agencies, denominational groups, aging service providers, educational institutions, and other local organizations. Applicants may be public, non-profit, or for-profit entities. Organizations may submit only one application per grant cycle. Current grantees are not eligible to apply until the second year of their grant cycle.

Dementia-Specific Focus: All programs funded by the ARCC must provide a program designed specifically for people affected by ADRD and their family caregivers.

Services to Caregivers: Individual consultation, caregiver support, and information and referral to other services must be made available to family caregivers either by the grantee or in cooperation with other organizations in the community that provides respite programs.

Ancillary Services: Grantees must take responsibility for outreach activities directed toward recruitment of participants (and volunteers, if applicable), linkages with other community resources, and funding support designed to ensure long-term continuity of the program.

Staffing: The program must be staffed by a professional with knowledge of Alzheimer's disease and related disorders, and there must be evidence of organizational capability to effectively develop and manage the project. The grant budget for respite programs must include expenses for staff training on appropriate care for persons with Alzheimer's disease.

Training Requirements: Staff is required to obtain a Certificate of Completion from "Dementia Dialogues" (at no cost) or similar training which must receive prior ARCC approval.

Reporting: Grantees must meet the reporting requirements of the ARCC and the SC Department on Aging, which include quarterly statistical and narrative reports. Expenditure reports and a final report (fiscal and programmatic) are required for all grants. Failure to meet reporting requirements can result in the de-obligation of funding.

Matching Funds: The ARCC will provide no more than 50 percent of the total project cost up to a maximum of \$20,000 per grant. For example, if \$20,000 is requested, the grantee must provide \$20,000 in cash or substantive in-kind support, for a total project cost of \$40,000. In-kind matching support includes staff time, volunteers, office or meeting space, office equipment, goods, and services.

Exclusions: ARCC grant funds shall not be used for building funds, renovations, capital improvements; major equipment; land purchases; cost of building(s)/facilities; bad debts; cost of life insurance when the Grantee is the beneficiary; late payment charges, including penalties and fines; contingency funds; contributions; entertainment; promotional expenses; actual losses which could have been covered by insurance; interest; fundraising costs; investment management costs; profit/losses on disposition of depreciable property or other capital assets and legal fees. ARCC grant funds shall not be used to supplant other sources of funds or to replace lost funding.

Fees: Appropriate fees may be charged for services provided under this grant to make the program self-supporting; however, if a client is unable to pay the full amount, a sliding scale fee schedule should be utilized. Service shall not be refused to anyone in need solely because of inability to pay a fee. A sliding scale fee schedule based on the ability to pay is recommended for respite programs. Fees may be used to help meet the grantee's matching requirement.

LEAD AGENCY:

Applicant community coalitions must designate one entity as the lead applicant organization that will serve as the fiscal agent for the project. If the lead applicant/fiscal agent is a private, not for profit organization, the 501(c) (3) documentation must be attached. Suggested partners include the local United Way, local Council on Aging, Area Agency on Aging, and local Alzheimer's Association Chapter. Other interested community organizations are encouraged to be included.

TIME FRAME:

Costs may be incurred commencing with the beginning date of the negotiated grant through June 30, 2024. If performance is satisfactory, the Grant may be extended through June 30, 2025. This decision to extend will be at the sole discretion of The Department on Aging. No obligation or expenditures of funds may be made before the official start date of the grant.

GRANT PROPOSAL CONSTITUTES OFFER:

By submitting a Grant Proposal, the applicant agrees to be governed by the terms and conditions described in this document. Subsequent agreements may amend, modify, or give greater detail to this document.

NO OBLIGATION TO THE DEPARTMENT ON AGING:

Neither The Department on Aging nor any agent thereof on behalf of The Department on Aging will be obligated in any way by any applicant's response to this Grant Application Request (GAR).

AMENDMENTS:

If it becomes necessary for The Department on Aging to revise any part of the Grant Application Request (GAR) all amendments will be provided in writing to all applicants.

Verbal comments or discussions relative to this solicitation cannot add, delete, or modify any written provision. Any alterations must be in the form of a written amendment to all applicants.

Should a grantee find it necessary to revise the original grant, the grantee will submit the Request for Revision form to The Department on Aging designee.

AWARD:

Grants shall be awarded to applicants whose Grant Proposals are determined to best meet the requirements and evaluation criteria described in this Grant Application Request (GAR). However, the right is reserved to reject any Grant Proposals received, and in all cases, The Department on Aging will be the sole judge as to whether an applicant's Grant Proposal has or has not satisfactorily met the requirements of this Grant Application Request (GAR). *NOTE: NOT MEETING PERFORMANCE STANDARDS ON A PREVIOUS GRANT CAN CAUSE A GRANT PROPOSAL NOT TO BE FUNDED.*

RIGHT OF NON-COMMITMENT OR REJECTION:

This solicitation does not commit The Department on Aging to award a grant or to pay any costs incurred in the preparation of a Grant Proposal. The Department on Aging reserves the right to accept or reject any or all Grant Proposals received as a result of this Grant Application Request (GAR) or to cancel in part or in its entirety this Grant Application Request (GAR) if it is in the best interest of The Department on Aging to do so.

NOTICE OF AWARD:

Each applicant will be notified by letter after all Grant Proposals have been evaluated, and funding has been allocated.

PROHIBITION OF GRATUITIES:

Amended § 8-13-420 of the 1976 CODE of LAWS OF SOUTH CAROLINA states: "Whoever gives or offers to any public official or public employee any compensation including a promise of future employment to influence his action, vote, opinion or judgment as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion or judgment shall be subject to the punishment as provided by 16-9-210 and 16-9-220."

