

Kansas Department for Aging and Disability Services Request for Application

RFA
 2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant
Posting Date
 February 1, 2024
Application Due Date
 March 22, 2024 by 11:59 PM CT

Announcement Overview

Participating Agency	Kansas Department for Aging and Disability Services (KDADS)
Request for Application Title	Kansas Senior Medicare Patrol (SMP) Project Grant
KDADS Commission, Division, Unit	Long-Term Services and Supports Commission, Aging Services Department, Medicare Programs
Announcement Type (New or Existing), Estimated Total Funding	New, see Page 7 for funding amounts
Length of Awards	SMP projects will be awarded for a 48-month project period with four 12-month budget periods
Funding Source	U.S. Department of Health and Human Services (HHS), U.S. Administration for Community Living (ACL), in partnership with the Kansas Department for Aging and Disability Services Senior Medicare Patrol State Project Grant
CFDA Number	93.048
Match Fund Requirement	None
Purpose	This funding opportunity has been established to fund a network of local, community-based partners and team members to provide outreach, counseling, and education to empower Medicare beneficiaries to prevent, detect, and report healthcare fraud, errors and abuse. The SMP program plays an important role in community outreach and Medicare beneficiary empowerment with the goal of stopping fraud before it occurs.
Eligible Applicants	Domestic public or private non-profit entities including state governments; county governments; city or township governments; special district governments; public and state controlled institutions of higher education; Native American tribal governments (Federally recognized); Native American tribal organizations (other than Federally recognized tribal governments); nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education; or private institutions of higher education.

Kansas Department for Aging and Disability Services Request for Application

RFA
2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant
Posting Date
February 1, 2024
Application Due Date
March 22, 2024 by 11:59 PM CT

Key Dates

Posted Date	February 1, 2024
Open Date (Earliest Submission Date)	February 1, 2024
Letter of Intent and Questions Due Date(s)	February 7, 2024 Send to KDADS_Medicare@ks.gov
Posted Answers to Questions, if applicable, Date	February 15, 2024
Application Due Date(s)	March 22, 2024
Earliest Start Date	June 1, 2024
Award End Date	May 31, 2028

Kansas Department for Aging and Disability Services Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Table of Contents

Announcement Overview	1
Key Dates	2
Table of Contents	3
Announcement Full Text	5
Purpose	5
Program Objectives.....	6
Award Information.....	6
Estimated Budgets for Grant FY2025 by County:	7
Funding Restrictions	8
Application Screening Criteria	8
Terms of the Grant.....	8
Eligibility Information.....	9
Eligible Applicants	9
Cost Sharing or Matching.....	9
Services to be Provided.....	9
KDADS Responsibilities	9
Subgrantee Responsibilities	10
Application Package Contents	14
Letter of Intent.....	14
Cover Page	14
Project Narrative	14
Workplan.....	15
Budget Narrative/Justification	15
Letters of Commitment.....	15
Application Review Information	16
A. Submission Instructions:.....	16
B. The Applicant agrees	16
C. KDADS Staff Contact	16

Kansas Department for Aging and Disability Services Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Appendix A: Application Cover Page.....	17
Appendix B: Instructions for Completing the Project Summary/Abstract.....	18
Appendix C: Work Plan	19
Appendix D: Budget Narrative/Justification Template	20
Appendix E: Budget Narrative/Justification Sample Format	21

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Announcement Full Text

Purpose

Kansas Department for Aging and Disability Services (KDADS) is currently soliciting applications for the statewide Senior Medicare Patrol Program.

The Department of Health and Human Services Office of Inspector General (HHS-OIG) estimates that Medicare loses billions of dollars each year due to errors, fraud, and abuse. The 1997 Senate Report 104-368 noted that “senior citizens are our best front-line defense against these losses, but they often don’t have the information and experience needed” to recognize and accurately report cases of error, fraud, and abuse.

