



**NOTIFICATION OF FUNDING AVAILABILITY (NOFA)**

**FY 2023 - 2024 Dental Facility Expansion Grant Program**

Sponsored by

Florida Association of Free and Charitable Clinics

and

State of Florida, Department of Health

August 8, 2023

## **1. Introduction**

### **a. Program Authority**

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

### **b. Limitations and Disclaimers**

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

Due to the nature of the funding parameters of this grant, quarterly reporting will require you to submit invoices showing that purchases are paid in full. The invoice must include the following:

- The company's name.
- Invoice number.
- The date on the invoice.
- Service period.
- Description of the item purchased.
- Invoice total dollar amount.
- Signature.
- The date the item was received.
- Proof of payment.

Failure to provide complete documentation will result in forfeiture of funding and require you to return all funds. Final submitted reports will require grantees to provide a receipt of delivery. If payment was made using credit cards, a statement showing the credit card balance paid in full.

### **c. Program Purpose/Goal Statement**

The purpose is to implement a state grant-funding program to support the purchase of Dental Equipment, Labs, and Supplies to expand the capacity and services of FAFCC members.

### **d. Available Funding Amounts**

The Florida Legislature's appropriation for this program in 2023-2024 is \$1,000,000 for the specific creation or expansion of dental services. There is no maximum cap for grant requests. Please note that the total available is \$1,000,000, and you may not receive your requested amount. The number and amount of the grant awards will be based on the number of applications received from eligible organizations, past grant performance in prior grant programs, the member's ability to meet the specific requirements, and the 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.

**e. Definitions**

- i.** *Applicant* - Free or Charitable Clinic that is a full member of FAFCC 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).
- ii.** *Collaborative Grant Application* - FAFCC Full Clinic members may choose to collaborate on Dental Expansion Projects. Collaborations must be codified with definitive roles and responsibilities in an executed Memorandum of Understanding (MOU) between all collaborators. FAFCC will not be a party to, responsible, or in any way coordinate collaborations between clinic members. One clinic member must be designated as a "Fiduciary Agent" and will be solely responsible for submitting grant proposals, submitting report documentation, receiving funds, paying vendors, and paying any management fees. Collaborators must be within a reasonable geographic location and may not apply for additional funding through the Dental Facility Expansion Grant.
- iii.** *Dental facility expansion* - This is the process of increasing the capacity of a dental clinic to provide dental care by adding a new operatory or expanding an existing clinic with the purchase of new equipment. Facility expansion allows the clinic to increase the number of dental patients served, offer a broader range of dental services, improve the quality of care, and meet the demand for dental services in their community.
- iv.** *FAFCC* – Florida Association of Free and Charitable Clinics, Inc., which serves as fiscal agent for this program, pursuant to a contract with the Florida Department of Health.
- v.** *Grant Agreement* – Legal agreement to perform objectives within a designated time frame for a specific amount of funding.
- vi.** *NOFA* – Notification of Funding Availability
- vii.** *Uninsured Client* - A person without health insurance.

**2. Program Overview**

**a. Background**

Critical state investments in expanding services for the uninsured in dental services, increasing the free and charitable clinic sector's role in reducing avoidable hospital rates within their communities. Funding for the uninsured impacts two critical components of an individual's health. First, to provide more complicated medical care, such as surgery, where a dental visit must be done in advance. Second, to improve self-worth.

**b. Preference Areas**

FAFCC has developed the following preference areas for Dental Facility Expansion projects:

- Dental equipment such as, but not limited to: Patient Dental Chairs, Assistant Vacuum, Operatory Lights, Autoclave, X-ray machines, Ultrasonic Cleaners, Vacuum Pumps, and Compressors.
- Dental Labs manufactures crowns, dentures, bridges, and other critical dental products.
- Supplies include, but are not limited to:
  - Dental instruments include handpieces, burs, explorers, mirrors, and probes.
  - Dentists use dental materials to fill cavities, repair teeth, and make crowns and bridges such as amalgam, composite resin, porcelain, and acrylic.
- Dental consumable supplies like gloves, masks, bibs, gauze, cotton rolls, and saliva ejectors.
- Dental supplies include toothbrushes, toothpaste, floss, and mouthwash.

