

NC Health and Wellness Trust Fund Commission

Medication Assistance Program (MAP) – Phase III Request for Proposals

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Note: This RFP outlines the purpose and background of this initiative and also provides useful resources to which applicants can refer. In order to apply for a grant under this RFP, you must complete a Microsoft Office-based application available at HWTFC's Web site (www.HealthWellNC.com). If your organization does not have Internet access, you may contact the HWTFC office to obtain copies of these forms.

REVIEW CRITERIA FOR APPLICATIONS

TIMELINE

NC Health and Wellness Trust Fund Commission

Mailing Address:

**7090 Mail Service Center
Raleigh, NC 27699**

Street Address/Overnight Delivery:

**501 N. Blount St.
Raleigh, NC 27604**

Phone: (919) 733-4011 Fax: (919) 733-1240

**E-mail HWTFC.GrantApps@ncmail.net
www.HealthWellNC.com**

NC Health and Wellness Trust Fund Commission

Medication Assistance Program (MAP) – Phase III

PURPOSE

The NC Health and Wellness Trust Fund Commission (HWTFC) announces the availability of new grant funding to identify and fund community-based projects in North Carolina that will:

1. Help low-income citizens of all ages evaluate their optimal choices and apply for free, discounted and low-cost drugs through public and private prescription assistance programs (PAP).
2. In addition to working with low-income citizens, grant applicants may also choose to work with Medicare-eligible seniors to:
 - Identify their optimal Medicare Part D coverage option
 - Provide assistance in accessing private programs (where available) to fill the coverage gaps in Medicare Part D coverage
 - Assist seniors who do not enroll for Part D to apply for any available public or private programs

HWTFC requires the Medication Assistance Program (MAP) to address these stated goals through grants to qualified recipients.

For history of HWTFC funding initiatives, visit HWTFC's Web site (www.HealthWellNC.com).

An applicant organization can only submit one proposal on which it serves as the lead applicant organization. Grant awards for successful applicants will be for the period July 1, 2006 through December 31, 2007.

BACKGROUND

North Carolina citizens that are uninsured or who qualify for Medicare coverage often find that they cannot afford the medications required to treat or ameliorate their chronic health problems. And those folks who are taking multiple medications are at-risk for adverse reactions as a result of drug interactions because their care is not coordinated. Recognizing that *Senior Care*, HWTFC's statewide prescription drug program for low-income seniors, was not a complete solution to these problems that North Carolina seniors and low-income individuals were facing, HWTFC sought to fund a network of medication assistance programs to serve North Carolina's uninsured populations.

As a result, in 2002, HWTFC awarded 23 grants totaling \$8.7 million over three years to create local Medication Assistance Programs (MAP) across the state. A second phase of 44 grants totaling \$4.7 million was awarded in April 2004. Currently, there are 61 organizations receiving \$15 million in MAP grants. These grantees across the state represent many organizational types

including local aging agencies, senior centers, health departments, hospitals, community health centers, clinics and more. All MAP grantees assist seniors and low-income citizens in accessing free and low-cost medications as well as engage pharmacists to provide “brown-bag” counseling sessions to seniors and low-income citizens who are at high-risk for drug interactions.

NC Institute of Medicine listed HWTFC’s statewide MAP program as a “significant safety net for the uninsured” in its NC Healthcare Safety Net Report 2005. Between January 2003 and December 2005, MAP grantee sites have delivered \$68.8 million worth of free medications to nearly 40,000 patients, representing a 6 to 1 return on HWTFC’s grant investment. HWTFC’s original commitment to this initiative was for three years and all Phase I and Phase II grants are set to expire on June 30, 2006.

Encouraged by the tremendous success and return on investment of the medication assistance component of the MAP grants, as well as the overwhelming need of low-income North Carolinians for these services, HWTFC has agreed to make funding available for a limited, 18-month Phase III program. Phase III funding will build on the success of Phase I and Phase II in helping low-income North Carolinians gain access to free and low-cost medications, as well as continue to help seniors optimize their Medicare Part D choices. HWTFC’s Phase III funding for MAP is intended to bridge the gap to long-term state funding. It is hoped that such funding will be approved by the state legislature for a start date of January 1, 2008.

