



FLORIDA ASSOCIATION OF  
**FREE & CHARITABLE  
CLINICS**

**NOTIFICATION OF FUNDING AVAILABILITY (NOFA)**

**FY 2024 - 2025 State Funds Grant Program**

Sponsored by

Florida Association of Free and Charitable Clinics

and

State of Florida, Department of Health

July 1, 2024

## A. Introduction

### i. Program Authority

This program is authorized under Section 287.058, Florida Statutes. The applicant must be a Free or Charitable Clinic, a full member of the Florida Association of Free and Charitable Clinics (FAFCC), in good standing, and provide healthcare services to uninsured patients.

### ii. Program Nature

The State Funds Grant is a state-appropriated funding source that utilizes taxpayer dollars through the joint approval of the Florida state Senate and House of Representatives and requires the Governor's signature. Due to the nature of this grant, annual support is not guaranteed, and it therefore promotes and encourages the self-sustainability of all grantseekers.

### iii. Limitations and Disclaimers

Receiving an application in response to this Notification of Funding Availability (NOFA) does not imply or guarantee that any or all applicants will receive an award.

### iv. Program Purpose/Goal Statement

The purpose is to implement a state-funded grant program to support capacity-building products and processes for FAFCC members, improving their organizational capacity, effectiveness, efficiency, and service expansion.

### v. Available Funding Amounts

The Florida Legislature's appropriation for this program in 2024-2025 is \$9,500,000. The number and amount of the grant awards will be based upon the number of applications received from eligible organizations, the applicant organization's most recent board-approved operating budget, past performance in prior year state grant funding programs, and results of application scoring. There is no predetermined number of awards or amounts. Funding of grant awards is subject to FAFCC's receipt of funds from the State of Florida Department of Health. **However, no grantseeker will be awarded more than \$250,000.00 to ensure the availability of funds.**

### Definitions

*Applicant/Grantseeker* - A Free or Charitable Clinic that is a full clinic member of FAFCC by July 1st, is in good standing, and provides healthcare services to uninsured patients. A Free or Charitable Clinic may be a fixed-site clinic, a mobile health clinic, or a specialty care network (e.g., We Care).

*Capacity Building* – Refers to activities, products, or processes that increase the skills, infrastructure, resources, effectiveness, or efficiency of Applicants. Capacity building strengthens an Applicant's ability to fulfill its mission over time and enhances its ability to sustain operations into the future. Capacity-building funds may be used to pay for the personnel costs of staff, including but not limited to the Applicant's healthcare professionals, as well as to the "purchase of services" of outside healthcare professionals. Capacity building shall not include building

construction or renovation projects, the purchase of vehicles, or indirect costs associated with universities and/or colleges in addition to FAFCC membership dues.

*FAFCC* – Florida Association of Free and Charitable Clinics, Inc., which serves as the fiscal agent for this program, pursuant to a contract with the Florida Department of Health.

*Grant Agreement* – Legal agreement to perform objectives within a designated time frame for a specific amount of funding.

*NOFA* – Notification of Funding Availability

*CMR* - refers to the data collection and reporting portal grantees will use to submit a patient services report. FAFCC must prepare a patient services report that documents the number of clients served by member clinics, the types of services provided, and the number of appointments per client during the contract term and submit it to the Florida Department of Health.

*Uninsured Client*- A person without health insurance.

*Recurring Funds*- Recurring funds are State Grant Funds that are expected to be appropriated annually at the discretion of the State Legislature.

## **B. Program Overview**

### **i. Background**

Florida has nearly 2.7 million uninsured residents, making its percentage of uninsured the third highest in the nation. Over half of these uninsured individuals have incomes below 200% of the federal poverty level. Without Medicaid expansion, nearly half a million Floridians, many of whom are hard-working families, fall into the Medicaid Coverage Gap, according to a 2019 study by the Kaiser Family Foundation. The need for a robust healthcare safety net remains critical. Recognizing this, the Florida Legislature allocated \$9.5 million for a program to support this need. Grants from this program provide substantial financial assistance to Free and Charitable Clinics, enabling them to enhance their organizational capacity and meet the growing demands of their communities.

