

Department of Health and Human Services  
Centers for Medicare & Medicaid Services  
Center for Medicaid, CHIP and Survey & Certification

**MEDICAID PROGRAM AND CHILDREN'S HEALTH INSURANCE PROGRAM GRANTS**

**CHILDREN'S HEALTH INSURANCE PROGRAM REAUTHORIZATION ACT (CHIPRA)**

**OUTREACH AND ENROLLMENT GRANTS – CYCLE II  
HHS-2011-CMS-CHIPRA-0008 UPDATE**

*Project Number 2082 (For CMS Purposes only)*

**Electronic Grant Application Due: April 18, 2011**

**CFDA 93.767**

**QUESTIONS AND ANSWERS**

*Below is a continuation of the answers that respond to questions submitted to CMS that have been raised about the solicitation for the CHIPRA Outreach Grants – Cycle II.*

Answers to previous questions posted in this mailbox can be found on the CMS Homepage: <http://www.cms.gov>. The upper-right-hand corner of the page is entitled, "Highlights." You will find Questions and Answers posted there. Once we have resolved some technical issues with the InsureKidsNow Web Site, we will also post the Questions and Answers on that site. We encourage you to submit your questions to this mailbox (CMS CHIPRAOutreachGrants.gov) if you are unsure of information provided on the teleconference calls.

**Questions and Answers (Fourth Set – Questions 62-107)**

**Question 62: Who should we contact in the State Medicaid Office for an MOU and assurance of the State's support of our Agency for this proposal?**

**Answer:** The request for the letter of commitment should go to the State Medicaid or CHIP Director. The letter of commitment should be addressed to the grant applicant and should come from the State Medicaid or CHIP Program in the state. It may benefit you to request a meeting with the State Medicaid or CHIP Director or their appointees to explain to them the importance of the letter of commitment. Question #2 in the first set of Questions and Answers includes a full explanation of the Memorandum of Understanding.

**Question 63:** I interpreted the “using technology to facilitate enrollment and renewal” priority area to be more designed for State applicants, (creating on-line application models or forms, verification submission processes, and tracking mechanisms). Can you explain more about this focus area?

**Answer:** The technology priority area is not confined solely to State applicants. A full description of Focus Area #1, Using Technology to Facilitate Enrollment and Renewal” can be found beginning on page 15 of the solicitation.

**Question 64:** Under Focus Area # 3, engaging Schools in Outreach, Enrollment and Renewal Activities, can school districts contracting with the State’s department of social and health services for school based Medicaid Administrative Match also have CHIPRA outreach and enrollment efforts taking place as long as the two programs are not performing the same duties?

**Answer:** Yes. The application should include an attestation that this grant will not finance the same scope of work as another Federal funding stream and how the applicant will ensure this requirement is met.

**Question 65:** Where should the statement of commitment to fulfill all grant reporting requirements be attached in the application?

**Answer:** A clear statement indicating the applicant’s commitment to fulfill all grant reporting requirements can be included anywhere in your Project Narrative.

**Question 66:** Where should the Evaluation plan be submitted?

**Answer:** See response above. The Evaluation plan can be attached as an appendix.

**Question 67:** Can budget funds in Cycle II proposal be used to increase the Member stipend for a newly approved Americorp provider? One of the functions that Americorp Members will complete is to provide outreach and educational presentations related to enrolling children in CHIP and Medicaid.

**Answer:** Yes. Anticipated personnel costs should be reflected in the application. The applicant will need to demonstrate that more than one source of Federal funds will not be used to subsidize the same project or activity.

**Question 68:** The directions for the Outreach and Enrollment plan section say that “*The plan should also discuss methods that will be used to track and measure progress.*” There is a separate evaluation section to this application, which is where one would usually discuss tracking and measuring progress. So what needs to go into the Outreach and Enrollment plan section about tracking and measuring progress and what needs to go into the Evaluation section about tracking and measuring progress?

**Answer:** A short description should be included in the Outreach and Enrollment plan section about tracking progress and a more complete description should be included in the Evaluation section. Please see question #60 (Q&A third set) which addresses the Evaluations required with this grant.

**Question 69:** Would the purchase of a van be an allowable expense under the Cycle II grant?

**Answer:** A van purchase would **not** be a reasonable expense for this grant. It is highly improbable that the purchase of any vehicle would be considered a reasonable expense under the Cycle II grant. The federally allowable transportation reimbursement rate is an allowable expense.