**c. Program Expectations**

Grantees under this program are expected to fulfill and report on their grant objectives as outlined in their grant agreement and demonstrate how fulfilling them has enhanced their organization’s capacity and ability to carry out their mission.

**d. Project Requirements**

Free and Charitable Clinics desiring to apply for a grant must complete a Grant Application and Attachments (including Budget Form) by **Friday, August 25, 2023**. 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 be quarterly using the following schedule:

- **First Reporting Period (07.01.23 - 12.31.23) due by 5:00 pm EST on Monday, January 15, 2024** – this progress report includes the following required components:
  - A Status update that will report on progress made on the project.
  - Report on equipment, labs, and supplies received to date.
  - Paid Expenditure documentation (i.e., canceled checks, vendor invoices reflecting paid in total) for the 6 months: **July 1, 2023 – December 31, 2023**
- **Second Reporting Period (01.01.24 - 03.31.24) due by 5:00 pm EST on Monday, April 15, 2024** – this progress report includes the following required components:
  - A Status update that will report on progress made on the project.
  - Report on equipment, labs, and supplies received to date.

- Paid Expenditure documentation (i.e., canceled checks, vendor invoices reflecting paid in total) for the 6 months: *January 1, 2024 – March 31, 2024*
- **Third Reporting Period (04.01.24 - 06.30.24) due by 5:00 pm EST on Monday, July 15, 2024** – this progress report includes the following required components:
  - A Status update that will report on progress made on the project.
  - Report on equipment, labs, and supplies received to date.
  - Paid Expenditure documentation (i.e., canceled checks, vendor invoices reflecting paid in total) for the 6 months: *April 1, 2024 – June 30, 2024*
- **Final Summary Report due by 5:00 pm EST on Monday, July 15, 2024** – this final report includes the following required components:
  - Expenditure documentation (i.e., canceled checks, vendor invoices reflecting paid in full)
  - Equipment, supplies, or labs purchased with a credit card must provide documentation that the credit balance is paid in full.
  - Report on equipment, labs, and supplies received to date.
  - Paid Expenditure documentation (i.e., canceled checks, vendor invoices reflecting paid in total) for the 6 months: *April 1, 2024 – June 30, 2024*

Reporting will be submitted electronically through the reporting platform provided by FAFCC. FAFCC may require site visits with grantees and may ask grantees to provide additional information as needed 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.

e. **FAFCC Management Fees**

The FAFCC assesses member organizations with a management fee equaling 5% of all public and private funds received by member organizations that are raised, facilitated, or negotiated by the FAFCC. These funds cannot be paid out of the awarded state grant dollars and must be paid to FAFCC from a different source of funds.

- Structure:
  - Member organizations will be billed for the management fee quarterly
  - Member organizations may not use grant awarded funds to pay management fees
  - Member organizations must remain in good standing, which means that annual membership dues and management fees are paid and up-to-date
- Benefits:
  - The management fee paid to the FAFCC covers administrative costs associated with managing the State Funds Grant, such as managing and

reporting the results of public and private funds provided to member organizations

- Allows 100% of the State Funds Grant to be used for their intended purpose (i.e., without administrative or indirect costs)

Please read the Member Management Fee Policy above or by clicking on the link provided: <https://www.fafcc.org/member-only-resource-library>

### **3. Terms and Conditions of Support**

#### **a. Eligible Applicants**

Eligible applicants for this program are Free and Charitable Clinics that are full members of FAFCC 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
- For-profit organizations
- Public agencies

#### **b. Eligibility Criteria**

Free and Charitable Clinics must be full members of FAFCC in good standing to apply. Membership criteria to join FAFCC are as follows:

- Is a not-for-profit 501(c)(3) tax-exempt organization or is part of or sponsored by a larger 501(c)(3) tax-exempt organization;
- It is located in the State of Florida;
- Has a primary mission to provide health care services at little or no charge to low-income, uninsured, or underserved individuals;
- Provides one or more of the following services: healthcare, dental care, or mental healthcare
- Utilizes volunteer healthcare professionals, non-clinical volunteers, and partnerships with other healthcare providers; and
- It is not 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.