### **ii. Budget Structure**

Grantseekers must submit an operational budget using the guidelines set forth by the FAFCC. Budgets must include clinic operations only and exclude in-kind donations and services. Organizations whose total expenses do not exceed \$249,999 may submit proposals up to 25% of their operating budget, and budgets exceeding \$250,000 may request up to 20%.

The maximum grant request **should not exceed \$250,000; please** refer to section Sec—A.v. in this NOFA.

The application process is a single grant proposal broken down and awarded by the following Budget Categories: **Personnel Costs, Programmatic Costs, Operational Costs, and**

**Conference Awards.** Grantseekers will also note whether the funds will be used for Health, Dental, or Behavioral Health Services within each budget category.

#### Personnel Costs

FAFCC defines Personnel Costs as those attributed to hourly or salary employees, including administrative staff and healthcare providers. This does not include consultants and contractors (see Programmatic Costs). Personnel Costs may include:

- Medical Director
- Executive Director
- Office Manager
- Development Director
- Fringe Benefits (Health Insurance, FICA, etc.)

#### Programmatic Costs

FAFCC defines Programmatic Costs as those explicitly attributed to the execution of a project or program. Programmatic Costs may include:

- Medical Equipment & Supplies
- Contracted Services (includes companies outside of immediate clinic staff that perform services such as clinic cleaning, data hosting services, lab fees, etc.)
- Consulting Services
- Software (donor management, EMR software, etc.)

#### Operational Costs

Also known as Overhead or Administrative Expenses, FAFCC defines Operational Costs as those costs that are not directly attributable to a specific project/program but are necessary to the operation of the grantseeker. Operational Costs may include:

- Insurance (D & O Insurance, etc.)
- Rent
- Utilities
- Technology hardware/Internet connections
- Office equipment (laptop/computer, printer/scanners, etc.)
- Outside examination of finances from an independent auditing firm

#### Conference Award

This is the recommended funding request for the 2025 FAFCC Annual Conference. This amount is calculated by multiplying the number of attendees by the \$350.00 registration fee. This request can **only** be applied to the 2025 Annual Conference and **cannot** be retroactively applied to past conferences.

### iii. Designation Areas

FAFCC has developed the following capacity-building designations: All proposed expenses must fall within the following parameters:

- Planning, Organizational Assessment, or Other Strategic Consulting
- Personnel Costs for Healthcare Providers
- Administrative, Development, and Program Support Personnel Costs
- Technology and Equipment
- Training and Professional Development
- Marketing and Communications
- Outside CPA Examination of Finances
- Other Strategic Needs

iv. **Non-allowable Areas of Expense**

Expenses cannot include building construction or renovation projects or the purchase of vehicles. University and College-based grantseekers cannot include expenses for indirect costs (handling or management fees). Members are not permitted to use funds to pay for membership dues.

v. **Program Requirements**

Grantees under this program are expected to fulfill and report on their grant objectives by all grant reporting deadlines outlined in this section and their grant agreement.

Free and Charitable Clinics desiring to apply for a grant must complete the official Grant Application. Submitted applications must include all required attachments (including the Budget Form) **by Thursday, August 8, 2024**. Upon FAFCC review and approval of the application and budget, grantees must execute a grant agreement with FAFCC containing their grant objectives and accompanying requirements for maintaining their grant. The signing of the grant agreement will constitute a legally binding agreement, acceptance of the award, and assigned objectives.

Reporting requirements will coincide with the state’s fiscal calendar and are portioned to reflect quarterly progress within three reporting periods. The first reporting period will reflect two quarters, and the following reporting periods will each reflect one quarter. A grant narrative and financial report will be due for each reporting period, and an annual patient services report will be required after the grant cycle:

- **First Reporting Period (07.01.24 - 12.31.24) due by 5:00 pm EST on Wednesday, January 15, 2025** – this progress report includes the following required components:
  - A Grant Narrative Report which consists of a brief narrative and report on progress made in achieving grant objectives
  - Expenditure documentation (i.e. paystubs, invoice, QuickBooks) for the six months: **July 1, 2024 – December 31, 2024**
- **Second Reporting Period (01.01.25 - 03.31.25) due by 5:00 pm EST on Tuesday, April 15, 2025** – this progress report includes the following required components:
  - A Grant Narrative Report which consists of a brief narrative and report on progress made in achieving grant objectives
  - Expenditure documentation (i.e. paystubs, invoice, QuickBooks) for the three months: **January 1, 2025 – March 31, 2025**

