



Provider Application Instructions and Proposal Requirements for HCBS Capacity Building Funding Opportunity

Version: Year 2, 2026

Background

HCBS providers interested in applying for funds to build capacity to increase the number of individuals they can serve, enhance their ability to serve individuals with higher support needs, and/or improve the quality of services they provide through this opportunity must meet the following eligibility requirements:

- Be a provider currently contracted with a managed care organization (MCO) or the Department of Disability and Aging (DDA) to provide CHOICES, Employment and Community First (ECF) CHOICES, and/or 1915(c) home- and community-based services (HCBS) (**Note:** OPTIONS providers contracted in one of these programs may also apply);
- Have attended at least one (1) of the mandatory training sessions for the funding opportunity;
- Complete the online application; and
- Submit your complete proposal and budget containing all elements outlined in the **Provider Application Instructions and Proposal Requirements**. Any questions and/or correspondence regarding the HCBS capacity building funding opportunity should be submitted to provider's assigned regional contact:

West Region:	Middle Region:	East Region:
Phyllis White, BlueCare	Deborah Stewart, UHC	Heather Shaffer, Wellpoint
Phyllis_White@bcbst.com	deborah_b_stewart@uhc.com	Heather.Shaffer@wellpoint.com
Phone: (615) 295-9680	Phone: (615) 493-9549	Phone: (615) 626-5646

United HealthCare shall serve as the contact for providers submitting applications for initiatives that will be implemented in more than one (1) region.

Process Overview

The application and award process for the HCBS capacity building funding opportunity is as follows:

- Interested, eligible providers complete the online application, submit a proposal and budget including all elements outlined below, to the joint MCO online portal ([Provider Application for](#)

[HCBS Capacity Building Funding Opportunity](#)) (Have all information and documents ready before beginning the online application. The online application must be completed in one session. Providers cannot save and return to the online application.)

- All MCOs will review, and score all complete proposals. The MCOs may reach out to applicants for additional information prior to rendering a final decision. While all applications will be reviewed, not all applications will be approved for funding.
- Providers that are approved for funding will be invited to a virtual meeting to discuss next steps.
- Initial payments will be made to approved providers to fund start-up costs associated with their initiatives, with additional payments distributed throughout the project cycle as needed.
- Providers will be required to attend periodic touchpoints with the MCO throughout the funding cycle to report on the progress and results of their initiatives, and other project-related topics as needed.

Proposal Requirements

To be considered for funding, providers must submit a comprehensive project proposal addressing all required elements. Please adhere to the following formatting and submission guidelines:

- **Narrative Proposal:** The narrative sections of the proposal (Executive Summary, Needs Assessment, Project Plan Narrative, Evaluation Plan, Organizational Capacity, Sustainability, and Quality Improvement) must be submitted as a single Word or PDF document.
- **Page Limit:** The narrative proposal must not exceed 20 pages.
- **Budget Submission:** The Budget section must be submitted as a separate Excel file. The Excel budget is not included in the 20-page limit.

Required Proposal Components

- **Executive Summary:** Provide a narrative overview of the proposed initiative(s) for which the provider is requesting funding, including:
 - A brief explanation of the issue, opportunity, and/or need that the proposed initiative(s) will address;
 - A high-level overview of the key goals and anticipated outcomes of the initiative(s); and
 - The dollar amount requested to implement, estimated number of individuals impacted, and timeframe for implementation of the initiative(s).
- **Needs Assessment:** Describe the need or gap that the initiative(s) aims to address. Include the data or feedback used to identify the assessed need/gap.
- **Project Plan Narrative:** Provide a detailed outline of the project plan for the initiative(s) that describes the following:

- Strategies/interventions and related activities the provider proposes to implement;
 - A description of how the proposed strategies/interventions will reduce service gaps, improve access to and quality of services, and/or enhance capacity to serve new and existing members at different levels of need;
 - The target population to benefit from the initiative(s) (e.g., program, geographic, level of need, etc.);
 - A timeline including project implementation dates, milestones, and deliverables;
 - Identification of staff roles and/or external partnerships that will participate in the initiative(s); and
 - Resources, tools, and/or methods to be used or implemented
- **Evaluation Plan:** Describe how implementation and effectiveness of the initiative(s) will be tracked, including identification of key performance indicators, data collection tools and methods to be used, frequency of data collection, and method(s) of analysis.
 - **Organizational Capacity:** Describe the provider's strategy to successfully implement the initiative(s) that highlights relevant experience, key personnel, certifications/accreditations, infrastructure, training plans, and external partnerships that support effective implementation throughout all phases of the project.
 - **Sustainability Plan:** Explain how the initiative(s) and its impact will be maintained following the end of the funding period, including long-term funding sources, infrastructure, and internal and/or external resources/partnerships.
 - **Quality Improvement:** Please describe your proposed quality initiative, ensuring it aligns with at least two (2) of the ten (10) domains listed below.
 - Service Initiation
 - Individual Planning and Implementation
 - Safety and Security
 - Rights, Respect, and Dignity
 - Health
 - Choice and Decision Making
 - Relationships and Community Membership
 - Opportunities for Work

- Provider Practices
- Personal Assets Management
- **The narrative should address the following:**
 - **Domain Selection & Rationale:** Identify the specific focus your project will impact. Explain why these areas were prioritized—whether based on a recognized organizational need or the specific demands of your capacity building proposal.
 - **Quality Objectives:** Describe what quality will look like once your project is successful. What will improve for the people you support, the way your agency delivers services, or the overall outcomes of your work?
 - **Alignment with Capacity Building:** How will this quality initiative be woven into your capacity building activities? Explain how you will maintain or exceed current quality standards as your member and/or service volume increases.
 - **Member & Stakeholder Impact:** Describe how this initiative specifically benefits the individuals receiving HCBS.
- **Budget:** Provide a detailed budget for the proposed initiative(s) that includes the following information:
- **Start-Up Costs:** Line-item budget and justification for all costs associated with the project's initial implementation activities.
- **Project Operational Costs:** Line-item budget, timeline, and justification for all costs associated with the project's implementation through the end of the funding period.
- **Sustainability:** Provide budget completion and plans for sustaining activities following utilization of awarded funds.

The Budget must be submitted as a separate **Excel** file. This section is not **included** in the **20-page limit**. The upload for the proposal and budget **limit is 30 MB combined**.

Template

This template is provided as an example to help Providers develop their Proposal. The suggested page lengths are estimates, but the full Proposal must not exceed 20 pages. Use the Required Proposal Components as a guide to ensure your submission is complete and meets all outlined expectations. The electronic platform has a total 30 MB limit.

- Section 1 - Executive Summary (1 – 2 pages)
- Section 2 - Needs Assessment (1 – 2 pages)

- Section 3 - Project Plan Narrative (4 – 5 pages)
- Section 4 - Evaluation Plan (2 - 3 pages)
- Section 5 - Organization Capacity (1 – 2 pages)
- Section 6 - Sustainability Plan (2 - 3 pages)
- Section 7 - Quality Improvement (2 - 3 pages)
- Section 8 - Budget (The budget must be submitted as a separate Excel file. The budget must contain all proposed initiatives outlined, with a total cost clearly outlined. This section is not included in the 20-page limit.)