CENTER FOR DEMENTIA RESPITE INNOVATION

ALZHEIMER'S ASSOCIATION®

Frequently Asked Questions

Purpose:

The Center for Dementia Respite Innovation (CDRI) is funded by the Administration for Community Living (ACL) under the direction of Dr. Sam Fazio at the Alzheimer's Association. The overall purpose of this Frequently Asked Questions (FAQ) document is to support the application of community-based respite programs for the CDRI grants. These grants are given to develop or improve the delivery of person-centered dementia care with a focus on innovation, collaboration, outcomes, accessibility, affordability, and sustainability.

Eligibility Questions:

1. **What are the different types of grants that can be applied for?**
   - Start-up awards provide the opportunity for an organization or provider not already providing respite services to get involved in respite and implement a small innovative program.
   - Pilot awards provide the opportunity for an organization or provider already providing respite to enhance a program or add innovation to an existing/new program.
   - Continuation awards provide the opportunity to enhance a program further or explore a related respite component after the successful completion of a Start-up or Pilot award.

2. **Is this grant focused on caregivers or can it apply to educating respite providers or to organizations that provide vouchers for respite care?**
   Funds will go to local respite care providers to develop and improve the quality of available services in an innovative way.

3. **Do clients need to have a medical diagnosis of dementia for the organization to qualify for funding?**
   Clients do not need a formal diagnosis. While a formal diagnosis is not required, these funds are dedicated to serving those with dementia.

4. **If a public organization receives the grant, can it purchase respite services with private companies that are in-home service companies?**
   The Center will fund local respite care providers to develop and improve the quality of

available services and would be working with the provider organization to ensure delivery of the innovative proposal that has been approved. The providing organization must be the lead applicant.

5. **Is this the only year we can apply as a new program?**
   You can apply as a new program in the upcoming years as well.

6. **If you win an award for the pilot, does it give you an advantage to pursue the grant the following years?**
   Starting in year two, there are continuation grants that will be awarded based on successful grants in previous years.

7. **If we do not have an established respite care program, do we need to partner with another institution that already has a program in place? Or can we create our own?**
   You can start your own and would qualify under the start-up awards.

8. **Will you give some more examples of what activities qualify as respite?**
   Respite is a wide umbrella that can include a variety of things, such as adult day centers, companion services, residential respite, homecare, etc, but the Center encourages innovation.

9. **How long is the award period? For continuation awards, does there have to be significant expansion of service or changes to the program, or will it support general continuation of the innovative program for the originally received funds?**
   The Start-Up award period is for two years. The Pilot award period is for one year, and then you have the opportunity to apply for a second year continuation award. There would need to be additional innovation or enhancements based on learnings or additional gaps being filled.

10. **Is partnering with an existing agency that already has respite care the preferred option?**
    There is no preference. The Center is open to various options, existing respite companies or new as well.

11. **Will the size of the program be part of the determination for the grant?**
    The Center will evaluate both the quality and quantity of service offerings. One will not be weighed heavily over the other. The Center is focused on expanding the service offerings. That may look very different for each project.

12. **Can organizations partner on a respite care offering? For example, if a non-profit has a respite program, can we use a home health care agency?**
    The Center encourages partnerships and collaborations. The lead submitting the application should be the provider, or one of the providers, of the respite program to ensure that the Center is working directly with them through Technical Assistance and ongoing education and resource support offerings.

    A non-profit could partner with the home health care agency providing the respite care, but there needs to be proof of improving the program in some innovative capacity. The home health care agency would need to be the applying organization.

13. **Are ideas on building software tools for respite care eligible to apply?**
No, developing a solution is not appropriate for this type of grant award. It is for organizations who are providing respite care. A solution could be integrated into the provider of the service, and perhaps that would be how they are making their service more dementia-capable, but it cannot just be about developing a solution.

14. **Can a national company submit a single application for multiple NPIs / branches / states?**
Yes, multiple locations or sites of a national organization can apply for an award as long as each site has their own EIN number.

15. **Is there a maximum monetary award limit per organization?**
There is not an award amount maximum tied to multiple locations, however no more than 3 entities of the same franchise or license are eligible to receive awards.

16. **Are state funded or government funded agencies, local AAA agencies and tribal governments eligible to apply?**
Yes, domestic public or private for-profit or non-profit entities, including state and local governments, faith-based organizations, community-based organizations, hospitals, and higher education institutions are eligible to apply. Other organization types will be considered on a case-by-case basis.

17. **Can a GUIDE funded program apply?**
Yes, the amount of reimbursement through the GUIDE program is minimal. Providing an existing service for an organization's GUIDE program offering is not related to the respite program you could create from this award.

