



FLORIDA ASSOCIATION OF
**FREE & CHARITABLE
CLINICS**

Reporting Guidance: Second Grant Narrative

April 3, 2025

Agenda

1. Salesforce Navigation
2. Grant Narrative Scoring
3. Reporting Deadlines

What's Included?

Grantees will be asked to report on the following from January 1 to March 31

Implementation Steps

Outcomes

Expenses

Accomplishments & Challenges

Navigation

FAFCC.org includes direct link to Salesforce portal and Reporting Guidance doc with scoring rubric



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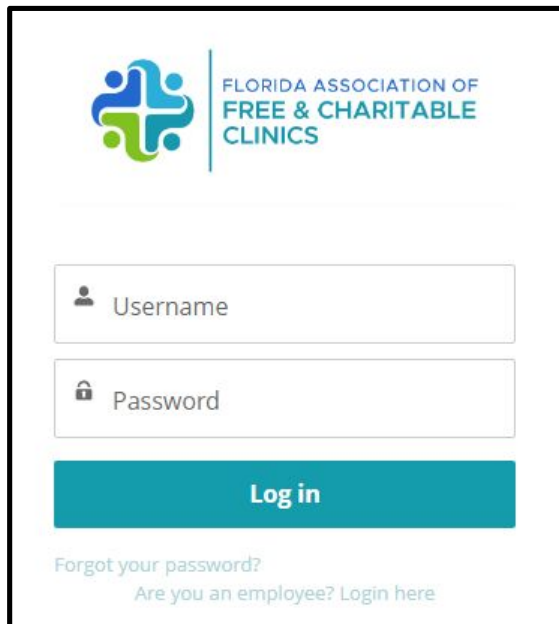
[Salesforce](#)

Welcome to the Florida
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Navigation



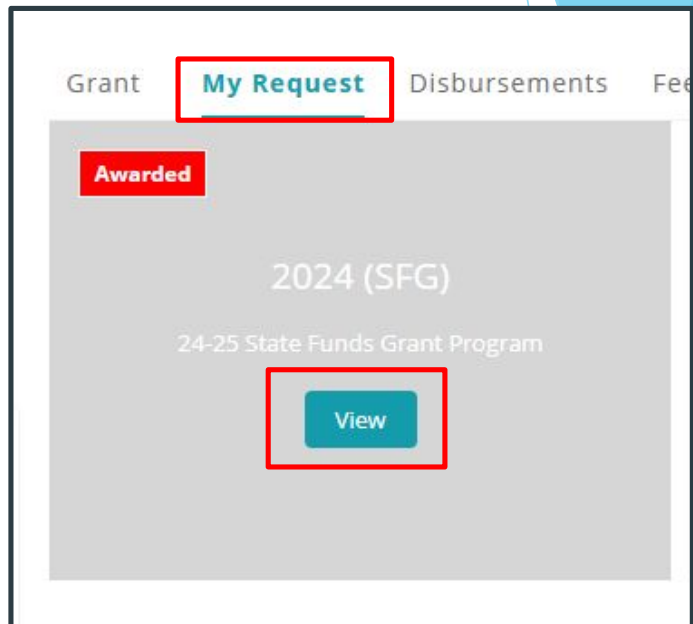
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Username

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Grant **My Request** Disbursements Fee

Awarded

2024 (SFG)

24-25 State Funds Grant Program


View

Contact kendall@fafcc.org for assistance

Navigation: Reports

- Under “Narrative Report” tab, select Narrative 2
- Look for status change to “Complete” to ensure submission

Details Uploaded Files **Narrative Report** Disbursement

 Narratives (3)

Narrative	Name	Narrative Cycle	Status
Test 2024 (SFG) - Narrative 1	Narrative - (7/1/2024-12/31/2024)	Narrative 1	Complete
Test 2024 (SFG) - Narrative 2	Narrative - (1/1/2025-3/31/2025)	Narrative 2	Open
Test 2024 (SFG) - Narrative 3	Narrative - (4/1/2025-6/30/2025)	Narrative 3	Open

Navigation: Save and Submit

Complete narrative fields outside of
Salesforce and copy/paste

Save frequently during completion
and before exiting

Type name to sign, submit when
narrative is fully complete

Signature

I, the Project Liaison, hereby certify that all of the information contained in this progress report is true and accurate to the best of my knowledge by typing my name below.

*

Complete this field.

Before clicking submit, please review your grant narrative report to confirm all recorded expenses, calculations, and progress is accurate and ready for submission.

