

Michigan Department of Health and Human Services
Bureau of Grants and Purchasing
GRANT REQUEST FOR PROPOSAL (RFP)

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|---|--------------------|----------------------------|----------------|--------------------|---|
| Total Available | \$5,000,000 | Estimated Number of Awards | of 20 | RFP Number: | NFEP-2025 |
| Maximum Award: | \$750,000* | Minimum Award: | \$5,000 | Department Bureau: | Medicaid Services & Support Long-Term Care |
| Application Due Date: May 23, 2024, 3:00 pm EST | | | | Funding Source: | Civil Monetary Penalty (CMP) Funds |
| | | | | ALN#: | N/A |
| Anticipated Begin and End Dates: October 1, 2024 through September 30, 2025 | | | | | |

Proposal Submission

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the EGrAMS website at <http://egrms-mi.com/mdhhs>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **State of Michigan**

Title: Nursing Facility Enrichment Program - 2025

Program Purpose: The focus of the Nursing Facility Enrichment Program is to fund projects and activities that support, protect, and benefit nursing facility residents to enhance quality of care and quality of life.

Disqualifying Criteria:

The applicant will be disqualified and the application will not be funded if there is failure to:

- Submit a complete application, and a completed 12-month budget as required in the RFP, to the EGrAMS website on or before the grant application date and time deadline specified.
- Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be funded.

Pre-Application Conference:

A pre-application conference will be held to provide instruction on using the EGrAMS system. The pre-application conference will be held on April 12, 2024 beginning at 10:00 a.m. and will last approximately 90 minutes. The webinar can be accessed at <https://tinyurl.com/bdfndn55>. At the conclusion of the conference, this link can be used to access the recording of this webinar.

Additional Information (e.g., applicant eligibility criteria):

Eligible Applicants: Hospitals and health care organizations, academic institutions, nursing facilities, nonprofit organizations, private businesses, Native American Tribal organizations, and other organizations able to plan, implement and evaluate projects, programs, process, systems improvements designed to protect or improve quality of life and care for residents of nursing facilities. Organizations that are not nursing facilities and organizations from states other than Michigan are required to demonstrate partnerships with specific nursing facilities in Michigan for proposed projects by submitting letters of commitment from nursing facilities that state they have entered a working relationship to participate with the applicant in the proposed project. ***Maximum grant award per nursing facility served is \$5,000; for those organizations applying to serve multiple nursing facilities, this program is limited to a maximum total award of \$750,000 across facilities.**

Per Boilerplate PA 119 of 2023: Section 253. (1) The department shall ensure that federally recognized tribes are able to apply and compete for services, programs, grants, or contracts. (2) For competitive grant programs described in this part, federally recognized tribes are eligible to apply for grant funds made available to organizations exempt from federal income tax under section 501(c)(3) of the internal revenue code of 1986, 26 USC 501, and to local units of government.

Application Submission: Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

Technical Assistance Deadline: Technical assistance related to the submittal of the proposal and all attachments will be available until 12:00 pm EST on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

| | |
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| <p>Authority: P.A. 2080 of 1939. Completion: Mandatory. Penalty: Agreement Invalid</p> | <p>The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.</p> |
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Table of Contents

This Request for Proposal (RFP) provides interested applicants with enough information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services (MDHHS) and contains the following sections:

| | |
|-------------------|------------------------------|
| Section I | Request for Proposal Policy |
| Section II | Grant Program Specifications |
| Section III | Evaluation Criteria |

Section I

REQUEST FOR PROPOSAL POLICY

1. RFP Timeline and Deadlines

| | |
|--|------------------------------------|
| Pre-application conference | April 12, 2024 at 10:00 am EST |
| Deadline for submitting questions regarding the grant application | April 25, 2024 at 5:00 pm EST |
| Q & A Posted on EGrAMS | April 29, 2024 |
| Agency EGrAMS registration, agency profile and project director request deadline to gain access to Application | May 17, 2024 at 5:00 pm EST |
| EGrAMS technical assistance deadline | May 23, 2024 at 12:00 pm EST |
| Grant application deadline | May 23, 2024 at 3:00 pm EST |
| Notification of Award/Denial | September 6, 2024 |
| Grants Awarded modification deadline | September 20, 2024 |

2. Application and Submission Information

a. Application Guide

Applicants are responsible for reading and complying with this RFP and Competitive Application Instructions, which can be found by visiting the EGrAMS website at <http://egrams-mi.com/mdhhs> under 'About EGrAMS'.

b. EGrAMS Registration

Applicants are responsible to visit the EGrAMS websites to create a user profile and submit a Project Director Request.

