

24-25 Grant Programs

REPORTING GUIDANCE



FLORIDA ASSOCIATION OF
FREE AND CHARITABLE
CLINICS

EST. 2013

03

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REPORTING OVERVIEW

For the State Funds and Dental & Behavioral Health Expansion Grant Programs, FAFCC will collect your progress toward each of your funded budget categories (included in your Grant Agreements).

Details will be compiled into an aggregate report by FAFCC and submitted to the Department of Health. Information collected from clinics includes:



- Balance of Awarded Budget Categories
- Implementation, Outcomes, and Challenges of each category
- Project Highlights and Programmatic Accomplishments
- Expenditure Documentation

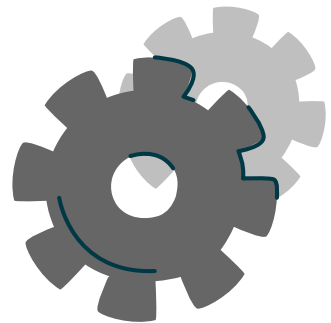
Reporting Schedule

Grant narrative reports and expenditure documentation will be submitted via the Salesforce Portal, following the timeline below:

-  **January 15, 2025** (Reporting Period: 7/1/24 - 12/31/24)
-  **April 15, 2025** (Reporting Period: 1/1/25 - 3/31/25)
-  **July 15, 2025** (Reporting Period: 4/1/25 - 6/30/25)

Patient Services & Valuation Reports

The Annual Patient Services & Valuation Report will be submitted at the time of the final progress report (**July 15, 2025**). These reports document the number of clients served and the types of services provided, as well as the value of those services.



Navigation Steps

- 1** In your Salesforce account, click on “My Request” and select the awarded grant where you wish to complete the narrative.
- 2** Click on the “Narrative Report” tab and then choose the appropriate reporting period.

Budget Categories

Grant awards are broken down into budget categories, dependent on the grant program.

State Funds Grant:

- Personnel Costs
- Operational Costs
- Programmatic Costs
- Annual Conference
- CMR Licensing (Required)

Dental and Behavioral Health Expansion Grant:

- Dental Care
- Behavioral Health Care
- CMR Licensing (Required)

Awards were distributed based on grantee's proposals and funding availability. See the **reallocation process** for adjusting categorized amounts.

Recording Expenses

1

Within each budget category, grantees will include a list of line item expenses in a table that calculates the total and shows the remaining balance per category.

2

When labeling expenses, please avoid broad descriptions and lumping different expenses together.

EXAMPLE



payroll clinic staff



payroll for nurse practitioner

3

For expenditures that are reoccurring (e.g. payroll, monthly rent), one line item may be included for each expense during the reporting period.

4

Expenditure documentation must be uploaded and should clearly match up with each of the line items included in your expense tables. Attachments may include invoices, pay stubs, receipts, purchase orders, Quickbooks export, etc.

Reporting on Categories

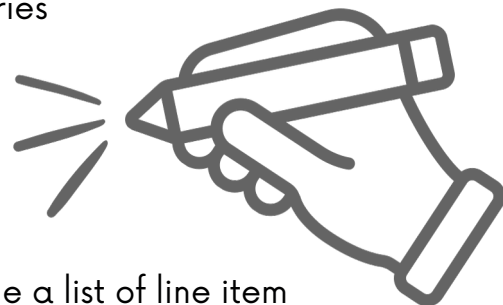
Your grant narrative is organized by budget category.

The **financial reporting section** will include an expense table for each awarded category. Input the following for each expenditure:

- Date Expensed
- Line Item Description
- Service Type and Designation Area
- Amount Spent
- Any overages that were covered by another source of funding

The **narrative section** will include:

- Questions on Outputs/ Implementation, Outcomes, Evaluation, and Changes/Challenges
- Overall project accomplishments
- Additional highlights such as patient success stories



REPORT EVALUATION

FAFCC will evaluate each narrative report on a 30-point scale. Combined with a 10-point score for the Patient Services and Annual Valuation Reports, this aggregate score will guide funding decisions for the next grant cycle.

