



Instructions for CMP Technology Grant Applications

Thank you for your interest in applying for a Minnesota Civil Money Penalty (CMP) technology grant.

Please read this document in its entirety, prior to submitting your application. This document provides guidance for the completion and submission of the CMP Application for a Technology Grant.

The Department of Human Services (DHS) through the Civil Monetary Penalty (CMP) Use Committee is seeking applications for the use of CMP funds for the purposes of implementing innovative technologies to address the needs of nursing facility residents.

Section 1 – Eligibility Guidelines

To be eligible, applications must be:

- for MN Medicaid-certified nursing facilities
- made on the CMS CMP Application Template and accompanying required documents (other application forms will not be accepted)
- complete (**no** blanks or unanswered questions)
- for projects that seek to *directly* improve the quality of life or quality of care for nursing home residents
- for projects that have a clear purpose, goals and deliverables (projects that are simply purchasing equipment are not eligible)
- for equipment that has *not yet been purchased or rented (no monies will be reimbursed for items that were purchased/rented prior to an application being approved and having a fully executed contract in place)*
- for facilities that are **current** with their CMP reporting on any other CMP-funded projects (you will have one last, brief opportunity to provide your report forms)
- for facilities that are *willing, able and committed* to completing *all* project reporting requirements on a timely basis
- limited to a maximum total of \$ 15,000 *per eligible facility*

What must be included in the application and budget?

Applications must include ALL the following information, including the line item budget (and associated costs):

- complete, signed and dated application

- completed Excel budget document
- W-9, when requested by DHS

PROHIBITED Items (includes, but is not limited to)

- Technology items that do not directly improve the quality of care and/or quality of life for nursing home residents
- Items that have been paid for through other funding sources
- Administrative fees (i.e. payment of individuals to help administer the program)
- COVID-19 testing machines, equipment or supplies
- Tablets, iPads or other similar devices
- Disinfectants and cleaning supplies (wipes, hand sanitizer, etc.)
- Food or beverages
- Staff salaries or wages or Indirect costs (e.g. fringe benefits or facility maintenance, rent or utilities)
- Signage
- Personal protective equipment (PPE)
- Travel expenses
- Facility improvements

NEXT STEPS:

Submitting an application (read through these instructions before proceeding)

- 1) ***Each individual facility*** must submit a separate application. A corporate entity may ***not*** complete the form on behalf of a facility. The facility Administrator must sign the application and the application must have a local *facility project contact* (not a corporate contact).

Please NOTE:

-Do **NOT** make any *changes* to the CMS Application *form* (other than answering the required questions).

- 2) Complete, sign and date the CMS CMP Application (incomplete applications will be returned to the applicant).
- 3) Submit the CMS CMP Application, budget document and additional requirement via email attachment, to DHS via email at: DHS.NFRP.CostReport@state.mn.us
- 4) DHS will notify successful applicants via email, with an approval letter. This email will contain further instructions and contracting information. *Please pay close attention to the next steps and complete as instructed, prior to the purchase of any materials.*
- 5) Ineligible applicants or those that have incomplete applications, will be notified via email.

- 6) For *approved* applications, please do ***NOT*** make any purchases or rent any equipment before receiving permission by DHS (a signed contract amendment must first be processed). Any such purchases will be ineligible for reimbursement.

NOTE: Successful applicants are required to retain original receipts for *all* purchases or expenditures made in accordance with your grant contract. Submit copies of these receipts to DHS along with the required invoice form. You will receive further instructions on how to request payment from DHS.

If you have any questions about completing this application, please [contact our staff liaison via email](#).