This funding opportunity has been established to fund a statewide network of local, community-based partners and team members to provide outreach, counseling, and education to empower Medicare beneficiaries to prevent, detect, and report healthcare fraud, errors and abuse. SMP projects use funding to provide local outreach, education, and assistance to Medicare beneficiaries through a trained volunteer and in-kind workforce. SMP projects:

- Teach Medicare beneficiaries to take proactive steps to protect themselves and the Medicare program from potential fraud, errors, and abuse.
- Actively disseminate fraud prevention and identification information through the media, outreach campaigns, community events, and one-on-one beneficiary support.
- Help individuals and their loved ones understand how to review their health care statements and bills for accuracy, as well as how to identify and avoid potential fraud schemes. If suspicious activity is identified or suspected, SMPs can help answer questions, resolve errors, or report suspicious activity for further investigation.
- Assist beneficiaries by referring potential fraud complaints on to other investigate entities, as appropriate. This process can include facilitating referrals to the Department of Health and Human Services (HHS)-Office of Inspector General (HHS-OIG), the Centers for Medicare & Medicaid Services (CMS), Federal Bureau of Investigations (FBI), Federal Trade Commission (FTC), Medicaid Fraud Control Unit (MFCU), Attorney General, and other organizations.
- Capture SMP program activity data including tracking, analyzing, and reporting of beneficiary complaints, referrals, potential savings, and other outcomes.

The SMP program plays an important role in community outreach and Medicare beneficiary empowerment with the goal of stopping fraud before it occurs.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Program Objectives

Funding for this programming effort is for a 48-month project period. All awards are subject to the availability of federal funds and have a budget of one year.

Applicants must address each of the following strategic program objectives as part of their project narrative to further the goal of preventing Medicare fraud:

1. Provide group education and one-on-one assistance to Medicare beneficiaries and target populations throughout service area;
2. Recruit, train, and retain a diverse, sufficient, effective, and representative workforce equipped to provide high quality education and one-on-one support;
3. Monitor and assess SMP results through operational and quality measures; and
4. Position SMP to efficiently and effectively respond to changes in the programmatic landscape.

Award Information

To maximize limited SMP funding and achieve statewide program coverage, it is necessary to limit the number of SMP subgrantees to one (1) per service area. By eliminating duplicative or overlapping awards to more than one organization within a territory, KDADS not only maximizes statewide program coverage, but ensures greatest equity in allocation of SMP services to Medicare beneficiaries, regardless of their area of residence.

KDADS will award 2024-2025 SMP funding to successful applicants based on the following funding formula:

- 80% of available funds distributed based on the total Medicare beneficiary population in each territory;
- 10% of available funds distributed based on the population of rural Medicare beneficiaries in each territory; and
- 10% of available funds distributed based on the population of Medicare beneficiaries with limited income in each territory.

Subsequent annual funding: KDADS will rerun this formula annually once the total funding availability for the SMP project grants has been established for the fiscal year. * KDADS will notify subgrantees of award amounts as soon as possible each year, at which time KDADS will request annual budgets from subgrantees. Subgrantees will be able to adjust their budgets accordingly on an annual basis.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

The funding amounts were derived using the formula outlined above. Applicants are eligible for the funding amounts associated within their chosen service area.

Estimated Budgets for Grant FY2025 by County:

Allen	\$685
Anderson	\$402
Atchison	\$736
Barber	\$265
Barton	\$1,240
Bourbon	\$710
Brown	\$494
Butler	\$2,052
Chase	\$145
Chautauqua	\$206
Cherokee	\$995
Cheyenne	\$160
Clark	\$103
Clay	\$449
Cloud	\$492
Coffey	\$448
Comanche	\$109
Cowley	\$1,597
Crawford	\$1,595
Decatur	\$179
Dickinson	\$960
Doniphan	\$273
Douglas	\$3,053
Edwards	\$157
Elk	\$167
Ellis	\$1,157
Ellsworth	\$312
Finney	\$1,055
Ford	\$923
Franklin	\$1,194
Geary	\$886
Gove	\$139
Graham	\$154
Grant	\$254
Gray	\$231