THE PROGRAM

A. Who May Apply

Under the NC General Statutes, an organization is eligible to receive a grant from HWTFC if it fits into any of the following categories:

- A state agency
- A local government or other political subdivision of the state or a combination of such entities
- A nonprofit organization which has as a significant purpose promoting the public’s health

Other entities interested in helping low-income citizens of all ages evaluate their optimal choices and apply for free, discount and low-cost drugs through public and private prescription assistance programs (PAP) may apply in partnership with an eligible organization, which is functioning as the lead applicant organization for the grant. This lead applicant organization is responsible for fiscal and overall grant program management including the performance of any subcontractor or partner. The lead applicant organization must act as the fiscal agent for the grant.

It is anticipated that grants will be awarded to applicants that are structured as follows:

- **Lead Applicant Organization:** A governmental or nonprofit organization which has a significant purpose promoting the public’s health. This lead applicant organization is responsible for fiscal and overall grant program management including the performance of any subcontractor or partner. The lead applicant must act as the fiscal agent for the grant.
- **Application Partnership:** This is a formal agreement among partnering organizations, including the lead applicant organization, to implement the proposed program. These organizations are listed as co-applicants, and could include other community-based organizations, voluntary agencies, non-profits, faith communities and substance abuse programs, among others.

- Collaborating Organizations/Individuals: HWTFC encourages the broadest possible coalition-building among diverse organizations, dedicated to achieving the goals of this Initiative. These entities are not listed as co-applicants.

B. Objectives and Strategies of the MAP Initiative

HWTFC seeks to fund a Phase III of the Medication Assistance Program (“program”) statewide. To be considered for a **Phase III MAP Grant**, an applicant must demonstrate their potential to implement the following mandatory program requirements:

- Assist all low-income citizens with identifying their optimal prescription drug coverage options from amongst public and private programs, and then provide direct assistance in obtaining medication using the Medication Assistance and Review Program (MARF) software. Applicants must specify a dispensing plan that will ensure their patients will receive the medications that are procured on their behalf. Applicants that can dispense medications on site will be viewed favorably.
- Collaborate closely with local public and private health care providers including pharmacists, primary care physicians, health departments, hospitals, senior centers, AAAs and local SHIP coordinators to ensure the success of their efforts.

Applicants may choose to focus their outreach and services to a defined target population, limited by age and income, based on a demonstration of need for these services within the target population Even grantees who specify a target population are expected to assist any eligible individuals, irrespective of age, in applying for free, discount and low-cost medications that contacts them for services, either in person, by phone or electronically.

In order to best serve their community, these programs must be in easily accessible, central locations. Preference will be given to applicants who have close working relationships with local pharmacists who may serve as a referral source as well as local physicians who may lack the time and resources to complete free drug program applications for their patients but would be willing to refer them to these centers, and may be willing to serve as volunteers to sign completed applications. Finally, it will require that these programs identify staff that can be trained to carry out this medication acquisition function with low-income members of the community who use these programs. Applicants may also use grant funds to pay for very limited pharmacist services to dispense the medications procured.

Each grantee is required to use the MARF software provided by the Office of Research, Demonstrations and Rural Health Development, NCDHHS (ORDRHD) to access the free and/or low cost medications. MARF software will also be used to report operational, clinical, and financial results on a monthly basis to HWTFC. ORDRHD will provide free MARF software, installation, support and training to all grantees. This will be directly arranged by a separate MARF User Contract with ORDRHD, which needs to be completed and attached to this application. Applicants must carefully review and execute the MARF User Agreement, paying close attention to the system and other requirements it calls for.

In addition to the mandatory program requirements, applicants may also propose to work with Medicare eligible seniors to:

- Identify their optimal Medicare Part D coverage option

- Provide assistance in accessing public or private prescription assistance programs to cover gaps in Medicare Part D (e.g. donut hole)
- Assist seniors who do not enroll for Part D to apply for any available public or private prescription assistance programs

Applicants that have the following characteristics will be reviewed favorably:

- Existing local medication assistance programs with a successful track record of providing these services in their communities.
- Programs that propose a dispensing plan that includes on-site dispensing.
- Programs that have experience serving all low-income populations.

