

February 22, 2011

**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-0008UPDATE**

Project Number 2082 (For CMS Purposes only)

Electronic Grant Application Due: April 18, 2011

CFDA 93.767

QUESTIONS AND ANSWERS

Below are a series of answers that respond to questions submitted to CMS that have been raised about the solicitation for the CHIPRA Outreach Grants – Cycle II. This list is not all encompassing and there are many other questions about the submission of the grant application that we intend to answer. The Administration remains committed to providing timely responses to important issues and CMS will routinely post additional responses on the InsureKidsNow Web Site (www.InsureKidsNow.gov/professionals/outreach/grantees/qa).

Questions and Answers (First set – Questions 1-19)

Question 1. What are the requirements governing the page limits for the submission?

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.

The following supporting documentation is excluded from the page limitation, but is required for the report:

1. Cover Sheet and Forms including
 - a. Application Check-off Cover Sheet
 - b. Forms—(must be completed with an original signature and attached as part of the proposal SF424—Official Application for Federal Assistance; SF424A Budget Information Non-Construction; SF424B Assurances—Non-Construction Programs; SF LLL: Disclosure of Lobbying Activities;
 - c. Additional Assurance Certifications:
http://apply.grants.gov/forms/sample/SSA_Additional_Assurances-VIO.pdf
 - d. List of Key Contacts including Project Officer and Financial Officer who is responsible for completing the Financial Status Report (SF-269a) and the Federal Cash Transactions Report (PSC 272)

Memorandum of Understanding

Question 2: What is the difference between the Memorandum of Understanding and Memorandum of Agreement and are both documents required?

Answer: The Memorandum of Understanding (MOU) is a legal document that will need to be negotiated between you and your State Medicaid Agency or other entity from whom you will receive official enrollment information including the numbers of children that were enrolled by race, by ethnicity, and by any demographic group you may be targeting—adolescents, homeless, etc., as outlined in the Focus Areas described in the grant solicitation.

The MOU will need to have a place for an official signature of the *authorized* persons who can agree to provide you with the data you will be required to report as part of the effort of meeting the conditions of this grant. This means that you will need to confer with your State Medicaid officials, CHIP officials, or county agency officials. State Medicaid agencies and State Children’s Health Insurance Agencies are required to report data to the Federal government on a quarterly basis, so the data exists at the State level. Recognizing that every State is different, it is necessary for you to work out the details of your MOU as appropriate based on your State’s practices. Some MOUs may be required to be renegotiated once the grants are awarded if the required data is not produced in a timely and usable format. Only you can determine if one agreement between the lead agency and the State is sufficient to cover your data needs.

The second type of document is the Memorandum of Agreement (MOA). This is especially significant for those applicants who want to present applications on behalf of Coalitions or who may be one of several grants awarded in a State. The MOA must be individually signed, and it is fine to attach however many agreements are needed to represent all members of the coalition to fulfill this requirement. The MOA spells out the relationship between the lead agency and the partner agency. This is a legal document that requires the partner agency to provide agreed upon services, information or goods to the lead agency and what the lead agency agrees to provide to the partner agency including payments, information and credit for services rendered. If there is

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more than one grant awarded in a State, then the two or more grantees will need to craft a MOA to describe how they will work together and not at cross purposes with each other.

Question 3: Are all grantees required to secure a MOU with the State in order to receive a grant?

Answer: The MOU is not required to be Statewide. The MOU must be negotiated with the agency that keeps the enrollment information for the population you propose to work with. In some cases, a county agency may have county specific data that might be sufficient for purposes of data reporting and performance measurement. We will accept a MOU with a county agency as long as you can verify that the data they will provide you is both official and sufficient to meet the grant reporting requirements. However, if a proposal includes State-wide activities, a MOU with the State agency would be required.

Question 4: In the Q&A during the teleconference, a woman mentioned that she had a smaller program and asked if a letter from the county (rather than the state) would suffice and you answered that a letter from the county would be fine. Where do you draw the line between a “smaller” program where a county letter would suffice versus a larger program that would need a letter from the State? In other words, how does our organization know if we are required to get a letter from the county or the state?

Answer: The answer does not depend on the size of the project but rather what official state or local agency has the enrollment data you will need to report for your project. If you are only serving children in one county, there may be a county agency that keeps that data (see answer to question above) or the State may be the official source of the data. If you are not certain what agency you will need to work with, it is advisable to begin with the State Medicaid agency to find out how data management works in your State and which agency houses the official information for your Medicaid and CHIP programs.

Question 5: Where can we find data on participation in Medicaid and CHIP at the State and county levels and is there a way we can find the number of eligible but unenrolled children on state and county levels?

Answer: One source for eligible but unenrolled children at the State level is the Urban Institute report: “Uninsured Children: Who Are They and Where Do They Live--New National and State Estimates from the 2008 American Community Survey” By Victoria Lynch, Samantha Phong, Genevieve Kenney, and Juliana Macri of the Urban Institute **August 2010**. This can be found at: <http://www.rwjf.org/files/research/67668.pdf>.

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The U.S. Census Bureau also maintains annual estimates of numbers of uninsured children. In addition, your State or county may also maintain estimates on how many eligible children are not yet enrolled.

The number of children currently enrolled in Medicaid and CHIP by State can be found at: http://www.insurekidsnow.gov/professionals/reports/chipra/2010_enrollment_data.pdf.

Question 6: We are a coalition of different county level organizations with one designated lead applicant. May we submit one MOU and have all county level organizations sign this one MOU or do we need to submit 27 different MOUs with our proposal?