1) Registering an agency and creating a user profile through the EGrAMS Website at <https://egrams-mi.com/mdhhs>.

- Applicants **NEW** to EGrAMS must register their agency on or before May 17, 2024 at 5:00 pm EST by going to the EGrAMS Website.
 - a) Applicants must have a Unique Entity Identifier (UEI) registered at [SAM.gov | Home](https://sam.gov)
 - b) Applications must have a Vendor Customer Number registered at [SIGMA Vendor Self Service website](#)
- Applicants **NEW** to EGrAMS are required to create a user profile by going to the EGrAMS Website.

2) Submitting a Project Director Request through the EGrAMS website.

- **ALL** applicants are required to submit a Project Director Request on or before | (enter the month, date, and year).
- Requests will be processed within two business days.

c. Application Submission

Only one application will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the [EGrAMS website](#) by the proposal deadline. For technical assistance when entering the application, contact the EGrAMS Helpdesk at 517-335-3359. Technical assistance related to the submittal of the proposal and all attachments will be available until 12:00 pm EST on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the [EGrAMS website](#) and click the link "About EGrAMS" on the left-side panel to access Grantee Competitive Application Instructions.

d. Pre-Application Conference – Optional

A pre-application conference will be held to provide instruction on using the EGrAMS system. The pre-application conference will be held on April 12, 2024, beginning at 10:00 am EST, and will last approximately 90 minutes. The webinar can be accessed at <https://tinyurl.com/bdfndn55>. At the conclusion of the conference, this link can be used to access the recording of this webinar.

3. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email to MDHHS-CMPGrants@michigan.gov on or before April 18, 2024 at 5:00 pm EST. Questions may be discussed verbally at the pre-application conference. MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by April 22, 2024 on the [EGrAMS website](#).

4. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

5. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior MDHHS approval.

6. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

7. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If subcontracting, the Grantee must obligate the subcontractors to maintain the confidentiality of MDHHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$24,999 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS may, at its discretion, require information on the process of an awarded subcontractor application.

A Grantee is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the Grantee. Evaluators of applications will consider the qualifications of both the Applicant and subcontractor when making agreement award recommendations.

8. Evaluation Process

Only applications receiving a minimum of 75 points are eligible to receive funding through the grant program. An application will be evaluated based on the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- The applications are ranked by score.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
 - Reliability
 - Applicant's past performance
 - Applicant's ability to respond to all requirements outlined in the RFP
 - Applicant's ability to maintain a presence in providing services
 - Financial stability
 - Continuity and stability in provision of service
 - Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

Clarifications

MDHHS may request clarifications from one or more applicants. MDHHS will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS will re-evaluate the applications using the original evaluation method.

9. Reservations

MDHHS reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS's subsequent receipt and evaluation of an application does not commit MDHHS to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications if: (i) no other applications are received or (ii) no complete applications are received.
- c. Consider an otherwise disqualified application if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP. The applicant will not be considered for award, the State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.
- e. Consider prior performance with the State in making its award decision.
- f. Consider overall economic impact to the State when evaluating the application pricing and in the final award recommendation. This includes but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses.
- g. Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- h. Refuse to award an agreement to any applicant that has failed to pay State taxes or has outstanding debt with the State of Michigan.
- i. Enter negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.

- j. Award multiple agreements, or award by agreement activity.
- k. Evaluate the application outside the scope identified in Section I.8, Evaluation Process, if MDHHS receives only one application.
- l. Evaluate applications using a method that establishes the relative importance of each deliverable.

