

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

|   |                    |                            |                 |                    |   |
|---|--------------------|----------------------------|-----------------|--------------------|---|
| Total Available   | <b>\$5,000,000</b> | Estimated Number of Awards | <b>20</b>       | RFP Number:        | <b>NFEP-2024</b>                                      |
| Maximum Award:  | <b>\$750,000</b>   | Minimum Award              | <b>\$15,000</b> | Department Bureau: | <b>Medicaid Long-Term Care Services &amp; Support</b> |
| Application Due Date: <b>Wednesday April 26, 2023 3:00 pm EST</b>                         |                    |                            |                 | Funding Source:    | <b>Civil Monetary Penalty (CMP) Funds</b>             |
|   |                    |                            |                 | ALN#:              | <b>N/A</b>  |
| Anticipated Begin and End Dates: <b>October 1, 2023</b> through <b>September 30, 2024</b> |                    |                            |                 |                    |   |

**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://egramms-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 Competitive Program - 2024**

Program Purpose: The focus of the Nursing Facility Enrichment Program is to fund projects and activities that will benefit and enrich the lives nursing facility residents.

**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 if 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 information about the grant program and instruction on using the EGrAMS system. The pre-application conference will be held on March 24, 2023, beginning at 10:00 a.m. EST, and will last approximately 90 minutes. The conference can be accessed at <https://bit.ly/3SjHFxK>

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| <p>Additional Information (e.g., applicant eligibility criteria):</p> <p><b>Eligible Applicants:</b> 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 into a working relationship to participate with the applicant in the proposed project.</p> <p><b>Application Submission:</b> Applicants are encouraged to complete 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.</p> <p><b>Technical Assistance Deadline:</b> 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.</p> |  |
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| <p><b>Authority:</b> P.A. 2080 of 1939.</p> <p><b>Completion:</b> Mandatory.</p> <p><b>Penalty:</b> 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   | Friday March 24,<br>2023 10:00 am EST       |
| Deadline for submitting questions regarding the grant application  | Tuesday March 28,<br>2023                   |
| Q & A Posted on EGrAMS   | Friday March 31,<br>2023                    |
| Agency EGrAMS registration, agency profile and project director request deadline to gain access to Application | Wednesday April 19,<br>2023 5:00 pm EST     |
| EGrAMS technical assistance deadline   | Wednesday April 26,<br>2023 12:00 pm EST    |
| <b>Grant application deadline</b>  | <b>Wednesday April 26, 2023 3:00 pm EST</b> |
| Notification of Award/Denial   | September 8, 2023                           |
| Grants Awarded modification deadline   | September 22, 2023                          |

#### 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 April 19, 2023 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 April 19, 2023 5:00 pm EST
- 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 day of 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 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 March 24, 2023, beginning at 10:00 am EST, and will last approximately 90 minutes. The webinar can be accessed at <https://bit.ly/3SjHFxK>.

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](mailto:MDHHS-CMPGrants@michigan.gov) on or before March 28, 2023. 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 March 31, 2023 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 \$50,000 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.
- 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 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 into 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 1.8, 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 approval takes approximately 90 days.

Following CMS approval MDHHS will notify applicants selected for funding via the MI E-Grants 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, 2023 but if the complete review process is not completed by October 1, 2023 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 submit an application to the Nursing Facility Enrichment Competitive grant program as described. The specifications described in this RFP and 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 will benefit and enrich the lives of extended stay nursing facility residents.

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, 2022 through September 30, 2023, though 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). 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. In order 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.