Greeley	\$61
Greenwood	\$390
Hamilton	\$90
Harper	\$305
Harvey	\$1,254
Haskell	\$136
Hodgeman	\$91
Jackson	\$463
Jefferson	\$687
Jewell	\$195
Johnson	\$15,990
Kearny	\$142
Kingman	\$317
Kiowa	\$128
Labette	\$1,048
Lane	\$93
Leavenworth	\$2,307
Lincoln	\$180
Linn	\$415
Logan	\$144
Lyon	\$1,322
Marion	\$663
Marshall	\$548
McPherson	\$1,426
Meade	\$174
Miami	\$1,167
Mitchell	\$340
Montgomery	\$1,641
Morris	\$311
Morton	\$127
Nemaha	\$483
Neosho	\$781
Ness	\$167
Norton	\$247
Osage	\$635

Osborne	\$209
Ottawa	\$302
Pawnee	\$327
Phillips	\$315
Pottawatomie	\$703
Pratt	\$455
Rawlins	\$156
Reno	\$3,065
Republic	\$300
Rice	\$453
Riley	\$1,319
Rooks	\$278
Rush	\$193
Russell	\$391
Saline	\$2,533
Scott	\$222
Sedgwick	\$15,175
Seward	\$541
Shawnee	\$6,411
Sheridan	\$129
Sherman	\$282
Smith	\$253
Stafford	\$213
Stanton	\$77
Stevens	\$186
Sumner	\$851
Thomas	\$340
Trego	\$171
Wabaunsee	\$256
Wallace	\$75
Washington	\$314
Wichita	\$95
Wilson	\$504
Woodson	\$176
Wyandotte	\$4,284

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Funding Restrictions

Grant recipients must comply with all terms and conditions outlined in their Grant Agreements, including grant policy terms and conditions contained in applicable HHS Grants Policy Statements, and requirements imposed by program statutes and regulations, executive orders, and HHS grant administration regulations, as applicable; as well as any requirements or limitations in any applicable appropriations acts.

[45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards](#)

Applicants and grant recipients must be and remain in good standing with the Kansas Department for Aging and Disability Services. “Good standing” means both of the following:

- Applicants and grant recipients are not under any administrative proceedings.
- Applicants and grant recipients are not under any disciplinary action.

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the three screening criteria described below will not be reviewed and will receive no further consideration:

1. Applications must be submitted electronically to KDADS_Medicare@ks.gov by 11:59 pm Central Time, by the due date listed in [Key Dates](#).
2. Project Narratives must be double-spaced, sized 8 ½” x 11” with 1” margins on both sides, and a standard font size of not less than 11, preferably Times New Roman or Arial. Smaller font sizes may be used with Cover Page, Work Plan and Budget Narrative/Justification templates.
3. The suggested length for the Project Narrative is 5 to 10 pages. The Cover Page, Work Plan, Budget Narrative/Justification, and Letters of Commitment are not counted as part of the Project Narrative.

Terms of the Grant

The term of this agreement shall run as outlined in the [Key Dates](#) table, unless earlier terminated pursuant to the provisions in this Request for Application (RFA) and the Grant Agreement. Programs are expected to begin to provide services to the intended population within 30 days upon final execution of Grant Agreement with KDADS. An exception can be requested but may not be guaranteed.

Once a Grant Agreement is in place, requests to modify or amend it or the work plan may be made by KDADS or the awardee at any time. Modifications and/or amendments of the Grant Agreement or work plan shall be effective upon the mutual agreement of both parties, except where KDADS is authorized under the Terms and Conditions of award or other applicable regulation or statute to make unilateral amendments. When an award is issued, the Grant Agreement terms and conditions from the program announcement are incorporated by reference.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Eligibility Information

Eligible Applicants

Eligible applicants can be domestic public or private non-profit entities including state governments; county governments; city or township governments; special district governments; public and state controlled institutions of higher education; Native American tribal governments (Federally recognized); Native American tribal organizations (other than Federally recognized tribal governments); nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education; or private institutions of higher education.

