



Request for Applications

January 2024

The Illinois Public Health Institute is excited to announce a new funding opportunity to expand medical respite services in Illinois.

Below is the request for applications (RFA) for the Illinois Medical Respite Capacity Building Initiative, managed by the Illinois Public Health Institute (IPHI) with funding support from the Illinois Department of Human Services (IDHS). This new application request will provide funding for planning of new medical respite services in Illinois, along with technical assistance and a learning collaborative for funded communities. The funding will begin on February 12, 2024 when awards will be announced, and will end on June 30th, 2024.

Up to three awards will be made for this medical respite planning track of applicants. Please note that only one project will be funded in a single community or service area; in cases where we receive more than one application from a community that is selected for funding, we may request that you partner with another applicant.

Selected applicants will receive \$25,000 to support planning of new medical respite programs and are expected to participate in two learning collaborative meetings on medical respite led by the National Institute for Medical Respite Care (NIMRC). Technical assistance will also be provided by NIMRC. With the funding and technical assistance support, selected applicants will be expected to identify stakeholders and potential partners, determine the need for and barriers to medical respite in their community, and develop a plan for new medical respite services in their community.

Please view this recorded [informational webinar](#) which reviews this application, selection process and program.

The deadline to submit applications for this initiative is January 29, 2024 at 11:59pm CST.

Questions on the application can be sent to Rachel.Thomas@iphionline.org (use subject line: Medical Respite RFA Question).



ILLINOIS MEDICAL RESPITE CAPACITY BUILDING INITIATIVE

Overview Summary

Purpose: The initiative will support planning for new medical respite services in Illinois by providing funding, technical assistance and a learning collaborative to communities and providers interested in developing medical respite programs that serve Illinoisians experiencing homelessness.

Application Due Date: January 29, 2024 at 11:59pm CST

View the informational webinar [here](#).

Award Amount: Up to \$25,000 per Organization

Awardee Notification Date: February 12, 2024

Program Background

In September 2021, Governor Pritzker signed Executive Order 2021-21 to fight homelessness in Illinois. As a result, the Interagency Task Force on Homelessness was convened to bring together sixteen state agencies that engage people experiencing homelessness and housing insecurity with administrative support from the Illinois Department of Human Services (IDHS) and the State Homelessness Chief. The Executive Order charged the Task Force with planning for and developing a state plan to address homelessness, which they fulfilled with the “Home Illinois” State Plan to Prevent Homelessness. Funding was allocated to IDHS for grants and administrative expenses associated with Homelessness Prevention activities identified in the Home Illinois plan, including the Illinois Medical Respite Capacity Building Initiative.

Medical respite care is acute and post-acute care for people experiencing homelessness who are too ill or frail to recover from an illness or injury on the streets or in a shelter, but who do not require hospital-level care. Unlike “respite” for caregivers, “medical respite” is short-term housing combined with health services that allows individuals experiencing homelessness the opportunity to rest, recover, and heal in a safe environment while accessing medical care and other supportive services. Medical respite care is offered in a variety of settings including freestanding facilities, homeless shelters, motels, and transitional housing (NIMRC). There are very limited medical respite options for persons experiencing homelessness in Illinois. IDHS has funded the Illinois Public Health Institute to implement the Illinois Medical Respite Capacity Building Initiative, including grants and technical assistance for medical respite planning, pilot implementation, and expansion.

The Illinois Public Health Institute mobilizes stakeholders, catalyzes partnerships, and leads action to improve public health systems to maximize health, health equity and quality of life for people and communities. Since 2017, IPHI has been working at the intersection of housing, homelessness and health, and has facilitated systems collaborations and systems development initiatives among hospitals and health care organizations, providers serving people experiencing homelessness, housing groups, and health departments in Chicago and Cook County. Through the Illinois Medical Respite Capacity Building initiative IPHI is



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leveraging that experience and relationships to

accelerate the development of medical respite services for people experiencing homelessness across Illinois. IPHI will partner with the National Institute for Medical Respite Care (NIMRC) to provide subject matter expertise and technical assistance to communities and providers participating in this project.

The National Institute for Medical Respite Care (NIMRC) is the first national institute to advance best practices, expert services, and state-of-the-field knowledge in medical respite care (also known as recuperative care). NIMRC is a special initiative of the National Health Care for the Homeless Council whose primary focus is expanding high-quality, patient-centered medical respite services in the U.S. Launched in July 2020, NIMRC's vast repository of principles, practices, and guidelines are delivered by internal staff and external subject matter experts that together provide training and technical support, state-centered and federal level policy support, legislative and administrative advocacy, philanthropic services, and strategies for building sustainable community partnerships.

