



**NOTIFICATION OF FUNDING AVAILABILITY (NOFA)**

**FY 2017 - 2018 State Funds Grant Program**

Sponsored by

Florida Association of Free and Charitable Clinics

and

State of Florida, Department of Health

August 1, 2017

## **A. Introduction**

### **i. 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.

### **ii. 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.

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

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.

### **iv. Available Funding Amounts**

The Florida Legislature's appropriation for this program in 2017-2018 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 current annual operating budget, valuation of in-kind services received, past performance in prior year state grant funding program, 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.

### **v. Definitions**

*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).

*Capacity Building* – Refers to activities, products or processes that increase 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 own healthcare professionals, as well as to the "purchase of services" of outside healthcare professionals. Capacity building shall not include building construction or renovation projects or the purchase of vehicles.

*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.

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

*NOFA* – Notification of Funding Availability

*Uninsured Client*: A person without health insurance.

## **B. Program Overview**

### **i. Background**

Florida has nearly 2.8 million uninsured residents. Its percentage of uninsured is the second highest in the nation. Over a half million Floridians find themselves in the Medicaid gap. Two thirds of the uninsured have incomes below 200% of the federal poverty level. Without the Medicaid expansion, Florida has over a half million Floridians, many of which are hard-working families, who find themselves in the Medicaid Coverage Gap, according to a 2015 study conducted by the Kaiser Family Foundation. The need for a strong healthcare safety net is not going away anytime soon. The Florida Legislature recognized this need when they appropriated \$9.5 million for this program. Grants awarded from this program provide meaningful financial support to the Free and Charitable Clinics, so they can build organizational capacity and ability to meet increasing needs in their communities.

### **ii. Preference Areas**

FAFCC has developed the following preference areas for Capacity Building projects:

- 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

### **iii. 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 their fulfillment of the grant objectives has enhanced their organization's capacity and ability to carry out their mission.

### **iv. Project Requirements**

Free and Charitable Clinics desiring to apply for a grant must complete a Grant Application and Attachments (including Budget Form) **by no later than 5:00pm on Thursday, August 31, 2017**. Upon FAFCC review and approval of the application and budget, grantees will be required to execute a grant agreement with FAFCC that will contain their grant objectives and accompanying requirements for maintaining their grant. Signing of the grant agreement will constitute a legally binding agreement, acceptance of the award and assigned objectives.

Reporting requirements will be bi-monthly for the life of the grant-funding program and include submission of both a narrative and financial report as well as submission of patient services:

- **First Progress Report due by 5:00pm EDT on Thursday, December 7, 2017** – this report will include a brief narrative and report on progress made in achieving grant objectives, as well as report on patient services delivered for the period date the Grant Agreement was executed – November 30, 2017

- **Second Progress Report due by 5:00pm EDT on Wednesday, February 7, 2018** – this report will include a brief narrative and report on progress made in achieving grant objectives, financial report on expenditures and report on patient services provided for the period of December 1, 2017 – January 31, 2018.
- **Third Progress Report due by 5:00pm EDT on Monday, April 9, 2018** - this report will include a brief narrative on progress made in achieving grant objectives, financial report on expenditures and report on patient services delivered from the date the February 1, 2018 – March 31, 2018.
- **Final Summary Report due by 5:00pm EDT on Friday, July 20, 2018** – this report will contain a final summation of accomplishments in achieving grant objectives, a final statement of how the grant has enabled the grantee to bolster its capacity and ability to carry out its mission, final financial report on cumulative expenditures and patient services provided for the period of April 1, 2018 – June 30, 2018.

Reporting will be submitted electronically through the Patient Services online portal which will be available at FAFCC website <http://www.fafcc.org/page/GrantFundingProgram>. FAFCC may require site visits with grantees and may ask grantees to provide additional information as needed to monitor accomplishment of grant objectives and ensure the overall success of the program. In addition, grantees may be required to participate in follow-up meetings and consultation with FAFCC.

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

#### **i. 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 that has 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

#### **ii. 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;
- 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: medical care, dental care, mental health care or prescription medications;
- Utilizes volunteer healthcare professionals, non-clinical volunteers, and partnerships with other healthcare providers; and
- Is not a federally qualified health center (an “FQHC”) or an FQHC look-alike, but may be a “hybrid” model that contains elements similar to an FQHC or FQHC look-alike.

In order to be in good standing, FAFCC members are required to continue meeting the membership criteria and are required to remain current in the payment of membership dues, fees, and any other assessments that may be levied by the FAFCC Board of Directors.

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 has the ability to account for grant payments and expenditures in an organized fashion, as well as capture and report progress and outcomes with regard to the grant objectives.