Priority will be given to organizations who have demonstrated excellent performance in administering the SMP program in prior years. However, we encourage all to apply as consideration will be given to applicants who score high within the screening criteria.

Selected applicants shall sign a Notice of Grant Award (NOGA), an agreement provided by KDADS. The application submitted to KDADS shall become part of the NOGA.

Cost Sharing or Matching

Recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by KDADS, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by KDADS as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Financial Status Reports.**

Services to be Provided

KDADS Responsibilities

KDADS will be substantially involved in SMP project activities. KDADS' Medicare Grants Team will execute the responsibilities of the agreement as listed below:

1. Perform the day-to-day state responsibilities of managing this grant initiative and work with the subgrantee to ensure that the necessary requirements for the grant are met.
2. Assist subgrantee project leadership in understanding policy concerns and/or priorities of KDADS and ACL by conducting periodic briefings and carrying out ongoing, regular consultations.
3. Work cooperatively with the subgrantee to clarify programmatic and budgetary issues to be addressed by the project. If issues are identified, they will work with the subgrantee to revise the project work plan, detailing expectations for major activities and products.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

4. Support subgrantees in the recruitment of team members and partners.
5. Determine criteria for team member certification and recertification.
6. Provide training resources and assist the subgrantee with the training of team members.
7. Notify team members of trending fraud alerts and scams, program activities, and pertinent communications via a listserv.
8. Maintain a toll-free number which provides team members access to the state SMP program team: 1-800-432-3535.
9. Maintain a toll-free number for Medicare-eligible individuals to contact the SMP program: 1-800-860-5260.
10. Provide technical advice to the subgrantee related to the fulfillment of the goals and objectives of this grant.
11. Review and provide technical advice on subgrantee work products.
12. Provide consultation to the subgrantee in identifying emerging issues as they relate to the goals and objectives of this grant program.
13. Work with the subgrantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured, and continuous improvement occurs. Measures may include, but are not limited to:
 - a. Number of active SMP team members
 - b. Number of SMP team member hours
 - c. Number of group outreach and education events
 - d. Estimated number of people reached through group outreach and education
14. Monitor performance of subgrantees, Coordinators and team members to ensure the provisions of the grant requirements are met.
15. Promote the program statewide and through coordinated efforts with the subgrantees.
16. Attend and participate in major project events, as appropriate.
17. Act as representative for the state SMP program, as appropriate.

Subgrantee Responsibilities

The subgrantee will comply with all state and federal SMP statutes and regulations including ACL SMP grant assurances and requirements and KDADS policies and regulations relating or pertaining to SMP.

Administration

1. Assign at least one designated staff to act as Program Coordinator, and a backup in case of absence. Volunteers may not act as Program Coordinators.
2. Designate at least one staff member to act as a trained Complex Interaction Specialist. Volunteers may not act as designated Complex Interaction Specialists. Program Coordinators are eligible to conduct both responsibilities.
3. Develop and maintain written policies and procedures to maintain the confidentiality of information, and to ensure that both it and its team members follow HIPAA, as amended.
4. Perform tasks and follow budget documents as submitted and approved by KDADS. Any budget revisions in excess of 25% under any budget category must be approved in writing by KDADS.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