10. Award Procedure

Nursing Facility Enhancement Program grants undergo a two-part approval process. An MDHHS Review Committee will first review all proposals. This process takes approximately three weeks. Those approved for consideration for funding are then forwarded to the Centers for Medicare and Medicaid Services (CMS) for final review and approval. CMS review takes approximately 90 days.

Following CMS review, MDHHS will notify applicants of final funding decisions via the EGrAMS system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the EGrAMS system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the EGrAMS system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the EGrAMS system.

The Authorized Official for the applicant must electronically sign the agreement in EGrAMS.

The Agreement begin date is anticipated to be October 1, 2024 but if the complete review process is not completed by October 1, 2024, the Agreement begin date will be the date of the Grantee's signature.

11. Protests

Award decisions are discretionary and are not subject to protest or appeal.

12. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

13. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS. A copy of the boilerplate agreement language for this program is available on the [EGrAMS website](#) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties if the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

14. Options to Renew

At the discretion of MDHHS, an awarded agreement may be renewed in writing by an award notification not less than 30 days before its expiration.

15. Registering on the SIGMA Vendor Self Service Website

To receive payment from the State of Michigan, a Grantee must be registered on the [SIGMA Vendor Self Service website](#), which links to the Statewide Integrated Governmental Management Application system (SIGMA).

16. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.

Section II

GRANT PROGRAM SPECIFICATIONS

Introduction

This Request for Proposal (RFP) provides the information necessary to apply to the Nursing Facility Enrichment Program – 2025 (NFEP-2025) grant program as described herein. The specifications described in this RFP budget narrative (Section II, 10. Reference Documents) provide helpful information for developing the application. The documents required for the completion of this application are available on the [EGrAMS website](#).

1. Match Requirements

No match is required for this grant program.

2. Purpose of the Nursing Facility Enrichment Program

The focus of the Nursing Facility Enrichment Program is to fund projects and activities that support, protect, and benefit nursing facility residents, to enhance quality of care and quality of life.

Examples of eligible organizations include, but are not limited to the following:

- Hospitals and health care organizations
- Academic institutions
- Certified long-term care facilities including skilled nursing facilities (SNF) and nursing facilities (NF)
- Nonprofit organizations
- Private contractors
- Native American Tribal organizations

Initial awards will be for one year, from October 1, 2024 through September 30, 2025. Some awards may be renewed for as much as a total of 36 months, with future award periods based on the state fiscal year (October 1 – September 30). Maximum funding periods and project funding by project type are outlined below:

- Resident or Family Councils: \$5,000 per nursing home (one-time funding)
- Consumer Information: \$5,000 per nursing home (one-time funding)
- Training to Improve Quality of Care: \$5,000 per nursing home (max of \$15,000 for a three-year project)
- Activities to Improve Quality of Life: \$5,000 per nursing home per year per topic (max of \$15,000 for a three-year project)

Applicants should indicate the total project duration and total project cost in the executive summary, and the budget narrative must describe the total costs per year.

Successful applications will be posted on the MDHHS and CMS websites.

3. Definitions

Baseline data: Data obtained before the project is implemented, so the evaluation can demonstrate the amount of change (if any) after the project period ends. Data should include

measurements of resident satisfaction before, during and after implementation of the project. A measurable outcome is a change in the resident's experience, which is the basis for evaluating the project. This is different from a measurable output such as the number of residents who participated or the number of training sessions held.

Centers for Medicare and Medicaid Services (CMS): A division of the United States Department of Health and Human Services

Civil Monetary Penalty (CMP): Money obtained from fines assessed against nursing facilities for the purpose of deterring or sanctioning poor quality by the Centers for Medicare and Medicaid Services. CMS collects the fines and returns the state share to MDHHS, where it must be distributed through Nursing Facility Enrichment grants.

Consumer information: Information that is directly useful to nursing facility residents and their families in becoming knowledgeable about their rights, nursing facility care processes, and other information useful to a resident.

Culture change: The common name given to the national movement for the transformation of older adult services, based on person-directed values and practices where the voices of elders and those working with them are considered and respected. Core person-directed values are choice, dignity, respect, self-determination, and purposeful living. Funds may be used to promote culture change projects that involve one or more nursing facilities.