**Question 70:** The project period identified in the solicitation begins July 30, 2011. In our State we would identify this as FY 2012. The fiscal year prior to the grant award would be FY 2011. The project period would be FY 2012 – FY 2013. Is that understanding acceptable to CMS in determining the MOE requirement?

**Answer:** Yes.

**Question 71:** On page 22 of the solicitation, is the commitment to maintenance of effort in regard to CHIP and Medicaid funding by the State?

**Answer:** It is in regard to the maintenance of State outreach and enrollment efforts which includes commitment to State funding of the programs.

**Question 72:** Under Focus Area #5, “Ensuring Eligible Teens Are Enrolled and Stay Covered,” what is the maximum age of adolescence?

**Answer:** The maximum age of an adolescent is through the end of their 19th year. A child is an individual up to age 21 for Medicaid and an individual up through the age 19 in CHIP.

**Question 73:** **The Solicitation indicates that money cannot be used to supplant existing state, local or private funding or infrastructure or services such as staff salaries. Would a health department be allowed to use individuals who would work within schools with staff and help parents to enroll and retrain children in CHIP and Medicaid? What if this person works part-time and we request funding to make it a full time position with the new job duties? What if this individual is full time and due to budget cuts will be dropped to part time status or may lose their job entirely? Can funding then be used to supplant salaries in these situations?**

**Answer:** The purpose of this rule is that Federal money may not be used to supplant State funds. If the grantee can show that the person will only be paid with grant dollars and only do grant-related work, someone who is losing their current job may be hired under the grant as long as they meet the qualifications of the position and meet the goals of the budget..

**Question 74:** **On page 22 under Required Supporting Documentation it states: “The applicant must provide a clear delineation of the roles and responsibilities of project staff and how they will contribute to achieving the project’s objectives including...”**

**Should there be a separate narrative attachment that describes the delineation of the roles and responsibilities of staff and their contributions to the objectives? Is this in addition to the job descriptions and organizational chart? Is it included in the page count?**

**Answer:** As supporting documentation, this should be included as a separate narrative attachment that is not included in the page count. It should include a delineation of the roles and responsibilities of staff and their contributions to the objectives and a organizational chart. It is not included in the page count.

**Question 75:** **Regarding the grantee’s capacity to implement the proposed project and manage grant funds, including a reasonable and cost-efficient budget, should there be a separate narrative attachment that describes our operational and financial capacity in addition to the budget? Is it included in the page count?**

**Answer:** You are allowed three double-spaced pages for a budget narrative. It is assumed that this information can be included in those three pages.

**Question 76:** We have a school district partner who has verbally committed to working with us on our grant project however, it is unlikely that they will have a signed MOA for us in time to submit with the application because their school board has to approve this matter. Will we still be able to include this school district as a formal partner if we have some kind of letter stating provisional commitment to the project? It has been indicated by the school district representative that the school board approval is a formality and that they expect there to be no objection to the partnership.

**Answer:** Yes. You may include the school district as a partner in your application. Please refer to Question 2 in the first set of Q & A's for additional guidance and requirements relative to the MOA.

**Question 77:** I am reviewing the necessary agreements to submit with our application. We would be working with the state Medicaid/CHIP agency on our program. I think right now we just need a letter of commitment from them, as noted on page 22 of the solicitation. It's not clear exactly what needs to be submitted with the application, but I think the Letter of Commitment and any MOA's with other organizations we might be partnering with within the state. If so, how detailed does the letter of commitment need to be? Are there samples out there?

**Answer:** Please refer to Q&A set #1, question 2 for more detailed information about MOUs, MOAs and Letters of Commitment. The letter of commitment needs to be as detailed as you can make it at the point of application. We will be providing those who are awarded grants with an MOU template to assure that all needed details are covered.

**Question 78:** On examination of the Grants.gov application files, I cannot find a place to upload the documents that are requested in addition to our Program Narrative and Budget and Budget Narrative. Where the Mandatory Program Narrative must be uploaded in Grants.gov, there is also an Optional Program Narrative button, but only one. This is the only spot in the grants.gov application where it appears possible to place an attachment. Are we supposed to put all of the other required documents and attachments into a single file and upload them under the Optional Program Narrative button, or should there be additional upload buttons

**for attachments in the Grants.gov application for us to upload required documents individually?**

**Answer:** You are expected to put all mandatory documents in under the Mandatory Program Narrative and the attachments under Optional Program Narrative.