- **Third Reporting Period (04.01.25 - 06.30.25) due by 5:00 pm EST on Tuesday, July 15, 2025** – this progress report includes the following required components:
  - A Grant Narrative Report which consists of a brief narrative and report on progress made in achieving grant objectives
  - Expenditure documentation (i.e., paystubs, invoice, QuickBooks) for the three months: **April 1, 2025 – June 30, 2025**
  
- **Patient Services Final Report (07.01.24 - 06.30.25) due by 5:00 pm EST on Tuesday, July 15, 2025**
  - A report on patient services data provided for the twelve months: **July 1, 2024 – June 30, 2025**
  
- **Annual Valuation Report (07.01.24 - 06.30.25) due by 5:00 pm EST on Tuesday, July 15, 2025**
  - A report on the value of services in the following categories: healthcare visits, prescriptions, imaging services, labs, specialty/hospital inpatient/outpatient services, dental services, and durable medical equipment for the twelve months: **July 1, 2024 – June 30, 2025**

Reporting will be submitted electronically through the Salesforce grant portal, available under the Grant Programs drop-down menu of the FAFCC website, [www.fafcc.org](http://www.fafcc.org). FAFCC may require site visits with grantees and ask them to provide additional information to monitor the accomplishment of grant objectives and ensure the program's overall success. In addition, grantees may be required to participate in follow-up meetings and consultations with FAFCC.

vi. **Patient Services Reporting**

FAFCC's contract with the Florida Department of Health mandates monitoring member clinics to ensure funding is utilized to increase clinic capacity, support service delivery, fulfill the clinic's mission, sustain operations, and expand client services. FAFCC must prepare a patient services report documenting the number of clients served by member clinics, the types of services provided, and the number of appointments per client during the contract term, which must then be submitted to DOH. Grantees will provide this data one-time to cover all state funds grant programs (The State Funds Grant Program and The Dental and Behavioral Health Expansion Grant).

FAFCC will include an additional \$125.00 in each grantee's total award to ensure quality reporting. This amount covers the annual CRM licensing fee for the Salesforce platform, which grantees must pay directly to FAFCC. These funds are designated specifically for this purpose and cannot be reallocated for other expenditures.

vii. **FAFCC Management Fees**

FAFCC charges member organizations a management fee equal to 5% of all public and private funds they receive that are raised, facilitated, or negotiated by FAFCC. This fee cannot be paid from the awarded state grant dollars and must be sourced from other funds.

**Structure:**

- Member organizations will be billed quarterly for the management fee.
- Grant-awarded funds cannot be used to pay management fees.
- Member organizations must remain in good standing by ensuring that annual membership dues and management fees are up-to-date.

**Benefits:**

- The management fee covers administrative costs associated with managing the State Funds Grant, including managing and reporting on the results of public and private funds provided to member organizations.
- This arrangement ensures that 100% of the State Funds Grant is used for its intended purpose, free from administrative or indirect costs.

Please read the Member Management Fee Policy above or by visiting [www.fafcc.org/member-only-resource-library](http://www.fafcc.org/member-only-resource-library).

C. **Terms and Conditions of Support**

i. **Eligible Applicants**

Eligible applicants for this program are Free and Charitable Clinics that are full clinic members of FAFCC as of July 1st, in good standing, and provide healthcare services to uninsured patients. A Free or Charitable Clinic may be a fixed-site clinic, a mobile health clinic, or a specialty care network (e.g., We Care). A Free or Charitable Clinic with multiple locations shall only submit one application for a grant under this program.

The following entities are **not** eligible to apply:

- Individuals
- Organizations that are not members of FAFCC
- FAFCC Associate Members
- For-profit organizations
- Public agencies

ii. **Eligibility Criteria**

Free and Charitable Clinics must be full members of FAFCC by July 1st and in good standing to apply. Membership criteria to join FAFCC are as follows: A Free and Charitable Clinic is defined as an organization meeting all of the following criteria:

- A. Located in the State of Florida or serves residents of the State of Florida;
- B. a volunteer-supported health safety net organization that provides a range of medical, dental, pharmacy, and/or behavioral health services to economically disadvantaged individuals who are uninsured, underinsured, and/or have limited or no access to care;
- C. a 501(c)(3) tax-exempt organization or operates as a program component or affiliate of a 501(c)(3) tax-exempt organization; and
- D. not a rural health center (an “RHC”), a federally qualified health center (an “FQHC”), or an FQHC look-alike, but it may be a “hybrid” model that contains elements similar to an FQHC or FQHC look-alike.
- E. An entity or organization that otherwise meets the qualifications described above in this Section but charges patients a nominal fee shall still be considered a Free and Charitable Clinic eligible for membership in this Association, provided the services administered by such entity are delivered regardless of the patient's ability to pay.