In making grants, HWTFC will consider diversity of populations served, geographic representation, and increasing capacity to respond to local health needs. HWTFC will also consider likelihood of success for each applicant. Expansion of these services to areas where they are not presently available through Commission funded grants in Phase I and II (please visit HWTFC Web site www.HealthWellNC.com for a list of current grantees) remains a high priority for HWTFC.

C. Proposal Specifications

Requested funding must be commensurate with the size and scope of the proposed project. The proposals of successful applicants will be incorporated into the grant agreement with HWTFC as the scope of work for the project.

As a condition of receiving a grant award, HWTFC requires each grantee to use the MARP software provided by the Office of Research, Demonstrations and Rural Health Development, NCDHHS (ORDRHD) to access the free and/or low cost medications. MARP software will also be used to report operational, clinical, and financial results on a monthly basis to HWTFC. ORDRHD will provide free MARP software, installation, support and training to all grantees. This will be directly arranged by a separate MARP User Contract with ORDRHD, which needs to be completed and attached to this application. Applicants must carefully review and execute the MARP User Agreement, paying close attention to the system and other requirements it calls for.

Grant funding may not be used to subscribe to or purchase other specific software products for the purpose of accessing and obtaining the free and/or low cost medications.

GRANT TERMS

Each recipient must enter into an initial 12-month grant contract which will be renewed for an additional six months, subject to continued availability of funds and satisfactory program performance.

Grant awards to each grantee should not exceed a total amount of \$40,000 for the 18-month period starting July 1, 2006 and ending December 31, 2007.

Applications serving significantly larger populations or multiple counties may apply for funding over the limits established above with strong justification. Organizations that plan to submit proposals over the established limits *must notify HWTFC staff in writing prior to finalizing their application so that the rationale for the larger grant amount request can receive preliminary written approval from HWTFC staff.* The notification should include a brief description of the proposed project including a justification for funding above the established limit and be submitted by email to HWTFC.GrantApps@ncmail.net.

HWTFC expects to receive more requests than can be funded. Therefore, submission of a grant application does not guarantee receipt of an award. Furthermore, grants that are awarded may not be funded at the requested amount. Final awards will be commensurate with the size and scope of the proposed activities. HWTFC reserves the right to conduct pre-award interviews or on-site assessments.

Successful applicants will designate one of the following methods for receipt of the grant funds:

- An initial payment of 25% of the first term approved budget followed by reimbursement of the amount submitted on the monthly expense report, until such time as the grand total of payments made to the grantee equals the total amount of the grant award.
- Reimbursement of the amount submitted on the monthly expense reports without the initial payment.

System requirements for the computer-based activity tracking system are listed in the MARP End-User License Agreement. HWTFC staff or its technical assistance provider may require specific reports or information, make periodic site visits and conduct telephone interviews as needed to document program implementation and operation. Grantees will be provided training and technical assistance in the proper use of the MARP system and the submission of the information for central data processing on a monthly basis.

Grantees will be required to submit both six-month and annual progress reports to HWTFC in a specified format. Additionally, monthly grant expenditure reports to HWTFC will be required. A final cumulative progress report and comprehensive financial report will be due 30 days after the end of the grant period.

Use of HWTFC Grant Funds

Grant funds must be used exclusively to support the approved project and spent in accordance to the grant contract and approved project budget. Each year, all grantees must certify the proper use of the funds.

Grant funds may be used for staff salaries, project-related travel, supplies, limited amounts of equipment and other direct expenses essential to the project. These expenses must be budgeted to the categories and line items identified in the Budget and Financial Requirements section of the application for HWTFC grant funds. Applicants may include equipment and indirect costs in their budget proposals within the following limits:

- HWTFC allows a maximum of 10% of total awards to go toward indirect costs; and
- Not more than 25% of grant funds may be used for equipment

Grant funds may not support any efforts to engage in any political activities or lobbying including, but not limited to, support of or opposition to candidates, ballot initiatives, referenda, or other similar activities. Grant funds may not be used for research studies.