5. Participate in KDADS program activities, including teleconferences, webinars, and networking meetings.
6. Share information with KDADS, fellow SMP projects, and other local, state, and national partner organizations, as appropriate. Common activities include attending and participating in monthly Coordinator meetings, uploading materials to the [SMP Resource Center](#)'s Resource Library, and otherwise disseminating best practices and challenges.
7. Participate in training and certification:
 - a. Attend the annual Coordinator Conference. A portion of this grant award shall be designated for travel expenses to this event held in Kansas. Attendees may be the SMP Program Coordinator and/or a designee. Subgrantees are required to send at least one person to this event annually.
 - b. All new SMP Program Coordinators are required to begin Coordinator Orientation and training provided by KDADS within 30 days of appointment.
8. Adhere to KDADS' guidance related to Conflict of Interest (COI) and Volunteer Risk and Program Management (VRPM) policies.
 - a. Kansas SMP's VRPM policy and procedure resources, including Conflict of Interest, are available on KDADS' website: <https://kdads.ks.gov/kdads-commissions/aging-services/medicare-programs/shick/shick-coordinator-counselor-information/ship-volunteer-risk-and-program-management-policies>. NOTE: Any new (non-incumbent) SMP project subgrantees will receive a reasonable amount of time to implement these policies. Successful non-incumbent applicants will be asked to negotiate this timeline with KDADS individually after awards are made.
 - b. See ACL's Conflict of Interest: Identification, Remedy, and Removal examples and guidance for further review: <https://acl.gov/sites/default/files/programs/2020-07/OHIC%20COI%20Resource%20071720-%20Final.pdf>
9. Establish and/or nurture ongoing relationships with Kansas [SHICK](#) and [MIPPA](#) programs to enhance shared resources, referrals and partnerships.
10. Partner with local, state and national organizations to foster program growth and share resources. Examples include law enforcement, community stakeholders, SILCK, MFCU, KBI, APS, and CMS.
11. Review Work Plans on a semi-annual basis to verify progress of key tasks.
12. Participate in Satisfaction Surveys which require evaluation of one-on-one interactions and group education events. To satisfy this requirement SMPs will be asked to:
 - a. Ensure proper collection and reporting of beneficiary information so ACL may collect post-service satisfaction surveys of a random sample of SMP clients.
 - b. Quarterly administer a minimum of five (5) pre- and post- surveys at group education events.
13. Follow processes required by KDADS and CMS regarding the use and management of 1-800-MEDICARE Unique IDs. This includes maintaining the required trainings, certifications, and documentation necessary to maintain active Unique IDs.
14. Never represent SMP nationally without detailed discussion and express prior approval by ACL.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

15. The subgrantee may not assign or delegate any duties or obligations required by the Grant Agreement without the prior written consent of KDADS.

Volunteer Management

1. Recruit team members to ensure an effective and efficient workforce.
2. Determine and perform volunteer retention policies and practices.
3. Work with KDADS to ensure SMP team members meet required screening, initial and ongoing training requirements, knowledge testing, and certification standards as clearly defined by KDADS and ACL.
4. Provide site, accommodations, and assistance with team member training.
5. Use KDADS and National SMP training materials to ensure consistency statewide.
6. Ensure time-sensitive information and updates are relayed to team members in a timely manner.
7. Provide mentorship opportunities among team members.
8. Deliver technical and administrative support to team members, ensuring access to resources, publications and training materials.
9. Ensure all team members are registered on the [SMP Resource Center](#) website, which offers resources, marketing material, additional training, and networking opportunities.
10. Ensure all team members are registered on the SHIP Tracking and Reporting System (STARS) website and entering data accurately and timely.
11. Ensure team members respond timely to all public requests, whether received directly or referred through the state SHICK Hotline or state/national contact means and routed to their assigned service area.
12. Monitor the performance of team members, meeting with them at least once annually to discuss concerns, celebrate successes, provide program updates, and evaluate performance.