Application and Review Questions:

18. **What is the timeline for the grant process?**
    - RFA Release Date: February 24, 2025
    - Information and Support Webinar: March 11, 2025, then posted on [webpage](#)
    - Required Letter of Intent Due Date: March 24, 2025 at 11:59 PM ET
    - Application Due Date: April 25, 2025 at 11:59 PM ET
    - Award Notification Date: May 30, 2025
    - Participation Period: July 1, 2025 through June 30, 2026

19. **If an application is unsuccessful in year one will applicants receive reviewer feedback for future year applications?**
The Center's goal is to give feedback that might be helpful for future year applications, but it will be dependent on the number of proposals we receive.

20. **How quickly does a new program need to be prepared to deliver respite services upon receipt of funding?**
Pilot award programs must be up and running within 3 months of funding. Start-Up award programs must be up and running within 6 months of funding. Applicants need to accomplish what you propose in the participation year of the grant.

21. **Are there specific benchmarks or deliverables you are looking for in these projects?**
Benchmarks will be specific to your innovative proposal. The Center does ask that applicants define project goals and milestones, including a detailed timeline.

22. **Is there a Letter of Intent (LOI) format?**
The required letter of intent can be completed by submitting this form by March 24, 2025.

23. **How many organizations are applying for grants? Is it nationwide?**
This is an open RFA with a national scope.

24. **Can we submit a proposal that includes multiple activities that support the goals of the RFA?**
Yes, as long as you are proposing a program to develop or improve respite care.

25. **Is there a dedicated specialist to assist with first time applicants?**
Isabella Marini, Associate Director for the Center and the Technical Assistant (TA) will be assisting with any questions surrounding and support for applications. Please email CDRI@alz.org for support.

26. **At any point during the application process is there available feedback on the ideas that were presented?**
The Center will not be able to provide any input on proposed programs to avoid any bias ahead of the review process.

27. **Does Submittable have a function to review the full app before it is submitted?**
Yes, it does. Applicants can also start and save their applications to complete in multiple sittings.

28. **What type of content are you looking for in the letters of support? For example, can the letters come from current or previous participants of our program or community partners?**
The letters of support should be in alignment with the program you are proposing. Consider who is most important for your application and what is appropriate for your project.

29. **Is there an application rubric that will be used for scoring that applicants can see?**
The scoring rubric will not be made public at this time, but there are weighted points assigned to each section listed in the application. Sections range from 10-30 points for a total of 100 points.

30. **Are programs asked to develop additional Program Evaluation tools, beyond what is outlined in the RFA?**
No, there is no additional evaluation needed beyond what the Center is conducting.

Budget Questions:

31. **What are some examples of allowable expenses?**
   - Staff salaries and wages associated with respite services.
   - Costs related to hiring and training respite staff and/or volunteers.

- Expenses related to managing and coordinating respite services, such as office supplies and utilities.
- Expenses related to the use of technology that enhance the delivery of respite services, such as computers, communication tools, software, or specialized equipment for dementia care.
- Costs associated with transportation services to facilitate access to respite care for individuals with dementia and their caregivers.
- Costs related to procuring program-specific materials and supplies, including those needed for engaging activities, or educational sessions.
- Expenses allocated for marketing and communication efforts to promote dementia-specific respite services within the community.

32. What does the 25% match, including 15% in indirect costs mean?
Match refers to the portion of project funding that must be provided by the grantee (recipient) as opposed to the grantor (funding organization). A match is essentially the commitment of resources, often in the form of cash, in-kind contributions, or volunteer hours, to complement the grant award.

Types of Matches:
- Cash Match: This involves contributing a specific amount of monetary resources to the project, typically a percentage of the grant amount.
- In-Kind Match: Instead of cash, in-kind contributions involve non-monetary resources such as goods, services, or volunteer time that directly benefit the project.

How to calculate match:
This ACL grant requires a specific percentage match that is 25% of the **total** project cost. For example, if your total grant request is for $100,000 with a 25% match requirement, the grantee needs to contribute $33,333. The math to calculate match on total project cost is $100,000*.25/.75. In this example, the **total** project cost becomes $133,333. The formula is based on the **total** project amount : requested funding + the match requirement based on the formula.

Tips for Incorporating a Match:
- Understand Grant Guidelines: Review the grant guidelines carefully to determine the type and amount of match required.
- Identify Potential Sources: Explore possible sources for match funding within your organization, community, or through partnerships.
- Document Contributions: Keep meticulous records of all contributions, whether in cash or in-kind, to demonstrate compliance with match requirements.

