Part 1 Overview Information

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Medicare & Medicaid Services

Center for Medicaid, CHIP and Survey and Certification

Initial Announcement
Invitation to Apply for FY2010

Planning Grant: The Money Follows the Person Rebalancing Demonstration Program

Funding Opportunity Number: CMS-1LI-11-002
Competition ID: CMS-1LI-11-002-011797

CFDA 93.791

Date: August 4, 2010

<u>Applicable Dates:</u>
Letter of Intent	Not Required
Electronic Grant Application Due Date:	September 7, 2010
Issuance of Notice of Awards:	September 30, 2010
Grant Period of Performance/Budget Period:	October 1, 2010 –September 30, 2011

Table of Contents

Table of Contents- continued

I. Funding Opportunity Description

__Background__

The Money Follows the Person Rebalancing (MFP) Demonstration, as well as other new authorities provided by the Affordable Care Act provide critical tools to address gaps in the availability of community services for individuals with disabilities.   The passage of the Affordable Care Act (ACA) provides new and expanded opportunities to serve more individuals in home and community-based settings and adds to the tools already available so States can implement the integration mandate of the ADA as required by the *Olmstead* decision.

As we work within the broad scope of the Community Living initiative and the new authorities provided under the ACA, CMS is also deepening its efforts in this area.   On May 20, 2010, CMS issued a letter to all State Medicaid Directors (SMD) to underscore the importance of continuing to make progress consistent with the *Olmstead* decision and to provide States with information on both new and existing tools for community integration and to reiterate our support for community living options for Medicaid beneficiaries living with disabilities http://www.nasua.org/pdf/health_reform/CMS%20Olmstead.pdf .

On July 26, 2010, the Centers for Medicare & Medicaid Services (CMS) issued a new grant solicitation to encourage states not yet part of the *Money Follows the Person Rebalancing (MFP) Demonstration* to apply for grant funds. The Affordable Care Act included an extension of the MFP demonstration program for an additional 5 years (the funding was scheduled to expire at the end of FY 2011). The extension of the MFP Demonstration Program through 2016 offers States substantial resources and additional program flexibilities to remove barriers and improve people's access to community supports and independent living arrangements.

Due to the *HHS Community Living Initiative*, and resources made available through the Affordable Care Act, more people with disabilities and chronic care needs will have greater opportunities to live in their communities. In celebration of the 20th anniversary of the Americans with Disabilities Act, Secretary Sebelius is encouraging states to take advantage of the numerous community initiatives within the Affordable Care Act and leverage those options through active participation in the MFP demonstration.

Under the MFP demonstration, states will receive an enhanced Federal Medical Assistance Percentage (FMAP) for a one-year period for each individual they transition from an institution to a qualified home and community-based program. States will be able to transition multiple population groups including the elderly, people with intellectual, developmental or physical disabilities, mental illness or those who have a dual diagnosis. The enhanced FMAP funding will then be used by states to expand services and supports. In addition, states receiving a MFP grant award will focus on re-balancing their long-term care systems needs by increasing the use of home and community-based services and decreasing the use of institutional care.

A copy of the invitation to apply for the "FY2010 Money Follows the Person Rebalancing Grant Demonstration," including the application forms and information concerning a national call for

applicants, will be posted at www.grants.gov. For more details about Money Follows the Person and a PDF copy of the solicitation, please visit the CMS website at: http://www.cms.gov/CommunityServices/20_MFP.asp.

Planning Grants for the Development of Money Follows the Person Rebalancing Demonstration Program

CMS recognizes that States will be required to provide needed resources to develop and submit a Draft Operational Protocol to meet the requirements of the 2011 Money Follows the Person Rebalancing Demonstration (Funding Opportunity Number (FON) CMS-1LI-11-001) by January 7, 2011. This solicitation affords States the opportunity to receive Planning Grants with funding awarded to produce the Operational Protocol based on the criteria of the MFP solicitation.

States will be required to do provide the following in responding to this application in addition to the required forms that must be submitted as per Section IV, 2, (A):

1. A cover letter requesting funding for a Planning Grant: Development of the Money Follows the Person Rebalancing Demonstration Draft Operational Protocol (OP), signed by the Medicaid Director that indicates that the State Medicaid Agency will be submitting an application for a 2011 Money Follows the Person Rebalancing Demonstration Grant. The letter must also state that staff who will be developing the OP will participate in all scheduled training calls and webinars as required under Funding Opportunity Number (FON) CMS-1LI-11-001.
2. A Description of how funding would be used to Develop the Draft OP and how funding would be used to insure direct involvement of Stakeholders, including individuals with disabilities and their families and the advocacy community in the Draft OP. (2) pages maximum.
3. A Line Item Budget and Budget Narrative describing each item.
   > *A description of the Organizational Structure*: Identify the entity that is responsible for the management of this grant.

