Request for Application
Complex Needs Service Enhancement System of Care Grant

Section 1: Project Description

The Department of Health Care Policy & Financing (HCPF) received funding through Section 9817 of the American Rescue Plan Act (ARPA) to build systems of care and support that recognize and leverage the needs and capabilities of various populations. This grant will focus on expanding, enhancing, and strengthening the capacity of existing service providers to serve individuals receiving Home and Community Based (HCBS) waiver services in a residential setting with disabilities and complex behavior support needs.

Through this grant program, HCBS providers may apply for funds for projects that will enable agencies to better serve individuals with complex behavioral and/or medical support needs that require intensive supports and interventions to include materials, home modifications, use of a consultant, and/or equipment that are not already billable to Medicaid. These funds are not for the purpose of directly providing ongoing services. More information on allowable project activities can be found in Section 5.

Section 2: Funding

HCPF has allocated $500,000 to this grant program for up to 100 awardees that may receive between $5,000 and $50,000 in funding. If the applicant intends to apply for more than one category of eligible projects focus areas, these requests should be included in one application. Award amounts will be dependent on project proposals. The Department will disburse grant funds starting 03/15/2024. Awarded entities must expend funds by September 15, 2024.

The funds awarded must supplement existing programs and may not be used to supplant funding. Supplanting occurs when an entity replaces funds for an activity because federal funds are available (or are expected to be available) to fund that same activity. An entity is supplementing funding when federal grant funds are used in combination with other funds to enhance a planned expenditure in an existing budget. If you would like to read more about the difference, HERE is a fact sheet outlining the differences between supplanting and supplementing.

Section 3: Application Submission and Project Implementation Timeline

Application Released	**12/26/2023**
Voluntary Q&A Webinar	**01/16/2024 3:00pm-4:00pm MST**
Submission Deadline	**1/31/2024**
Award Announcement	**2/15/2024**
Contracting and Pre-Grant Prep	**12/26/2023-3/15/2024**
Award Period	**03/15/2024- 9/15/2024**
Final Invoicing	**9/15/2024**

Section 4: 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 residential setting that is owned or rented by the operating service provider agency:
    o Group Homes for adults
    o 1-3 person staffed homes for adults
    o Alternative Care Facility
    o Supported Living Program
    o Transitional Living Program
    o Residential Child Care Facility
    o Group Homes for children
- Must have capacity to begin project work by the date the contract is executed.
- 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.
- Entity must have a valid SAM number at the time of award. Entities can register for a SAM number at sam.gov and registration is free. Entities are encouraged to apply for a SAM number as soon as practical so as to not delay any potential grant award.
- *Important notice of restriction for grant recipients: Entities that have already been awarded funding through any federal stimulus source (like HCBS ARPA 9817 funding) for the same activities are not eligible for additional HCPF funding through this grant.*

Section 5: Allowable Activities/Use of Funds

These grants are designed to fund projects that enable service provider agencies to serve individuals with disabilities in residential settings and prevent the need for higher levels of care like institutional care and emergency department utilization.

Allowable activities may include and are not limited to:
- Materials
  - e.g. enhancements to the home that create a calming, safe feeling
- Home modifications (provider owned settings only)
  - e.g. plexiglass windows that do not break, securing of furniture/TV to floor/wall
- Sensory equipment
- Consulting services
  - e.g. specialized consultant on specific support needs for people with Prader-Willi Syndrome
  - E.g. creating trauma informed living environments

Allowable costs include:
- Capital expenditures including, but not limited to physical space, office equipment, program equipment and software
- Training and education of providers
- Project implementation costs
- Project coordination costs, and
- Program costs for each participant that are not otherwise billable to Medicaid [e.g. home repairs to create secure spaces]

Funding **may not** be used to supplant existing services, including current Medicaid billable services, or other existing funds.

Capital expenditures of or over $10,000 per ITEM require federal approval in addition to HCPF approval. If needed, please contact the Department for further questions on this requirement. Note- capital expenditures used for the purchase of property are not allowed in this grant.