**Question 79: Our clinical director is interested in applying for the above-referenced grant if we are eligible. Are individual State agencies eligible to apply or does it have to be the State? We are a non-profit behavioral health agency in our State.**

**Answer:** A complete list of eligible entities can be found on page 6 of the grant solicitation. Local government entities and national, State, local or community-based public and non-profit organizations, including organization that use community health workers or community-based doula programs are eligible to apply.

**Question 80: May we upload documents that we feel demonstrate our strength as an applicant, but are not included in the list of required documents? Example: We would like to include a published article on health coverage outreach and enrollment authored by the CHIPRA Project Evaluator as part of our application.**

**Answer:** This document in your example could be included as part of the evaluation of your project. Please be aware of page limitations and requirements. Also refer to Question 1 in the first set of Questions and Answers as well as the solicitation for additional information pertaining to your submission.

**Question 81: Can I still submit the Intent form?**

**Answer:** The deadline for letters of intent submission has passed. CMS is no longer accepting the Notice of Intent to Apply forms. Please note that Notices of Intent to Apply are not required and submission or failure to submit a notice has no bearing on the scoring of proposals received.

**Question 82: Must the Letter of Commitment be submitted with the grant application or is it optional, if it can be obtained (in time)?**

**Answer:** The Letter of Commitment should *accompany the application*. The purpose of the letter of commitment is to demonstrate the ability of the applicant to establish a cooperative relationship with the State.

A detailed explanation of the Memorandum of Understanding (MOU) and Memorandum of Agreement (MOA) can be found in the first set of Questions and Answers, Question #2 as well as beginning on page 22 of the Solicitation.

**Question 83: How does being written into two proposals affect the review process or the decision by the review panel?**

**Answer:** Projects will be considered under the Focus Area that the applicant selects. An entity which is a coalition member in more than one proposal will not affect the review process or decision of the review panel. Each application will be judged on its own merits by a panel of experts. Please see Question #55 the Q & A's for more information on the panel review process.

**Question 84: A university's CHIPRA team has been contacted by a State's Covering Kids & Family Coalition, Inc. and asked to act as paid consultants on their CHIPRA Cycle II Proposal and enter into a contractual agreement should they receive a grant awarded as a lead agency.**

**The university is also submitting a separate CHIPRA Cycle II Proposal. Under Funding Opportunity, Single Application Requirement section, would this type of arrangement with the State disqualify the university from submitting our own proposal to receive a prime grant award as a lead agency?**

**Answer:** There is no prohibition of an entity submitting an application as a coalition and singly, or as part of a separate coalition. However, an entity will only be awarded one grant as a lead agency of a coalition and may not finance the same scope of work with more than one grant.

**Question 85: Does the budget narrative have to be double spaced for the three-page limit or may it be single spaced?**

**Answer:** The budget narrative must be double spaced.

**Question 86: If I have a table for the WorkPlan/Timeline section can it be single spaced rather than double spaced?**

**Answer:** Yes it may be single spaced.

**Question 87:** **If the lead agency does not have an approved indirect cost rate, can we ask for 10% in Administrative Expenses. And, if so, how can do we that?**

**Answer:** You may not ask for 10 percent in administrative expenses. This is a link that will show you how to estimate your indirect cost rate in an approved method: <http://www.psc.gov/financial/fms/#Cost>

**Question 88:** **We are a non-state entity and would like to know who we should send our requests for commitment to in our state.**

**Answer:** The letter of commitment should be addressed to the grant applicant and should come from the State Medicaid Agency or the CHIP Program in the state.

**Question 89:** **There is a two-month overlap in budgets for Cycle I and Cycle II grants. How should that be addressed in the budget information for Cycle II grants if the applicant is already a Cycle I grantee?**

**Answer:** Cycle II awards are new awards. There can be no comingling of funds of Cycle I and Cycle II grant funds. The budgets for the grants are completely separate and will require complete separate reporting processes.

**Question 90:** **Where do I attach the Key Contacts information in the electronic application? How do I attach other appendices?**

**Answer:** Required supporting documentation includes required appendices and resumes/job description section as well as the project abstract and any other supporting documentation including any list of key contacts. Additional guidance on the application submission can be found in the Solicitation beginning on page 8.

