



FLORIDA ASSOCIATION OF
FREE & CHARITABLE
CLINICS

State Funds Grant Program: Proposal Evaluation & Grantee Expectations

Agenda

- 1. Review the evaluation process**
- 2. Scoring Methodology**
- 3. Factors in Award Determination**
- 4. Grantee Deliverables**
- 5. Role of Project Liaison**
- 6. Overview of Compliance Policy**
- 7. Questions and next steps**

Grant Review Process

- FAFCC will be coordinating a grant review consortium made up of various state and regional foundations staff and evaluators who will provide an evaluation and scoring of the applications. 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 on **Monday, September 18th and will be due on Monday, September 25th.**

Award Criteria

- Total Appropriation - \$9,500,000.00
- Number of Qualified Applications
- Applicant's Most Recent Board Approved Operating Budget
- Amount of Funds Requested by Applicant **(As defined in the NOFA, grant requests are capped at 25% for operating budgets under \$249,999, and 20% above \$250,000)**
- Results of Application Package Scoring
- County Ranking (in Florida) on Percentage of Uninsured Nonelderly Adults (as reported on www.countyhealthrankings.org)
- Prior Grant Performance

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 (20 points)** – the extent to which the application presents financial planning, accountability, and sufficient explanation of expenses as evidenced by supporting documentation
- 2. Statement of community/organizational need (20 points)** – 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
- 3. Activities/outputs, scope of work to be conducted (20 points)** – Extent to which the application details the contributions/steps necessary to achieve grant objectives
- 4. Expected Successes and Outcomes (20 points)** – the extent to which the application defines intended outcomes/goals to be accomplished by the end of the grant cycle
- 5. Sustainability/credibility and qualification of the organization (20 points)** – 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.

Scoring Methodology Explained

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

Scoring Methodology Explained Cont.

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

Scoring Methodology Explained Cont.

3. Activities/outputs, scope of work to be conducted – 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

Scoring Methodology Explained Cont.

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

Scoring Methodology Explained Cont.

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)

Best Practices for Demonstrating Outcomes

Grantees will be asked to report outcomes for each funded budget category in grant deliverables, grantees will be asked to report in detail the progress made towards intended outcomes and goals outlined in the original proposal.

It is important that your proposal include specific goals/outcomes, not just ensure a application process, but also a successful reporting process!

Best Practices: Detailing Outcomes

Outputs

1. Are contributions necessary to enable the program to be implemented
2. Are activities that indicate whether the program/project is being implemented as planned
3. Include in implementation steps field

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Outcomes

1. Detail the progress made towards intended outcomes and goals outlined in the original proposal
2. Measure whether the program or project is achieving the expected effects/changes in the short, intermediate, and long term.
3. Should incorporate a balance of both quantitative & qualitative markers
4. Include in outcome field

Best Practices: Detailing Outcomes

Example: If your goal is to increase access to care or improve health outcomes, this could be demonstrated through several measurable indicators such as

Primary care home for clients (% of new clients)

Improvements in appointments scheduling and no-show reductions (% of increased patient compliance)

Changes in lifestyle to manage chronic diseases (% of patients who have reported increase exercise, healthy eating, or improved BMI)

ER diversion (% of clients) who reported no new trips to the ER

Best Practices: Detailing Outcomes

Before Submitting Your Grant Application

1. Review your proposal to ensure targeted goals are included
2. Do goals/intended outcomes appear to be actionable?
3. Confirm your process for how outcomes and successes will be tracked/identified

Meeting Reporting Deadlines

- Each Progress Report and the corresponding reporting components are an essential part to demonstrating the impact and progress of the State Funds Grant Program to the Department of Health
- Association members who are seeking funds from the Grant Program, are expected to be aware and comply with all reporting deadlines.
 - We ask all Grantseekers to review the Notification of Funding Availability (NOFA) and be prepared to submit all reporting components outlined in the previous email.
- Additionally, the details provided in reports are ultimately used to meet FAFCC's own deliverables by sending clinic progress to the DOH and to support our Advocacy efforts in maintaining the our state appropriation.

Program Reporting and Monitoring

- There will be three progress reports:
 - First Progress Report due by 5:00pm EST on **January 15th.**
 - Second Progress Report due by 5:00pm EST on **April 15th.**
 - Third Progress Report due by 5:00pm EST on **July 15th.**
 - Annual Patient Services & Valuation Reports due by 5:00pm EST on **July 15th.**
- Expenditure documentation will be attached as a file within the salesforce.
- All progress reports including annual data reports will also be completed in Salesforce

Grant Correspondences

- For Grant specific details and correspondence FAFCC will be contacting only one Project Liaison for each awardee.
- It is the responsibility of the Project Liaison to include, cc, and forward correspondence to additional clinic or network staff.
- FAFCC will communicate General Correspondences and Announcements via the monthly Newsletters
 - Please subscribe to be included on the mailing list
 - Use this link:
<https://www.fafcc.org/products/fafcc-newsletter>
 - Newsletter subscription can be found on the FAFCC website

Role of Project Liaison

- The Project Liaison (PL) is the lead contact on all grant related matters which include forwarding FAFCC correspondences to additional team members as they relate to deadlines, management fees, and payments.
- The PL will be expected by FAFCC staff to be knowledgeable on the progress and outcomes of funded projects, and to communicate them through written or verbal communications.
- FAFCC WILL NOT be responsible for forwarding or sending Grant correspondences to an organization's employees who are not the designated PL.

Notice of Compliance

- Grantees will receive a 24 hour grace period if grant deliverables are not provided by the required date 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:
 - Written notice attached to grantees performance for the duration of the grant cycle
 - A request for a monitoring call

Notice of Compliance Con.

- Any deliverable not met within five days of the specified deadline will result in a hold of all remaining payments. In addition to, the grantee in question will be considered out of compliance with the association until outstanding deliverables are submitted and have participated in a mandatory monitoring call where corrective action is discussed and agreed upon between both the association and the grantee.
- Repeat offenses may affect a grantee's participation for future grant cycles, as grant performance is a consideration in the grant determination process. Grantees who remain out of compliance by the conclusion of the respective grant cycle may become ineligible to participate in the following cycle.

Important Deadlines

- ▶ Application Deadline
 - **Friday, August 18th**



Questions