Program Purpose

This request for applications will support up to three Illinois communities with funding to build capacity for new medical respite services in their community. The Illinois Medical Respite Capacity Building Initiative is currently supporting 17 awardees across three tracks of awards, including planning awards, pilot implementation awards, and expansion awards. This new round of applications seeks to add three new planning awardees to this cohort to provide organizations that are in the planning stages of developing their medical respite program the opportunity to participate in the initiative. Applicants that did not apply or who were not selected for our current cohort are encouraged to apply now. Applicants are encouraged to apply in partnership with relevant stakeholders.

This project welcomes applications from diverse organization types, including:

- Existing medical respite providers
- Hospitals, FQHCs, and healthcare systems
- Behavioral and mental health care providers
- Substance use treatment facilities
- Housing and homelessness service providers
- Other relevant community-based organizations (CBOs)

With the funding and technical assistance support, awarded participants will be expected to identify stakeholders and potential partners, determine the need for and barriers to medical respite in their community, and develop a plan to implement new medical respite services to address the need in their community.

Participants will attend a learning collaborative to share best practices and engage in peer learning on medical respite. Participants will also be encouraged to provide feedback to inform the Illinois Department of Healthcare and Family Services (HFS) on medical respite benefits for Medicaid.



Award Components & Expectations

The maximum award amount for this project is \$25,000.

- Payment schedule:
 - 25% of the budgeted amount upon execution of agreement
 - 75% remaining paid on bi-monthly cost reimbursement invoices after the initial payment is depleted
 - All invoices must be received by July 5, 2024
- Reporting requirements:
 - Final summary report on activities (format provided by IPHI)
 - Final financial report on expenditures (final invoice)
 - Periodic performance updates (format provided by IPHI)

The Medical Respite Planning Award recipient is expected to convene partners to:

- Assess the state of medical respite capacity in the communities they serve
- Develop a plan to increase local capacity for medical respite, including the identification of successes, opportunities and barriers to implementation, and the stakeholders and partners involved
- Engage in at least 2 meetings for technical assistance and performance assessments with NIMRC
- Attend the 2 virtual learning collaborative meetings on medical respite led by NIMRC
- Contribute to policy discussions related to opportunities for Medicaid coverage of medical respite care
- Contribute to system collaboration building for medical respite care at the statewide level or in Cook County (depending on the program's location).
- Engage people with lived expertise in their planning.

Priority Areas:

- Organizations that serve persons experiencing homelessness.
- Organizations that have geographic reach in and/or prioritize serving vulnerable communities.
- Organizations that provide behavioral health or substance use services.
- Organizations that have a commitment to Housing First and low-barrier services.

Eligibility Criteria

- Only one project will be funded in a single community or service area; in cases where we receive more than one application from a community that is selected for funding, we may request that you partner with another applicant.
- Organizations must have the capacity to execute the requirements of this project, including:
 - Direct experience working with people experiencing homelessness or a partner that has experience working with people experiencing homelessness
 - Ability to convene relevant stakeholders and partners
 - Capacity to dedicate staff time to manage this project
 - Capacity to manage the funds and produce financial and program reports
- Applicants must not be currently funded by the Illinois Medical Respite Capacity Building Initiative to be



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eligible for this award. This funding opportunity is for additional organizations to join the existing cohort.

- Applicants will be selected based on the quality of their proposal, available funding, and ensuring other goals of the program like diversity in geography and organizational types.

Timeline

Please note that this timeline is subject to change.