FAFCC members must continue meeting the membership criteria to be in good standing. They must remain current in paying membership dues, fees, and any other assessments the FAFCC Board of Directors may levy.

In addition to meeting the FAFCC membership criteria, a Free or Charitable Clinic 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 grant.

The Free or Charitable Clinic must also demonstrate that it can account for grant payments and expenditures in an organized fashion and capture and report progress and outcomes concerning the grant objectives.

**Free or Charitable Clinics that have not previously had an audit or a review conducted by an outside CPA in the last two fiscal years of operation and provide documentation in the application process. Clinics MAY NOT use Dental Facility Expansion grant funds to conduct an audit or review during this grant period.**

**c. 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.

**d. Period of Support**

**Grant funds will cover allowable expenditures from the date the Grant Agreement is executed with FAFCC until the end of the project period.** Expenditures before or after these dates may not be paid with grant funds. The grant payment amounts and schedule will be specified in the grant agreement. Grantees will receive their grant funds in 3 payments. All payments depend on receiving funds from the Department of Health.

1st payment – 33.33% of total award within 30 business days following receipt of the executed grant agreement (expected in October 2023)

2nd payment – 33.33% of total award (expected in March 2024)

3rd payment – 33.33% of total award (expected in May 2024)

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 FY 23-24 Clinic Banking Information Form, which indicates their 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 dispersed.

**e. Allowable Use of Grant Funding**

*Dental facility expansion* - Refers to increasing the capacity of a dental clinic to provide dental care by adding a new operatory or expanding an existing clinic by purchasing new equipment. Facility expansion allows the clinic to increase the number of dental patients

served, offer a broader range of dental services, improve the quality of care, and meet the demand for dental services in their community. Funds can be used for the following (this is not an exhaustive list, for additional clarification, please contact a FAFCC Team member)

- Dental equipment such as, but not limited to: Patient Dental Chairs, Assistant's Vacuum, Operatory Lights, Autoclave, X-ray machines, Ultrasonic Cleaner, Vacuum Pumps, and Compressors.
- Dental Labs manufactures crowns, dentures, bridges, and other critical dental products.
- Supplies include, but are not limited to:
  - Dental instruments include handpieces, burs, explorers, mirrors, and probes.
  - Dentists use dental materials to fill cavities, repair teeth, and make crowns and bridges such as amalgam, composite resin, porcelain, and acrylic.
  - Dental consumable supplies like gloves, masks, bibs, gauze, cotton rolls, and saliva ejectors.
  - Dental supplies include toothbrushes, toothpaste, floss, and mouthwash.

The purchase of mobile dental units is **not** an allowable expense.

#### **4. Application Process**

Free and Charitable Clinics must complete and submit a Grant Application and required Attachments to be considered for a grant under this program.

##### **a. Grant Application**

The Grant Application will be submitted online via SurveyMonkey Application available on the FAFCC website.

##### **b. Grant Budget Form**

The Grant Budget form is in the Resource Document link on <https://www.fafcc.org/dental-facility-expansion-grant> and should be downloaded as an Excel file. The Grant Budget form is referenced in the Grant Application. Insert your organization's name (clinic or network name) at the top of the Grant Budget form. Make sure that the project names and amounts of grant funds requested match up identically with the Funding Request section of the Grant Application. Enter amounts in the Other Funding Sources column where applicable. While amounts entered in this column will not typically affect the grant allocation, it helps to indicate where a project is leveraging or plans to leverage other funding sources besides grant funding from this program. Once completed, save the spreadsheet with the file name "Clinic/Network Name - Attachment 3."

