**REQUEST FOR APPLICATIONS**

**North Carolina Department of Health and Human Services**

**Division of Aging and Adult Services**

**Project C.A.R.E. Fiduciary Agent**

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| RFA Posted | Friday, March 1, 2024 |
| Questions Due | Wednesday, March 13, 2024 by 4:00pm EST |
| Applications Due | Monday, April 1, 2024 by 4:00pm EST |
| Anticipated Notice of Award | Wednesday, April 10, 2024 |
| Fiscal Year | July 1, 2024—June 30, 2025 |
| Purpose | Project C.A.R.E. (Caregiver Alternatives to Running on Empty) Fiduciary Agent  Refer to RFA Scope of Work for further detail. |
| Award Details: | 1 award available,  Anticipated funding range $275,000-$300,000 |
| Issuing Agency | NC DHHS, Division of Aging and Adult Services |
| Email Applications and Questions to: | Laura Jane Ward-Strunin  [laura.j.ward@dhhs.nc.gov](mailto:laura.j.ward@dhhs.nc.gov) |

**To be completed by Applicant:**

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| Contractor Name: | EIN Number: |
| Contractor’s Mailing Address: | Email Address: |
| Contractor’s Physical Address: | Telephone Number: |
| Name & Title of Authorized Representative: | UEI Number: |
| Signature of Authorized Representative: | Date: |

**Unsigned or Incomplete Applications Shall Be Returned Without Being Reviewed**

The North Carolina Division of Aging and Adult Services (DAAS) is seeking a fiduciary agent to execute the delivery of the respite voucher payments and the accompanying communication among Family Consultants and caregivers for the state-funded Project C.A.R.E. A state-funded program serving unpaid caregivers of individuals living with Alzheimer’s disease and related dementias through the family consultant model and respite services.

1. Describe your organization’s experience in serving as a fiduciary agent. What is your current check processing time? How would you meet the expected turnaround time identified in the scope of work? (500-word limit)

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1. Describe your organization’s experience providing caregiver-directed respite vouchers. (500-word limit)

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1. Describe your organizational capacity (staff and infrastructure) to be a fiduciary agent. (500-word limit)

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1. Describe the major tasks or activities your organization will undertake with a timeline of implementation between now and July 1, 2024 to successfully implement respite care vouchers. (300-word limit)

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1. In the last three fiscal years, has your organization had any audit findings? Please explain. (300-word limit)

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1. Describe your organization’s experience with communicating with unpaid family caregivers and other professionals. Describe your organization’s experience working ith individuals in high-stress situations. Also describe your organization’s experience maintaining communication logs. (300-word limit)

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1. The following documents are required for all RFA applications:

* NCDAAS FY2025 Project C.A.R.E. Fiduciary Agent Application
* State of North Carolina Sub W-9
* State Certification
* 999 (for non-profit agencies)