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 all staff hired or assigned as part of this grant funding are listed in the report with detail and accuracy.

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

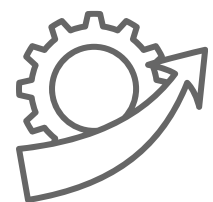
The extent to which the report uses metrics to describe progress made toward the original proposal's goals and objectives.

HIGHLIGHTS/ACCOMPLISHMENTS - 3 POINTS

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

FUNDING ENHANCEMENTS - 3 POINTS

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



ADDITIONAL INFORMATION - 3 POINTS

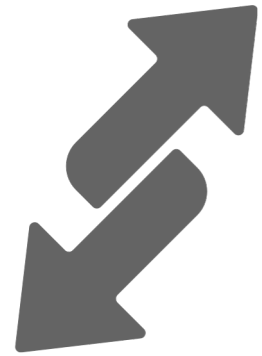
The extent to which the report outlines unexpected outcomes, positive learning experiences, funding leveraged as a result of this grant, or patient success stories.



EXPENDITURE DOCUMENTATION - 5 POINTS

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

REALLOCATION REQUESTS



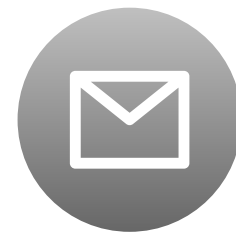
Funds were awarded into budget categories based on proposals and funding availability. Grantees may request a reallocation of funds to better achieve their objectives and meet the June 30 spend-down deadline.

Eligibility & Process

Grantees in good standing with respect to all reporting requirements may submit proposals to reallocate funds on a rolling basis from **November 1 to June 1**.

- ✓ Reallocations must fit within grant parameters as outlined in the NOFA.
- ✓ Reallocations must first be approved by FAFCC before expensing begins.
- ✓ As with all other funds, reallocated funds must be expended by June 30.
- ✓ Requests are not required for line-item expenditures within an existing budget category.
- ✓ Each reallocation from one budget category to another requires its own submitted request. (For example, if you are planning to reallocate funding from both programmatic and personnel costs to operational costs, two separate reallocation requests are required.)

If you are unsure what constitutes a line-item or reallocation, please contact kendall@fafcc.org.



Navigation Steps



- 1 Within your Salesforce account, click "My Request" and select the grant where you wish to reallocate funds.
- 2 Click on the "Assistance" tab and then choose "Reallocation" under the first field labeled "Reason."

DELIVERABLES & COMPLIANCE

Grantees are expected to fulfill and report on grant objectives by outlined reporting deadlines through a narrative and financial report for each reporting period. Additionally, an annual patient services report is required at the close of the grant cycle.

The State Funds Grant and Dental & Behavioral Health Grant programs require separate report submissions.

Notice of Compliance

Timely reporting enables FAFCC to review the impact of grant awards, as required by the Department of Health. Therefore, grant payments will be provided in four payments and processed upon receipt and review of each report period.

Grantees will receive a 24-hour grace period for reporting deadlines. FAFCC will work with Grantees to submit outstanding deliverables before additional action is taken.

Action may include the following:

- Written notice attached to the grantee's performance, which may affect participation in future cycles
- A request for a monitoring call
- A hold on future disbursements



If deliverables are not met within five days of the specified deadline, the grantee will be considered out of compliance until outstanding reports are submitted and a monitoring call has been completed, with corrective action discussed and agreed upon between FAFCC and the grantee.

As grant performance is a consideration in the award determination process, repeat offenses may affect a grantee's participation in future grant cycles.



For More Information

Additional reporting guidance, including webinar recordings, FAQs, and a Grant Calendar can be found on our website:
www.fafcc.org/grant-reporting-guidance