Answer: The solicitation refers to both a MOU and a MOA (Memorandum of Agreement). There is likely to be only one Memorandum of Understanding needed between the lead agency and the State data center for each grantee. However, if the question is regarding the Memoranda of Agreement that is required among coalition members; it is preferable to submit one MOA signed by all coalition members (as long as it outlines the roles and commitment of each coalition member). If it is more expeditious to have copies of the MOA individually signed by each different partner, that will also be acceptable. You will need to submit all signed copies. These are legal documents that delineate the responsibility of each partner in the coalition.

Question 7: How can non-state organizations gain access to Medicaid and CHIP records? Or can we access this info through our own request for information from potential participants?

Answer: Medicaid and CHIP records are privacy protected because they may well contain personal medical information and Social Security Numbers, etc. You would not have access to these records unless you had consent from the applicant and the Medicaid or CHIP agency agreed to honor that consent. However, you do not need access to individual records to comply with the reporting requirements of this grant. Instead, you will need to work with the State or county agency to identify how many of the children that you helped through your project were ultimately enrolled and/or retained in the programs. As explained in the grant solicitation, if you are awarded a grant, you will be expected to negotiate a Memorandum of Understanding (MOU) with the state agency or agencies that can provide you with that information within 90 days of receiving your grant award. The MOU is a legal agreement between the State agency and the presumed grantee, so you need:

- (1) to be very clear and detailed with the State/county agency about what information you need, and how often and when you need it should you become a grantee and
- (2) to carefully spell out the details of that agreement in writing, including what you will do and what the state agency will do.

We suggest that potential applicants contact the state agency as you are preparing your proposal to solicit support for your project and begin to discuss how you would gain access to the required

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data if awarded a grant. It is not sufficient for grant reporting purposes to gather this information directly from the families without also confirming the status from the State.

Other Questions

Question 8: Can grant funds be used to help pay staff working on advocacy efforts with the State?

Answer: Applicants should be aware of restrictions on the use of HHS funds for lobbying of Federal or State legislative bodies. The provisions are not intended to prohibit all interaction with State or local governments, or to prohibit educational efforts pertaining to Medicaid and CHIP. However, it would not be permissible to influence, directly or indirectly, a specific piece of pending legislation.

Question 9: For technology investments, is there a maximum expectation for how long it would take for the technology to become operational and thus general actual enrollment and retention?

Answer: The project period for grants is two years, and so it is expected that technology investments will demonstrate an impact on enrollment and retention within the two year period.

Question 10: If a proposal is submitted under a focus area but turns out to be very dissimilar from other proposals submitted in that area, would it be disqualified or would it be evaluated under one of the other focus areas?

Answer: Projects will be considered under the Focus Area that the applicant selects. Applicants are responsible for selecting a Focus Area that best reflects the project's activities.

Question 11: What is the minimum requirement, in terms of technology development and implementation for a proposal to be considered as falling within Focus Area 1?

Answer: There is no minimum requirement for the proportion of funds devoted to technology development and implementation for a Focus Area 1. Applicants should select the Focus Area they feel best represents their project.

Question 12: The background section on page 2 of the announcement cites a Health Affairs article that found that there are approximately 5 million children in the US that are eligible but not enrolled in Medicaid and CHIP and that State-by-State participation rates vary from 55 to 95 percent. Is there a way that we can access this State-by-State information if we do not have access to Health Affairs?

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Answer: Yes. Data on Medicaid and CHIP participation rates is available by State on InsureKidsNow.gov at <http://www.insurekidsnow.gov/professionals/reports/index.html>.

Question 13: Can grant funds be used to hire a Creole interpreter to work with Haitian families in our area and help them access enrollment services?

Answer: Yes. Anticipated personnel costs should be reflected in the application. If the line item is for an outside consultant, the costs would go under subcontracting and not personnel. Please refer to the Grant solicitation for further information and details.

Question 14: Is the work plan and timeline part of the 20 page narrative limit?

Answer: Yes.

Question 15: If a county Health Department is a state agency, but not the CHIPRA state agency, would they be able to apply for the grant as a state agency or as community collaboration?

Answer: We cannot answer specifically whether a particular organization is an eligible entity. We refer you to page 6 of the solicitation for the various types of entities that would be eligible to apply and we would suggest that you provide documentation in your application of how you meet the criteria of an eligible entity.

Question 16: Can a national non-profit organization submit one proposal to support an initiative that would be executed in multiple states?

Answer: Yes, one proposal can support an initiative executed in multiple states. See page 6 of the solicitation which provides a definition of eligible entities.

Question 17: Does CMS need a dollar figure for state share of funding to support the increased enrollment in Medicaid and CHIP or just a statement that those agencies will be able to monetarily support the increased enrollment?

Answer: No, a dollar figure is not required. However, we request that non-state applicants demonstrate either that the State is supportive of their application or that the applicant has attempted to collaborate with the State without success.

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Question 18: Would the purchase of a scanner to support the establishment of CHIP electronic case records and a web-based Audio Visual Application Assistor (AVAA) be allowable expenses?

Answer: Such expense would not be prohibited if the applicant's budget line items and narrative information clearly describes the funding needed to accomplish the grant's goals.

Question 19: If a state were award a Cycle II grant, could the state use it as the state match to draw down an additional federal dollar match?

Answer: No. § 74.23 45 CFR Subtitle A (10-1-03 Edition) § 74.23 Cost sharing or matching. (5) Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost for cost sharing or matching.