



State of South Carolina
Department on Aging

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

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

SUBMISSION DEADLINE: Friday, April 5, 2024 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 no later than 11:59 p.m. on Friday, April 5, 2024.

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 (ARD), 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 ARD population.

GRANT APPLICATIONS: Applications can be completed online at <https://questionprogov.com/t/AC5vZFGV>. For questions, contact the ARCC Dementia Coordinator, Dana Daniel, at ddaniel@aging.sc.gov.

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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 ARCC'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 (ARD) and their families.

BACKGROUND:

According to the SC Alzheimer's Disease Registry, at least 118,807 individuals are currently living with ARD in South Carolina with an estimated 216,000 caregivers providing almost 5.4 million hours of unpaid care. Persons with dementia may live for 20 years beyond the onset of symptoms, and the emotional, physical, and financial impact on caregivers is staggering. Experience has shown that supportive services can promote a higher quality of life for those living with dementia, their families, caregivers, and communities.

Therefore, the ARCC is requesting grant applications for:

1. Respite care services specific to those living with ARD;
2. Educational interventions for persons with ARD, their families and caregivers, and community service providers;
3. Innovative programming directed to serve persons with ARD.

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 ARD support services. Special consideration will be given to new program initiatives and/or expansions that have not been previously funded. See page 8 for high-priority counties.

GRANT AMOUNT:

Grants up to \$50,000 will be awarded for dementia-specific respite care programs, educational interventions, and innovative programming. Requested grants must be no less than \$20,000 and no more than \$50,000. This is a 50/50 matching grant, thus the grantee must be able to show cash or in-kind support matching the amount of requested funds.

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, faith-based groups, aging service providers, educational institutions, and other local organizations. Applicants may be public, non-profit, or for-profit entities.

Dementia-Specific Focus: All programs funded by the ARCC must provide a program designed specifically to support people affected by ADRD, their families, caregivers, and/or communities.

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.

Respite Programs: Respite programs operating four (4) or more hours per day must be licensed by DHEC as an Adult Day Service Center.

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 led by a professional with knowledge of Alzheimer's disease and related dementias, 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 dementia.

Training Requirements: All staff involved with the grant program are required to obtain a Certificate of Completion from an approved dementia training course. The course must provide an overview of ADRD, effective communication, and navigating dementia behaviors. See page 9 for a list of approved courses.

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 are required for all grants. Failure to meet reporting requirements may result in the de-obligation of funds.

Matching Funds: The ARCC will provide no more than 50% of the total project cost up to a maximum of \$50,000 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 may include staff time, volunteers, office or meeting space, office equipment, goods, and services.

Plan for Sustainability: Applicants must demonstrate a strategy for maintaining their program once ARCC Grant funds have been expended. They must have a plan for continuation beyond the grant period, outlining all other contemplated recruitment and fund-raising efforts, and future plans for applying for additional grants.

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 an 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.

DEFINITIONS:

Time Frame: Costs may be incurred beginning July 1, 2024. Should the grantee demonstrate satisfactory performance and meet programmatic and reporting milestones by June 30, 2025, they will be granted an extension until June 30, 2026, to utilize any remaining funds. Failure to meet the specified milestones by June 30, 2025, grants the Department on Aging the authority to terminate the grant agreement, leading to the grantee's forfeiture of all unutilized funds. No obligation or expenditure of funds may be made prior to the official start day of the grant.

Grant Proposal Constitutes Offer: By submitting a grant proposal, the applicant agrees to be governed by the terms and conditions, some of which are 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 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 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 a request for revision 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 GAR. However, the right is reserved to reject any grant proposal received, and in all cases, the Department on Aging will be the sole judge as to whether an applicant's grant proposal has met the requirements of this GAR. *NOTE: NOT MEETING PERFORMANCE STANDARDS ON A PREVIOUS GRANT CAN CAUSE A GRANT PROPOSAL TO BE REJECTED.*

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 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."

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 in its entirety, which includes the following:

1. **FACE SHEET**
2. **ORGANIZATIONAL DESCRIPTION**
3. **CHALLENGE DEFINITION (THE PROBLEM YOU SEEK TO ADDRESS)**
4. **PROPOSED PROGRAM**
5. **PROGRAM OBJECTIVES**
6. **PERFORMANCE INDICATORS**
7. **FUNDING INFORMATION (SUSTAINABILITY)**
8. **BUDGET SUMMARY**
9. **BUDGET NARRATIVE**
10. **ALL NECESSARY ATTACHMENTS**

Note that a narrative description 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 support must be included.

SUMMARY OF APPLICANT'S QUALIFICATIONS:

The applicant must furnish satisfactory evidence of ability to provide the services in accordance with 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 GAR before entering into any grant.

DOCUMENTS REQUIRED OF APPLICANTS:

Before grants are finalized, applicants may be required to provide additional information to the Department on Aging, including, but not limited to, information to determine the administrative and fiscal capabilities of the applicant.

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 any Department on Aging employee or member of the ARCC Advisory Council, except for Dana Daniel with the 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 Monday, April 5, 2024, at 11:59 pm to qualify for review.

POINTS CRITERIA

- 15 Capability of the grantee to address the needs of people with dementia and their families.
- 15 Evidence that the proposed program will provide a high-quality, cost-effective program that is dementia specific.
- 15 Evidence of the need for service and 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 (Allendale, Bamberg, Barnwell, Calhoun, Chester, Chesterfield, Darlington, Dillon, Edgefield, Hampton, Lee, Marion, and Marlboro); communities that are geographically dispersed and socioeconomically diverse.

PART IV: ADDENDUM

ARCC Approved Dementia Training Programs

ARCC Approved Dementia Training Courses:

1. Dementia Dialogues® - must complete all 5 modules. <https://osa-sc.org/programs/dementia-dialogues>. This is a free course.
2. Alzheimer's Association: must complete *Understanding Alzheimer's and Dementia*, *Effective Communication Strategies*, and *Understanding and Responding to Dementia-Related Behavior*. <https://training.alz.org/>. These are free courses.
3. Certified Dementia Practitioner CDP® <https://www.nccdp.org/cdp/>
4. Dealing with Dementia Workshop (DWD) – Rosalynn Carter Institute <https://rosalynncarter.org/dementia/>
5. Certified Alzheimer's Caregiver (CAC)® - National Certification Board for Alzheimer and Aging Care <https://ncbac.net/content/certifications>

If you would like a dementia training course not on this list to be used as your dementia training certification, please contact Dana Daniel at ddaniel@aging.sc.gov so that it can be determined if the course meets the ARCC training guidelines.