

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION



Instructions for Responding
and Preparing Proposal for

State of MN ALS Caregiver
Support Funding

May 2023

2023 ALS Caregiver Support Services Funding

1. Each section of the funding application must be completed in accordance with the instructions contained herein. The application must be typed. One scanned electronic copy with the original signatures or time stamped signatures should be submitted.
2. Submit your completed electronic proposal to:

Rebecca Sash at rsash@ardc.org
And cc: aaaainfo@ardc.org
3. The electronic proposal must arrive to the Arrowhead Area Agency on Aging (AAAA) no later than 3:00 PM, May 31, 2023.
4. Applications that are incomplete or fail to meet the application deadline will not be reviewed and will receive no further consideration. Late applications will be returned to the applicant. AAAA reserves the right to waive minor or immaterial irregularities.
5. Any misrepresentation of the organization or the services being offered within a proposal is grounds for disqualification of the entire proposal and are grounds for termination of any contract resulting from a proposal containing such misrepresentation.
6. Submitted proposals and attachments to the proposal will not be returned to the proposing agency and become the property of the AAAA.
7. It is recommended that applicants review the "Application Checklist" found at the end of the instructions, prior to submitting their application.

Written questions can be directed to:

Rebecca Sash, Planner/Grants Manager
Arrowhead Area Agency on Aging
Arrowhead Regional Development Commission
221 West First Street
Duluth, MN 55802

Applications are due May 31, 2023
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Scope of Project

Background and Purpose

The Arrowhead Regional Development Commission's (ARDC) Arrowhead Area Agency on Aging (AAAA) has been designated by the Minnesota Board on Aging to administer ALS funding appropriated by the MN legislature in April 2022. Funds shall be used state-wide.

Program goals

It is a goal of all area agencies on aging and caregiver support programs to support family caregivers of persons with amyotrophic lateral sclerosis (ALS) who are living in the community by:

- (1) promoting caregiver support programs that serve Minnesotans in their homes and communities;
- (2) providing, within the limits of available funds, the caregiver support services that enable the family caregiver to access caregiver support programs in the most cost-effective and efficient manner; and
- (3) providing information, education, and training to respite caregivers and volunteers about caring for, managing, and coping with care for a person with ALS.

Caregiver support services

Funds allocated under this section to an area agency on aging for caregiver support services must be used in a manner consistent with the National Family Caregiver Support Program to reach family caregivers of persons with ALS, except that such funds may be used to provide services benefiting people under the age of 60 and their caregivers. The funds must be used to provide social, community-based services and activities that provide social interaction for participants. The funds may also be used to provide respite care.

Available Funding

\$4,650,000 in fiscal year 2023 is appropriated from the general fund to the commissioner of human services for the Minnesota Board on Aging for the purposes of caregiver support programs under Minnesota Statutes, section 256.9755. Programs receiving funding under this section must include an ALS-specific respite service in their caregiver support program. This is a onetime appropriation and is available until June 30, 2026.

The accepted proposal will become a binding part of contract award agreement and the applicant will be monitored to ensure compliance with the proposal.

This is a solicitation for applications and is not to be construed as an offer, a guarantee, or promise that the proposed services will be funded by the AAAA.

Timeline

05/10/2023	Request for Proposals Released
05/31/2023	Proposals Due to AAAA by 3:00 PM
06/01/2023 – 06/07/2023	Review Team Members review de-identified proposals individually and score according to consistent guidelines and scoring weights.
06/08/2023	Review Team meets (virtually) to discuss proposals and make funding recommendations.
06/15/2023	ARDC Board approves resolution to enter a contract with recommended applicant.
06/16/2023	Applicant and ARDC enter contract negotiation.
6/20/2023	All applicants notified of funding decisions.
07/01/2023	Funding period begins.

Application Checklist

ALS Funding Proposal Documents

The following sections must be submitted to be considered a complete application.

Proposal Narrative Work Plan (attachment A)	
Assurances and required Statements (attachment B)	
Service Agreement Budget (attachment C)	
Respite Definitions under the National Family Caregiver Support Program OAA Title IIIIE (attachment D)	For your reference
Agency Information and Financial Capacity Form (attachment E)	
990 Most Recent Agency Audit	

Applications Due By 3:00 PM May 31, 2023