One-on-One Assistance

1. Provide team members access to a copy machine, telephone, and computer with internet at the subgrantee location for the purpose of assisting clients.
2. SMP team members are trained to answer basic questions and provide education about how to prevent, detect, and report Medicare fraud, errors and abuse.
3. Ensure team members meet with individuals on a one-on-one basis to discuss Medicare errors, fraud, and abuse concerns.
4. Ensure team members respond to all referrals within three business days.
5. Subgrantee-assigned Complex Interaction Specialists will receive additional training to help beneficiaries address suspected incidences of Medicare fraud, errors and abuse. Specialists compile case data for complex interactions and work directly with the Kansas SMP Program Coordinator to manage, refer, and close cases. Casework may include compiling case notes; working with state and national partners; determining errors versus suspected fraud or abuse; resolving errors and claiming dollars; managing referrals; and/or claiming dollars on referrals.
6. Refer beneficiaries to the Kansas SMP toll-free number of 1-800-860-5260 for assistance outside of the jurisdiction of the subgrantee agency.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Outreach

1. Conduct virtual and/or in-person group outreach presentations.
2. Provide information on Medicare fraud, scams, waste and abuse to the public, partner agencies, businesses, and AAA providers.
3. Perform monthly marketing activities to ensure public awareness of the SMP program, toll-free number, current fraud trends and available resources (e.g. articles, in-person and/or virtual presentations, social media and web posts, booths/exhibits, etc.).
4. Maintain a dedicated, up-to-date, publicly available webpage and online presence.
5. Advertise, promote, and distribute program materials and contact information during public events (e.g. senior/health fairs, social and other media, press releases, agency and affiliate websites, etc.).
6. Obtain KDADS approval of all newly developed marketing and promotional materials prior to purchase, distribution, or use.
7. Include express acknowledgements on all SMP related or funded public information materials:
 - a. Publications (articles, handouts, webpages, etc.): "This project is supported in part by grant number 90MPPG0081 from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, ACL/HHS or the U.S. Government."
 - b. HHS Grants Policy Statement: <http://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>.
8. Use the KDADS logo, national SMP logo and tagline on all SMP publications and products, in accordance with up-to-date program branding requirements.

Deliverables and Reporting

1. Submit annual Team Member Annual Review Attestation Forms to KDADS_Medicare@ks.gov by May 1.
2. Submit a minimum of five (5) Group Education Satisfaction Surveys each quarter to KDADS_Medicare@ks.gov.
3. Collect and input project activity and performance data into the STARS data system in a timely manner, in accordance with ACL guidelines and training.
4. Guarantee all one-on-one contacts, group outreach, media outreach, and other activity is entered into STARS by the last day of the following month (e.g. March activity must be entered into STARS by April 30).
5. Perform STARS data quality assurance activities to ensure accuracy of data.
6. Submit itemized expenditure reports to KDADS_Medicare@ks.gov on a quarterly basis. Such report shall be due by the fifteenth (15th) of the month following the reporting period.
7. Submit semi-annual narrative progress reports to KDADS_Medicare@ks.gov bi-annually on the fifteenth (15th) of the month following the reporting period.
8. Subgrantee will adhere, without fail, to all of the monthly, quarterly, and bi-annual reporting deadline requirements to remain in compliance of the Grant Agreement.
9. Maintain all program records for a period of five (5) years.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Application Package Contents

Letter of Intent

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist KDADS in planning for the application review process. Letters of intent should be emailed to KDADS_Medicare@ks.gov by the due date listed in [Key Dates](#).

Cover Page

See [Appendix A: Application Cover Page](#) for template.

Project Narrative

[Project Narratives](#) should be formatted as indicated and include:

Summary/Abstract

Provide a brief (265-word maximum) description of the proposed project, including goal(s), objectives, outcomes, and products to be developed. See [Appendix B: Instructions for Completing the Project Summary/Abstract](#).