**Free or Charitable Clinics that have not previously had in the last two fiscal years of operation an audit or a review conducted by an outside CPA must use their grant funds to conduct an audit or review during this grant period.**

**iii. Minority Participation**

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 the date the Grant Agreement is executed with FAFCC until the end of the project period.** Expenditures prior to or after these dates may not be paid for with grant funds. The grant payment schedule and amounts will be specified in each grantee’s grant agreement. Most grantees will receive their grant funds in 3 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 – 48% of total award within 15 business days following receipt of executed grant agreement (expected in early to mid October 2017)
- 2nd payment – 26% of total award early to mid March 2018
- 3rd payment – Final 26% of total award mid to late July 2018

Grant payments will be transferred from FAFCC’s bank account (BB&T) directly into your organization’s (or fiscal agent’s) checking account, following FAFCC’s initiation of the transfer. A section in the Grant Application requires that you provide the name of the bank where your

organization's (or fiscal agent's) checking account is located, the bank routing number, the checking account number, and the email address of an officer in charge of the account. The person whose email address is provided will receive a notification when the payment has arrived in the account.

v. **Allowable Use of Grant Funding**

*Capacity Building* – Refers to support activities, products or processes that increase skills, infrastructure, resources, effectiveness, or efficiency of clinics. 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 own healthcare professionals, as well as to the "purchase of services" of outside healthcare professionals.

Capacity building shall not include building construction or renovation projects or the purchase of vehicles.

**D. Application Process**

Free and Charitable Clinics must complete and submit a Letter of Intent, Grant Application and required Attachments in order to be considered for a grant under this program.

*GIFTS Online Portal*

Applicants must create a new account via the GIFTS Online portal, available at FAFCC website <http://www.fafcc.org/page/GrantFundingProgram>. Once an account has been created, applicants must go to the GIFTS Online portal to complete all parts of the application. Returning to this link will provide applicants with all saved information.

*Letter of Intent*

The Letter of Intent will be submitted online via the GIFTS Online portal, available at FAFCC website <http://www.fafcc.org/page/GrantFundingProgram>. The Letter of Intent must be submitted before a clinic's grant application. The applicant will be asked to estimate the total funds requested for each capacity building category. Additionally, the LOI will ask that you read and understand FAFCC's Membership Management Fee policy. The Letter of Intent must be submitted by 5:00 pm EDT, Tuesday, August 15, 2017.

i. **Grant Application**

The Grant Application will be submitted online via the GIFTS Online portal, available at FAFCC website <http://www.fafcc.org/page/GrantFundingProgram>.

**In the Funding Request section you will have the ability to submit up to seven projects.** The requests will be submitted separately, through the application system and will be limited to seven proposed projects. The Grant Application requires electronic signatures of the Project Liaison and Board Chair/Executive Director (or Vice Chair/President, if the Chair/President is not available). No signing on behalf of others is permitted. *See Instructions for submitting below.*

**ii. Grant Budget Form**

The Grant Budget form is found in the Resource Document link on <http://www.fafcc.org/page/GrantFundingProgram>, and should be downloaded as an Excel file. The Grant Budget form is referenced in the Grant Application as Attachment 5. Insert the name of your organization (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 “Attachment 5 – (insert the initials of your clinic or network name).” See Instructions for Submitting below.

**iii. Budget Justification Narrative**

The Budget Justification Narratives for each project request are contained in the Funding Request section of the Grant Application. Be sure to provide sufficient justification for how you arrived at the amount requested for each project for which funds are requested.

**iv. Application Package**

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

- Grant Application must be submitted electronically via the GIFTS Online portal, available at FAFCC website <http://www.fafcc.org/page/GrantFundingProgram>
- All Grant Application Attachments are to be uploaded via the GIFTS Online portal, available at FAFCC website <http://www.fafcc.org/page/GrantFundingProgram>.
  - Attachment 1 (501c3 letter); PDF document; Filename: “Attachment 1 – (initials of clinic/network name)”Name of Clinic/Network – Attachment 1”
  - Attachment 2 (Project Liaison resume or C.V.); PDF or Word document; Filename: “Name of Clinic/Network – Attachment 2”“Attachment 2 – (initials of clinic/network name)”
  - Attachment 3 (current annual operating budget of clinic/network); Excel or Word document; Filename: “Name of Clinic/Network – Attachment 3”“Attachment 3 – (initials of clinic/network name)”
  - Attachment 4 (audit, review, 990 or note of explanation); PDF or Word document; Filename: “Name of Clinic/Network – Attachment 4”“Attachment 4 – (initials of clinic/network name)”
  - Attachment 5 (Budget Form); Excel document; Filename: “Name of Clinic/Network – Attachment 5” “Attachment 5 – (initials of clinic/network name)”

Any additional documents referenced in the Grant Application, using filenames that identify the contents.

v. **Application Package Deadline**

Complete Grant Applications and Attachments (including the Budget Form) must be submitted to FAFCC via electronic submission through the GIFTS Online portal and all required attachments as well **by no later than 5:00pm EDT on Thursday, August 31, 2017**. 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 submission from FAFCC via the GIFTS Online portal. For obvious reasons, it is strongly recommended that you not wait until the last few hours or minutes to submit your Grant Application and Attachments.

vi. **Application via Electronic Submission**

Grant Applications must be electronically submitted via the GIFTS Online Portal, available at FAFCC website <http://www.fafcc.org/page/GrantFundingProgram>.

