



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR APPLICATION # 34305-22317
AMENDMENT # 1
FOR NURSING HOME CIVIL MONETARY PENALTY
QUALITY IMPROVEMENT (CMPQI) PROGRAM
IMPLEMENTATION**

DATE: AUGUST 12, 2016

RFA # 34305-22317 IS AMENDED AS FOLLOWS:

1. This RFA Schedule of Events updates and confirms scheduled RFA dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		Confirmed
2. Pre-proposal Teleconference	2:00 p.m.	Confirmed
3. Written "Questions & Comments" Deadline	2:00 p.m.	Confirmed
4. State Response to Written "Questions & Comments"		Confirmed
5. Deadline for Applications	2:00 p.m.	August 25, 2016
6. Initial Evaluation Notice Released	2:00 p.m.	September 14, 2016
7. Estimated effective Start Date of Contract		November 15, 2016

2. State responses to questions and comments in the table below amend and clarify this RFA.

Any restatement of RFA text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFA document.

QUESTION / COMMENT	STATE RESPONSE
1 How do I submit the Application online?	Please open the Application by clicking on the DOWNLOAD HERE button. You will fill out the application and save to your computer. You will

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	<p>then go back to the Funding Opportunities website http://tn.gov/health/article/funding-opportunities and click on the green button Click Here to Upload. You will complete the short form, click on the Browse button under Upload attachments, find the file and click on the file to upload and then click open. It has now attached the Application. There are two other boxes for Upload other for any other attachments.</p>
<p>2 Is there a way for providers that submitted a prior application that was denied to view how they scored on that application so that they can see which areas need improving?</p>	<p>These are independent pre-decisional determination evaluation scores before the Office of Health Care Facilities or the Centers for Medicare and Medicaid Services (CMS) has reviewed the application. While an applicant can review their own initial scores, the evaluation simply indicates the numerical score for the application and contains no notations regarding the evaluators' reason for the score.</p>
<p>3 Can you please tell us which items listed below, if any, do not count toward the 20 page limit?</p> <ul style="list-style-type: none"> • Cover letter • Project Abstract (one page) • Statement of Need • Program Description including <ul style="list-style-type: none"> ○ Timeline ○ Supplemental materials such as brochures, efficacy studies, and peer reviewed literature. • Performance Measurement and Program Evaluation • Improving Quality of Life and Care • Nursing Home Community • Financial Feasibility and Sustainability • Organizations and Partnerships • Innovation and Replicability • Job Descriptions for key personnel (1 page total for all descriptions?) • Biographical sketches (1 page per person?) • Project Organizational Chart • Letters of Commitment (1 per partner organization) • General Assurances Form • Appendix 1: Application (4 pages) (Actual CMP request form) • Appendix 2: Completed excel spreadsheet (1 page) • RFA checklist: Not included in page limit 	<p>The CMS application states: "Requests should be limited to no more than twenty (20) pages, including the appendices and the actual CMP request form." Any pages in the CMS application that are not completed by the applicant should be eliminated and any journal articles should be summarized to emphasize what is important. The CMP application checklist and the RFA checklist are the only documents not counted in that 20 page limit. The RFA section suggested page limits for documents such as "Job Descriptions for key personnel", are meant to serve as guidance.</p>

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4 Can you clarify if the Job descriptions for key personnel should be one page total or one page per person and if the biographical sketch one page limit is per person?	The State suggests that the job descriptions for all key personnel should fit on one page. However this is just a suggestion. Applicants are reminded that their entire application may not exceed twenty (20) pages per CMS requirements.
5 The RFA indicates that funds cannot be used to pay "staff salaries." Does this apply to staff of the applying organization or only nursing home staff? Can a faculty member at an academic institution include funds for faculty release time?	Nursing home employee and State employee salaries are not eligible to be reimbursed by a Civil Money Penalty (CMP) grant. If an organization or agency, other than a nursing home or State agency, utilizes existing staff to perform the duties delineated in their grant application, only the percentage of the time the individual or individuals spend(s) performing the duties may be compensated and must exclude other benefits normally paid through the individual's salary. This includes an academic institution. Any salary funding request needs to be reasonable, and based upon the actual work that is to be performed in conjunction with the project. If the salary is excessively high, the CMP request may be denied. Both the State and CMS have an obligation to assure that costs are prudent and all expenditures are for the direct benefit of residents.
6 The RFA states that "The project period for each grant will typically be 12 months, dates of which shall be indicated in the notice of grant award. However in the Results Measurement section of the RFA, it states that "Multi-year projects shall provide a provision for submission of interim progress reports and updates from the project leader to CMS." Can the applicant apply for more than 12 months of funding at a time?	Grants are typically for a single year. CMS requires that CMP projects may only be approved for a maximum of three (3) years. Funds for years two (2) and three (3) are contingent upon the organization completing all deliverables for year one (1) of the project. In other words, applicants may propose projects that last up to 3 years but if awarded a grant they will only receive budgeted funds one year at a time. The renewal for the next year of the project is contingent on the success of the previous grant year.
7 On the CMPQI suggested grant topics sheet, it states that applicants are "strongly encouraged to pick multiple ideas" from the list. Is it possible for an applicant that selects only one idea from the list to be funded?	Yes. If an applicant attempts to incorporate too many topics, they may fail to adequately explain all of those ideas so if multiple ideas are selected those project ideas should compatibly mesh.
8 In addition to licensed nursing-home facilities, are applicants allowed to work with skilled care facilities participating in Medicare/Medicaid?	CMP funds may only be used for nursing homes certified to participate in Medicare/Medicaid programs. The CMS focus is on certification, therefore licensed-only nursing homes are not eligible to participate in projects funded with these monies.
9 Can you help me understand what budget items would be considered covered by the civil penalties grant? The application indicates that "Funds issued through CMPQI may not be utilized for the following areas:..... To pay staff salaries" and yet salaries are	The State of TN budget form is generic and contains all categories that might be included in a State contract. Nursing home employee salaries and State employee salaries are not eligible to be reimbursed by a CMP grant. If an organization or agency, other than a nursing home or State

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<p>included in the budget. Can you clarify what salaries would be considered appropriately covered by the grant?</p>	<p>agency, utilizes existing staff to perform the duties delineated in their grant application, only the percentage of the time the individual or individuals spend(s) performing the duties may be compensated and must exclude other benefits normally paid through the individual's salary. This includes an academic institution. If an organization must hire an individual to perform the duties delineated in their grant application, the salary is able to be compensated utilizing grant funding, but only for the period of the grant. Any salary funding request needs to be reasonable, and based upon the actual work that is to be performed in conjunction with the project. If the salary is excessively high, the CMP request may be denied. Both the State and CMS have an obligation to assure that costs are prudent and all expenditures are for the direct benefit of residents.</p>

3. **RFA Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFA not expressly amended herein shall remain in full force and effect.