#### 4. Funding Priorities

- Dementia Care
- The utilization of nonpharmacological approaches
- The reduction of antipsychotic medications when there is no valid clinical indication

#### 5. Unallowable expenses

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

- A. Projects for which a conflict of interest exists or where there is an appearance of a conflict of interest.
- B. Projects lasting longer than 36 months.
- C. 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.
- D. Paying for legislative directives for which inadequate funds have been appropriated.
- E. Paying for capital improvements to, redesigning, or building a nursing facility, or paying for major capital expenses.
- F. 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.
  - i. Exception: Projects may temporarily pay the salary for an individual who will work in the nursing facility as part of an evaluated demonstration of a new service, skill set, or other innovation that the nursing facility has not previously had in place and which the nursing facility may sustain after the demonstration if resources permit. Examples might include new use of a wound specialist and adoption of new skin care techniques, new uses of advance practice nurses, or new methods of retention and training for certified nurse assistants.
- G. Paying the salaries of temporary managers who are actively managing a nursing facility, as this is the responsibility of the involved nursing facility in accordance with 42 CFR §488.415(c).
- H. Recruiting or providing long-term care ombudsman certification training for staff or volunteers or investigate and work to resolve complaints as these are among the responsibilities of long-term care ombudsman programs under the federal Older Americans Act (OAA), regardless of whether funding is adequate to the purpose.
  - i. Exception: An ombudsman program may receive funds to conduct or participate in approved projects, or to carry out other quality improvement projects that are

not within the ombudsman program's existing set of responsibilities under the OAA.

- ii. Exception: Project funding may pay for ombudsman program staff or volunteers to participate in training that is also open to a broad audience, such as nursing facility staff, surveyors, or consumers.
- I. Paying expenses unrelated to improving the lives of nursing facility residents, such as conference travel, administrative expenses beyond those necessary to administer, evaluate and report on the project, or marketing activities.
- J. Paying for incentives for residents or nursing facility staff, such as snacks or stipends.

## 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 including the following:

- A. **CMS funding objectives:** Applications are required to meet at least one of the following CMS funding objectives to be eligible for funding.
  - i. Projects that support resident and/or family councils and other consumer involvement in assuring quality care. Examples include the following: culture change, resident or family councils, consumer information, resident transition due to facility closure or downsizing, or transition preparation.
  - ii. Improvement initiatives, such as:
    - 1) Direct improvements to quality of care: Funds may be used for projects designed to directly improve care processes for nursing facility residents of multiple nursing facilities.
    - 2) Training: Funds may be used for joint training of facility staff and surveyors, technical assistance for facilities implementing quality assurance programs, training for resident or family councils, long-term care ombudsman or advocacy organizations and other activities that benefit nursing facility residents.
- B. **MDHHS funding objectives:** Projects must also meet at least one of the following MDHHS funding objectives, which expand upon the CMS objectives to meet the unique needs of Michigan residents who reside in a nursing facility or skilled nursing facility.
  - i. Projects that include resident and other stakeholder input in the development of the project. This may take the form of resident or family councils. Funds may be used for projects by not-for-profit resident advocacy organizations that do the following:
    - 1) Assist in the development of new independent family councils.
    - 2) Assist resident and family councils in effective advocacy on their family members' behalf.
    - 3) Develop materials and training sessions for resident and family councils to assist with implementation of new federal or state legislation.

For example, funds may be used to support facilitators, involvement of knowledgeable experts in council meetings, or other initiatives to engage residents and families in the development and implementation of quality improvement programs.
  - ii. Projects that improve the quality of life for residents through innovative approaches to implement person directed values within the nursing facility. For projects to meet this priority, they must include outcomes that seek to do any of the following:
    - 1) Surprise and delight nursing facility residents.

- 2) Improve activities, programs, processes or systems to enhance daily life for nursing facility residents.
- 3) Protect or improve the quality of life and care for nursing facility residents.
- 4) Culture change, implementing emerging or nationally sanctioned person-centered culture change models.
- 5) Promote increased nursing facility resident autonomy.
- 6) Deepen relationships between residents, staff, and volunteers of nursing facilities.
- 7) Support resident and family councils and other consumer involvement in assuring quality care in facilities.
- 8) Support facility improvement initiatives, such as joint training of facility staff and surveyors, or technical assistance for facilities implementing quality assurance and performance improvement programs.
- 9) Utilize new, innovative or pioneering programs or methods designed to improve life for nursing facility residents.
- 10) All proposals must include enhancements to nursing facility services and go beyond the services required to be provided by a nursing facility.

