

Name of Organization: \_\_\_\_\_ City, State: \_\_\_\_\_

## Brookdale National Group Respite Program

### 2010 RFP Checklist

#### Program Design

- New, Start-Up Program [ ]
- Dementia-Specific Program [ ]
- Social Model Group Respite, **or** [ ]
- Early Memory Loss Program (EML) [ ]
- Services to Caregivers [ ]

#### Application Packet

- Completed Application (8 *double-sided* copies) [ ]
- Proof of Non-Profit or Public Agency Status [ ]
- Staff Résumés [ ]
- Letters of Support [ ]
- Annual Report (1 copy in a separate folder) [ ]

This page is *intentionally left blank* as a back page to the 2010 Checklist

**BROOKDALE NATIONAL GROUP RESPITE PROGRAM**  
For Alzheimer's Families

**2010 REQUEST FOR PROPOSALS**  
(Please type or print clearly)

Name of sponsoring organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Name and Title of person to contact if there are any questions regarding the proposal: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

<p><b>Type of sponsoring agency:</b></p> <p><input type="checkbox"/> Aging Service Provider</p> <p><input type="checkbox"/> Adult Day Care Center</p> <p><input type="checkbox"/> Area Agency on Aging</p> <p><input type="checkbox"/> Caregiver Resource Center</p> <p><input type="checkbox"/> Community Health Center</p> <p><input type="checkbox"/> Family Service Agency</p> <p><input type="checkbox"/> Home Health Care Agency</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Long Term Care Facility</p> <p><input type="checkbox"/> Public Agency</p> <p><input type="checkbox"/> Faith-Based Organization</p> <p><input type="checkbox"/> Senior Center</p> <p><input type="checkbox"/> YM/YWCA, YM/YWHA or JCC</p> <p><input type="checkbox"/> Senior Housing</p> <p><input type="checkbox"/> Other (Specify) : _____</p> <p>_____</p> <p>_____</p>	<p><b>Type of facility in which proposed program will be housed:</b></p> <p><input type="checkbox"/> Church/Synagogue</p> <p><input type="checkbox"/> Community Center</p> <p><input type="checkbox"/> Day Care Center</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> House</p> <p><input type="checkbox"/> Long Term Facility</p> <p><input type="checkbox"/> Senior Center</p> <p><input type="checkbox"/> YM/YWCA, YM/YWHA or JCC</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>_____</p> <p><input type="checkbox"/> Unknown at this time</p> <p><b>Is the program to be housed in the same facility as the sponsoring agency? Yes No</b></p> <p><b>Geographic location of proposed program site:</b></p> <p><input type="checkbox"/> Rural</p> <p><input type="checkbox"/> Urban</p> <p><input type="checkbox"/> Small Community</p> <p><input type="checkbox"/> Suburban</p> <p><input type="checkbox"/> Not Yet Known</p>	<p><b>Services to be provided to caregivers:</b></p> <p><input type="checkbox"/> Individual support/consultation</p> <p><input type="checkbox"/> Support groups</p> <p><input type="checkbox"/> Education and training</p> <p><input type="checkbox"/> Information and referral</p> <p><b>Projected number of days and hours program will operate weekly:</b></p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> Hours</p> <p>Maximum number of participants that can be served daily _____</p> <p>Projected total number of participants to be served in year one: _____</p> <p>Projected average daily attendance at the end of year one: _____</p> <p><b>Anticipated start date:</b> _____</p>
<p><b>Type of program to be developed:</b></p> <p><input type="checkbox"/> Group Respite Program, or</p> <p><input type="checkbox"/> Early Memory Loss Program</p> <p><b>Previous Brookdale grantee: Yes No</b></p>		

Name of Sponsoring Organization \_\_\_\_\_

**I The Sponsoring Organization**

A. Brief statement of the sponsoring organization's mission and scope of existing services:

B. Statement of the capability of the sponsoring organization to serve people with Alzheimer's Disease or related dementia and their families:

C. Name and title of staff person who will be administratively responsible for the proposed program:

D. Name of proposed Group Respite or EML Program Coordinator, if known, and current title and responsibilities if that person is a staff member at the present time:

Name of Sponsoring Organization \_\_\_\_\_

E. Statement of insurance coverage relevant to the proposed Alzheimer's Program site:

**II Description of the Proposed Program**

A. Please include the number of clients you propose to serve, a daily schedule, a weekly schedule, the admission and discharge criteria you will establish, and a description of activities in which you propose to engage participants. *For EML programs, also include the methods and/or plans for transitioning members to other services once the EML program is no longer appropriate.*

Name of Sponsoring Organization \_\_\_\_\_

**II A.** Description of the proposed program (continued):

Name of Sponsoring Organization \_\_\_\_\_

B. Plans for the recruitment of participants and caregivers:

C. Plans for hiring staff and recruiting volunteers:

D. Describe the site and space available for the proposed program. Please include square footage of space for program and description of the restroom and kitchen facilities, if known. *For EML programs, also describe the entrance to the program.*



Name of Sponsoring Organization \_\_\_\_\_

I. Current staff resources and services of the sponsoring organization that can be made available to the proposed program:

J. Anticipated start date (if this date is not yet known, provide an approximate timeframe in which the program will be initiated):

### **III Community Resources**

A. Description of Alzheimer's programs and services currently available in the community. Also list any existing EML, Group Respite or Adult Day Programs including days and hours of operation:

Name of Sponsoring Organization \_\_\_\_\_

B. List community-wide resources that might be made available to enrich the services provided to participants and family caregivers in the proposed program (e.g. individual counseling, support group leadership, volunteer training, transportation). Encourage these service providers to write a letter of support or commitment, detailing any resources they can provide to your program:

C. State why this program is needed in your community and why your agency should be selected to establish an Alzheimer's program:

**IV A. Fiscal Information: REVENUES - First Year of Operation of Proposed Program**

This is an estimate of your projected revenue for the first year of operation. Please note that total revenue and total expenses (page 9) should be equal.