Grantees must meet FAFCC membership criteria to remain in good standing. They must stay current in paying membership dues, fees, and any other assessments the FAFCC Board of Directors may levy.

The applicant for this program must have a Project Liaison capable of performing the duties required to manage and oversee the successful performance of the grant. The Project Liaison is not required to be a paid staff member but must have the support and authorization of the Board to manage the program.

The organization must demonstrate that it can account for grant payments and expenditures in an organized fashion and capture and report progress and outcomes about the grant objectives.

**The organization must have had a review or audit within the last two fiscal years of operation. If not, the grant applicant may request funds to conduct one of the following by an outside CPA: 1) a review of the operating budget that exceeds \$100,000 but is no more than \$250,000 or 2) an audit if the operating budget exceeds \$250,000.**

**iii. Non-Discrimination Policy**

Grants under this program are available to FAFCC member organizations that serve the public without discrimination based on race, color, creed, sex, religion, age, disability, sexual orientation, marital status, or national origin.

**iv. Period of Support**

**Grant funds will cover allowable expenditures from July 1, 2024 through June 30, 2025.**

Although grantees are eligible to apply awarded funds toward expenses and projects that predate when the grant agreement is executed, funds ARE NOT guaranteed. Grantseekers are strongly encouraged to plan grant budgets accordingly. FAFCC WILL NOT be held responsible nor be



compelled to cover the costs of expenses made before the award results announcement if a grantseeker is either not funded or partially funded.

Expenditures before or after these dates may not be paid with grant funds. Each grantee's grant agreement will specify the payment amount and schedule. Most grantees will receive their grant funds in 4 payments. Subject to the receipt of distributions from the Department of Health to FAFCC, the payment schedule for most grantees will be as follows:

- 1st payment – 47% of total award within 30 business days following receipt of the executed grant agreement (expected in October 2024)
- 2nd payment – 27% of total award (expected in March 2025)
- 3rd payment – 13% of total award (expected in May 2025)
- 4th payment – 13% of total award (expected in September 2025)

Grant payments will be wire transferred from FAFCC's bank account (JPMorgan Chase) directly into your organization's (or fiscal agent's) checking account. Grantees must complete the FY24-25 Clinic Banking Information Form, which details the banking account information, including the bank name, location, routing number, checking account number, and the email address of an officer in charge of the account. The Project Liaison will receive a notification when the payment is disbursed.

v. **Notice of Compliance**

In facilitating the State Funds Grant, the Florida Association of Free and Charitable Clinics maintains a continued interest in the projects that it supports. Timely reporting facilitates this process and enables the association 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 for the three reporting periods outlined above. Please submit deliverables on time to ensure timely payment.

Grantees will receive a 24-hour grace period if grant deliverables are provided after the deadline for each reporting period. FAFCC will work with Grantees to submit outstanding deliverables before additional action is taken. Action taken by the association may include the following:

- A written notice attached to the grantee's performance for the duration of the grant cycle
- A request for a monitoring call

Any grant deliverable not met within five days of the specified deadline will result in a hold on all remaining payments. In addition, the grantee in question will be considered out of compliance with the association until outstanding deliverables are submitted and the grantee has participated in a mandatory monitoring call, during which corrective action is discussed and agreed upon between the association and the grantee.

Grant performance is a consideration in the determination process, and repeat offenses may affect a grantee's participation in future grant cycles. Grantees who remain out of compliance by the conclusion of the respective grant cycle may become ineligible to participate in the following cycle.

vi. **Allowable Use of Grant Funding**

*Capacity Building* – Refers to support activities, products, or processes that increase the clinics' skills, infrastructure, resources, effectiveness, or efficiency. Capacity building strengthens a clinic's ability to fulfill its mission over time and enhances its ability to sustain operations into the future. Capacity building funds may be used to pay for the personnel costs of staff, including but not limited to an Applicant's healthcare professionals, as well as to the "purchase of services" of outside healthcare professionals.