Project Relevance and Current Need

Address how the project will impact Medicare-eligible beneficiaries, their families and caregivers, and the healthcare and social services systems. This includes plans to provide personalized assistance to beneficiaries; and promote awareness, knowledge, and visibility of the program across service areas. Provide a detailed description in both qualitative and quantitative terms the nature and scope of the health care fraud control problems or issues within the service area that the proposed plan is designed to address. Demonstrate knowledge of the geographic service area, including barriers to program access, strategies to overcome these barriers, demographic data, and populations of greatest need, etc.

Approach

Provide a clear and concise description of the approach you are proposing to use to address the current need. Propose specific goals and activities to address each component of the four strategic [program objectives](#).

Project Impact

Describe the specific measurable outcomes produced and expected as a result of this funding as well as methods, techniques and tools that will be used to address the outcomes, goals, activities, services & project proposal. Include how program services will be accessible to all Medicare beneficiaries in the service area including those that have been historically hard to reach.

Organizational Capacity

Specify who will have day-to-day responsibilities for key tasks such as project leadership, monitoring ongoing progress, preparation of reports, communication with other partners and KDADS, etc. Also describe the approach that will be used to monitor and track progress of the project's tasks and objectives.

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Workplan

See [Appendix C: Work Plan](#) for template. A separate Work Plan is required for each year of the project cycle. Key tasks must be measurable.

Budget Narrative/Justification

See [Appendix D: Budget Narrative/Justification Template](#) and [Appendix E: Budget Narrative/Justification Sample Format](#) for assistance. A Budget Narrative/Justification is required for each year of the project cycle, using the estimated 2024-2025 award amount for each year.

Letters of Commitment

Include confirmation of the commitments and key activities to the project, should it be funded, made by key collaborating organizations and agencies. Commitments should document strategies to reach identified target populations and the specific role, commitment, and resources/activities in support of the project's effort from each collaborating organization.

Disclaimer: This request for application is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$382,309.00 with 100 percent funding by ACL/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, ACL/HHS or the U.S. Government.

Kansas Department for Aging and Disability Services Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Application Review Information

A. Submission Instructions:

1. Submit electronic letter of intent to KDADS_Medicare@ks.gov by the due date listed in [Key Dates](#).
2. Submit one electronic application to KDADS_Medicare@ks.gov by the due date listed in [Key Dates](#) to include:
 - a. Cover page
 - b. Project Narrative
 - c. Proposed Work Plan
 - d. Proposed Budget Narrative/Justification
 - e. Letters of Commitment

B. The Applicant agrees to comply with all state and federal statutes and regulations including ACL SMP grant assurances and requirements, HHS grants policies, and KDADS policies and regulations relating or pertaining to SMP.

C. KDADS Staff Contact

Emily Blanch

Assistant Director of Medicare Programs

Long-Term Services and Supports Commission

Aging Services Division

KDADS_Medicare@ks.gov

Kansas Department for Aging and Disability Services Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Appendix A: Application Cover Page

Legal Name of Organization:

Official Administrative Address:

City, State, Zip+4:

Authorized Contract Signor & Title:

Contact for Application & Title:

Email Address:

Telephone:

Federal ID#:

Service Area Counties Applying For:

Kansas Department for Aging and Disability Services

Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Appendix B: Instructions for Completing the Project Summary/Abstract

All applications for grant funding must include a Summary/Abstract that concisely describes the proposed project. It should be written for the general public.

- To ensure uniformity, limit the length to 265 words or less, on a single page with a font size of not less than 11, doubled-spaced.
- The abstract must include the project's goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes, products, and duration. The following are very simple descriptions of these terms, and a sample Compendium abstract.

Goal(s) - broad, overall purpose, usually in a mission statement, i.e., what you want to do, where you want to be.

Objective(s) - narrow, more specific, identifiable or measurable steps toward a goal. Part of the planning process or sequence (the "how") to attain the goal(s).

Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics among those served through this funding (e.g., clients, consumers, systems, organizations, communities) that occur as a result of an organization's or program's activities. These should tie directly back to the stated goals of the funding as outlined in the funding opportunity announcement. (Outcomes are the endpoint)

Products - materials, deliverables.