Family council: A group of family members that meets regularly. It is a consumer group, composed of relatives and friends of the home's residents. Usually, this group works together to solve common problems or achieve goals that benefit the residents.

Federally required services: Services that nursing facilities and skilled nursing facilities are legally obligated to provide to maintain their certification.

Interested parties: Include those who may use the reported results of the project to inform practices, program development, quality of life and care improvements, and those interested in replicating the project.

Long-Term Care Ombudsman Program: Program that strives to improve the quality of care and quality of life experienced by residents who reside in licensed long-term care facilities. Ombudsmen advocate for the resident in the facilities, guided by the wishes of the resident and the resident's family.

Measurable outcome: An observable result that describes how the project benefited nursing home facility residents, such as increased satisfaction or increased social activity.

Nursing facility (NF): An institution (or a distinct part of an institution) which is primarily engaged in providing to residents; skilled nursing care and related services for residents who require medical or nursing care; rehabilitation services for the rehabilitation of injured, disabled, or sick persons; or on a regular basis, health-related care and services to individuals who because of their mental or physical condition require care and services (above the level of room and board) which can be made available to them only through institutional facilities, and is not primarily for the care and treatment of mental diseases.

Person-direct values: Respecting and supporting the resident's rights for choice, dignity, respect, self-determination, and purposeful living.

Quality of care: The extent to which health care services provided to individuals and patient populations improve desired health outcomes. To achieve this, health care must be safe, effective, timely, efficient, equitable and people-centered.

Resident: Someone who resides in and receives care from a nursing facility.

Resident council: A group of residents that meets regularly. It is a consumer group, composed of the homes' residents. Usually, this group works together to solve common problems that affect residents of the nursing home.

Skilled nursing facility (SNF): A licensed nursing facility with the staff and equipment to give skilled nursing care or skilled rehabilitation and other related health services to those who are chronically ill, usually elderly patients. SNF institutions are certified to participate in and be reimbursed by Medicare and Medicaid. A SNF provides extensive care services, such as intravenous feedings, blood pressure monitoring, medication injections, and care for patients on ventilators.

Transition preparation: An initial home visit for a nursing facility resident to help him or her evaluate the appropriateness of a potential transition to another living arrangement.

5. Unallowable expenses

The following expenses are not eligible for funding through this program:

- A. Projects lasting longer than the allowable project period, as detailed in Purpose above and more fully defined in Program Requirements below.
- B. Projects for which a conflict of interest exists or where there is an appearance of a conflict of interest.
- C. Projects that include items or services that are not related to improving the quality of life and care of nursing home residents or to protecting residents, such as conference travel, administrative expenses beyond those necessary to administer, evaluate and report on the project, or marketing activities.
- D. Projects that have research as a focus as the benefit to nursing home residents is unknown, are concentrated on the research entity, or a large portion of the budget does not directly benefit nursing home residents.
- E. Projects that pay entities to perform functions for which they are already paid by state or federal sources. Funds may not be used to enlarge an existing appropriation or statutory purpose that is substantially the same as the project.
- F. Paying for capital improvements to, redesigning, or building a nursing facility, or paying for other major capital expenses.
- G. Paying for nursing facility services or supplies that are already the responsibility of the nursing facility, such as laundry, linen, food, heat, or staffing costs.
- H. Paying for survey and certification operations or state expenses.
- I. Paying for refreshments or incentives for residents or nursing facility staff, including snacks or stipends.
- J. Projects that include excessive indirect costs.
- K. Paying for the development of project curriculums or toolkits.
- L. Projects that include high-dollar, complex technology such as but not limited to: engagement technology, alert systems, virtual reality, artificial intelligence, etc.
- M. Projects that include unclear or excessive expenses (budget items that are not clearly detailed or itemized, unreasonably high project staff salaries, etc).
 - i. CMP funds cannot be used for Nursing Home staff/employees' travel expenses.

- N. Projects that are resubmitted after CMS disapproval/denial.
- O. Projects that include proposed conference dates that take place while the application is still under CMP Review.

6. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment E Program Specific Requirements.