OPTION TO EXTEND/CONTINUATION FUNDING:

The Department on Aging may extend a grant for a second year, dependent upon progress reports indicating the funded program is functioning as proposed. Second-year continuation applications for half of the original amount funded will be considered on a non-competitive basis, contingent upon the availability of state funds and satisfactory progress toward goals in the first year. A site visit will be conducted before the determination of second-year funding.

COMPLIANCE:

Failure to comply with the commitments in the approved grant proposal or failure to meet the reporting requirements can result in the de-obligation of funds.

PART II: SPECIAL INSTRUCTIONS AND CONDITIONS

GRANT PROPOSAL STRUCTURE AND CONTENT:

The Grant Proposal may only be submitted on the official ARCC Grant Application and must include the following:

PROGRAM NARRATIVE. Submit the completed program narrative provided with this Grant Application.

BUDGET AND BUDGET NARRATIVE.

- Using the Project Budget Summary Form, provide budget breakouts and sub-totals for the proposed project. In the budget narrative, provide a brief line-item justification for every entry. It is important that the budget summary form and the narrative must provide a clear picture of how resources will be utilized to conduct the proposed project. The budget narrative should include grantor funds (50%) and local match (50%).
- If equipment and/or furniture are included in the budget, detailed descriptions and justifications must be provided. Applicants are encouraged to utilize existing and/or donated facilities and equipment.

Note that information regarding community contributions of resources is required if included in the budget. Specifically, the amounts of community contributions which are cash and/or in-kind contributions must be included. In addition, a narrative description is required that provides information regarding the cash and/or in-kind contributions available and their respective sources.

SUMMARY OF APPLICANT'S QUALIFICATIONS:

The applicant must, upon request of The Department on Aging, furnish satisfactory evidence of ability to furnish products or services in accordance per the terms and conditions of this Grant Application Request (GAR). The Department on Aging reserves the right to make the final determination as to the applicant's ability to provide the services requested in this Grant Application Request (GAR) before entering into any grant.

ADMINISTRATIVE AND FISCAL CAPABILITIES:

The Department on Aging reserves the right to seek additional information to determine the administrative and fiscal capabilities of the applicant.

DOCUMENTS REQUIRED OF APPLICANTS:

Before grant negotiations are finalized, applicants may be required to provide the following information to The Department on Aging. (This information is not to be submitted with your Grant Proposal.)

- Organizational Chart
- Staff Personnel/Travel Policies
- Charter and By-laws of Organization

Evidence of Signatory Authority
Staff/Cost Allocation Plan
List of Current Board Members of Governing Body
Current Fiscal Statement and Copy of Last Audit or Compilation

REPORTING REQUIREMENTS:

Fiscal

On a quarterly basis, Payment Request Forms (PRFs) must be submitted to invoice@aging.sc.gov even if funds are not being requested. When funds are requested, supporting documentation of both funds requested and matching funds must be provided.

The Grantee will be required to submit a final fiscal report that includes all cost data, claims for reimbursement, or other fiscal adjustments deemed to be allocable and allowable under this grant. This report should be submitted to The Department on Aging no later than 60 days from the expiration date of this grant.

Program

A Final Program Report is also due no later than 60 days from the expiration of this grant. Quarterly program and statistical reports will be required for all grants; respite, educational, and innovative. Failure to meet the reporting requirements can result in the de-obligation of funds. More detailed information will be provided at a later date to successful applicants.

DISCUSSION/NEGOTIATION:

By submission of a Grant Proposal, the applicant agrees that during the period following issuance of the GAR and before the final award of a grant, the applicant shall not discuss this GAR with The Department on Aging employee or member of the ARCC Advisory Council, except Sheila Lewis, Department on Aging.

PART III: EVALUATION CRITERIA

SCORING:

All Grant Proposals will be reviewed and assigned an overall score based on the criteria listed below. Grant Proposals must be in the required format and be received by 11:59 p.m., Monday, April 10, 2023, to qualify for review.

POINTS CRITERIA

- 15 CAPABILITY AND SUITABILITY OF GRANTEE TO ADDRESS THE NEEDS OF PEOPLE WITH ALZHEIMER'S DISEASE AND THEIR FAMILIES
- 15 EVIDENCE THAT THE PROPOSED PROGRAM WILL PROVIDE A HIGH QUALITY, COST EFFECTIVE PROGRAM THAT IS DEMENTIA SPECIFIC. FOR GROUP RESPITE, AN ADEQUATE SITE IS AVAILABLE FOR THE PROGRAM
- 15 EVIDENCE OF THE NEED FOR SERVICE AND OF COMMUNITY SUPPORT FOR THE PROPOSED PROGRAM
- 15 SUPPORT SERVICES TO FAMILY CAREGIVERS
- 15 POTENTIAL FOR SUSTAINABILITY BEYOND THE GRANT PERIOD
- 10 BUDGET IS REASONABLE AND SHOWS ADEQUATE SUPPORT FROM THE ORGANIZATION AND/OR COMMUNITY FOR THE PROPOSED PROGRAM
- 15 A TOTAL OF 15 POINTS MAY BE AWARDED IN THIS CATEGORY; SPECIAL CONSIDERATION FOR NEW OR EXPANDED RESPITE PROGRAMS; PROGRAMMING IN COUNTIES THAT HAVE NOT PREVIOUSLY RECEIVED ARCC FUNDS (ABBEVILLE, ALLENDALE, BAMBERG, BARNWELL, CALHOUN, CHESTER, CHESTERFIELD, DARLINGTON, DILLON, EDGEFIELD, GREENWOOD, HAMPTON, JASPER, LEE, MARION, and, MARLBORO); COMMUNITIES THAT ARE GEOGRAPHICALLY DISPERSED AND SOCIOECONOMICALLY DIVERSE