

**STATE OF TENNESSEE
HEALTH FACILITIES COMMISSION**

REQUEST FOR APPLICATION

FOR

**ASSISTED-CARE LIVING FACILITY QUALITY IMPROVEMENT FUND
FUNDING OPPORTUNITY**

RFA # 31607-27501

REQUEST FOR APPLICATION
STATE OF TENNESSEE
HEALTH FACILITIES COMMISSION

I. INTRODUCTION:

The Assisted-Care Living Facility (ACLF) Quality Improvement Fund is created by the deposit of civil monetary penalties collected from assisted-care living facilities. This unique funding opportunity will be used solely for the support of assisted-care living facility residents. Licensed assisted-care living facilities and providers of services to assisted-care living facility residents can apply for funds for one-time projects designed to improve quality of care for ACLF residents.

Funds issued through the ACLF Quality Improvement Fund may not be utilized for non-ACLF residents and the project period cannot exceed 12 months. Grants are reimbursement-based and cannot exceed \$10,000 per project.

II. Applications:

The purpose for this Request for Applications (RFA) is to solicit the submission of proposals from qualified applicants for the use of CMP Funds to benefit individuals residing in ACLFs in Tennessee. This funding is intended for one-time projects designed to improve care to ACLF residents.

Eligible applicants include licensed assisted-care living facilities and providers of services to assisted-care living facility residents.

For this funding cycle, successful applicants should submit applications related:

- Staffing recruitment and retention.
- Education and training related to hospice care coordination and care planning.
- Education and training related to care planning.
- Elopement technology safety and preparedness.
- Emergency backup systems and preparedness.

To respond to this Request for Application, please complete the **application and competitive requirements**. The **application** contains detailed questions about your organization's background and the specifics of your proposed project.

Attachment 2 is the Grant Budget. This section shall contain all information relating to cost, based on a line-item budget. Complete the Grant Budget form and the attached Line-Item Details form. A description of how dollars will be used must be provided for each line item completed with a superscript 2 on the end, as applicable for the Budget form.

Required Letter of Support. Letters of support are not required for ACLF applicants. If providers of services to assisted care living facility residents are applying for funding, letters of

support are required from all participating ACLFs. The letter of support must include the following items:

REQUIRED INFORMATION	DESCRIPTION
1. Project Title	The exact title of the proposed project
2. Project Period	Complete duration/timeline of the proposed project
3. ACLF Name	Name(s) of participating ACLFs
4. Project Commitment	Statement acknowledging participation in the project
5. Authorized Signature	Must be signed by an individual authorized to commit the ACLF to the project

Project approval will be based on available funding. All awarded funds must be spent in furtherance of the proposed program and may not be utilized for activities not approved by the State.

III. Schedule of Events:

The following is the anticipated schedule for awarding grants for the ACLF Quality Improvement Fund. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (All dates are state business days)
1. RFA Issued		June 2, 2026
2. Pre-proposal Webinar	1:30 p.m.	June 9, 2026
3. Written "Questions & Comments" Deadline	1:00 p.m.	June 11, 2026
4. State Response to Written "Questions & Comments"		June 17, 2026
5. Deadline for Applications	2:00 p.m.	July 20, 2026
6. Evaluation Notice Released		September 28, 2026
7. Estimated effective Start Date of Contract		January 1, 2027

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

Pre-proposal Webinar:

A Pre-Proposal Webinar will be held at the time and date detailed in the Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-Proposal Webinar is below. Any applicant desiring to apply to this RFA is encouraged to have at least one (1) representative attend; however, attendance is not mandatory.

Meeting Name: ACLF Quality Improvement Fund Webinar

Webinar number: 226 270 449 671 3

Webex password:: zRamm7r3fM9

Meeting Link: <https://tn.webex.com/tn/j.php?MTID=md9752f310a59e006b647254407460518>

Questions and Answers:

All questions concerning this RFA must be submitted to https://stateofennessee-cvlyz.formstack.com/forms/cmp_teleconference_questions in writing, on or before the deadline for Written Questions and Comments as detailed above in the Schedule of Events.

IV. Submission of Applications:

ACLF Application Link: https://stateofennessee-cvlyz.formstack.com/forms/aclf_quality_fund

Please submit the completed application with all attachments by online submission link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

IV. Application Evaluation:

- A. The committee shall review applications on the basis of the information requested in the RFA. The committee will evaluate and recommend for selection to the Health Facilities Commission.

Applications will be evaluated based on the following criteria:

- **Project Summary (20 points):** Provide an abstract summary of the project. Describe the project or program and provide information on how it will be implemented.
- **Project Goals and Objectives (20 points):** Describe the problem that the project will attempt to address. Include what will be accomplished and the desired outcomes.
- **Benefits to ACLF Residents (25 points):** In detail, describe the manner in which the project will directly benefit and enhance the well-being of residents.
- **Performance Monitoring (15 points):** Describe the methods by which the results of the project will be assessed (including specific measures).
- **Budget Narrative (10 points):** Provide a clear explanation of amount of funds requested and how funds will be allocated to support the proposal. It should detail each anticipated expense, explain how the costs align with the proposal, and provide justification of the requested funds.
- **Sustainability (10 points):** Explain how the project's benefits will be sustained beyond the funding period.

B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the Sample Grant Contract.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a ACLF Quality Improvement Fund grant award and notify the State in advance if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application. **Taking any exceptions to State contract language may result in the application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**