

**Colorado Department of Health Care Policy
and Financing**

4.02 Single Occupancy Grant

Request for Applications



COLORADO

**Department of Health Care
Policy & Financing**

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DESCRIPTION:

In the midst of a global pandemic, congregate care residential settings saw the necessity for single occupancy rooms to prevent the spread of disease and promote independence and autonomy. Through funding provided by Section 9817 of the American Rescue Plan Act, The Colorado Department of Health Care Policy and Financing (the Department), has created the 4.02 Single Occupancy Grant Program to offer payments for providers to convert more space to single occupancy rooms. The Department has allocated \$20 million dollars for these payments, with a maximum of \$1 million per awardee.

The Department's grant is focused on developing new ways Colorado's Home and Community Based Services residential settings can adapt and provide more independent and health-centered outcomes in a single occupancy setting. The Department is seeking programs that develop:

1. Single Occupancy from multiple person rooms
2. Take steps to mitigate disease transmission in these room conversions

With sustainability and longevity in mind, the Department is requiring applicants to create a project outline with steps on how this conversion will happen and how once converted, this project will be sustained.

The Department will be evaluating the feasibility of and sustainability of the programs and whether or not the State of Colorado would benefit from these projects long term. As such, allocation of these funds will require strict reporting and will only be made to programs that include Health First Colorado (Medicaid, CHP+) members.

GUIDELINES:

The 4.02 Single Occupancy Grant is time sensitive and requires measurable data to be collected to ensure there is an impact on the target populations. The Department is required to report on



fund expenditures and programmatic impact. Therefore, the Department has strict Program Timelines:

Project Timelines:

Request for Applications - Deadlines for Submissions:

First Phase: April 3, 2023 @ 8:00 am – **Extended to** May 12, 2023 @ 5:00 pm

Second Phase: June 12, 2023 @ 8:00 am - July 05, 2023 @ 5:00 pm

Project Preparation Time Frame:

May 13, 2023 – May 31, 2023

Project Timeframe:

June 1, 2023 – July 31, 2024

Final Report Delivered to Department:

September 31, 2024

Applicant Qualifications:

Applicants selected for the project, must, at a minimum, meet the below requirements:

- Must operate a current Home and Community Based- Services waiver approved facility:
 - Group Homes for Adults
 - Alternative Care Facility
 - Supported Living Program
 - Transitional Living Program
 - Residential Child Care Facility
- Must have capacity to begin project work by June 1, 2023.

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- As part of this project, all grant recipients will be required to participate in evaluation activities and provide data as requested by the Department.
 - Funds requested may not be utilized to supplant existing funding or to backfill expenditures that have already occurred. Funds can only be utilized for expenditures after the grant agreement has been signed.

APPLICATION PROCESS:

The grant application will consist of multiple parts that must be submitted to the Department for review. The application process will be conducted through a Google Form questionnaire, and all documents will be submitted to Austin Leffel at austin.leffel@state.co.us by May 03, 2023 at 5 pm MT.

Required Application Items: (Total Points: 170 Points)

Cover letter signed by Executive Director or other authorized signatory (10 Points)

Grant application (submitted in Google Form) (50 Points)

- To include:
 - Primary point of contact, contact information and person signing agreement.
 - The organization's mission and vision.
 - Counties served and number of facilities.
 - Population(s) served by age group and type of needs (i.e. – 60+ with dementia, payer source including Medicaid).
 - Number of individuals currently served or expected to serve.
 - Description of your organization's current services provided.
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- How your organization will utilize these grants funds, if awarded. Including how funds will be used to supplement and not supplant existing funds.
 - Description of the objective and expected outcomes for the program from this financial award.
 - Description of how you will sustain your project after the funding ends.
 - Percentage of your current participants that are Health First Colorado Members and percentage you anticipate serving through this project.
 - A description of your strategy for collecting data and participant experience stories and measuring effectiveness and impact of the project.

The application must also include a: (20 points)

- Financial Report, if the program is operational - last fiscal year.
 - A budget and budget description on how grant funds will be utilized to create or enhance the program.
 - Please use the Budget/Table Narrative template [here](#).
 - Reminder: funds requested cannot supplant existing funding sources.
 - Sustainability Report – Part of the Google Application (40 Points)
 - Outline how you intend to maintain single occupancy after these funds are depleted.
 - The grant application must include an outline of conversion steps and the impact these steps are expected to have on members utilizing Home and Community Based Services . (50 Points)
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Lastly, applicants who do not already must have a SAM number must register during the application process through sam.gov in order to receive grant funds. Applicants are strongly encouraged to register for a SAM number while applying for this grant. Registration for a SAM number is free and starting this process during the application period will prevent a delay in the funding distribution process. Grant awardees must have a SAM# in order to receive funds. HCPF will verify applicants have a SAM number before funds are distributed.

In addition to requested information, the Department may request supplementary information throughout the process of review and approval.

Late and/or incomplete application packets will not be considered. The grant review committee reserves the right to deem an application ineligible if it does not include all required documents.

NOTE: If your organization does not have access to a Google account in order to attach documents to the application form directly, email attachments to austin.leffel@state.co.us with your organizational name and point of contact information submitted on this application.

AWARD:

The Department of Health Care Policy & Financing has \$20 million to award; award amounts will depend on the number of applicants that apply and how closely the applications adhere to the Department's Program Guidelines. The Department will seek the best practices and procedures that convert Home and Community Based Services residential facilities into single occupancy dwellings. Once the grant is awarded, there will be additional requirements discussed between the Awardee and the Department that must be met to ensure compliance with federal and state requirements for usage of funds.

CONTACT:

If you have any questions or concerns, please contact the Project Lead:

[Austin Leffel - Innovative Models of Care, Policy Analyst](#)



Austin.leffel@state.co.us