   > *Narrative Staffing Plan:*

      - The number, title and if known, the names of staff that will be dedicated to the grant.   Percentage of time each individual/position is dedicated to the grant.
      - Brief description of role/responsibilities of each position.
      - Number of contracted individuals supporting the grant.
      - A job description or resume of the proposed Project Director.

<u>Stakeholder Involvement</u>

Meaningful stakeholder involvement in the form of support, collaboration, and guidance is required by the MFP statute and is critical to the success of the demonstration program. The

applicant must consider the resources, unique aspects of the State, and the available opportunities when considering how to implement this demonstration program.

Some specific areas in which the State can work collaboratively with their stakeholders include:

- Information regarding the HCBS capacity and capability that is needed in order to provide supports and services to those individuals transitioned to the community;
- Assistance with the process for identification of populations for transitioning;
- Mechanisms to create and/or expand access to needed HCBS via ICF/MR, NH, Psychiatric Hospital and PRTF provider diversification, adaptation and development of the capability and capacity to provide Medicaid services to those transitioned to the community.

II. AWARD INFORMATION

1. Amount of Funding

Congress provided $1.75 billion in funding for the MFP Rebalancing Demonstration in Section 6071 of the DRA of 2005.

Awards made will be federal grants, with 5-20 anticipated awards. The maximum grant award will be $200,000 per State.

2. Period of Performance

The project period is for a one year period ending September 30, 2011

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Any single State Medicaid Agency not currently participating in the MFP Rebalancing Demonstration may apply. By "State", we refer to the definition provided under 45 CFR §74.2 as "any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments." By "territory or possession" we mean Guam, the U. S. Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands. Only one application can be submitted for a given State. Territories should note that any increased FMAP received, as part of the MFP demonstration program, will contribute to their total Medicaid allotment.

2. Cost Sharing or matching

There is no federal cost sharing or matching requirement.

3. (Other) Eligibility- Threshold Criteria

Applications not received by the application deadline will not be reviewed. Even though an application may be reviewed and scored, it will not be funded if the application fails to meet any of the requirements as outlined in Section III., Eligibility Information, and Section IV., Application Submission Information.

Applicants are strongly encouraged to use the review criteria information provided in Section V., Application Review Information, to help ensure that all the criteria that will be used in evaluating the proposals are adequately addressed.

4. Foreign and International Organizations

Foreign and International Organizations <u>are ineligible</u> to apply.

5. Faith-based Organizations

Faith-based Organizations are <u>ineligible</u> to apply.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Applicants <u>must </u>submit their applications electronically through http://www.grants.gov. A complete electronic application package including all required forms for this demonstration grant are available at: http://www.grants.gov/agencies/forms_repository_information.jsp.

Standard application forms and related instructions may also be requested from Nicole Nicholson, Centers for Medicare & Medicaid Services, Office of Operations Management, Office of Acquisition and Grants Management, C2-21-15 Central Building, 7500 Security Boulevard, Baltimore, MD 21244-1850, by <u>e-mail only </u>at Nicole.Nicholson@cms.hhs.gov.

2. Content and Form of Application Submission

<u>Form of Application Submission</u>

The only acceptable formatting is 8.5" x 11" letter-size pages with 1" margins (top, bottom, and sides)
All pages of the project narrative must be paginated in a single sequence.
- Font size must be no smaller than 12-point with an average character density no greater than 14 characters per inch.
- The narrative portions of the application must be DOUBLE SPACED.

Required Contents
A complete application consists of the following materials organized in the following sequence**:**

A. Standard Forms (SF)

The following standard forms must be completed with an original signature and enclosed as part of the proposal:

SF 424: Official Application for Federal Assistance (see Note below*)
SF 424A: Budget Information Sheet (Complete Sections B and C only)
SF 424B: Assurances—Non-Construction Programs
SF LLL: Disclosure of Lobbying Activities
SSA Additional Assurances Certifications

- **Note:** SF-424, Section 8 b: Enter the Employer Identification Number (EIN) as assigned by the Internal Revenue Service (IRS). Please note that the legal name and EIN listed on this application <u>must</u> match what is assigned by the IRS. If you have been selected for an award and the legal name and EIN do not match what is assigned by the IRS, this will cause major delays with receiving federal funds.
- SF 424: Check "No" to item 19, as Review by State Executive Order 12372 does not apply to these grants.