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

E. **Evaluation of Applicants**

i. **Scoring Methodology**

Once the organization has been deemed a qualifying applicant, FAFCC will score each application package using the following 100-point scoring system:

**Overall Quality of Application Package (12 points)** – extent to which application and attachments are easy to read, well-organized, and were submitted in the order and format prescribed in the Notification of Funding Availability

**Financial Planning and Accountability (12 points)** – presentation and clarity of applicant’s financial planning and accountability as evidenced by current annual operating budget and extent to which financial condition and activities have been examined and deemed acceptable by an outside CPA (or else reported on Form 990)

**Credibility and Sustainability of the Projects (12 points)** - application clearly and reasonably defines the projects for which funds are requested and specific details on how this will be sustained if funding goes away.

**Capability of the Organization (14 points)** – extent to which the organization’s experience, operation and capacity reflects its ability to successfully complete the projects proposed.

**Importance of the Projects (12 points)** – extent to which the application demonstrates the significance of the projects in supporting the applicant in fulfilling its mission over time, and/or enhancing its ability to sustain operations into the future

**Expected Successes and Outcomes (14 points)** – extent to which the proposal reflects SMART outcomes (specific, measurable, attainable, realistic and time bound).

**Barriers to Success (12 points)** – extent to which a thoughtful consideration of potential internal and external barriers to the projects’ success is reflected in the application



**Grant Budget and Justification Narratives (12 points)** – extent to which Grant Budget line items match up with Funding Request in Grant Application; extent to which budget justifications provide sufficient explanation for how requested amounts were calculated.

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 Current Annual Operating Budget
- Applicant’s Valuation of In-Kind Services received (as reported to DOH)
- Amount of Funds Requested by Applicant
- Results of Application Package Scoring
- County Ranking (in Florida) on Percentage of Uninsured Nonelderly Adults (as reported on [www.countyhealthrankings.org](http://www.countyhealthrankings.org) )

FAFCC has coordinated a grant review consortium made up of various state and regional foundations staff and volunteer evaluators who will provide evaluations 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. FAFCC staff will present final recommendations for grant awards to FAFCC’s Board of Directors for approval. Grant agreements will then be issued to approved applicants for execution.

FAFCC reserves the right to negotiate revisions to proposed projects and to negotiate final funding prior to issuance of grant awards and agreements.

F. **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 proposed projects are reviewed by a FAFCC staff member who may discuss the proposed projects with the applicant to assess the organization’s capacity to undertake the proposed projects. This is done following receipt of the application package and prior to signing the grant agreement.
- **Grant Agreement.** This document establishes the conditions for the grant, the grant objectives and all of the reporting responsibilities of the grantee. Every grantee is required to have the Project Liaison and Board Chair/President sign the agreement.
- **Ongoing Monitoring and Review.** FAFCC staff will visit and/or conduct email and phone communications with all grantees during the term of the grant.
- **Financial, Narrative and Patient Services Reports.** During the grant term, grantees are required to submit reports that are reviewed by FAFCC staff to ensure adequate performance and compliance with the terms of the grant.

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 the process in which the grantees are handling the funds received as well as achieving 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 program 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/or 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

Prior to 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 the analysis of the materials.

### **Grant Monitoring Checklist**

Project Performance:

- Do Progress Reports adequately describe project activities? Are more details needed? If so, what?
- Is there sufficient supporting documentation for project activities (e.g., Are there position descriptions and payroll information for personnel paid for in part or in full with grant funds? Are there receipts for the purchase of goods and services, and have those goods and services been operationalized?)
- Are projects progressing on schedule and as described in the Grant Application?
- Is there any evidence of a change in scope for the projects?
- What if any weaknesses are there? Any “red flags”?

- 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 are the strengths and accomplishments thus far?

Financial Information:

- Do Progress Reports contain complete and sufficient information on expenditures?
- Do expenditures have sufficient supporting documentation?
- Are there significant variances to 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 with respect to all reporting requirements, the Applicant organization can submit a proposal to reallocate funds along with the reports on December 7<sup>th</sup> and February 7<sup>th</sup>. Funding reallocations must fit within the above-mentioned preference areas for Capacity Building projects. A Budget Justification Narrative and Budget Form is required to be submitted along with reallocation request. Any proposed reallocation must first be approved and confirmed by FAFCC before such reallocation project begins. As with the other projects, grant funds must be expended and completed by no later than June 30<sup>th</sup>.

FAFCC reserves the right to reallocate and redistribute funds from proposed projects. In the event funds are recouped and available a mini-grant application process will take place 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 will also need to be submitted.

**G. Technical Assistance**

If your organization has any questions about this NOFA, the application process, or the program overall, please feel free to contact FAFCC Program Officer Matt English at [matt@fafcc.org](mailto:matt@fafcc.org) or Programs Director Christina Swiridowsky at [christina@fafcc.org](mailto:christina@fafcc.org).

FAFCC staff will conduct two webinars for all interested member organizations. An informational webinar will be held on Thursday, July 20, 2017 from 10:00 – 11:00am EDT and a technology and application webinar will be held on Friday, August 4, 2017 from 10:00 – 11:00am EDT. Registration 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.