Indirect costs, also known as overhead or administrative costs, are expenses that cannot be directly attributed to a specific project, product, or service. Instead, these costs are incurred for the general operation and support of an organization as a whole. Indirect costs are typically shared across multiple activities or projects and are not easily identifiable with a particular cost object.

Examples of indirect costs that can be included as part of the Match are:

- Administrative Salaries: Salaries of personnel who provide general administrative support but may work on various projects.
- Utilities: Costs for utilities such as electricity, water, and heating that benefit the entire organization.
- Rent: The cost of leasing office space that is used for overall organizational operations.
- Office Supplies: General supplies used on the project.

33. Is the 25% match applied to the Indirect Rate as well?
Yes, apply the 15% indirect costs on all match expenses you have on your budget.

34. What percentage of the match requirement can be in-kind (volunteer hours, space donation, etc.)?
The match requirement can be a combination of cash and volunteer hours. It does not have to be one or the other, or exclusive. Applicants can put several different items to get to their match requirement.

35. Would salary count towards the match requirement?
Yes, salary can be counted towards the match requirement. This can be counted for both cash and in-kind.

36. Fringe Rate
Applicants can determine the fringe rate that is suitable for their proposal. However, the rate will be capped at 30%, the Alzheimer's Association's standard rate.

37. Can funding be used to increase current staff salaries?
The Center is looking for innovative ways to support respite programs, especially in underserved communities. While you can submit for salaries, it would likely need to be part of an innovative, broader proposal.

38. Can you bill for services outside the grant funding?
Yes, but not to the grant.

39. If we need help filling the budget table out, can the CDRI team assist?
For any technical assistance, please contact CDRI@alz.org.

40. Do you recommend we include costs like Administrative salary and occupancy as individual line items or under the "indirect cost" item?
Administrative salary and occupancy costs are normally covered under indirect costs.

41. Do post award quarterly reports require financial expenses of funds spent to date?
Financial expenses of funds spent to date will be captured on your monthly invoices.

42. Can you provide some clarity on funding limitations, specifically administration costs referenced in the RFA?
Administrative costs are covered with indirect costs unless you are providing extenuating circumstances where you require a lot of the administrative help to facilitate your program. In that case, you would need to provide it in your budget justification, but generally administrative and occupancy costs would be considered as part of the indirect cost and not directly related to the project.

43. What if you have an employee who does not get fringe and they are a 1099? How do you account for that on the budget?

If you have an employee who does not receive fringe benefits and is instead classified as a 1099 contractor, they are considered independent contractors rather than employees. In the budget, you should account for this under the category of Miscellaneous Expenses, specifying the nature of the expense as "Contractual cost" in the item description. This accurately reflects the distinction between employees and contractors and ensures proper allocation of funds in the budget.

44. What is the volunteer hourly rate? What is meant by providing volunteer hours in lieu of funds for the match?

The volunteer hourly rate posted on the Independent Sector [webpage](#) is the acceptable rate and commonly used for valuing volunteer time. The most recent update for the rate provided is $31.80 per hour and this is the rate that should be applied on all budget proposals, regardless of location.

Providing volunteer hours in lieu of funds for the match involves using the value of volunteer labor to fulfill the match requirement. This is considered an in-kind contribution. To calculate this, multiply the number of volunteer hours contributed by the volunteers by the accepted hourly rate, which is $31.80. The resulting amount should then be entered into the budget as part of the match contribution.

45. Is there a percentage maximum limit with a grant for Administrative costs?

Administrative costs are typically treated as indirect costs within a grant. However, under specific circumstances, they may be allowable with proper justification. These conditions include:
- The costs are integral to the program or project's success and are justified accordingly.
- The individuals incurring these costs can be directly linked to the program or project.
- The costs are not already recovered through indirect cost allocation.

It is essential to carefully assess and justify administrative costs within these parameters to ensure compliance with grant guidelines and regulations.

Miscellaneous and Case Specific Questions

46. We spend an average of $100,000 a year on our Tuesday and Thursday adult respite program. In addition, we offer in-home respite at 40 hours per client or 10 days of institutional respite in a memory care facility, both totaling about $100,000 a year in cost. Is it possible this grant could be used to extend all our current respite services?

These funds are available to many settings and formats of respite. We are looking to fund local respite care providers to develop and improve the quality of available services, especially in underserved communities. It could be used to extend multiple programs at your organization as long as you are expanding these services in an innovative way.

47. **Is providing scholarships to an adult day program an allowable expense?**
Not alone, as the project would need to show how it is making the program more dementia- capable and is sustainable.

