

**Civil Money Penalty (CMP) Initiative:
Nursing Facility Project Proposal**

**REQUEST FOR
PROPOSALS 2023**

What is the Minnesota Civil Money Penalty (CMP) Initiative?

The Minnesota Civil Money Penalty (CMP) Initiative is an open Request for Proposals (RFP) soliciting the submission of CMP proposals from qualified Minnesota Medicaid-certified nursing facilities for the use of CMP funding.

Funding for CMP projects comes from monetary penalties imposed on nursing facilities by the federal Centers for Medicare and Medicaid Services (CMS). These penalties are assessed when a facility is not in substantial compliance with one or more federal regulations. A portion of CMP funds are sent to the Minnesota Department of Human Services (DHS) and must be used to support activities that protect residents or improve the quality of care and/or quality of life for nursing facility residents.

How can CMP funds be used?

- Projects that directly benefit nursing home residents by supporting activities that protect or improve the quality of care and/or quality of life for residents
- Projects that support resident and family councils and other consumer involvement in assuring quality care
- Projects that are short-term (3 years or less) or for “start-up” funding

Prohibited uses of CMP funds.

- Projects that are not approved by CMS
 - Services or supplies that are the responsibility of the facility (e.g. laundry, linen, food, heat, staffing, etc.)
 - Projects that do not directly improve the quality of life and/or care of facility residents (e.g. – academic research)
 - Projects intended for other types of facilities (e.g. assisted living, hospital, adult day health care, etc.)
 - Capital expenses of a facility
 - Funding for state or federal services or initiatives (e.g. Quality Improvement Organizations, Quality Improvement Network Initiatives) or statutorily required activities)
 - Projects for which a conflict of interest or the appearance of a conflict exists
 - Salaries for facility staff or contracted facility staff
 - Long-term projects (greater than 3 years) or as an ongoing source of funding
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Writing a CMP project proposal

Proposals are evaluated on all the information contained in the application. Please ensure the proposal as submitted:

- Is from an eligible entity (only Minnesota Medicaid-certified nursing facilities may apply under *this* RFP)
- Requests money only for allowable uses of CMP funding
- Addresses each question completely
- Contains a complete and reasonable budget request and estimates that are consistent with the size and scope of the project
- Clearly explains how the activities outlined in the proposal directly benefit residents
- Contains reasonable and achievable results measurement/s

Please note: Project proposals may be facility-specific or may be submitted in collaboration with other facilities.

For technical assistance in preparing a proposal or for questions about the CMP Project Proposal RFP, please contact: Munna Yasiri at munna.yasiri@state.mn.us

Submitting a proposal

Proposals must be submitted electronically using the fillable **CMP Reinvestment Application Template and the CMP Reinvestment Application Budget Template**. The application template and the budget template are available by contacting our staff liaison at munna.yasiri@state.mn.us.

Completed proposal forms should be submitted via email to the following address:
DHS.NFRP.CostReport@state.mn.us.

What is the review process?

Proposals are reviewed by the Minnesota CMP Committee. The Committee consists of consumer representatives (a member of the public and a representative of the Office of Ombudsman for Long-term Care), two nursing home industry representatives, and representatives from the Minnesota Department of Health and the Minnesota Department of Human Services. The CMP Committee evaluates projects and recommends projects to be forwarded to CMS for review. **The federal CMS has a separate review process and makes the final determination on which projects will be approved for funding.**

What is the timeline for submission?

This is an open RFP and facilities may submit project proposals for consideration any time through December 31, 2023.

Component	Possible Points
How well does the application adequately describe the proposing organization and outline their qualifications? Does the organization have the background (length and depth of prior experience) and capacity to carry out the project as proposed?	5
How well does the proposal provide a description of the proposed project that is clear and readily understood? Is there a work plan or project outline that clearly identifies the overall design and delineates any proposed elements of the project, including goals or objectives, outcomes and/or deliverables and proposed timelines? Are the proposed deliverables/results reasonable and achievable?	5
Does the proposal adequately describe how the proposed project would directly benefit nursing facility residents?	5
Does the proposal adequately describe how the nursing home community will be involved in the project? Does the proposal make a case for the need or demand for the activities outlined in the proposed project?	5
Does the proposal adequately outline how project results will be monitored or evaluated, including any specific outcome measures (if applicable) and the intended outcomes? Are there other measures that may more accurately or simply measure results?	5
Does the project as proposed, supplant or duplicate (wholly or partially) any existing facility responsibilities under federal and/or state law? Does it fund other activities already paid for with federal monies (e.g. QIO projects, required Ombudsman activities, etc.)? Is the proposed activity already required under federal or state regulations?	5
Does the proposal explain how the project outcomes or results will be sustained after the project (and CMP funding) has ended (e.g. will materials be made available on a website, sent out to facilities, train-the-trainer exercises, etc.)?	5
Does the proposed budget adequately explain the expenditures for activities outlined in the project? Is the proposed budget reasonable and does it align with the scope and nature of the project? Are there questionable budget items, items that need more explanation or that are explicitly excluded from consideration by CMS (e.g. NF staff salaries)? Is the CMP Budget Template submitted as part of the application?	5

After proposals are reviewed, each proposal component will be rated according to the following scale:

Proposal Component	Point Factor
Excellent	5
Good	4
Satisfactory	3
Poor	2
Inadequate	1
Not Addressed	0

Note: Nursing facilities that are awarded CMP project funding will be required to sign a contract and will be held accountable to the contract terms, conditions and deliverables. Documentation of project expenses such as receipts, invoices, etc. will be required to obtain grant funds.

Note: Nursing facility expenses reimbursed with CMP project funding are not allowable costs, for the purposes of facility cost reporting. If costs associated with approved CMP projects are reported on your annual facility cost report, a credit in the amount of the CMP funds awarded for those expenses must be reported to reduce or offset the reported costs.

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