Hitting submit makes the report
read-only (aka, no more edits)

SUBMIT

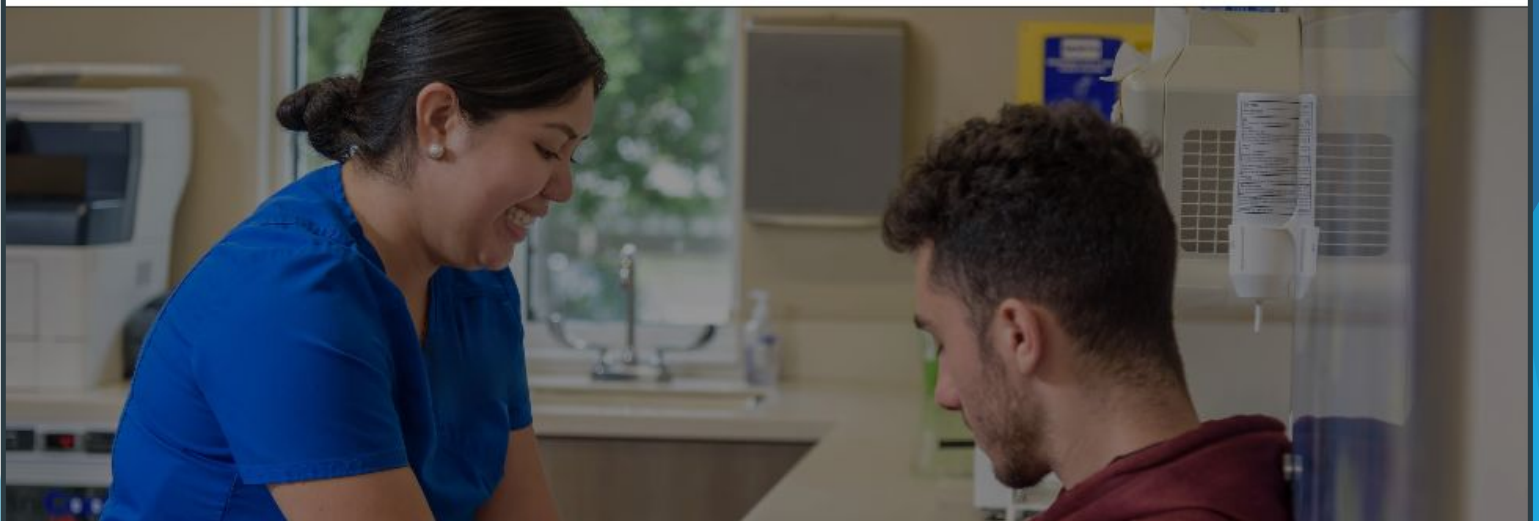
Navigation: Salesforce Demo



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Home

Training



Grant Narrative Scoring

- Each narrative report will be evaluated on a 30-point scale.
- Annual Valuation and Patient Services reports are worth an additional 10 points.
- Total of 100 potential points for the grant cycle
- This score will guide future funding decisions.

Grant Narrative Scoring

Timeliness of submission - 3 points

Full points will be awarded for reports submitted on or before the deadline; late reports will receive none.



Listing Assigned Personnel - 3 points

The extent to which hired or assigned staff are listed in the report with detail and accuracy, including title and date of hire.

Outputs - 5 points

The extent to which the report details the steps taken to implement the awarded funding - outlining activities and scope of work to date.



Outcomes - 5 points

The extent to which the report uses metrics to describe progress made toward the originally proposed goals and objectives.

Grant Narrative Scoring

Highlights/Accomplishments - 3 points

The extent to which the report describes projects and programmatic accomplishments made possible by this grant funding.



Additional Information - 3 Points

The extent to which the report outlines unexpected outcomes, positive learning experiences, funding leveraged as a result of this grant, or patient success stories.



Funding Enhancements - 3 points

The extent to which the report explains how this funding has enhanced organizational capacity, effectiveness, and efficiency.

Expenditure Documentation - 5 points

The extent to which the report details expenses for each budget category - appropriately categorized, and clearly comparable to attached documentation.

Strategy Sessions

- More individualized guidance
- Opportunity to review scoring feedback and ask specific questions
- [Scheduler Link](https://fafcc.org/grant-reporting-guidance) can be found at fafcc.org/grant-reporting-guidance

Reporting Deadlines

- ▶ Second Grant Narrative with expenditure documentation
 - Due: Tuesday, April 15, 2025
 - Reporting Period: Jan 1 - Mar 31, 2025
- ▶ *Staff will be available until close of business (5 pm EDT)*



Compliance Policy

- FAFCC must enforce deadlines in order to meet deliverables established by DOH.
- FAFCC will assist Grantees with outstanding deliverables before additional action is taken.
- Action may include the following:
 - Written notice attached to grantees performance, which may affect participation in future cycles
 - A request for a monitoring call
 - A hold on future disbursements

Questions

