Part 1 Overview Information

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

Center for Medicaid and CHIP Services

Initial Announcement
Invitation to Apply for FY2012

Planning Grant
The Money Follows the Person Rebalancing Demonstration Program

Funding Opportunity Number: CMS-1LI-12-001
Competition ID: CMS-1LI-12-001-013934

CFDA 93.791

Date: February 2, 2012

Applicable Dates:	
Letter of Intent	Not Required
Electronic Grant Application Due Date:	March 6, 2012
Anticipated Issuance of Notice of Awards:	March 30, 2012
Anticipated Grant Period of Performance/Budget Period:	March 30, 2012 – March 29, 2013
Teleconference call:	To Be Determined

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I. Funding Opportunity Description

Background

The Money Follows the Person Rebalancing (MFP) Demonstration provides critical tools to address gaps in the availability of community services for individuals with disabilities. The opportunity to serve more individuals in home and community-based settings through MFP can help States implement the integration mandate of the American Disability Act (ADA) as required by the Olmstead decision.

Money Follows the Person Rebalancing Demonstration

The MFP Rebalancing Demonstration Program was authorized by Congress in section 6071 of the Deficit Reduction Act of 2005 (DRA) and was designed to assist States to balance their long-term care systems and help Medicaid enrollees transition from institutions to the community. The MFP Demonstration Program reflects a growing consensus that long-term supports must be transformed from being institutionally based and provider-driven to community-based and "person-centered" and/or consumer directed. Congress initially authorized up to $1.75 billion in Federal funds through fiscal year (FY) 2011 to:

1. Increase the use of Home and Community Based Services (HBCS) and reduce the use of institutionally-based services;
2. Eliminate barriers and mechanisms in State law, State Medicaid plans, or State budgets that prevent or restrict the flexible use of Medicaid funds to enable Medicaid-eligible individuals to receive long-term care in the settings of their choice;
3. Strengthen the ability of Medicaid programs to assure continued provision of HCBS to those individuals who choose to transition from institutions; and,
4. Ensure that procedures are in place to provide quality assurance and continuous quality improvement of HCBS.

Section 2403 of ACA amended the Deficit Reduction Act of 2005 (DRA) by extending the demonstration authority under Section 6071 of the DRA through September 30, 2016, and for each fiscal year (FY) of the extension, FY 2012-2016, authorizes $450 million in additional DRA appropriations totaling an additional $2.25 billion. Any remaining MFP appropriation at the end of each FY carries over to subsequent FYs and is available to make grant awards to current and new grantees until FY 2016. Grant awards **made to States in each fiscal year are available for expenditures** in the fiscal year awarded and for **four** additional fiscal years. As such, any unused portion of a State grant award made in 2016 would be available to the State **for expenditures through FY** 2020.

Currently, forty three States and the District of Columbia are implementing MFP Demonstration Programs.

Advantages to Participating States

The MFP Rebalancing Demonstration requires strong leadership from the Governor and all of the participating departments and services to use the resources provided by this opportunity to affect the systems change necessary to bring about an effective, cost efficient, balanced long-term care system. The MFP Demonstration Program provides the following opportunities to develop unique demonstration services to help individuals make the transition from costly institutional care to quality, person-centered home and community-based long-term care services.

Enhanced Federal Medical Assistance Percentage (FMAP): The MFP Demonstration Program provides an FMAP rate for qualified services, which includes HCBS services and demonstration services. The enhanced FMAP funding, as well as significant financial resources to support the administration of the demonstration are available for the implementation of broader infrastructure investments. These investments include initiatives such as creating systems for performance improvement and quality assurance, developing housing initiatives, supporting staff for key transition activities, improving the direct care workforce, and building "no wrong door" access to care systems.

Full Reimbursement for Specific Administrative Costs: Reimbursement associated with the operation of the MFP grant may be provided after the submission, review, and approval of the grant application's Operational Protocol. Examples of eligible reimbursable items that may be considered in a State application's Operational Protocols are key personnel; MFP travel, training, outreach and marketing; IT infrastructure to accommodate the MFP reporting requirements; and completing the Quality of Life survey requirements.

National Technical Assistance (TA): CMS has contracted with experts in the long-term care field to assist grantees, at no cost to the State, by providing the support and expertise necessary to enable the States to work through problems and barriers to implementation. The TA providers, along with support from the CMS Project Officers are available to ensure success.

Supplemental Services: Reimbursement is provided for services that will only be available for the MFP Demonstration Program period and are not covered by Medicaid. These services are reimbursed at the State's published FMAP.

Tribal Initiative Funding: The MFP grant program will be offering additional financial assistance to provide significant resources to move tribal elders out of nursing homes and into home and community based services (HCBS) through Federal administrative reimbursement at 100%. Funding would be available to States to enter into agreements with tribes and provide funding to the tribes to identify and demonstrate various acceptable HCBS models. Funding for services would be available using 100% federal funding available through a CMS-IHS Memorandum of Agreement (MOA). A 1996 MOA between CMS and IHS allows States to recoup 100% of the funds associated with Medicaid expenditures for tribal members served through IHS and funded under a 638 Compact Agreement. This Planning Grant may include resources for inclusion of this initiative in the development of the Draft Operational Protocol.