## 7. Credentials

The successful applicant(s) shall assure that appropriately credentialed or trained staff under its control, including successful applicant's 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 \(cms.gov\)](https://www.cms.gov/Regulatory-and-Policy-Advisory-and-Alert-Information/Regulatory%20Information/42-CFR-488.433)

CMS memorandum: [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:

| <b>Category</b>        | <b>Total Points Possible</b> |
|------------------------|------------------------------|
| <b>Narrative</b>       |                              |
| Program Implementation | 55 possible points           |
| Executive Summary      | 10 possible points           |
| Staffing and Training  | 10 possible points           |
| Budget Narrative       | 10 possible points           |
| Letters of Commitment  | 0 points Required            |
| <b>Work Plan</b>       | 10 possible points           |
| <b>Budget</b>          | 5 possible points            |
| <b>Total</b>           | <b>100</b>                   |

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 Implementation (Maximum 55 points)**

(0 points, but required) Check the boxes to certify the following:

1. The goals and objectives of the proposed project support one or more of the CMS funding objectives.
2. The proposed project will benefit nursing facility residents.

Reviewer Criteria:

1. Has the applicant checked the box that the goals and objectives of the proposed project support one or more of the CMS funding objectives?
2. Has the applicant checked the box that the proposed project will benefit nursing facility residents?

A. (0 points, but required) Please enter a name for the proposed project.

Review Criteria:

1. (0 points) Has the applicant entered a name for the proposed project?

B. (4 points) Describe in both quantitative and qualitative terms the nature and scope of the problem or issue the proposed project is designed to address. Describe how the project will potentially affect nursing facility residents. Include a description of the gaps in nursing facility

resident happiness, satisfaction, well-being, spontaneity, meaningful activities, connections to community, or opportunity for person-centered life enrichment.

Review Criteria:

1. (1 point) Is the problem or issue described in both quantitative and qualitative terms?
2. (1 point) Does the problem statement specifically relate to nursing facility residents?
3. (1 point) Does it include a description of gaps in nursing facility resident quality of life?
4. (1 point) Does the applicant include baseline data to demonstrate the need for these activities?

- C. (7 points) Describe the project's goals and major objectives. Unless the project involves multiple, complex objectives, there should only be one overall goal.

Review Criteria:

1. (5 points) Do the goals and major objectives make sense and flow logically with each other?
2. (2 points) Is there one clearly defined, overall goal? If not, are the multiple large goals well described?

- D. (10 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. Explain how residents have been involved, how many will be served, and how they will benefit from these activities.

Review Criteria:

1. (5 points) 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?
2. (2 points) Does the section include a rationale for implementing the activities?
3. (3 points) Will the proposed activities benefit all residents, or just a subset of the residents (just long-term vs. rehab)?

- E. (5 points) Describe major challenges or barriers anticipated throughout the project and the plan to overcome them. Include a description of strategic partnerships with entities such as organizations, supporters or consumer groups, if any, that will be formed.

Review Criteria:

1. (3 points) Is there a description of the major challenges or barriers anticipated throughout the project?
2. (1 point) Is there a plan for overcoming these challenges?
3. (1 point) Is there a description of any strategic partnerships with entities such as organizations, supporters or consumer groups, that will be formed, if any, to overcome these challenges?

- F. (4 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.

Review Criteria:



- a. (4 points) 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, partisan considerations, gender identification or expression, sexual orientation or a disability or genetic information?

- G. (10 points) 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. (See the definitions in Section II of the RFP document for more information about measurable outcomes.)

**Review Criteria:**

1. (6 points) Does this section clearly and concisely identify the measurable outcomes that are expected because of this project?
2. (2 points) Will the measurable outcomes demonstrate the success of the proposed project?
3. (2 points) Do the measurable outcomes make sense given the nature of the proposed project?

- H. (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. This section must describe a process evaluation the applicant will use to measure progress in implementing the project, including how it plans to document lessons learned from the process.

**Review Criteria:**

1. (6 points) Does this section clearly and concisely identify the measurable outcomes that are expected because of this project?
2. (2 points) Will the measurable outcomes demonstrate the success of the proposed project?
3. (2 points) Do the measurable outcomes make sense given the nature of the proposed project?

