



FLORIDA ASSOCIATION OF  
**FREE & CHARITABLE  
CLINICS**

## 2024-25 State Funds Grant Program: Policies and Parameters July 16, 2024

### Agenda

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

### Grant Structure

- Recurring **\$9,500,000** state appropriated funding
- Purpose: support **capacity building** products and processes of FAFCC members to improve service expansion, organizational capacity, effectiveness, and efficiency
- 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)
  - Results of application scoring and prior grant performance
  - County Ranking on Percentage of Uninsured Nonelderly Adults (as reported on [www.countyhealthrankings.org](http://www.countyhealthrankings.org))

### 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/state-funds-grant](http://www.fafcc.org/state-funds-grant)

### 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](http://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

- Budget Categories: Personnel, Operational, Programmatic, Conference, Technology Fee
- 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, to ensure availability of funds
- Capacity building **shall not** include building construction or renovation projects, the purchase of vehicles, indirect costs, or membership dues

## Budget Structure: Personnel Costs

- Costs attributed to employees; either hourly or salary; administrative staff or healthcare providers
  - Medical Director
  - Executive Director
  - Office Manager
  - Development Director
  - Fringe Benefits (Health Insurance, FICA, etc.)

*Does not include consultants/contractors (see Programmatic Costs)*

## Budget Structure: Operational Costs

- Overhead or administrative expenses necessary to operation
  - Insurance (BOD Insurance, etc.)
  - Rent
  - Utilities
  - Technology hardware/Internet connections
  - Office equipment (laptop/computer, printer/scanners, etc.)
  - Outside examination of finances from an independent auditing firm

## Budget Structure: Programmatic Costs

- Costs attributed specifically to the execution of a project or program
  - Medical Equipment & Supplies
  - Contracted Services (includes companies outside of immediate clinic staff that perform service such as clinic cleaning, data hosting services, lab fees, etc.)
  - Consulting Services
  - Software (donor management, EMR software, etc.)

## Budget Structure: Conference Award

- **Conference Registration is \$350 per individual**
- Your Conference Award is calculated by multiplying the number of attendees by the registration fee
- This request can only be applied to the 2025 Annual Conference and you must register before June 30, 2025

## 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)
- Grantees can reallocate funds between budget categories on a rolling basis from November 1, 2024 - June 1, 2025
  - Approval is required
  - All funds must be expended by **June 30, 2025**
- Electronic transfer of funds – no paper checks

## Application Process

- Deadline: **Thursday, August 8**
- 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 13, **due September 20**

## 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 total]**

- 5 points** – Financial documents are provided, clear, and in a readable format (annual operating budget, actuals, Outside Audit/Compilation/Review, and 990)
- 5 points** – Requested amount does not exceed 25% of their total operating expenses if \$249,999 or lower or does not exceed 20% of their operating expenses if \$250,000 or higher
- 5 points** – Budget justifications are consistent with proposed activities
- 5 points** – Costs are reasonable/credible for the market

## Scoring Methodology

**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 total]**

- 5 points** – Clearly define the community/patient population served by their organization
- 5 points** – Identifies the specific problem or opportunity that this funding will address
- 5 points** – Successfully incorporates the grant program's themes of capacity building
- 5 points** – Includes the short and long-term impact on the organization or community

## Scoring Methodology

**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 total]**

- 10 points** – Timeline shows progress by six months, nine months, and twelve months
- 5 points** – Clearly defined or described activities
- 5 points** – Identifies potential risks of implementation and includes potential strategies to address barriers to success

## Scoring Methodology

**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 total]**

- ❑ **5 points** – Intended Outcomes presented are relevant to the scope of the work to be conducted
- ❑ **5 points** – Intended Outcomes are presented as SMART outcomes (Specific, Measurable, Attainable, Relevant, & Time-bound)
- ❑ **5 points** – Intended Outcomes either have an established baseline or will be able to initiate one upon implementation
- ❑ **5 points** – Intended Outcomes incorporate elements critical to the evaluation of the project(s), including measurement tools, and performance tracking

## Scoring Methodology

**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 total]**

- ❑ **10 points** – A clear plan to sustain this project outside of FAFCC funds is presented
- ❑ **5 points** – Request leverages outside financial resources or in-kind services to accomplish grant objectives, such as private, public, and community support
- ❑ **5 points** – Relationships with community partners are outlined and demonstrate how they are critical to the success of the organization (this can include monetary and non-monetary supporters)

## Best Practices

- Grantees will be asked to report outcomes for each funded budget category, including detailed progress made towards intended outcomes and goals outlined in the original proposal
- A proposal including specific goals and outcomes will not only be a more successful application, it will also ensure more successful reporting throughout the cycle
  - Health/patient outcomes
  - Development outcomes
  - Administrative efficiencies and processes
- Proposed timelines should show progress by six, nine, and twelve months, to align with the reporting periods

## 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 8:** Application Deadline
- ❖ **September 13:** Award Letters & Agreements Sent
- ❖ **September 20:** Signed Agreements Due
- ❖ **September 30:** Grant Award Report to DOH

Full timeline and calendar available at [www.fafcc.org/grant-reporting-guidance](http://www.fafcc.org/grant-reporting-guidance)

# Questions