B. Cover Letter

A letter requesting funding for a Planning Grant: Development of the Money Follows the Person Rebalancing Grant Demonstration Draft Operational Protocol (OP), from the State Medicaid Director identifying the Medicaid agency as serving as the lead organization, indicating the title of the project, the principal contact person, amount of funding requested, and the name of the Agency that will administer the grant under the Medicaid office. The letter must state that that State Medicaid Agency will be submitting an application for a 2011 Money Follows the Person Rebalancing Demonstration Grant, FON CMS-1LI-11-001. The letter must also state the staff who will develop the Draft OP under this planning grant will participate in all scheduled training calls and webinars as required under FON CMS-1LI-11-001.

C. Application Narrative The application submission is comprised of the following.

The application submission is comprised of the following:

- A description of how funding will be used to develop the Draft OP and how funding will be used to insure direct involvement of Stakeholders, including individuals with disabilities and their families and the advocacy community in the Draft OP. (2) pages maximum. A Line Item Budget and Budget Narrative describing each item:
  A description of the Organizational Structure: Identify the entity that is responsible for the management of this grant.

    - *Narrative Staffing Plan:* The number, title and if known, the names of staff that will be dedicated to the grant.   Percentage of time each individual/position is dedicated to the grant.
    - Brief description of role/responsibilities of each position.
    - Number of contracted individuals supporting the grant.
        - A resume of the proposed Project Director.

3. **Submission Dates and Times**

   A. Applicant's Teleconference

Information concerning this funding opportunity for planning grants will be discussed at the MFP 2011 Solicitation applicants teleconference. Please see: http://www.cms.gov/CommunityServices/20_MFP.asp#TopOfPage . The applicant teleconference is scheduled as follows:
 August 11, 2010 from 2:00 – 4:00 pm (EST)
Call in Phone Number**:** 1-877-267-1577
Confirmation ID – 2742
   B. Grant Applications

   All grant applications are due by September 7, 2010.   Applications submitted through http://www.grants.gov until 5 p.m. Eastern Time on September 7, 2010 will be considered "on time." All applications will receive an automatic time stamp upon submission and applicants will receive an automatic e-mail reply acknowledging the application's receipt. **Late applications will not be reviewed.**

   C. Grant Awards: Time frame

   All grant awards will be made by September 30, 2010.   The Demonstration Grants awarded under this funding opportunity will have a budget period of 12 months.

4. Intergovernmental Review

   Applications for these grants are not subject to review by States under Executive Order 12372, "Intergovernmental Review of Federal Programs" (45 CFR 100).

5. Funding Restrictions

   Indirect Costs The provisions of the OMB Circular A-87 govern reimbursement of indirect costs under this solicitation. A copy of OMB Circular A-87 is available online at: http://www.whitehouse.gov/omb/circulars/a087/a087.html

   Direct Services: There will be no reimbursement for direct services from this grant award.

   Reimbursement of Pre-Award Costs
  No grant funds awarded under this solicitation may be used to reimburse pre-award costs.
  Awards will be made on September 30, 2010.

6. Other Submission Requirements

   Electronic Applications The deadline for all applications to be submitted through http://www.grants.gov is September 7, 2010. For information on how to get started with Grants.gov, please visit http://www.grants.gov/applicants/get_registered.jsp. We strongly recommend that you do **not** wait until the application deadline date to begin the application

process through Grants.gov. We recommend you visit Grants.gov at least early to fully understand the process and requirements.   We encourage applicants to submit well before the closing date so that if difficulties are encountered, an applicant will have time to solicit help.
.

The registration process for an Organization can take between **three to five business days or longer** if all steps are not completed in a timely manner.   So please register early! Applications not submitted "on time" due to applicant's failure to complete the entire grants.gov registration process in a timely manner will not be accepted.