##### **c. Budget Justification Documentation**



The Budget Justification documentation for each Dental Facility Expansion Project must include vendor quotes and estimated delivery dates. Be sure to provide sufficient justification for how you arrived at the amount requested for each project for which funds are requested.

**d. Application Package**

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

- Grant Application must be submitted electronically via SurveyMonkey, available at FAFCC website <https://www.fafcc.org/dental-facility-expansion-grant>
- All Grant Application Attachments will be uploaded via SurveyMonkey, available at the FAFCC website <https://www.fafcc.org/dental-facility-expansion-grant>.
- Attachment 1 (501c3 letter); PDF document; Filename: "Name of Clinic/Network – Attachment 1."
- Attachment 2 (audit, review, 990 or note of explanation); PDF or Word document; Filename: "Name of Clinic/Network – Attachment 2."
- Attachment 3 (Budget Form); Excel document; Filename: "Name of Clinic/Network – Attachment 3."
- Attachment 4 (Budget Justification Documentation); PDF document; Filename: "Name of Clinic/Network - **Attachment 4.**"
- **Any additional documents referenced in the Grant Application must use filenames that identify the Clinic Name/Network and identify the contents.**

**e. Application Package Deadline**

**Complete Grant Applications and Attachments (including the Budget Form) must be submitted to FAFCC via electronic submission through SurveyMonkey and all required attachments by Friday, August 25, 2023.** Mailed documents, incomplete or unsigned documents, submissions with missing required documents, or submissions after the deadline will not be accepted for consideration.

Once a request is submitted, the applicant will receive an email confirming the submission from FAFCC via SurveyMonkey. You should not wait until the last few hours or minutes to submit your Grant Application and Attachments.

**f. Application via Electronic Submission**

Grant Applications must be electronically submitted via SurveyMonkey, available at FAFCC website <https://www.fafcc.org/dental-facility-expansion-grant>.

If you have questions or issues, please contact Christina Swiridowsky at [christina@fafcc.org](mailto:christina@fafcc.org). Mailed application packages will not be accepted.

**5. Evaluation of Applicants**

**a. Scoring Methodology**

- i. The clinic is a Full Clinic Member of FAFCC in good standing, with no outstanding or unpaid invoices.
- ii. Financial documents are provided, clear, and in a readable format (annual operating budget, actuals, Outside Audit/ Compilation/Review, and 990
- iii. Budget documentation is provided using FAFCC approved budget template
- iv. Budget justification documentation includes vendor quotes and estimated delivery dates and is consistent with the proposed budget. Costs are reasonable/credible for the market
- v. Project Timeline is provided and includes project start and end dates, along with target progress dates
- vi. Clearly Defined outcomes which include each of the following:
  1. How the funds will allow the clinic to increase the number of dental patients served
  2. What new or additional dental services will be provided
  3. How the funds will improve the overall quality of care for patients
  4. Clinics must provide metrics showing the estimated growth in dental patients served or dental services provided

**6. Award Criteria**

FAFCC will use the following criteria to determine grant awards:

- Total Appropriation - \$1,000,000.00
- Number of Qualified Applications
- Amount of Funds Requested by Applicant
- Results of Application Package Scoring

Due to the nature of these non-recurring funds, FAFCC reserves the right to full granting authority. This grant program aims to provide as much funding to as many clinics as possible. You may be asked about the scalability of your project, and FAFCC reserves the right to negotiate revisions to proposed projects and negotiate final funding before the issuance of grant awards and agreements. FAFCC staff will review, process, and finalize the scored applications. Staff may conduct follow-up calls to ask questions and obtain additional information necessary to complete the review. Grant agreements will then be issued to approved applicants for execution.

