



FLORIDA ASSOCIATION OF
**FREE & CHARITABLE
CLINICS**

2024-25 Dental and Behavioral Health Expansion Grant Program: Policies and Parameters July 17, 2024

Agenda

1. Grant Structure
2. Eligibility
3. Budget Structure
4. Application and Review
5. Reporting and Compliance
6. Timeline

Grant Structure

- Non-recurring **\$3,000,000** state appropriated funding
- Purpose: support expansion of dental and mental health programs and expand the capacity and services of FAFCC members for dental and mental health
- Period of Support: July 1, 2024 - June 30, 2025
- Individual award amounts are based on:
 - Number of applications received
 - Amount of funds requested in proportion to operating budget (requests are capped based on budget of clinic/organization)
 - County Ranking on Percentage of Uninsured Nonelderly Adults (as reported on www.countyhealthrankings.org)
 - Results of application scoring and prior grant performance

Notice of Funding Availability (NOFA)

- Read document thoroughly, now and throughout the grant cycle
 - Deadlines for application and progress reports
 - Eligibility criteria
 - Grant application process including instructions and links
 - Evaluation process, scoring system, and monitoring process
 - Detailed budget structure

www.fafcc.org/dental-and-behavioral-health-program

Eligibility

- FAFCC member with full voting rights in good standing
- Dedicated Project Liaison
 - Lead contact on all grant related matters, which includes forwarding correspondence to additional team members
 - Must remain knowledgeable about the progress and outcomes of funded projects
 - Will be given a user login for the Salesforce portal
 - Additional staff can receive general announcements in the Midweek Memo: www.fafcc.org/products/fafcc-newsletter

Annual Audit or Financial Review

- Must have had a review or audit within the last 2 fiscal years
- If not, grantees must request funds to conduct one of the following by an outside CPA:
 1. a review, if the operating budget exceeds \$100,000 but is no more than \$250,000, or
 2. an audit, if the operating budget exceeds \$250,000
- Organizations whose operating budget does not exceed \$100,000 are exempt from this requirement

Budget Structure

- Requests are capped at 25% for operating budgets under \$249,999, and 20% above \$250,000
 - Applicants will submit the most recent board approved operating budget and a previous fiscal year actual operating budget
 - Members who belong to parent organizations must submit budgets that reflect the cost to operate the clinic only, and must direct funds toward those expenses
- No one grantseeker will be awarded more than \$250,000
- Budget Categories: Dental Health and Mental Health Services
 - Shall not include indirect costs or membership dues

Budget Structure: Designations

- Clinical Staffing Expenses
 - Wages paid to healthcare providers, whether they are hourly, salaried, or contracted employees
 - Fringe benefits such as Health Insurance, FICA, etc
 - Does NOT include administrative staff such as Executive Director

Budget Structure: Designations

- Clinical Programming Expenses: costs directly related to the execution of a project or program
 - Medical Equipment and Supplies
 - Software (Dentrix, EMR, etc.)
 - Prescription Medications
 - Training and Certifications

Budget Structure: Designations

- Service Expansion Expenses: costs attributed to the increase of a clinic's capacity to provide care
 - May include the purchase and installation of medical equipment and the necessary infrastructure to operate that equipment (i.e. plumbing expense related to installation of dental chair)
 - Shall not include major building construction or renovation projects or the purchase of vehicles

Budget Structure: Technology Award

- DOH requires monitoring and reporting of the grant process, including quarterly reports of progress and expenses
- To ensure quality reporting, FAFCC utilizes the Salesforce platform, with access for each applicant
- **\$125** will be automatically applied to a grantees total award as an annual CRM licensing fee for Salesforce
- Grantees must use this funding for this purpose

Budget Considerations

- Payment Schedule
 - 1st payment – 47% of total award (October 2024)
 - 2nd payment – 27% of total award (February 2025)
 - 3rd payment – 13% of total award (May 2025)
 - 4th payment – 13% of total award (September 2025)
- All funds must be expended by June 30, 2025
- Electronic transfer of funds – no paper checks

Application Process

- Deadline: **Monday, August 12**
- FAFCC staff will be available until COB at 5 p.m. EST
- The application will be submitted via the Salesforce portal, along with all required attachments
 - Attachment 1: 501c3 Letter
 - Attachment 2: Most Recent Board Approved Operating Budget
 - Attachment 3: Actual Operating Budget, Previous Fiscal Year
 - Attachment 4: Audit, Review, Compilation, or Letter of Explanation

****Please follow this naming convention: Attachment # - Clinic/Network**

Review Process

- Applications will be reviewed and scored by a Grant Review Consortium
- FAFCC staff will review, process and finalize the scored applications
- Staff may conduct follow-up calls to ask questions and obtain additional information
- Grant agreements will be issued to approved applicants through Dropbox
 - Sent September 17, **due September 23**

Scoring Methodology

- 1. Financial Planning and Accountability** – the extent to which the application presents financial planning, accountability, and sufficient explanation of expenses as evidenced by supporting documentation **[20 points]**
- 2. Statement of community/organizational need** – the extent to which the application demonstrates the significance of the proposal in supporting the applicant in fulfilling its mission over time and enhancing its ability to sustain operations into the future **[20 points]**
- 3. Activities/outputs, scope of work to be conducted** – the extent to which the application details the contributions/steps necessary to achieve grant objectives **[20 points]**
- 4. Expected Successes and Outcomes** – the extent to which the application defines intended outcomes/goals to be accomplished by the end of the grant cycle **[20 points]**
- 5. Sustainability/credibility and qualification of the organization** – application clearly and reasonably defines the scope of work for which funds are requested and specific details on how this will be sustained if funding goes away **[20 points]**

Program Reporting

- All narrative reports and expenditure documentation will be submitted through Salesforce
 - First Progress Report due **January 15, 2025** (reporting period: July 1, 2024 – December 31, 2024)
 - Second Progress Report due **April 15, 2025** (reporting period: January 1, 2025 – March 31, 2025)
 - Third Progress Report due **July 15, 2025** (reporting period: April 1, 2025 – June 30, 2025)
- Patient Services & Valuation Report will only be required at the end of the grant cycle – **July 15, 2025**

Monitoring and Compliance

- Progress reports are a required part of quarterly deliverables to the Department of Health
- They also support advocacy efforts in maintaining our appropriation
- Compliance will be closely monitored and enforced
- A 24-hour grace period is given on deadlines and FAFCC will work with grantees to submit outstanding deliverables before additional action is taken, which may include:
 - Written notice attached to grantees performance for the duration of the grant cycle
 - A request for a monitoring call

Important Dates

- **July 9:** NOFA published
- **July 19 – August 6:** Strategy Sessions
- **August 12:** Application Deadline
- **September 17:** Award Letters & Agreements Sent
- **September 23:** Signed Agreements Due
- **September 30:** Grant Award Report to DOH

Grant Cycle timeline and Google Calendar is available at www.fafcc.org/grant-reporting-guidance.

Questions