- A. **Minimum Eligibility Requirements:** Applications are required to meet all minimum eligibility requirements to receive funding:
 - i. Be qualified and capable of carrying out the intended project or use;
 - ii. Not have a conflict-of-interest relationship with any entities who will benefit from the intended project or use;
 - iii. Not be a recipient of a contract or grant or other payment from Federal or State sources for the same project or use;
 - iv. Not be paid by a state or federal source to perform the same function as the project or use; and
 - v. Provide a letter of support from each participating nursing facility, in the event the nursing facility itself is not the applicant.
- B. **CMS funding categories:** Applications are required to meet at least one of the following CMS funding objectives to be eligible for funding.
 - i. Resident or Family Councils: Projects by not-for-profit resident advocacy organizations that:
 - 1) Assist in the development of new independent family councils;
 - 2) Assist resident and family councils in effective advocacy on their family member's behalf; and
 - 3) Develop materials and training sessions for resident and family councils on state implementation of new federal or state legislation.
 - ii. Consumer Information: Projects that develop and disseminate information that is directly useful to nursing home residents and their families in becoming knowledgeable about their rights, nursing home care processes, and other information useful to a resident. For example, developing educational materials (e.g., flyers, brochures, booklets, web-based materials, etc.) to promote awareness of the unnecessary use of psychotropic medications, facility requirements or residents' rights related to discharge, advance care planning, etc.
 - iii. Training to Improve Quality of Care: Funding for training in facility improvement initiatives that are open to multiple nursing homes, including joint training of facility staff and surveyors, technical assistance for facilities implementing quality assurance programs, training for resident and/or family councils, LTC ombudsman or advocacy organizations and other activities approved by CMS.
 - iv. Activities to Improve Quality of Life: Projects that foster social interaction, movement, and minimize loneliness.
- C. Non-nursing facility and out of state applicants must demonstrate pre-arranged partnerships with specific Michigan nursing facilities. Letters of commitment must be submitted with the grant application. Letters of commitment should be on the nursing facility's letterhead and signed by the Administrator. The letter should attest to the nursing facility's commitment to meet its responsibilities in the project, such as making staff available for training and providing space for projects. The commitment letter MUST display the project title, time frame, the nursing home's CMS certification number (CCN), and the signature of an individual authorized to commit the nursing

home. In the instance of a corporation submitting a project request on behalf of its nursing homes, the above criteria on one letter listing all participant facilities will suffice.

7. Credentials

The Grantee shall assure that appropriately credentialed or trained staff under its control, including Grantee employees and/or subcontractors, shall perform functions under this Agreement.

8. Expected Performance Outcomes

Performance outcomes should be included in the workplan section of the application. During the Agreement, the successful applicants shall demonstrate measurable progress toward the achievement of the outcomes.

9. Reporting Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment C Reporting Requirements.

10. Reference Documents

Reference documents for this RFP include:

42 CFR 488.433: [AdminInfo18-15-NH \(cms.gov\)](#)

CMS memorandum: [QSO-23-23-NHs](#)

Civil Money Penalty Reinvestment Program: [Civil Money Penalty Reinvestment Program | CMS](#)

Sample budget narrative: uploaded in EGrAMS documentation

Section III

EVALUATION CRITERIA

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 75 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

| Category | Total Points Possible |
|----------------------------|------------------------------|
| Narrative | |
| Program Design and Purpose | 15 possible points |
| Program Implementation | 40 possible points |
| Budget Narrative | 10 possible points |
| Sustainability | 5 possible points |
| Organizational Capacity | 15 possible points |
| Work Plan | 10 possible points |
| Budget | 5 possible points |
| Total | 100 possible points |

Questions to be answered by the applicant, along with the criteria reviewers will use to evaluate the responses, are below. Unless otherwise specified, applicant responses are limited to 5,000 characters.

Program Design and Purpose (Maximum 15 points)

- A. (5 points) Describe the problem, gap or nursing home need this project is aiming to address.