Capacity building shall not include building construction, renovation projects, the purchase of vehicles, or expenses for indirect costs (as related to university or college grantseekers).

**D. Application Process**

To be considered for a grant under this program, free and charitable clinics must complete and submit the application and required attachments.

i. **Grant Application**

Upon publication of this document, a PDF copy of the grant application will be available for review on the FAFCC website at [www.fafcc.org/state-funds-grant](http://www.fafcc.org/state-funds-grant).

**Applications must be submitted electronically as one proposal.** Grantseekers can access and begin their application following a technology review webinar on **July 18, 2024**.

The Executive Director or authorized signatory must sign the application. Grantees must specify who is authorized to sign the grant; you may not sign on behalf of others.

*Salesforce Portal*

All Grant Applications and reporting will be made through the Salesforce portal, available on the FAFCC website at [www.fafcc.org/state-funds-grant](http://www.fafcc.org/state-funds-grant). Returning applicants will use their previous login credentials to access their account. New applicants must contact FAFCC to create an account. Returning to this link will provide applicants with all saved information.

ii. **Budget Justification Narrative**

Budget justification narratives for each budget category are located in the budget structure section of the grant application. Please explain how the requested amounts for each budget category were determined.

iii. **Application Package**

The format and order of your submission of the application package is as follows:

- Grant applications must be submitted electronically via the Salesforce portal, available on the FAFCC website at [www.fafcc.org/state-funds-grant](http://www.fafcc.org/state-funds-grant).
- The following attachments are to be uploaded with the application (PDF documents).
  1. 501c3 letter – Filename: "Attachment 1 – clinic/network name"
  2. Most recent board approved operating budget of clinic/network – Filename: "Attachment 2 – clinic/network name"

3. Previous fiscal year, actual operating budget – Filename: “Attachment 3 – clinic/network name
4. Audit, review, note of explanation – Filename: “Attachment 4 – clinic/network name”

**iv. Submission of Operating Budget**

Grantseekers must submit the most recent board-approved operating budget and the previous fiscal year's actual operating budget as attachments. Additionally, awardees will reaffirm their reported operating expenses and income in their actual and projected budgets by completing fields within the application. Applicants will be asked to keep in mind the following considerations when submitting their budget and completing the grant proposal:

- The submitted operating budget may be a high-level summary schedule; however, FAFCC may request further detail supporting specific line items following application submissions.
- When completing the grant proposal, applicants will be asked to provide:
  - the start and end date of the organization’s fiscal year
  - the date of approval of the organization’s most recent board-approved operating budget
  - the organization’s operating expenses and income for the approved operating budget for the current fiscal year
  - the organization’s operating expenses and income for the operating budget from the previous fiscal year
- Applicants with a 20% difference in operating expenses between the previous fiscal year's actual operating budget and the current, board-approved operating budget will be required to provide a detailed explanation and budget justification within the grant proposal.
- FAFCC members who belong to parent organizations must submit an operating budget that reflects the clinic's cost only; this should NOT include programs or other parent organization entities not included in FAFCC membership. Additionally, awarded funds can ONLY be used for their intended purpose and must be directed toward clinic or network-related expenses. State Grant Funds cannot be used to pay FAFCC management fees or administrative fees to a parent organization.

**At any time after the grant proposal is submitted, FAFCC reserves the right to request additional supporting documentation related to an applicant's submitted operating budget and reported operating expenses.**

**All reported operating numbers are to be an accurate reflection of an organization’s financial records. Applicants who report inaccurate numbers intentionally or unintentionally may be disqualified from participating.**

**v. Application Package Deadline**

Complete grant applications and attachments must be submitted to FAFCC via electronic submission through the Salesforce portal **by Thursday, August 8, 2024**. Mailed documents,

incomplete or unsigned documents, submissions with missing required documents, or submissions after the deadline **will not** be accepted for consideration. You should not wait until the last few hours or minutes to submit.

The Salesforce portal is available at [www.fafcc.org/state-funds-grant](http://www.fafcc.org/state-funds-grant).