**Question 91:** **Can grant funds be used to outreach to and enroll families with children (including pregnant women) in the objectives for this grant proposal? Or can grant funds only be used to specifically reach and enroll only**

**children and not their families? Can we include families of children in our objectives/work plan?**

**Answer:** The purpose of the grants is to provide outreach, enrollment and retention of uninsured children, including teens. Pregnant women and other family members are not a target population for this grant offering.

**Question 92:** **The solicitation indicates that an organization is not limited in the number of times they can apply as long as they are not the lead on more than one application. If a non-profit would apply as part of several coalitions, not as a lead, does this have any effect on how the grant application is reviewed Can one organization be paid from multiple grant awardees as a subcontractor??**

**Answer:** Applications are considered separately and based on their own merits. There is no prohibition upon an entity submitting an application as a coalition and singly, or as part of separate coalitions. However, an entity will only be awarded one grant as a lead agency of a coalition, and may not finance the same scope of work with more than one grant. If an organization is a paid subcontractor it can be hired or fired as can any other subcontractor. It is not a part of the contract with the federal government. Federal funds may not be used to pay more than once for the same work.

**Question 93:** **On page 10 of the grant announcement for CFDA 93.767, I am required to submit a cover letter. To whom should that cover letter be addressed?**

**Answer:** Please address your cover letter to Mary Greene, Centers for Medicare & Medicaid Services, Office of Acquisition and Grants Group, C2-21-15 Central Building, 7500 Security Boulevard, Baltimore, MD 21244-1850.

**Question 94:** **My organization sent in an intent to apply for the CHIPRA grant (CMS-1Z0-11-001) focusing on area #3. However, our research has revealed part of the state would be much better served if we focused on area #2. Are we allowed to change our focus area? Do I need to submit a new notice of intent to apply?**

**Answer:** No. You do not need to submit a new notice of Intent to Apply. Yes, you may make changes to your application until the application is submitted.

**Question 95: Is there going to be another tribal only competition or are we to compete in the general one open now (and due the 18<sup>th</sup>).**

**Answer:** There are \$4,000,000 in additional funds available under the Affordable Care Act for grants for the outreach and enrollment of children who are Indian. CMS does not have a date for the release of these funds but a new solicitation will be announced and released for this future funding.

Please be advised that a list of eligible entities can be found on page 6 of the solicitation which does include an Indian tribe or tribal consortium, a tribal organization, an urban Indian organization receiving funds under title V of the Indian Health Care Act or an Indian Health Service Provider. Therefore, these entities are certainly eligible for CHIPRA Cycle II funding.

**Question 96: Are partners required to provide both an MOA (Memorandum of Agreement) and a Letter of Commitment?**

**Answer:** No. A signed MOA is sufficient for partners in a coalition..

**Question 97: Could you clarify where in the application the Evaluation Plan should go?**

**Answer:** The Evaluation Plan should be uploaded as a separate attachment in the Appendices section.

**Question 98: We are a national non-profit organization. Can we submit one proposal to support an initiative that would be executed in multiple states? Or does a grant proposal need to focus on one State?**

**Answer:** Yes, your organization may submit one proposal to support an initiative that would be executed in multiple states. You will need to provide a letter of support from all States where the project will be active, or as many States as is possible supplemented by your narrative explanation of how you envision your efforts achieving success. Additionally, the application must provide sufficient detail to explain how data will be obtained from each State or an assurance that the applicant will enter into an agreement for data sharing with each State involved in the project.

**Question 99: Are optional appendices allowed such as our district's strategic plan for health that includes a goal to increase enrollment in Medicaid and**

**CHIP. We would attach this appendix in the Optional Project Narrative of the Grants.gov application. Or, is there another place to attach optional documents? Where do I load the required and additional appendices?**

**Answer:** All optional documents should be attached in the optional project narrative of the application. You should summarize or quote from lengthy documents. All additional appendices should be loaded under optional documents.

**Question 100:** **The description of the Cycle II grants states that non-State applications demonstrate that the State is supportive of their application or that the applicant has attempted to collaborate with the State without success. How does CMS define “State.”**

**Answer:** For the purposes of this grant, the “State” refers to those programs funded to operate the CHIP program, the Medicaid program or both. Essentially, we want the official “keepers” of the official data for applications and enrollment. To prove this in the application, you may include a letter of support from your State Medicaid director, State CHIP director or State budget office. Should you receive a letter of support from your Governor, please attempt to get that letter to say that the Governor will “direct full cooperation to obtain all needed data while continuing to protect the rights to privacy of all individuals.”