<b>Cash Support</b>	
<b>Grants (Please Specify)</b>	
Brookdale	\$ 7,500
	\$
	\$
	\$
	\$
<b>Client Fees</b>	\$
<b>Medicaid</b>	\$
<b>Other Gov't Fee-for-Service</b>	\$
<b>Insurance/Respite Subsidy</b>	\$
<b>USDA/Meal Reimbursement</b>	\$
<b>Transportation</b>	\$
<b>Fundraising Events</b>	\$
<b>Donations/Contributions</b>	\$
<b>Interest Income</b>	\$
<b>Other (Please Specify)</b>	
	\$
	\$
	\$
<b>Total Cash Support</b>	\$

<b>In-Kind Support</b> (Please Specify source)*	<b>Donor/ Source</b>	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total In-Kind Support</b>	\$	
<b>Total Revenue</b> (Total of Cash & In-Kind Support)	\$	

\*In-Kind Support could include any unpaid services or resources you receive, such as volunteer time, rental space, utilities, printing, supplies, etc.

**IV A. Fiscal Information (continued): EXPENSES - First Year of Operation of Proposed Program**

This is an estimate of your projected expenses for the first year of operation. **NOTE:** Brookdale columns (Personnel and OTPS combined must total \$7,500.) TOTAL EXPENSES should equal Total Personnel Expenses and Total OTPS expenses from all sources. Include In-Kind Services and their monetary value in the appropriate expense columns.

**EXPENSES - First Year of Operation of Alzheimer's Program**

<b>Personnel (By Position) (Full Time Equivalent)</b>	<b>Brookdale</b>	<b>Sponsoring Agency</b>	<b>Other &gt; Amount</b>	<b>Specify Source</b>
<b>Project Director</b> (_____ % FTE)	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
<b>Benefits (at _____ %)</b>	\$	\$	\$	
<b>TOTAL PERSONNEL EXPENSES</b>	\$	\$	\$	

<b>Other Than Personnel Services (OTPS)</b>	<b>Brookdale</b>	<b>Sponsoring Agency</b>	<b>Other &gt; Amount</b>	<b>Specify Source</b>
<b>Space/Rental</b>	\$	\$	\$	
<b>Utilities</b>	\$	\$	\$	
<b>Meals</b>	\$	\$	\$	
<b>Equipment</b>	\$	\$	\$	
<b>Program Supplies</b>	\$	\$	\$	
<b>Printing/Copying</b>	\$	\$	\$	
<b>Telephone</b>	\$	\$	\$	
<b>Postage</b>	\$	\$	\$	
<b>Travel/Transit</b>	\$	\$	\$	
<b>Insurance</b>	\$	\$	\$	
<b>Other (Please Specify)</b>				
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
<b>Total OTPS Expenses</b>		\$	\$	
<b>Total Personnel &amp; OTPS</b>	\$ 7,500	\$	\$	
<b>TOTAL EXPENSES (TOTAL OF ALL 3 COLUMNS)</b>	\$			

Name of Sponsoring Organization \_\_\_\_\_

B. Are the funds (cash and/or in-kind) for the matching contribution of the sponsoring organization currently available? (Circle one) **Yes** / **No**

If **yes**, funds should be indicated on your list of revenues. If **no**, when is it anticipated that funds will be made available?

C. What is the planned fee for this service? Please describe the fee schedule.

D. Indicate the specific plans for future funding and fundraising activities that will guarantee continuity of the program for the second year and beyond:

E. What is the sponsoring agency's total annual budget?

Name of Sponsoring Organization \_\_\_\_\_

- F. Does your state have requirements for licensure, certification or regulations for adult day care or for respite programs? (Circle one) **Yes / No**

If so, how will your proposed program meet these requirements?

**V Attachments** - All attachments must be securely stapled to the back of each proposal.

- A. Verification of organization's 501(C)(3), public entity or equivalent tax exempt status - (labeled as Attachment A)
- B. Resume of staff person who will be administratively responsible for the Alzheimer's Program (labeled as Attachment B)
- C. Resume of proposed Alzheimer's Program Coordinator, if known (labeled as Attachment C)
- D. Up to seven letters of support from key service agencies in the community are encouraged (e.g. Area Agency on Aging, Alzheimer's Association, etc.) [All letters of support must be submitted with proposals\* and be labeled as Attachment D]

*\*Letters of support mailed separately or sent by facsimile will not be accepted.*

**VI Annual Report** – One (1) copy of most recent Annual Report must be sent in a folder labeled: *“Annual Report for (NAME OF AGENCY).”*

All attachments *must* be submitted with the proposal. Letters of support, annual reports or other attachments *will not be accepted* if they are submitted separately from submission of the 8 copies of the proposal.

**Please Note:** Proposals that do not follow the above format or are not received by 5:00 p.m. Eastern Standard Time on **Thursday, July 1, 2010** will not be accepted. RFPs are to be sent to: The Brookdale Foundation Group, 950 Third Avenue, 19<sup>th</sup> Floor, New York, NY 10022.