

## EXHIBIT 1: SCOPE OF WORK

The Oklahoma Department of Human Services (OKDHS) requires Suppliers to implement a Community Partners Respite Program for full-time or primary family caregivers across the lifespan in Oklahoma to provide a temporary break from burdensome caregiving duties. Once funding has been awarded, the Supplier shall:

- Provide ongoing training to anyone who engages with respite clients.
- Partner with OKDHS to administer grant-required surveys, collect and present data, and submit required reports in a timely manner.
- Provide a final calendar-based program work plan including a brief description of action items within thirty (30) days after start date. Include any due dates timeframes, major tasks, key milestones etc. to ensure successful implementation of the proposed grant program.
- Provide a final program sustainability plan for when the grant funding ends within thirty (30) days after start date. Plan shall include how supplier plans to continue the Community Partners Respite Funding Opportunity activities at current or reduced levels. Some of the items that could be included are the use of volunteers, donated service or another funding source to continue respite activities.
- Attend on-site program monitoring meetings with OKDHS staff as required either virtually or in person.
- Publicize the respite program and conduct outreach to identify underserved family caregivers and care receivers in their local community.
- Provide educational opportunities for the caregivers served by the Respite Program. This may include partnering with other community organizations.
- Join and participate in the Oklahoma Caregiver Coalition (OCC).

The grant project strictly prohibits funds from being used for any of the following purposes:

- Construction and/or major rehabilitation of buildings.
- Basic research (e.g., scientific or medical experiments).
- Continuation of existing projects without expansion or new and innovative approaches.
- Certain telecommunications and video surveillance services, systems, or equipment.
- **Purchasing or leasing vehicles or other means of transportation.**
- Food is generally NOT an allowable expense; however, some extraordinary exceptions may be considered. Expenses must be clearly itemized in the budget.

## **ATTACHMENT A**

This Solicitation is a Contract Document and is a Request for Proposal (RFP) in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

### **PURPOSE**

The Contract is awarded on behalf of the Oklahoma Department of Human Services (OKDHS) to award funding to organizations that will implement and sustain respite programs across Oklahoma. The Respite Grant Programs will develop or bring to scale a creative respite program for target populations. The Oklahoma Human Services Community Living, Aging and Protective Services (CAP) grant staff will support this initiative by offering technical assistance and program monitoring.

The anticipated outcomes of the Community Partners Respite Funding Opportunities include:

- Respite services and choices for family caregivers in their homes and communities are expanded.
- Caregiver and care recipient independence is improved.
- Economic impact of respite services on caregivers and care receivers are reduced.
- Caregiver well-being is improved through temporary relief from caregiver duties.
- Care receivers remain home in the care of their natural caregivers.
- Caregivers' 'out of home' work impact is reduced.
- Participating caregivers are highly satisfied with the respite program.
- Public knowledge of lifespan respite services is enhanced.

### **BACKGROUND**

According to a recent report from AARP, there are approximately 530,000 informal caregivers in Oklahoma. These caregivers provide 440 million hours of care that are valued at nearly \$6,000,000,000.00. The current respite programs in Oklahoma serve approximately 30,000 caregivers statewide. This means that approximately 5% of informal caregivers in Oklahoma receive assistance from a respite program. Additionally, because of funding limitations, earlier programs impose age and disability requirements to determine eligibility, leaving a large number of caregivers without the possibility of receiving services. Programs like the Community Partners Respite Funding Opportunities are desperately needed to increase the availability of and access to respite services for caregivers in Oklahoma.

## **1. Contract Term and Renewal Options**

Up to \$50,000.00 will be awarded per entity for the project period **July 1, 2024 – June 30, 2025**. The contract may be renewed for up to one (1) additional one-year period at no additional cost to carry forward unexpended funds. Renewal of the contract is not guaranteed, regardless of whether funds remain unexpended.

## **2. Additional Requirements**

Certain Contract requirements and terms are attached hereto as Exhibit 1 and incorporated herein.