Successful applicants from non-profit organizations who elect to receive the 25% initial payment described in the Grant Terms section above must place all sums not immediately spent in a segregated, interest bearing account that is fully insured for the maximum amount of money that will be placed in the account. This account must be separate and apart from other accounts maintained by the organization and not part of the general operating funds.

Successful applicants from state and government agencies who elect to receive the 25% initial payment described in the Grant Terms section above must place all sums not immediately spent in a restricted grant line in the overall agency budget that will exclude HWTFC funds from being used to balance or augment the government entities general operating budget.

Auditing and Reporting Requirements

All grantees are required to comply with G.S. 143-6.2. Complete details are available at www.ncauditor.net. In general, this state law requires all recipients of state grant funds that are non-governmental entities to annually file a summary of program activities and a schedule of receipts and expenditures of the funds received. Recipients of state funding that do not comply with G.S. 143-6.2 will have their funding suspended until proof of full compliance is established.

APPLICATION PROCESS

Questions

Applicants may email questions to HWTFC.GrantApps@ncmail.net at any time during the application process.

Proposals

Only one proposal from each applicant organization will be accepted. All applicants must submit a complete written application by the deadline identified in the timeline section at the end of this RFP in order to be considered for a grant award. Applicants must use the Microsoft Word-based online application found at www.HealthWellNC.com, comprised of Parts I, II and III of the Application. Applicants also need to complete and submit the Microsoft Excel-based budget format (referenced in Part III of the Application and available on the HWTFC Web site, www.HealthWellNC.com). In addition, for applications to be considered complete, the Additional Materials listed in Part IV are **mandatory** and must be sent by mail or delivery service in one package, postmarked by the application deadline identified in the timeline section at the end of this RFP.

For your convenience, following are brief descriptions of the application sections:

Part I: Standard HWTFC Grant Application

Applicant Organization(s)

Identifying and contact information for the lead applicant organization including the key contact person.

Grant Executive Summary

Summary of proposed plan of work to achieve the goals and objectives of the project, comprised of a brief synopsis of the proposal, the total amount of funds requested for all years, the counties served and a summary description of the overall project with a specific statement of how these goals and objectives meet the statutory purposes of HWTFC.

Co-Applicant/Partnership Summary

Identifying information for all partners whose efforts will be devoted to achieving project objectives.

Specific Areas of Service

Specific population group(s) targeted for project. Geographical areas covered by project.

Free Text

Part II: Proposed Project

Description of Need

Demographics, target community infrastructure and current activities that demonstrate the necessity for the proposed services/intervention.

Proposed Program Plan

Description of the proposed plan of work, including goals, target audience, number of expected beneficiaries, timelines, sustainability plan for program continuation, and results of previous efforts.

Organizational Capacity

Overview of the lead applicant organization and co-applicants, including staffing, experience, and partnerships.

Outcomes and Local Evaluation Plan

Description of expected outcomes, procedures to measure progress toward goals and objectives and definition of long-term impact of the project.

Part III: Proposed Budget and Fiscal Information

Detailed budget and narrative for proposed plan of work including direct personnel support expenses, other personnel support expenses, travel expenses and indirect costs. Separate Microsoft Excel-based budget format and detailed descriptions of budget categories and line items are available on the HWTFC Web site, www.HealthWellNC.com.

Part IV: Additional Materials

For applications to be considered complete, the following items are mandatory and required by the NC Administrative Code or NC General Statutes. These additional materials must be sent by mail or delivery service in one package, postmarked by the application deadline identified in the Timeline.

1. Completed and signed "Agreement and Certification" form (available on the HWTFC Web site, www.HealthWellNC.com).
2. Completed and signed "MARP End-User License Agreement" form (available on the HWTFC Web site, www.HealthWellNC.com).