Once a request is submitted, applicants can confirm and review submissions via the Salesforce portal. If you have questions, please contact Kendall Meikenhaus at [kendall@fafcc.org](mailto:kendall@fafcc.org).

## **E. Evaluation of Applicants**

### **i. Scoring Methodology**

Reviewers will score each application package once the organization has been deemed a qualifying applicant using the following 100-point scoring system. Categories:

**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

- 5 points** – Financial documents are provided, clear, and in a readable format (annual operating budget, actuals, Outside Audit/ Compilation/Review, and 990)
- 5 points** – Request 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

**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

- 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** – The application successfully incorporates the grant program's themes of capacity building
- 5 points** – Application includes the short and long-term impact on the organization or community

**3. Activities/outputs, scope of work to be conducted** – the extent to which the application details the contributions/steps necessary to achieve grant objectives

- 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

**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

- 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

**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.

- 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)

**ii. Award Criteria**

FAFCC will use the following criteria to determine grant awards:

- Total Appropriation – \$9,500,000.00
- Number of Qualified Applications
- Applicant’s Most Recent Board Approved Operating Budget
- Amount of Funds Requested
- Results of Application Package Scoring
- County Health Ranking (in Florida) on Percentage of Uninsured Nonelderly Adults (as reported on [www.countyhealthrankings.org](http://www.countyhealthrankings.org))
- Past Grant Cycle Performance (if applicable)
- The degree to which the applicant successfully conveys how its capacity-building efforts will strengthen its ability to fulfill its mission over time and enhance its ability to sustain operations into the future.

**iii. Outside Reviewer Consortium**

The reviewer consortium is responsible for reviewing and scoring grant applications. FAFCC recruits nonprofit professionals, community leaders, and state and regional foundation representatives to serve on the consortium. Great care is taken to eliminate conflicts of interest and maintain neutrality. The list of reviewers is kept confidential and will not be disclosed to grantseekers.

## **F. Grant Award Notification or Declination**

All grant applicants will be notified of award acceptance by **Friday, September 13, 2024**.

- i. **Grant declination:** Grantseekers who are not awarded will be notified via email by **Thursday, September 12, 2024**. FAFCC will not disclose specifics of your scored application; we will provide feedback on areas to develop for future applications.
- ii. FAFCC will use Dropbox Sign to execute the grant agreements. Authorized signatories must sign the agreements to fully execute them by **Friday, September 20, 2024**. Grantseekers are required to identify the name, email and title of the Authorized Signatory with the grant application.
- iii. **Grant Agreement:** A watermarked copy of the grant agreement will be available upon request and after the release of the NOFA. This copy is NOT the official document and is NOT to be signed and returned to FAFCC. Instead, this allows administrative staff to review and understand the agreement terms if their organization were to be awarded. This binding agreement establishes the conditions for the grant, as well as the objectives and reporting responsibilities of the grantee. The Executive Director or authorized signatory must sign grant agreements. Grantees are responsible for advising FAFCC of the authorized signatory.

## **G. Performance Monitoring, Evaluation, and Reallocation Processes**

To ensure the appropriate use of grant funds and compliance with the grant agreement, FAFCC has prepared the following policy and tool. These include the following:

- **A Pre-Grant Review.** All applicant organizations and their proposals are reviewed by an FAFCC staff member who may discuss the proposal with the applicant to assess the organization's capacity to undertake the proposed grant. This is done following receipt of the application package and before signing the grant agreement.
- **Ongoing Monitoring and Review.** FAFCC staff will visit or conduct email and phone communications with all grantees during the grant term.
- **Financial, Narrative, and Patient Services Reports.** During the grant term, grantees must submit reports reviewed by FAFCC staff to ensure adequate performance and compliance with the grant terms.

Within this document, monitoring describes the overall system of reviewing and tracking the use of FAFCC funds. The monitoring process ensures grantees meet objectives outlined and approved in the grant agreement (including any subsequent modifications), meet programmatic, administrative, and financial requirements of the grant, adhere to approved project plans and timelines, and identify, report, and resolve any problems or issues.