Timeline	Activity
January 10, 2024	Applications Open
January 29, 2024	Applications Close at 11:59pm CST
February 12, 2024	Award Notification and Start Date
February 29, 2024	Signed Statements of Work and Sub-Contracts Due
April 9, 2024 from 2-3:30pm CST	Learning Collaborative Meeting #1
May 23, 2024 from 2:30-4pm CST	Learning Collaborative Meeting #2
June 30, 2024	Final Reports Due
July 5, 2024	Final Invoices Due

**All data and final materials must be submitted by June 30, 2024 to closeout award.*

**Learning Collaborative: 2 meetings on medical respite for awarded participants*

**One-On-One TA: All awarded participants must schedule at minimum 2 individual TA calls before June 30, 2024.*



Application

General Information

**Please answer the following questions in a separate document.*

1. Name of Organization:
2. Organization Address:
3. Primary Contact (First & Last Name):
4. Primary Contact Title/Position:
5. Primary Contact Email Address:
6. Primary Contact Phone Number:
7. Please describe the demographics and/or geographic area that the organization currently serves. (50 words)
8. Provide a brief description of your or your partners' history and track records on relevant issues related to serving persons who are homeless. (200 words)
9. Please describe the range of services that your organization or partners provide to people experiencing homelessness. (200 words)
10. Please describe your organization's referral relationships that support or could potentially support medical respite, if any. (100 words)
11. Please provide a list of all team members that will be involved with planning and/or implementing of the medical respite planning program if selected, including their name, title, position, email address and relevant responsibilities. The members listed should include those who are working directly on the capacity building project who will attend the learning collaborative meetings and technical assistance meetings with NIMRC, and those who may support the project indirectly by submitting invoices, reports and supporting documents.
12. Please identify an internal operations champion for this work and provide their name, title, position and email address. Ideally, this individual has decision making power to influence systems change.



Medical Respite Planning Application

** Please answer the following questions in a separate document.*

13. Please describe the need for medical respite services in your community (200 words)
14. Briefly describe your organization's initial ideas for building local capacity for medical respite. (200 words maximum)
15. Please describe the strengths and/or unique opportunities in your community for developing medical respite services (e.g. community conversations about medical respite have already begun, a coalition of social service agencies is already meeting on a regular basis, the local hospital is working with shelter providers on coordination of medically fragile discharges) (200 words)
16. Please describe potential barriers/challenges to building medical respite services in your community (200 words)
17. Please list community partners/stakeholders that have a vested interest in the development of medical respite services. Additionally, please list community partners/stakeholders that you hope to engage with in this planning process (e.g., Federally Qualified Health Centers (FQHC), Continuums of Care (CoC), hospital systems, Emergency Shelter) (50 words). *Note with an asterisk (*) those that have already agreed to participate and provide a letter of support from those organizations.*
18. Please describe how you plan to include people with lived expertise in your plan to create capacity for medical respite care at your site (200 words).
19. Please share any additional information that you believe supports your application (200 words).
20. Please include a brief letter of commitment from the senior leadership team.
21. Please include a brief letter of support from one or more community partners that will be working on this planning project.



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To Apply

To apply, please send the completed application questions, a completed project budget (form included on the last page), and letters of commitment from a member of your senior leadership team and any relevant project partners to Rachel.Thomas@iphionline.org by January 29, 2024 at 11:59 pm central standard time (CST) with the subject line *Medical Respite RFA*.

Budget information

Allowable costs include salaries, fringe, consultants or contractors, supplies, travel, occupancy, printing, communications, training, meeting costs, other/miscellaneous, and indirect costs (10% de minimis rate or the applicant's state or federally approved negotiated indirect rate). Equipment purchases over \$5000 may require additional approval. Capital expenditures are not allowed.

Awardees will be required to engage people with lived expertise to inform their planning and should budget to provide compensation for their contributions. People with lived expertise should be included in the consulting/contracting line.

The maximum budget for this award is \$25,000. The project period is February 12, 2024 – June 30, 2024. Please see the attached budget form on the next page.

Contact Information

Questions and inquiries regarding the Illinois Medical Respite Capacity Building Initiative application and/or award can be directly sent via email to Rachel Thomas at Rachel.Thomas@iphionline.org using the subject line "Medical Respite RFA Question".



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Illinois Medical Respite Capacity Building Initiative

Budget Form

Illinois Medical Respite Capacity Building Initiative

Budget Period: February 12, 2024 - June 30, 2024

Line Item	Amount	Justification/Explanation
PERSONNEL		
Salaries		
Name/Title		
Name/Title		
Name/Title		
Name/Title		
Fringe		
TOTAL PERSONNEL		
OTHER DIRECT COSTS		
Consulting		
Contracts		
Supplies		
Travel		
Occupancy		
Printing		
Communications		
Training		
Meeting Costs		
Equipment		
Other/Miscellaneous		
TOTAL OTHER DIRECT		
INDIRECT		
Indirect		Indirect rate/percentage used
TOTAL BUDGET		