**Question 101:** **We are currently working on a possible submission for CHIPRA. We are a non-profit but would like to consider a for profit partner to assist us in building the technology aspect. Would that be okay or would it make us ineligible?**

**Answer:** There is no prohibition against subcontracting with a for-profit organization, or collaborating with a for-profit organization. However, single entity applicants, coalition lead agencies, and coalition members should be among the list of eligible entities listed in the Solicitation. For-profit organizations are not eligible to be grantees either as single entities or as the lead agency or member of a coalition.

**Question 102:** **Our State provides restricted coverage (emergency room coverage) to undocumented children. If a grant proposal were to include outreach to this group, would that be considered a good thing, or would it take away from the overall proposal?**

**Answer:** This grant is for enrollment in full Medicaid and/or CHIP and is not for coverage of emergency services only through Medicaid, or a state-funded

program. Undocumented children are not eligible for full coverage under Medicaid or CHIP.

**Question 103:** **Our grant would like to target children who are reached through a specific school outreach program. Obviously individual school outreach information is not kept by the State. We do produce qualitative data ourselves regarding school outreach through limited samples. Is this sufficient?**

**Answer:** In a targeted outreach effort such as you describe, you would be well advised to gather the name and social security numbers of the children whose families you have assisted in filling out applications. Once you have done this, you can submit a list of those children with identifying numbers to your State agencies asking if they have been enrolled. The State will not be able to tell you child by child, but they can let you know for example that of the 100 you helped apply 30 were eligible for Medicaid of which 25 renewed, 40 were eligible for CHIP of which 30 were new enrollees and 30 were not eligible for either program. If you write your Memorandum of Understanding correctly, you should also be able to get the State to tell you the racial breakout of those enrolled, as well as whether or not the child is homeless and how many were teenagers. Grantees will have to carefully negotiate their MOUs with the State.

**Question 104:** **As a non-State applicant if our State refuses to enter into a Memorandum of Understanding or some other appropriate formal Statement of commitment in order to meet the data and reporting requirements of this grant, will we be allowed to provide an alternate work plan for this grant?**

**Answer:** We are making every effort to report to Congress on which outreach strategies actually work and how successful this initiative has been in enrolling children. Your alternate plan of work to find suitable numbers must include a source that can be verified. Should you offer an alternative arrangement, you will have the burden of proof that your arrangement will produce official enrollment numbers.

**Question 105:** **Are there specific funding allocations tied to each of the five areas of focus? We were wondering also whether applications from the same geographic area that had two different areas of focus would necessarily be competing with each other.**

**Answer:** Once the individually judged entrants are graded and given a score, Entrants with the top scores will be compared. This comparison will not be conducted on a geographic basis, but rather by Areas of Focus. Panels of experts are being assembled by each area of focus to weigh the pros and cons of applications by area. There is not a specific amount of money assigned to each area of focus. Once the top contenders in each category are selected, CMS reserves the right to apply additional criteria such as ensuring distribution across focus areas or across the nation. Each grant will enter the process on equal footing.

**Question 106:** **Could you please list the page limits and requirements again?**

**Answer:** **Each application must include all contents described below, in the order indicated, and in conformance with the following specifications:**

There is a 20-page limit for the narrative portion of the application. This page limit includes the timeline and work plan for the project. It does **not** include the project abstract, budgetary information, required appendices, letters of commitment, assurances and certification. This information must be on 8.5" X11" paper, one-side only with 1-inch margins (top, bottom, sides). Use a 12 point font and double-space all narrative pages. Only the project abstract may be single-spaced.

The budget and budget narrative are not to exceed an additional three pages. Therefore, the total number of pages in the proposal cannot exceed 23 pages.

**Question 107:** **Please provide instructions for completing sections A and E of Form 424A. How should applicants format the budget narrative?**

**Answer:** **Please go to this link:**

<http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>

CMS does not prescribe a specific format for the budget. The applicant must address what is listed in Section E: Proposed Budget (Part IV Application and Submission Information, 2. Content and Form and Application Submission).