Percentage of current staff time to oversee this project is not allowable as it is supplanting a current funding source.

Note: If your team requests the same activities and is awarded by another ARPA grant, your team will not be eligible via ARPA grant 4.07. The team will be sharing the awarded organization's name with future HCPF ARPA grants to ensure there are no duplicative awards. Final award amounts will be determined by HCPF. HCPF reserves the right to adjust the award amount depending on the number of applicants and awardee readiness.

Section 6: How to Apply

Applicants shall respond to all requests for information contained below and provide responses where required and include supporting documentation only if requested. Unnecessarily elaborate applications are not desired.

The application portion must be submitted using [this form](#) and required documents must be submitted to kathleen.homan@state.co.us by 5:00pm MST on 01/31/2024. Applicants will be notified of awards by 02/15/2024.

The application will include an explanation section for how to complete the form and other questions. For example, how many questions in the application, the anticipated amount of time to complete the application and where to upload the attestation and budget worksheet. The google form will auto save for the applicants. We will provide application questions via PDF and encourage the use of working in a document offline when answering longer questions. When applicants are ready to fill out the online form, they will be able to copy and paste.

Required Items for submission	Description	Scoring Weight
Business Documents	- Cover Letter - Attestation - Certificate of Good Standing or Certificate of Fact (from Secretary of State) - Certificate of registration from SAM.gov - Current W9 (Please use this [form](#)) - https://www.irs.gov/pub/irs-pdf/fw9.pdf - Optional: Approved federally negotiated indirect cost rate documentation	5
Application Form	Organization Questions Population Questions Project Description	15
Budget	Budget and narrative in downloaded document linked on page 5	10

<u>Required</u> Document Description:

<u>Cover Letter</u>

- Please submit a 1–2-page cover letter, signed by the Executive Director or other authorized signatory of your organization. This letter should provide a brief summary of your organization's mission and what you hope to complete by the end of this grant with the resources provided.

<u>Attestation</u>

- Please complete <u>the attestation form found here</u>

<u>Budget Workbook</u>

- Please complete <u>the budget workbook found here</u>

The total funding for the Complex Needs Service Enhancement System of Care grant program is limited to 100 awardees that may receive between $5,000 and $50,000. The budget will be scored up to 10 points. If a project's total budget exceeds the awarded grant amount the grantee will be responsible for the remaining funding needs. Note: funds may not be used to service debt, satisfy a judgment or settlement, or contribute to a "rainy day" fund.

While applicants may request grant funds to cover some administrative funds or indirect amounts (defined as costs not identifiable with a specific project or activity), there are limits on indirect costs (10% of direct costs), with a maximum of $25,000 annually. Details are provided in the budget workbook and in the Department's standard operating procedure document found <u>here</u>.

Supplanting with federal funds is not allowable. Community partners should ensure that any federal funds they receive through ARPA are not used to supplant existing funds for the same purpose. Salaries are allowable expenditures under this grant funding but come with additional parameters to ensure supplanting doesn't occur. Supervisory time of direct staff completing work is not allowable FTE request.

Section 7: Post-Selection Expectations

If your proposal is selected, you will work closely with HCPF and its grant financial vendor to develop a grant agreement with deliverables related to your proposal. HCPF will provide invoicing instructions, and you will work with the associated HCPF fiscal agent as the

agreement is executed. Additionally, the awardee will be required to provide regular reporting and data sharing throughout the grant period, including success stories and challenges that have been raised during the project.

Awardees will provide the following deliverables for receipt of their total award:

Deliverable	Timing	Amount
Work Plan	Within 14 days of award	TBD of Total weighted for start-up costs and up-front funding for capital expenditures.
Project Budget Reimbursement	Invoices submitted by 15th of each month	Reimbursement for incurred expenses and documentation submitted with invoices distributed across quarters.
Final Project Summary	End of Award Period	TBD of Total

*A monthly reporting template will be collaboratively developed.