The goals of grant monitoring are to:

- Provide accountability and oversight for state funds grant recipients
- Ensure expenditures are allowable under the terms of the NOFA
- Measure overall program performance

- Provide additional assistance to grantees who may be experiencing challenges or barriers in meeting the terms of their grant

Monitoring may take the form of:

- Phone calls
- On-site visits
- Group meetings
- Virtual meetings

### **Scheduling of Performance Monitoring Contacts with Grantees**

FAFCC staff will schedule monitoring with the grantee at least two weeks in advance, as follows:

- Schedule the date, length, and time of the visit, call, or conference call
- Designate staff to be interviewed, typically the Executive Director, Project Liaison, and other key administrative and financial personnel with grant responsibilities.
- Outline the need for access to programmatic and financial files and documents about the grant.

Before the visit, call, or virtual meeting, FAFCC staff will review Progress Reports and any other information submitted by the grantee. Following is a list of questions that will assist in analyzing the materials.

### **Grant Monitoring Checklist**

Project Performance:

- Do Progress Reports adequately describe the grant's scope of work with detail?
- Are progress reports submitted on time in compliance with reporting deadlines outlined in the NOFA or has grantee communicated with FAFCC Staff regarding any delay?
- Is there any evidence of a change in the scope of work for the grant?
- Have weaknesses or challenges been identified either by FAFCC staff or the awardee? (If so, provide a detailed action plan to resolve ongoing issues.)
- Are there any modifications that need to be made to the Grant Agreement?
- What are the strengths and accomplishments thus far?

Financial Information:

- Do Progress Reports contain complete information on expenditures?
- Do expenditures have sufficient supporting documentation (i.e. are there position descriptions and payroll information for personnel; are there receipts for purchasing goods and services, and have those goods and services been operationalized)?
- Are expenses progressing on schedule and as described in the Grant Application?
- Are adjustments to the Grant Budget needed?

Following the performance monitoring contact with each grantee, FAFCC will prepare a Grant Monitoring Report and send it to the organization's Project Liaison. The report will contain answers to the questions on the Grant Monitoring Checklist and an overall assessment of the grant performance to date, including strengths, problem areas, and recommendations for improvement.

## **Reallocation and Additional Funding Process**

So long as an Applicant organization remains in good standing concerning all reporting requirements, it can submit, via Salesforce, up to four proposals to reallocate funds on a rolling basis from **November 1, 2024 to June 1, 2025**. Funding reallocations must fit within the areas mentioned above for capacity-building expenses. Any proposed reallocation must first be approved and confirmed by FAFCC before such reallocation can begin. As with other grant expenses, all funds must be expended and completed by June 30.

Grantees have discretion on how they would like to allocate funds to individual line items within their awarded budget categories. A reallocation request is required if an organization plans to allocate funds from one budget category to another. A request form should be submitted for each new reallocation of a budget category. Multiple line items can constitute a single reallocation request under the same budget category. Reallocation requests should include a narrative of how the new use of funds will meet the original goals detailed within the approved grant application.

FAFCC reserves the right to reallocate and redistribute funds from Grant Proposals. If funds are recouped and available, a mini-grant application process will take place from March 15–30, and such funds will be awarded via an application and review process. A Budget Justification Narrative, Statement of Need, Project Timeline, and Budget Form must also be submitted.

## **H. Technical Assistance**

If your organization has any questions about this NOFA, the application process, or the program overall, please contact FAFCC Grant & Data Manager Kendall Meikenhaus at [kendall@fafcc.org](mailto:kendall@fafcc.org). Please note assistance from FAFCC staff DOES NOT extend to providing developmental input on grant proposals, as this is a competitive grant process.

FAFCC staff will conduct webinars for all interested member organizations. A grant policy and parameter webinar will be held on **Thursday, July 11, 2024, at 10:00 a.m. EST**, and a technology review webinar on **Thursday, July 18, 2024, at 10:00 a.m. EST**. Registration and webinar details will be emailed in advance. The webinars will be recorded for the benefit of those who cannot view the webinars live, and a link to the webinars recordings will be sent to member organizations within 24 hours after the webinar.

Individual strategy sessions will also be offered from **July 19 to August 6, 2024**. This will be an opportunity for grantseekers (first-time and returning) to review the application process and best practices with the Grant Manager. Sessions can be scheduled using this link: <https://calendar.app.google/cXAbWRBHCiaYXi2w5>. FAFCC staff will not be available for grant strategy sessions after **August 6, 2024**.