September 6, 2011

To all 2011-2012 grant applicants:

The grant cycle for 2011-2012 has changed from previous years due to requirements of Colorado Department of Health Care Policy and Financing. The grants will be approved sometime late 2011 and will need to be completed by June 30, 2012. Please keep this in mind when submitting applications as you will only have about six months to complete your project. You will not receive the grant money up front, but will submit regular documentation of completed deliverables and funds spent in order to receive payments. Therefore, we are asking that you define your deliverables and timelines with your application. We have included a form that is similar to the format of the quarterly report so that you can outline your deliverables with projected dates of completion.

The instructions for completion of quarterly reports are as follows. You will document on the first Quarterly Progress Report form 2011-2012 what your deliverables will be for the entire grant cycle. For each deliverable, include a time line of when you anticipate completion of that deliverable. This information should be located in the first column, with each deliverable in a separate box. As the work is completed, the right column should show completion of the activities/achievements with dates documented.

With each quarterly report, you will submit the Budget to Expenditures form to document expenditures for the quarter. You will not include in kind donations, or other monies not funded by the grant. The total of the first column (Total Contracted budget) should equal the grant amount awarded. You will need to submit documentation of funds expended in order to be reimbursed for grant related expenses. If you have any questions please contact Shelley Hitt, Board Chair at (303)722-0300 ext. 217.

Sincerely,

Shelley Hitt, Chair
Nursing Facility Culture Change Accountability Board

COLORADO NURSING FACILITY CULTURE CHANGE ACCOUNTABILITY BOARD

C/O COLORADO CULTURE CHANGE COALITION
303 SOUTH BROADWAY SUITE 200-184 DENVER, CO 80209

Subject: Call for Proposals for Civil Money Penalty Culture Change Grants

To: All Stakeholders

BACKGROUND: The legislature in House Bill 09-1196 has directed this Board to annually identify projects that will be recommended for funding to improve the quality of life for residents in Colorado nursing facilities. The amount available for distribution this year is approximately $55,000.

PURPOSES: To outline procedures for stakeholders to submit proposals.
To provide criteria and form(s) for submitting proposals.

PROCEDURES:

1. Forms for submitting applications for funds are available at the above address and on the web at www.coculturechange.org or www.colorado.gov/hcpf.
2. Forms must be submitted electronically to pcook@coculturechange.org no later than October 14, 2011 at 5:00 pm.
3. Submissions must fit the criteria #1-3, listed below. All applicable sections on the application must be completed in order to be considered.

CRITERIA:

1. Project must have a continuing and long-term beneficial effect on the quality of life of residents in nursing facilities and be continued or concluded without additional CMP funding.
2. Project must include a plan for measuring results in quantifiable terms. Results must be submitted to the Colorado Nursing Facility Culture Change Accountability Board.
3. Project must be replicative. (stimulate resident quality of care and quality of life in a way that can be replicated).
4. Project may also include the following even though they have only an indirect effect on the quality of life of residents in nursing facilities.
    a. Consumer education to promote resident-centered care.
    b. Training for state surveyors, supervisors, and the state and local long-term health care ombudsman regarding resident-centered care.
    c. Development of a newsletter and web site detailing information on resident-centered care.
    d. Education and consultation for identifying and implementing resident-centered care initiatives.
5. In accordance with The Centers for Medicare and Medicaid Services guidance, projects for capital improvements; to pay for items or services that the facility is responsible for (required services and supplies), or to fund projects that are not related to improving the quality of life of nursing home residents will not be considered.

6. For nursing facilities applying for funds, past survey performance will be considered as a selection factor.
7. Programs or projects awarded a grant will not be eligible to apply the following year.

GRANT CYCLE: Projects for the 2011-2012 grant cycle will be most likely not be approved prior to November, 2011 and must be completed by June 30, 2012. Please do not submit proposals that cannot be completed in seven months.

DISTRIBUTION OF GRANT MONEY – NEW PROCEDURES: Grants awarded will be paid on a quarterly basis contingent upon satisfactory completion of deliverables and submission of a report and request for payment. All work must be completed by June 30, 2012 in order to receive the entire grant awarded.