- I. (5 points) Describe how the applicant will disseminate the project's results and findings. Dissemination must be timely and in easily understandable formats to interested parties.

**Review Criteria:**

1. (5 points) Does this section describe how the applicant will disseminate the project's results and findings?

**Executive Summary (Maximum 10 points)**

- A. (10 points; responses limited to 1,200 characters) Briefly describe the project and how it is consistent with the overall goals of the Nursing Facility Enrichment Program. Clearly describe how nursing facility residents will benefit from the project. Describe how the project is person-centered, what needs it addresses, and how your organization is uniquely qualified to plan,

implement, and evaluate the project. Include the expected duration of the project and the total budget for the project and the budget amount for each year of the project.

**Review Criteria:**

1. (5 points) Is this project consistent with the overall purpose of the Nursing Facility Enrichment Program?
2. (2 points) How will it benefit nursing facility residents?
3. (1 point) Is the project resident- and person-centered?
4. (1 point) Does the organization describe its overall ability and experience to plan, implement and evaluate the project?
5. (1 point) Does the organization explicitly state the duration of the project, the total budget of the project, and the budget amount for each year of the project?

**Staffing and Training (Maximum 10 points)**

- A. (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:**

1. (4 points) Does the application include an organizational capacity statement that lists key staff and project personnel?
  2. (1 points) Does this section describe how the organization(s) and key staff are capable of successfully implementing this project?
- B. (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:**

1. (5 points) 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?

**Budget Narrative (Maximum 10 points)**

1. (10 points) Provide a clear description of the anticipated expenditures for the project. This should include costs for each year of the project, broken down by year. Projects starting October 1 would include a 12-month budget, and the narrative should describe those costs and the costs for each year of the project. Please refer to the list of unallowable expenses in Section II to ensure that the project does not include any CMS- or MDHHS-prohibited costs. (See the sample budget narrative uploaded to EGrAMS for reference.)

**Review Criteria:**

1. (6 points) Does the budget narrative resemble the sample provided and provide a clear synopsis of costs for the proposed project?
2. (2 points) Does the budget narrative include any prohibited costs by CMS?
3. (1 point) Does the budget narrative include costs that cover the entire duration of the proposed project?

4. (1 point) If the project is longer than one year, are costs broken down by year?

### **Letters of Commitment (0 points, Required)**

- A. If an entity or applicant is proposing a project that includes working with facilities, the applicant must submit letter(s) of commitment from **ALL** participating nursing homes demonstrating that they are requesting the proposed project and are committed to participating. The letter(s) of commitment or documentation must show that nursing homes are requesting the project and are committed to participating. If an agency is not proposing a project that includes working with facilities, please upload a letter stating this. These letters should be uploaded in PDF format.

#### **Review Criteria:**

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?

### **Work Plan (Maximum 10 points)**

List all objectives and associated activities that will take place during the first grant period of the proposed project. Objectives should be consistent with program goals. Activities should clearly describe the action steps that will be taken to accomplish each objective. Key staff should be listed for each activity and these positions should be reflected in the budget. Activity dates should show project work is being done across the entirety of the grant period.

#### **Review Criteria:**

1. (2 points) Are the objectives consistent with the program goal(s)?
2. (2 points) Do the activities clearly describe what actions or steps will be taken to accomplish each objective?
3. (2 points) Is the workplan organized and laid out chronologically along a timeline for completion of the project goals and activities?
4. (2 points) Are key staff listed consistent with the project contacts and/or budgeted staff?
5. (2 points) Does at least one activity extend across the full project period?

### **Budget (Maximum 5 points)**

Include all costs associated with the project for only the period between October 1, 2023 to September 30, 2024. 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:**

1. (1 point) Are the line items requested allowable and reasonably adequate to provide consistent service during the project period?
2. (2 points) Are the funds allocated in the budget categories consistent with the work plan?
3. (1 point) Do the line items support the work plan and objectives and activities of the program?  
(1 point) 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)?