



FLORIDA ASSOCIATION OF
**FREE & CHARITABLE
CLINICS**

FAFCC State Funds Grant Program: Policy Webinar

Agenda

- 1. DOH – FAFCC contract**
- 2. NOFA – key points of the program**
- 3. Grant application process**
- 4. Questions and next steps**

FAFCC & DOH Contract

- The purpose is to implement a state grant-funding program to support **capacity building** products and processes of FAFCC members to improve organizational capacity, effectiveness, and efficiency and service expansion of FAFCC members .
- The Florida Legislature's appropriation for this program in 2023-2024 is **\$9,500,000**. The number and amount of the grant awards will be based upon the number of applications received from eligible organizations, applicant organization's recent board approved operating budget, and results of application scoring. There is no predetermined number of awards. Funding of grant awards is subject to FAFCC's receipt of funds from the State of Florida, Department of Health.
- Timeline
 - **July 17th**: NOFA made available to FAFCC members
 - **August 18th**: Complete application must be submitted; staff will be available until COB
 - **September 30th**: FAFCC submits a grant award report to the DOH

Capacity Building Designations

*Capacity building **shall not** include building construction or renovation projects, the purchase of vehicles, indirect costs, or membership dues.*

- 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
- Other Strategic Needs
- Outside CPA Examination of Finances

Notice of Funding Availability

- Read document thoroughly
- Important information found in the NOFA:
 - Deadlines for application and progress reports
 - Eligibility criteria
 - Grant application process including instructions and links
 - Evaluation process, scoring system, and monitoring process
 - July 20th webinar will cover this subject in more detail
 - Period of Support
 - July 1st, 2023 - June 30th, 2023

Eligibility

- Be an FAFCC member with full voting rights (fixed, mobile or specialty care network) in good standing
- Have a dedicated project liaison to serve as a grant manager
- Have organization track record (or administrative expertise) for collecting and reporting program and financial data for grants.
- Have an annual audit or financial review if operating budget is over \$100,000.00 (or letter of explanation)

Grant Application

The grant application must be completed, with required attachments uploaded, by on **Friday, August 18th**.

FAFCC staff will be available until COB. Any requests for support will not be fielded afterward.

Grantseekers who submit an application after the posted deadline will be removed from consideration for the 23-24 Grant Cycle.

The application will be submitted via our new grant platform, Salesforce

Budget Structure: Introduction

- The application process is a single grant proposal broken down and awarded by the following Budget Categories: **Personnel Costs, Operational Costs, Programmatic Costs, Conference Award, and Technology fee.**
- No one grantseeker will be awarded more than **\$250,000.00** to ensure availability of funds.

Budget Structure: Personnel Costs

- FAFCC defines Personnel Costs as those that can be attributed to employees that are employed hourly or by salary. This can include 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.)

Budget Structure: 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 which are necessary to the operation of the grantseeker. Operational Costs may include:
 - 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

- FAFCC defines Programmatic Costs as those that can be attributed specifically to the execution of a project/program. Programmatic Costs may include:
 - 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

- Your 2024 FAFCC Annual Conference is calculated by multiplying the number of attendees by the \$350.00 registration fee. This request can only be applied to the 2024 Annual Conference and cannot be retroactively applied to past conferences.
- ***Conference Registration is \$350.00 per individual**

Budget Structure: Technology Award

FAFCC's contract with the Florida Department of Health requires it to monitor member clinics to ensure the funding goes toward increasing clinic capacity, surrounding support in delivering services, ability to fulfill the clinic's mission, and ability to sustain operation and expand service to clients.

To ensure quality reporting, FAFCC will include an additional \$125.00 to the total award for each grantee. This fee reflects the annual CRM licensing fee for the Salesforce platform paid directly by the grantee to FAFCC. Grantees must use this funding for this particular purpose and cannot reallocate these specific funds for other expenditures.

The amount of **\$125.00** will be automatically applied to a grantees total award amount.

Outside CPA Examination of Finances

A Free and Charitable Clinic must have a review or audit within the last two fiscal years of operation. If not, a Free or Charitable Clinic 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 \$100,000.00 are exempt from this requirement.

Required Attachments

- There are 4 required attachments that must be submitted for a complete application:
 - Attachment 1: 501c3 Letter
 - Attachment 2: Most Recent Board Approved Operating Budget
 - Attachment 3: Actual Operating Budget, Previous Fiscal Year (actuals)
 - Attachment 4: Audit, Review, Compilation, or Letter of Explanation
- Attachments will be uploaded through the Salesforce portal
- Important: in order to keep forms in order, please follow this naming convention: Attachment # - Clinic/Network Initials

Submission of Operating Budget

- Grantseekers will be required to submit both the most recent board approved operating budget and a previous fiscal year, actual operating budget as attachments.
- Additionally, awardees will reaffirm their reported operating expenses and income in both their actual and projected budgets by completing fields within the application.

Submission of Operating Budget Cont.

- FAFCC members who belong to parent organizations are required to submit an operating budget that reflects the cost to operate the clinic only, this should NOT include programs or other parent organization entities not included in FAFCC membership. Additionally, awarded funds can ONLY be used towards its intended use and must be directed toward clinic or network related expenses.
- Applicants who report numbers that are inaccurate, either intentionally or unintentionally, may be disqualified from participating in the 2023-2024 Grant Cycle.
- **As defined in the NOFA, grant requests are capped at 25% for operating budgets under 249,999, and 20% above 250,000**

Program Reporting and Monitoring

- Reports:
 - First Progress Report due by 5:00pm EST on **Monday, January 15th.**
 - Second Progress Report due by 5:00pm EST on **Monday, April 15th.**
 - Third Progress Report due by 5:00pm EST on **Monday, July 15th.**
- Expenditure documentation will be submitted through Salesforce
- Patient Services & Valuation Report will only be required at the end of the grant cycle.
- ALL reports will be submitted through Salesforce
- Compliance will be closely monitored and enforced. Grantees who do not meet required deliverables will be subject to penalties outlined in the NOFA. **The Webinar hosted on the 20th will go into further detail.**

Budget Considerations

- Period of Support: Grant funds will cover allowable expenditures from July 1, 2023 to June 30, 2024
- **Grant requests are capped at 25% for operating budgets under 249,999, and 20% above 250,000**
- Payment Schedule
 - 1st payment – 47.3% of total award within 30 business days following receipt of the executed grant agreement (expected in October 2023)
 - 2nd payment – 26.3% of total award (expected in March 2024)
 - 3rd payment – 13.2% of total award (expected in May 2024)
 - 4th payment – 13.2% of total award (expected in September 2024)
- Electronic transfer of funds – no paper checks

Budget Considerations

- Reallocations will be on a rolling basis from November 1st - June 1st
 - Each clinic/network will be allowed to reallocate up to 4 times (between larger budget categories)
 - CANNOT reallocate without approval
 - Grantees will have discretion on the start date for expenses
 - Must expend funds by June 30, 2024
- Mini Grants potentially March 15 – March 30: If FAFCC recoups funds after first two report backs a quick mini grant opportunity will open up to FAFCC members (in good standing!) to ensure all state funds are spent down by June 30, 2023.

Important Deadlines

- ▶ Tech (application) Webinar
 - **Wednesday, July 19th**
- ▶ Grant Scoring Webinar
 - **Thursday, July 20th**
- ▶ Application Deadline
 - **Friday, August 18th**

Questions