3. Letters of Agreement (consent) from all partnering organization (agencies other than the fiscal agent/lead applicant organization that will be receiving funds from this grant as subcontractors to the lead applicant organization).
4. At least three (3) Letters of Support from collaborating individuals or organizations (other than partnering organizations submitting letters of agreement).
5. A list of three (3) references whom HWTFC may contact regarding the lead applicant organization's ability to achieve results through grant funding.
6. Copy of letter of determination of nonprofit status from IRS or proof of lead applicant organization's status as a state agency, local government or other political subdivision of the state.
7. Budget of the lead applicant organization, clearly demonstrating the source for all in-kind contributions included in the project budget and reflecting expected income from other sources which have been applied for or have been received that will be used as matching funds for the project.
8. Most recent audit of the lead applicant organization.
9. List of lead applicant organization's medication assistance programs funded by grants or awards in the last five years, including the grant award amounts and the names of granting entities.
10. Nonprofit organizations must submit the following information for the lead applicant organization:
 - Mission statement and organizational goals
 - Organization's policy addressing conflicts of interest that may arise involving the organizations management employees and members of its board of directors or other governing body. The policy must address situations in which any of these individuals may directly or indirectly benefit, except as the organizations employees or members of its board or other governing body from the organizations disbursing of State funds and shall include actions to be taken by the organization or the individual, or both to avoid conflicts of interest and the appearance of impropriety (typically referred to as a Conflict of Interest Policy, a sample is provided with the application materials).
 - A sworn statement that the organization does not have any overdue tax debts as defined by G.S. 105-243.1, at the federal, State, or local level (a sample form is provided with the application material).
 - List of the board of directors
 - Organizational history
 - Current programs, activities and accomplishments
 - List of contributors to the organization with the amounts given for the current year as reported on the Lead Applicant Organization's IRS Form 990. Applicants may submit either the IRS Form 990 or another document with this same information such as an Annual Report. (This information will be used to determine potential conflicts of interest and will be kept CONFIDENTIAL. This information will be shared only with HWTF Commissioners and select HWTFC staff.)

Note: Applicants unable to submit the application by email must notify HWTFC in writing via email or fax. Mailed applications and faxed copies submitted without notifying HWTFC may not be considered for funding. Mailed applications must contain an original plus two copies and be postmarked by the deadline identified in the timeline section below. Mailed applications must be typed or printed on the approved application form provided by HWTFC. Applicants unable to utilize the email application process are recommended to provide an electronic copy in a format such as a formatted diskette or CD-ROM using Microsoft Word.

Questions concerning application preparation should be submitted in writing via email to HWTF.C.GrantApps@ncmail.net or via fax at (919) 733-1240. Conference calls will be held to discuss the application process and initiative goals and objectives (please see timeline section for details).

REVIEW CRITERIA FOR APPLICATIONS

Applications submitted in response to this RFP will be evaluated and ranked by an objective review panel of HWTF Commissioners based on recommendations from HWTF staff as well as outside experts. During the review of the application, HWTF may consider who will benefit from the grant, how many will benefit from the grant, cost of administering the grant, capacity building and sustainability of the grant application, and whether the grant will benefit the health and wellness of the residents of the State in a measurable manner. HWTF may consider the applicants' past performance of grants and publicly funded projects when awarding grants. Additionally, the monthly grant expenditure reports and spending patterns of organizations that are currently receiving HWTF funding will be analyzed as part of the review process.

Proposals will be evaluated based upon the following criteria:

- Organization Background
- Services provided
- Patient volumes
- Collaborations
- Budget and fiscal information

TIMELINE

Tuesday, March 28, 2006	RFP announcement
Thursday April 6, 2006 at 3:00 p.m. Tuesday April 11, 2006 at 3:00 p.m.	Conference call for interested participants Please call (919) 733-2511 if you're local to Raleigh or (877) 396-8465 (toll-free within the state of NC). Email questions regarding the RFP anytime to HWTF.C.GrantApps@ncmail.net
5 p.m. EST April 17, 2006	APPLICATIONS DUE
Late April 2006	Proposal Review Process
May 2006	Awards announced
July 1, 2006	Effective date of grant contracts.