If applying for a Resident or Family Council Grant, describe how the project will:

- Assist in the development of new independent family councils, assist resident and family councils in effective advocacy on their family member's behalf, or develop materials and training sessions for resident and family councils on state implementation of new federal or state legislation

If applying for a Consumer Information Grant, describe how the project will:

- Develop and disseminate information that is directly useful to nursing home residents and their families in becoming knowledgeable about their rights, nursing home care processes, and other information useful to a resident. For example, developing educational materials to promote awareness of the unnecessary use of psychotropic medications, facility requirements or residents' rights related to discharge advance care planning, etc. The goal of these materials is to help consumers understand the risks associated with administering these medications, raise awareness of their rights to consent to treatments, and promote the use of nonpharmacological interventions to improve the quality of life and care for residents diagnosed with dementia.

If applying for a Training to Improve Quality of Care Grant, describe how the project will:

- Provide training in facility improvement initiatives that are open to multiple nursing homes, including joint training of facility staff and surveyors, technical assistance for

facilities implementing quality assurance programs, training for resident and/or family councils, LTC ombudsman or advocacy organizations and other activities approved by CMS.

If applying for an Activities to Improve Quality of Life Grant, describe how the project will:

- foster social interaction, movement, and minimize loneliness.

Review Criteria:

- a. Does the problem statement specifically relate to nursing facility residents?
- b. Does it include a description of gaps in nursing facility resident quality of life?

- B. (5 points) Describe realistic, actionable project goals relevant to the project's objective.

Review Criteria:

- a. Do the goals and major objectives make sense and flow logically with each other?
- b. Is there one clearly defined, overall goal? If not, are the multiple large goals well described?

- C. (5 points) Describe the project's quantifiable objectives, including the specific metrics that will be used to measure actions the nursing home must take to achieve the overall goal.

Review Criteria:

- a. Is the problem or issue described in both quantitative and qualitative terms?
- b. Does the applicant include baseline data to demonstrate the need for these activities?

Program Implementation (Maximum 40 points)

- A. (5 points) Describe the plan to implement the project, including implementation timeline.

Review Criteria:

- a. Does the section include a clear and concise description of the activities that will be used to address the issues described in the problem statement?
- b. Does the section include a rationale for implementing the activities?

- B. (5 points) Describe how your organization will deliver the proposed services to the target population without excluding from participation in, denying benefits of, or discriminating against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, gender identification or expression, sexual orientation or a disability or genetic information that is unrelated to the person's circumstances. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

Review Criteria:

- a. How well has the applicant described how the organization will deliver the proposed services to the target population in a diverse, equitable and inclusive manner without excluding from participation in, denying the benefits of, or discriminating against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, disability or genetic information?

- C. (5 points) Provide a clear and concise description of the activities that will be used to address the issues described in the problem statement. The section must include the rationale for implementing the activities. List any deliverables that will come because of funding this project.

Review Criteria:

- a. Does the section include a clear and concise description of the activities that will be used to address the issues described in the problem statement?
- b. Does the section include a rationale for implementing the activities?

- D. (5 points) List any physical items that will be deliverables because of funding the project. Please clearly identify the measurable outcomes that are expected because of this project. Outcomes may be described in terms of a change in the nursing facility resident's functional status, mental well-being, knowledge, skill, attitude, awareness, happiness, or behavior. Outcomes may also measure a change to the degree in which nursing facility residents exercise choice to participate in activities, receive care, or express satisfaction with the way this project's activities are delivered. Measurable outcomes require baseline data.

Review Criteria:

- a. Does this section clearly and concisely identify the measurable outcomes that are expected because of this project?
- b. Will the measurable outcomes demonstrate the success of the proposed project?
- c. Do the measurable outcomes make sense given the nature of the proposed project?

- E. (10 points) Describe potential risks or barriers associated with implementing this project and the plan to address these concerns.

Review Criteria:

- a. Is there a description of the major challenges or barriers anticipated throughout the project?
- b. Is there a plan for overcoming these challenges?

- F. (10 points) Describe the methods, techniques, and tools that will be used to determine whether the proposed activities achieved the anticipated outcomes, and to document the lessons learned, both positive and negative from the project. Include how lessons learned will be documented.

Review Criteria:

- a. Does this section clearly and concisely identify the measurable outcomes that are expected because of this project?
- b. Will the measurable outcomes demonstrate the success of the proposed project?
- c. Do the measurable outcomes make sense given the nature of the proposed project?

