

REQUEST FOR APPLICATIONS

Money Follows the Person (MFP) Capacity Building Grant

Project Description:

This project is being offered in connection with Money Follows the Person (MFP), a federal grant administered by the Centers for Medicare and Medicaid (CMS), aiming to afford individuals the choice of where they live and receive services. In 2021, the Department was awarded an MFP Supplemental Capacity Building grant to evaluate programs and develop statewide solutions to improve the transition process. The federal award focuses on key areas to streamline access to services, increase capacity for transitions from institutional settings into the community (such as a nursing home transition to an apartment) and develop innovative solutions to enhance a state's support of community living. The Department has allocated a portion of this funding to create a competitive community grant for organizations to enhance the delivery of Colorado's Transition Services. The grant will provide an opportunity for local organizations to develop solutions that aim to build capacity, streamline access to services, and improve business processes to support institutional transitions in Colorado.

Successful proposals will demonstrate how applicants plan to expand their ability to support transition services in their region through streamlining access to transition services, increasing capacity for transition services, building awareness of transition services, or strengthening collaboration. Proposals must focus on transition services and may include all Medicaid and non-Medicaid resources necessary to support individuals as they transition to community living. The Department will contract with a vendor to manage deliverables, invoices, payment, and project closeout to ensure compliance with the terms and conditions of the grant.

Applicant Qualifications:

- Must be an Options Counseling Agency, Transition Coordination Agency, Center for Independent Living, or another provider of Colorado's Transition Services OR an organization expanding to provide Transition services. Transition Services includes Transition Coordination, HCBS Transition Services, Option Counseling, and housing support.
- Must have capacity to begin project work by April 1, 2024, and complete work by March 31, 2025.

Project Qualifications:

Proposals must support the expansion and/or develop efficiency in transition services for their regions. Examples of how funding could be used or areas in which funding could support are:

1. Education and outreach including training, stakeholder engagement, and development of resources intended to build awareness of opportunities for community living and strengthen local networks. Covered costs could include materials, vendor contracts, engagement events (food excluded), and other training and outreach costs.
2. Technology including the purchase of devices and software that improve agency operations and the administration of transition services. This may include costs for tablets and other devices, applications, software, licensures, and other technology-related expenses.

3. Staff resources including personnel costs associated with program innovation, increased capacity for transitions, and agency administration. Proposals must address how levels of oversight increased through this project will be sustained following the grant. Allowable costs include subcontractor expenses, employees, hiring and retention incentives, benefits, and other costs associated with personnel management.
4. Start-up costs for new transition service agencies including cubicles, desks, chair, printers etc.
5. Alternative proposals that demonstrate how the project will streamline access to transition services, increase capacity for transition services, build awareness of transition services, or strengthen collaboration.

Ineligible expenses:

- Existing expenses such as current staff time, existing building rent, etc.
- Duplication of other grants awarded by the State
- Construction or large capital purchases, including lease payments for business space
- Food expenses

Project Timeline:

- Application deadline for Submissions: **February 9, 2024, 5:00PM MT**
- Project Timeframe: **April 1, 2024 – March 31, 2025**

How to Apply:

Each agency may submit only one application. A fully completed application through the Google Form linked below must be submitted by February 9, 2024, 5:00 PM MT.

Supporting documents, as requested in the application, must be [uploaded](#) into the Google Form Application. When uploading documents, please use the convention: "Capacity Building Grant Application_TITLE OF DOCUMENT_AGENCY NAME."

Late and/or incomplete application packets will not be considered. All applications will be reviewed by a review committee, and the notification of approval or denial of the proposal will occur via email on or before March 8, 2024, 5:00 PM MT. The review committee may also have questions concerning your application and will notify you via email if necessary.

Required Application Items:

- [Completed Google Form Submission](#)
- Cover letter signed by the Executive Director or another authorized signatory supporting this grant
- A detailed budget for the project cost with an explanation of how the fund will be used. Include both indirect and direct costs using [this budget template](#)
- Certificate of General Liability Insurance Policy
- Most recent financial year audited statement, if available, or organization's 990
- SAM number, also known as a Commercial and Government Entity (CAGE) Code



- Project Budget
 - The maximum award for this grant is \$90,000, however, projects of all sizes will be considered. The intention is to ensure these funds go to supporting transitions from institutionalized settings. Reasonable administrative costs are allowed.
 - Grant funds may be used to cover project implementation costs, project coordination costs, and program costs. The final award amounts will be determined by awardees, a review committee, and the Department at the time of contracting. The Department reserves the right to adjust the award amount depending on the number of applicants and awardee readiness.
 - Please include a detailed budget for the project. Indirect costs must not exceed 10% of Total Costs or applicant approved federally negotiated indirect cost rate.

If Awarded Funds:

If your proposal is selected, you will work closely with the Department to develop a grant agreement with deliverables related to your proposal. The agreement will be reimbursement-based, billed monthly, and paid using a third-party fiscal intermediary. The Department will provide invoice templates when the contract is executed. Additionally, the awardee will be required to provide agreed on reports and data collection quarterly.

Questions regarding this Request for Application may be sent to hcpf_access_unit@state.co.us