Grants.gov Registration in Brief:

1. Your organization will need to obtain a DUNS Number. The DUNS number is a nine-digit identification number that uniquely identifies business entities.   Obtaining a DUNS number is easy and free of charge.   To obtain a DUNS number, access the following Website: www.dunandbradstreet.com or call 1-866-705-5711. It may take up to two business days to obtain a DUNS Number.
2. Ensure that your organization is registered with the Central Contractor Registration (CCR) at http://www.ccr.gov.   If it is not, an authorizing official of your organization must register.   The CCR registration process is a separate process from submitting an application.   Applicants are encouraged to register early.   In some cases, the registration process can take approximately two to four weeks to be completed.   Therefore, registration should be completed in sufficient time to ensure that it does not impair your ability to meet required submission deadlines.   You will not be able to move on forward until CCR registration is complete.
3. Create a Grants.gov username and password. You will need to create a Grants.gov user profile by visiting the "Get Registered" section of the grants.gov website at http://www.grants.gov/applicants/get_registered.jsp .
4. The E-Business Point of Contact (POC) at your organization must respond to the registration email from Grants.gov and login at Grants.gov to authorize you as an AOR. Please note that there can be more than one AOR for an organization.
5. At any time, you can track your AOR status by going to the applicant login page at https://apply07.grants.gov/apply/loginhome.jsp with your username and password.

Submit Your Application Early! CMS strongly encourages applicants to submit well before the closing date and time so that if your application is rejected due to errors, an applicant will have time to correct the errors and/or to solicit help from Grants.gov.   Please note: Validation or rejection of your application by Grants.gov may take up to 2 business days after submission. Please consider in developing your submission timeline.

For issues including, but not limited to downloading the application, retrieving your password, or understanding error messages, please contact Grants.gov directly at 1-800-518-4726 or support@grants.gov .   Hours of Operation: Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time, closed on Federal Holidays.   Please have the following information available when contactinggrants.gov to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

Also visit the following website: http://Grants.gov/resources/newsletter.jsp for Help Resources

The DUNS number is a nine-digit identification number that uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge.   To obtain a DUNS number, access the following Website: www.dnb.com or call 1-866-705-5711. This number should be entered in the block with the applicant's name and address on the cover page of the application (Item 5 on the Form SF-424, Application for Federal Assistance), with the annotation "DUNS" followed by the DUNS number that identified the applicant.

Register with the Credential Provider—Applicants must register with the Credential Provider to receive a username and password to securely submit their grant application.
Register with http://www.grants.gov—Registering with Grants.gov is required to submit grant applications electronically on behalf of your organization. After completing the registration process, applicants will receive e-mail notification confirming their ability to submit applications through Grants.gov. (Technical support for Grants.Gov is available Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.)

Upon submission of the grant application to http://www.grants.gov, applicants will receive an e-mail confirming that the application was received.   In the event that the electronic submission of the application has failed through www.grants.gov, please mail the application to Nicole Nicholson.   Please include a copy of the failed submission notice from www.grants.gov with the paper application as evidence of attempted submission.   If you have successfully submitted an electronic application through grants.gov, please do not mail in the application as well.   Only the signed SF-424 form should be mailed.
Applicants may not submit the same application in more than one format, and the choice of one application format over another will not cause an application to be reviewed more favorably.
All standard application forms may be obtained as detailed in, Section V.A, *Address to Request Application Package,* of this solicitation.

V. APPLICATION REVIEW INFORMATION

1. Review Criteria

This section fully describes the evaluation criteria for this demonstration project.

The following criteria will be used to evaluate applications received in response to this solicitation. Applications will be scored with a total of 100 points available.

Cover Letter (maximum of 50 points)
Did the Applicant submit a Cover letter requesting funding for a Planning Grant: Development

of the Money Follows the Person Rebalancing Grant Demonstration Draft Operational Protocol (OP)?

Was the letter submitted signed by the State Medicaid Director?

Did the letter identify the Medicaid agency as serving as the lead organization?

Did the Cover Letter indicate the title of the project, the principal contact person, amount of funding requested, and the name of the Agency that will administer the grant under the Medicaid office?

Did the Cover Letter state that the State Medicaid Agency will be submitting an application for a 2011 Money Follows the Person Rebalancing Demonstration Grant (FON CMS-1LI-11-001)?

Did the Cover Letter state the staff who will develop the Draft OP will participate in all scheduled training calls and webinars as required under FON CMS-1LI-11-001?

Application Narrative (maximum 25 points)

A description of how funding will be used to develop the Draft OP and how funding will be used to insure direct involvement of Stakeholders, including individuals with disabilities and their families and the advocacy community in the Draft OP. (2) pages maximum. (2 or 3 pages for narrative)

Budget (maximum 25 points)
Did the Applicant submit a Line Item Budget and Budget Narrative describing each budget item?
> *Did the Applicant submit a description of the Organizational Structure*: Identify the entity that is responsible for the management of this grant?