- G. (0 points, required for non-nursing facility applicants) For applications submitted by non-nursing facilities, please upload letters of commitment from each facility participating in the program. The commitment letter MUST display the project title, time frame, the nursing home's CMS certification number (CCN), and the signature of an individual authorized to commit the nursing home. In the instance of a corporation submitting a project request on behalf of its nursing homes, the above criteria on one letter listing all participant facilities will suffice.

Review Criteria:

- a. Did the applicant include letter(s) of commitment from ALL participating nursing homes demonstrating that they are requesting the proposed project and are committed to participating? Did the letters show that nursing homes are requesting the project and are committed to participating? Did the letters include CMS certification numbers (CCN) from the participating nursing homes?

Budget Narrative (Maximum 10 points)

- A. (5 Points) Provide the amount requested for the entire project. For example, if it is a three-year project and requires \$25,000 per year, then enter \$25,000 as the annual project cost and \$75,000 as the total project cost.

Review Criteria:

- a. Has the applicant provided information to cover the entire duration of the proposed project?
- B. (5 points) Provide a clear description of the anticipated expenditures for the project. Justify indirect costs and cost-sharing included in the budget detail section. All project costs should be reasonable and allowable (see the list of unallowable expenses in Section II of the RFP for reference). The costs in the budget should align with the budget narrative and the activities described in the work plan to support the objectives and activities of the overall project.

Review Criteria:

- a. Does the budget narrative provide a clear synopsis of costs for the proposed project?
- b. Does the budget narrative include any prohibited costs by CMS?

Sustainability (Maximum 5 points)

- A. (5 points) Provide a plan on how the project or outcomes will be sustained following the conclusion of CMP funding. If the applicant will be seeking other funding sources, please provide further detail.

Review Criteria:

- a. Did the applicant provide a clear description of how the project or outcomes will be sustained following the conclusion of CMP Funding?

Organizational Capacity (Maximum 15 points)

- A. (5 points) Provide a description of existing strategic partnerships with entities such as organizations, supporters, or consumer groups. If applicable, list any other collaborating entity(ies) that will be partnering with the applicant on this project, how much funding the entity will be receiving (if any), if the entity has submitted previously for CMP funding, and the specific deliverables for which the entity is responsible.

Review Criteria:

- a. Does the application provide a description of existing strategic partnerships, and detail, if applicable, if and how those partners may support this project?

- B. (5 points) Describe the capacity of the applicant organization that indicates the ability of the agency's key staff to successfully implement the project. The statement should include a description of how the project team is organized, the nature and scope of the project team's work, and the capabilities of key staff.

Review Criteria:

- a. Does the application include an organizational capacity statement that lists key staff and project personnel?
- b. Does this section describe how the organization(s) and key staff are capable of successfully implementing this project?

- C. (5 points) For key staff please attach a thorough position description for each including the names and titles/positions within the organization. If key positions are unfilled, please indicate. In addition, attach an organization chart for this project that includes all key agency staff listed in the narrative, work plan, and budget of this application. Do not provide resumes.

Review Criteria:

- a. Are the following attached: a position description for each staff member and an organizational chart for this project (rather than the full organization) including key staff, their names and titles?

Work Plan (Maximum 10 points)

Review Criteria:

- a. Are the objectives consistent with the program goal(s)?
- b. Do the activities clearly describe what actions or steps will be taken to accomplish each objective?
- c. Are the responsible staff listed consistent with the project contacts and/or budgeted staff?
- d. Does at least one activity extend across the full project period?

Budget (Maximum 5 points)

Provide a detailed line-item budget outlining specific cost requirements within each of the budget categories (personnel, travel, equipment, contracts, direct costs, indirect costs, cost-sharing).

Review Criteria:

- a. Are the line items requested allowable and reasonably adequate to provide consistent service during the project period?
- b. Are the funds allocated in the budget categories consistent with the work plan?
- c. Do the line items support the work plan and objectives and activities of the program?
- d. Does the information entered here match the proposed first year costs listed in the budget narrative (rather than the costs for the total duration of the project)?