48. **I saw that new construction is not an allowable cost. What about renovations to an existing space to expand services and/or add new respite programming?**
Any construction-related costs would not be allowable.

49. **We own a companion care service company and work with many clients who have Alzheimer's or a form of dementia. We want this grant to help educate our care companions and further train them. We are a private pay company. Will we qualify for this?**
Yes, as long as you can showcase how you are developing or improving respite offerings in an innovative way.

50. **Would it be appropriate to leave a marketing budget out of our request, or should we keep an amount for independent marketing?**
Yes, you could leave it out or put in a small amount.

51. **Along with staffing and programming, could some of the grant be used for environmental improvement of a space, such as adding a small garden?**
The Center welcomes all innovative program models that support respite, especially in underserved communities.

52. **We provide respite services both through adult day center and in-home respite. Can we apply for two grants or is it limited to one grant per organization?**
Multiple locations or sites of a national organization can apply for an award as long as each site has its own EIN number. However, no more than three entities of the same franchise or license are eligible to receive awards.

53. **Will you require 245D licensing in order to receive these funds?**
The Center would require any licensing that is mandated by your state to provide respite services.

54. **If we partner with someone else on their grant submission, can we still submit for our own grant that is for a different offering?**
Yes, you would be able to apply on your own grant as well. However, we will not provide funding for more than 3 grants within one organization (that would include ones you are partnering on, if your organization would be receiving funding through their grant).

55. **For attaching resumes and CVs - if this is a new position and we have not hired yet, what should we upload?**
In that case, no you would not need to attach a resume/CV. Instead describe the new position in your application and upload a document to that requirement noting this.

56. **We are currently in the beginning stages of our 5th site. This will be much bigger and more involved. Can the project start prior to the grant award and be "reimbursed" if needed?**
Due to the specifications of the grant, the Center would not be able to reimburse expenses that occurred prior to the award period.

57. **If I had two separate ideas to enhance a current organization such as one for marketing and one for activities, is that two separate applications or under one?**
Include this in the same application, explain both ideas and put that in your budget accordingly.

58. **Are there any details available about the data and outcomes the Center intends to collect?**
Applicants can find most of those details in the "reporting requirements" of the RFA, if you are looking for additional details, please send an email to cdri@alz.org.

59. **Within the RFA it states that "respite provides caregivers with temporary rest from caregiving and that respite services may be provided for varied lengths of time". Would a two hour memory cafe program count as respite?**
Yes it could be, as long the program is being newly developed or enhanced in some capacity.

60. **Regarding double dipping, if an organization currently has an ACL ADPI grant would that disqualify them from participating in this grant cycle?**
If you have similar funding sources, you cannot override or supplement federal grant funds. If you are funding one project in one way it cannot duplicate with another funding source.

61. **We are a non-profit volunteer hospice that provides in-home respite. Would this grant fund our ability to expand and hire for respite from agencies in homes?**
Yes, it could as long as the program is being newly developed or enhanced in some capacity.

62. **We are a grant funded Dementia organization that contracts out with community agencies to partner and provide respite for our caregivers, is this something we could apply for or do we need to be the ones physically providing the respite?**
The Center is looking to fund local respite care providers to develop and improve the quality of available services, especially in underserved communities. We would be working with the organization who delivers respite.

63. **Are there audit requirements for applying organizations?**
If you are an organization that does get audited, and you meet the threshold of $750,000 of Federal awards, the Center will ask for your most recent audited financial statements.

64. **I have a IHS Dementia grant under which I am providing some limited respite care. Would I be eligible to also get a grant from you to expand those services?**
As long as you can show how the grant funding from the Center would be developing or improving those services with an innovative component.

65. **Can Alzheimer's Association Chapters be the source of letters of support for an applicant?**
Yes, as Chapters are not part of the application review process.

66. Could you speak to sustainability? Are we expected to be able to sustain our projects without a second year of funding?
The hope is that programs will continue after the award period. Awardees will participate in bi-monthly webinars that focus on the keys to sustainability to help support and prepare programs for operation after the award year.

67. Can you apply for another ACL grant later if you are approved for this?
Careful consideration should be taken when contemplating applying for another ACL grant after being approved for one. It is essential to thoroughly evaluate any potential overlap or conflict between the two grants, particularly regarding budgetary considerations. Additionally, ensure compliance with any stipulations or requirements outlined by the funding entities to avoid any complications or conflicts of interest.

68. How would the grant funding change for an organization that is already supplemented by government grants?
Different grants may have specific requirements, restrictions, or reporting obligations. Organizations must carefully consider how additional grant funding may align with their mission and operational capacity.