> *Did the applicant submit a Narrative Staffing Plan addressing the following?*

- The number, title and if known, the names of staff that will be dedicated to the grant.   Percentage of time each individual/position is dedicated to the grant.
- Brief description of role/responsibilities of each position.
- Number of contracted individuals supporting the grant.
- A resume of the proposed Project Director under the demonstration
- A breakdown of the salary and fringe for each staff or contracted position

2. **Review and Selection Process**

An independent review of all applications will be conducted by a panel of experts. The review panel will assess each application to determine the merits of the proposal. CMS reserves the right to request that States revise or otherwise modify certain sections of their proposals based on the recommendations of the panel and the budget. Final approval of the Planning Grant awards will be made by CMS after consideration of the comments and recommendations of the review panelists, program office recommendations, and the availability of funds. CMS reserves the

right to approve or deny any or all proposals for funding.

3. Anticipated Announcement and Award Date

Awards will be announced and awarded by September 30, 2010

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

Successful applicants will receive a Notice of Award (NoA) signed and dated by the CMS Grants Management Officer. The NoA is the document authorizing the grant award and will be sent through the U.S. Postal Service to the applicant organization as listed on its SF 424. Any communication between CMS and applicants prior to issuance of the NoA is not an authorization to begin performance of a project.

Unsuccessful applicants will be notified by letter, sent through the U.S. Postal Service to the applicant organization as listed on its SF 424, after September 30, 2010.

2. Administrative and National Policy Requirements

Usual Requirements

  a) Specific administrative and policy requirements of grantees as outlined in 45 CFR 74 and 45 CFR 92, apply to this grant opportunity.
  b) All grantees receiving awards under these grant programs must meet the requirements of:
  c) Title VI of the Civil Rights Act of 1964,
  d) Section 504 of the Rehabilitation Act of 1973,
  e) The Age Discrimination Act of 1975,
  f) Hill-Burton Community Service nondiscrimination provisions, and
  g) Title II Subtitle A of the Americans with Disabilities Act of 1990.
  h) All equipment, staff, and other budgeted resources and expenses must be used exclusively for the projects identified in the grantee's original Operational Protocol or agreed upon subsequently with CMS in a revised Operational Protocol, and may not be used for any prohibited uses.
  i) Consumers and other stakeholders must have meaningful input into the planning, implementation, and evaluation of the project.
  j) State grantees must coordinate their project activities with other State, local and federal agencies that serve the population targeted by their application (e.g., Administration for Children and Families, Administration for Developmental Disabilities, Department of Education, etc.). CMS also encourages collaboration with a broad range of public and private organizations whose primary purpose is advocating for children, volunteer groups, faith-based service providers, private philanthropic organizations, and other community-based organizations.

Terms and Conditions: A funding opportunity award with CMS will include standard terms and conditions and may also include additional specific grant "special" terms and conditions as a result of the panel review.

Prohibited Uses of Grant Funds

Money Follows the Person Planning Grant funds may not be used for any of the following:

1   To match any other Federal funds.

2   To supplant existing State, local, or private funding of infrastructure or services such as staff salaries for programs and purposes other than those disclosed in the application for the MFP Planning Grant, etc.

3. Reporting

A final Progress Report (at the end of the grant period) in a form prescribed by CMS and a final SF-269a "Financial Status Report" will be required. These reports will outline how grant funds were used. CMS will provide the format for program reporting and technical assistance necessary to complete required report form.

VII. AGENCY CONTACTS

Programmatic Content

Programmatic questions about the Money Follows the Person Demonstration program may be directed to an e-mail address that multiple people access, so that someone will respond even if others are unexpectedly absent during critical periods. This e-mail address is: **MFPDemo2010@cms.hhs.gov**.

In addition, programmatic inquiries may be directed to Todd Wilson, Centers for Medicare & Medicaid Services, Center for Medicaid and State Operations, DEHPG/DCSI, Mail Stop S2-14-26, 7500 Security Boulevard, Baltimore, MD 21244-1850, 410-786-3409 (voice), or 410-786-9004 (fax)

2. Administrative Questions

Administrative questions concerning this grant opportunity may be directed to to the following mailbox: MFPDemo2010@cms.hhs.gov. Answers will be posted on http://www.cms.gov/CommunityServices/20_MFP.asp#TopOfPage.

VIII. OTHER INFORMATION

Applicant's Teleconference Information regarding the date, time and call-in number for an open applicants' teleconference is available on the CMS website at: http://www.cms.gov/CommunityServices/20_MFP.asp#TopOfPage. Please check the CMS Web site for more details.

Attachments: No attachments