

**The National HCBS Quality Enterprise: Assisting States to Achieve
Enhanced Quality in a Rebalanced Environment**

Solicitation Release Date: August 8, 2008

Grant Period of Performance/Budget Period: October 27, 2008 to April 15, 2013

http://www.cms.hhs.gov/DeficitReductionAct/20_MFP.asp#TopOfPage

**QUESTIONS AND ANSWERS RELATED TO GRANT SOLICITATION
Based on Applicant Teleconference September 3, 2008
Updated September 12, 2008**

1. Web Site: Is the National HCBS Quality Web site, referred to on page 9, the same as that currently managed by the National Quality Contractor?

Yes, it is the same site.

2. Web Site: On page 13, does the reference to further developing the HCBS Quality Web site include making the site ADA compatible?

Yes, this is one aspect of the development work. Other aspects include but are not limited to the addition of quality materials and links that comport with the work of CMS and the National Quality Enterprise.

3. Application Narrative: Does the reference to Times Roman 12 point type font on page 20 apply to tables of organization and other charts included within the body of the proposal?

Yes, both a 12 point font and an organizational chart are requirements of the application. Therefore, the font must be Time Roman 12 point.

4. Personnel Qualifications: Do the personnel qualifications apply only to the lead applicant?

The qualifications should be disclosed for the Lead Project Director, any Assistant Project Director and contract personnel working on the Grant.

5. Eligibility Checklist: Does the eligibility checklist require demonstration or only yes/no responses?

The checklist is intended to be a tool for the applicant to “demonstrate” work experience. Therefore, the applicant should include a description of past work that demonstrates each item. While the checklist may accompany the application cover letter, the demonstration information can and should be included in the body of the application under past performance.

6. The government requires the applicant to provide information on a federal indirect costs agreement. Is there a specific form that the government would like us to complete for this purpose?

CMS requires grantees to submit an Indirect Cost Rate Agreement that is established through the Division of Cost Allocation (<http://rates.psc.gov/>). If the grantee does not have an established agreement at this time, there are two options if awarded the grant: 1) they may choose to establish a Cost Rate Agreement through the Division of Cost Allocation, or 2) they may use 10% for indirect costs.

7. Under the section of the RFP “Provision of Technical Assistance to CMS”, the RFP states that one of the activities of the grantee will be the “Development of a web-based orientation curriculum related to the quality of the HCBS programs” Does CMS intend that the grant develop the content for the curriculum only, or also develop the web based module to deliver the curriculum?

CMS intends that the grantee develop both the curriculum and the web based module to deliver the curriculum.