A model abstract/summary is provided below:

The East Delaware Area Agency on Aging (EDAAA), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a coordinated lifespan respite system across the agency's service area that builds on the infrastructure currently in place. The **goal** of this project is to improve the delivery and quality of respite services available to families across age and disability spectrums by expanding and coordinating existing respite systems in East Delaware. The **objectives** are: 1) to improve lifespan respite infrastructure; 2) to improve the provision of information and awareness about respite service; 3) to streamline access to respite services through the East Delaware ADRC; 4) to increase availability of respite services.

Anticipated **outcomes** include: 1) families and caregivers of all ages and disabilities will have greater options for choosing a respite provider; 2) providers will demonstrate increased ability to provide specialized respite care; 3) families will have streamlined access to information and satisfaction with respite services; 4) respite care will be provided using a variety of existing funding sources and 5) a sustainability plan will be developed to support the project in the future. The expected **products** are marketing and outreach materials, caregiver training, respite worker training, a Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.

Kansas Department for Aging and Disability Services Request for Application

RFA
 2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant
Posting Date
 February 1, 2024
Application Due Date
 March 22, 2024 by 11:59 PM CT

Appendix C: Work Plan

(Date Range, e.g. 2024-2025) SMP Work Plan – (Name of Agency)

NOTE: Applicants are REQUIRED to provide a Project Work Plan for EACH potential year of grant funding requested.

Goal: _____

Measurable Outcome(s): _____

Major Objectives	Key Tasks	Lead Person	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														

NOTE: Please do not infer from this sample format that your work plan must have 12 major objectives. If you need more pages, simply repeat this format on additional pages.

Kansas Department for Aging and Disability Services Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Appendix D: Budget Narrative/Justification Template

(Date Range, e.g. 2024-2025) SMP Budget Narrative/Justification – (Name of Agency)

NOTE: Applicants are REQUIRED to provide a Budget Narrative/Justification for EACH potential year of grant funding requested.

Budget Category	Federal Funds	Non-Federal Cash	Total	Justification
Personnel				
Consumable Supplies				
Travel				
Contractual				
Training				
Capital Equipment				
Supplies				
Other Costs				
Total Budget				

Kansas Department for Aging and Disability Services Request for Application

RFA

2024-2028 Kansas Senior Medicare Patrol (SMP) Project Grant

Posting Date

February 1, 2024

Application Due Date

March 22, 2024 by 11:59 PM CT

Appendix E: Budget Narrative/Justification Sample Format

2024-2025 SMP Budget Narrative/Justification – XYZ Agency

NOTE: Applicants are REQUIRED to provide a Budget Narrative/Justification for EACH potential year of grant funding requested.

Budget Category	Federal Funds	Non-Federal Cash	Total	Justification
Personnel	\$9,500		\$9,500	Staff salaries and fringe benefits: Director 0.05 FTE @ \$40,000/yr. \$2,000 Coordinator/CI Specialist 0.3 FTE @ \$25,000 \$7,500
Consumable Supplies	\$240		\$240	Postage \$120 Copies \$120
Travel	\$1,362		\$1,362	Travel for 1 to Annual Coordinator Conference Registration \$0 Lodging 1/day \$96 Per Diem \$56 12 outreach events: Mileage: .54/mile x 996 miles \$538 Per Diem: 12 days @ \$56/day \$672
Contractual	\$1,200		\$1,200	<i>(organization name, purpose of contract and estimated dollar amount)</i> ABC Printing to provide newsletter printing services: \$100/mo for 12 months \$1,200
Training	\$0		\$0	
Capital Equipment	\$350		\$350	Portion of desk phones \$150 Portion of office space \$200
Supplies	\$800		\$800	2 laptops \$400/ea
Other Costs	\$500		\$500	Billboard advertising \$500
Total Budget	\$13,952		\$13,952	