Aging and Disability Resource Center (ADRC) Initiative Funding: The Administration on Aging (AoA) and CMS are partnering to provide administrative resources to MFP grantees in

their efforts to strengthen Aging and Disability Resource Center (ADRC) systems. The primary goal of this MFP 100% reimbursed administrative funding opportunity is to facilitate and strengthen the roles of ADRCs with respects to rebalancing the delivery of long-term services and supports by coordinating transitions from nursing homes (and other MFP qualified institutional settings) to community based settings for older adults and people with disabilities or chronic conditions. Specifically, AoA and CMS are interested in promoting increased partnership between State MFP programs and ADRCs to advance transition work within the MFP demonstration.

Under this Program guidance, funds are being made available to MFP grantees to strengthen ADRC roles in:

- Building ADRC infrastructure and capacity to support transition efforts within MFP programs;
- Promoting partnering activities between the State Medicaid Agency, State Unit on Aging, State Disability Agency, State and local Ombudsman program and other relevant stakeholders; and,
- Utilizing and continuing to support the implementation of the Minimum Data Set (MDS) 3.0, Section Q for all MFP populations as well as Veterans and privately paying individuals.

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

Grant Requirements

CMS will post a new 2012 MFP solicitation at a later date in 2012 with applications due August 8, 2012. CMS recognizes that States will need resources to develop and submit a Draft Operational Protocol (OP). This Planning Grant solicitation affords States the opportunity to receive funds awarded to produce the Draft Operational Protocol based on the criteria in the MFP solicitation.

States will be required to 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, signed by the Medicaid Director that indicates that the State Medicaid Agency intends to submit a grant application for a 2012 Money Follows the Person Rebalancing Demonstration Grant.

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 development of the OP.

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 bio-sketch or resume of the proposed Project Director.

Stakeholder Involvement

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 (65 years of age and older and 21 years old and younger)) and Psychiatric Residential treatment Facilities(21 years old and younger), 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

Awards made will be federal grants, with 3-7 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 March 2013.

III. ELIGIBILITY INFORMATION

1. **Eligible Applicants**

Any single State Medicaid Agency not currently participating in the MFP Rebalancing Demonstration Grant 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 are ineligible to apply.

5. Faith-based Organizations

Faith-based Organizations are ineligible to apply.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Applicants must 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/aforms_repository_information.jsp.

Standard application forms and related instructions may also be requested from Mary Greene, Centers for Medicare & Medicaid Services, Office of Acquisition and Grants Management, MS: B3-30-03, 7500 Security Boulevard, Baltimore, MD 21244-1850 or by e-mail at Mary.Greene@cms.hhs.gov.

2. Content and Form of Application Submission

Form of Application Submission

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.
- Project Narrative is limited to five pages.
- 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 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 must 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 intends to submit an application for a 2012 Money Follows the Person Rebalancing Demonstration Grant.

C. Application Narrative

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 or bio-sketch of the proposed Project Director.

D. Budget Narrative

For the budget recorded on form SF 424A (Budget Information Non-Construction Programs in Section B-Budget Categories), a budget narrative must be included and provide detail on all requests to fund administrative costs for each budget line item. The budget narrative is limited to two pages.

3. Submission Dates and Times

A. Grant Applications

All grant applications are due by March 6, 2012. Applications submitted through http://www.grants.gov until 12 p.m.(noon) Baltimore MD Time on March 6, 2012 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.**

B. Grant Awards: Time frame

All grant awards are anticipated to be made by March 30, 2012. The Planning 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_default. **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 planning solicitation may be used to reimburse pre-award costs. Awards are anticipated to be made by March 30, 2012.

6. Other Submission Requirements

Electronic Applications The deadline for all applications to be submitted through http://www.grants.gov is March 6, 2012. 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 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 an extensive period of time if all steps are not completed in a timely manner. So it is advisable to 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: http://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 http://grants.gov/applicants/get_registered.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 two 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 contacting grants.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).

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 intends to submit an application for a 2012 Money Follows the Person Rebalancing Demonstration Grant?

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.

Budget (maximum 25 points)
Did the Applicant submit a Line Item Budget (SF-424A) 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 are anticipated to be announced and awarded by March 30, 2012.

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 March 30, 2012.

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:

- To match any other Federal funds.
- 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-425 "Federal Financial 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

1. 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: **MFPDemo@cms.hhs.gov**.

In addition, programmatic inquiries may be directed to Alice Hogan, Centers for Medicare & Medicaid Services, Center for Medicaid, CHIP, and Survey & Certification, DEHPG/DCST, Mail Stop S2-14-26, 7500 Security Boulevard, Baltimore, MD 21244-1850, 410-786-5928 (voice), or 410-786-9004 (fax)

2. Administrative Questions

Administrative questions concerning this grant opportunity may be directed to the following mailbox: MFPDemo@cms.hhs.gov. Questions and Answers will be posted on MFP Home Page at http://www.medicaid.gov/Medicaid-CHIP-Program-Information/By-Topics/Long-Term-Services-and-Support/Balancing/Money-Follows-the-Person.html

VIII. OTHER INFORMATION

Applicant's Teleconference Information regarding the date, time and call-in number for an open applicants' teleconference will be available on the MFP Home page at: http://www.medicaid.gov/Medicaid-CHIP-Program-Information/By-Topics/Long-Term-Services-and-Support/Balancing/Money-Follows-the-Person.html. Please check the website for details.

Attachments: No attachments