**7. Grant Award Notification or Declination**

- a. All applicants will be notified of the acceptance by Friday, September 15th.
- b. Grant Declination: grantseekers that were not awarded will be notified via email by Monday, September 18th.
- c. Award Notification: the FAFCC will use DropBox Sign to execute grant agreements. Award letters will be sent via DropBox Sign on September 18th.
- d. Grant Agreements: Grant agreements must be executed by September 25th. A watermarked copy of the grant agreement will be available upon request after the release of the NOFA. This will not serve as the official grant agreement but as a tool for

administrative staff to understand the terms and conditions of the grant should the organization be awarded.

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

- a. 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:
  - i. A Pre-Grant Review. All applicant organizations and their proposed projects are reviewed by a FAFCC staff member who may discuss them with the applicant to assess the organization's capacity to undertake the proposed projects. This is done following receipt of the application package and before signing the grant agreement.
  - ii. Grant Agreement. This document establishes the conditions for the grant, the grant objectives, and all of the reporting responsibilities of the grantee. Every grantee must have an authorized Project Liaison/Executive Director sign the agreement.
  - iii. Monitoring Calls. A FAFCC Team member may schedule a monitor call with grantees at any time for any reason to review the project status.
  - iv. Ongoing Monitoring and Review. FAFCC staff will visit or conduct email and phone communications with all grantees during the grant term.
  - v. Expenditure, Delivery Receipts, and Final Status Reports. During the grant term, grantees must submit reports reviewed by FAFCC staff to ensure adequate performance and compliance with the terms of the grant.
- b. For the purpose of this document, the term monitoring is used to describe the overall system of reviewing and tracking the use of FAFCC funds. This tool will review how the grantees handle the funds received and achieve the assigned objectives.

The monitoring process will ensure grantees are doing what was proposed and approved in the grant agreement (including any subsequent modifications); meeting programmatic, administrative, and financial requirements pertaining to the grant; adhering to approved project plans and timelines; and identifying, reporting and resolving 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 project performance
- Provide additional assistance to grantees that 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
- Conference calls

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

FAFCC staff will schedule the form of 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 Project Liaison and other key administrative and financial personnel with grant responsibilities.
- Outline the need for access to programmatic and financial files and documents pertaining to the grant.
- Before the visit, call, or conference call, 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 provide documentation as required under the grant terms? Are more details needed? If so, what?
- Is there sufficient supporting documentation for project activities
- Are projects progressing on schedule and as described in the Grant Application?
- Is there any evidence of a change in scope for the projects?
- Is the grantee encountering any difficulties or challenges in completing the projects?
- Are there any modifications that need to be made to the Grant Agreement? If so, what?
- What is the overall progress to date?

Financial Information:

- Do Status Reports contain complete and sufficient information on expenditures?
- Do expenditures have sufficient supporting documentation?
- Are there significant variances in the Grant Budget?
- Are adjustments to the Grant Budget needed? If so, what?
- Is overall grant accounting and reporting of expenditures being conducted in an orderly and appropriate manner?

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, the Applicant organization can submit a proposal to reallocate funds at any time. Funding reallocations must fit the above-mentioned preference areas for Dental Facility Expansion Projects. A Budget Justification Narrative and updated Budget Form must be submitted along with reallocation requests. Any proposed reallocation must first be approved and confirmed by FAFCC before such a reallocation project begins. As with the other projects, grant funds must be expended and completed by June 30th.

FAFCC reserves the right to reallocate and redistribute funds from proposed projects. If funds are recouped and available, a mini-grant application process will take place from March 15- March 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.

## **9. Technical Assistance**

If your organization has any questions about this NOFA, the application process, or the program overall, please feel free to contact Christina Swiridowsky at [christina@fafcc.org](mailto:christina@fafcc.org). FAFCC will host a webinar to discuss parameters and the application process on **Tuesday, July 25, 2023, at 1 pm EST.**