



FAFCC State Funds Grant Program
NOFA Webinar
July 16th, 2018

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English



Agenda

- DOH – FAFCC contract
- NOFA – key points of the program
- Grant application process
- Review and evaluation process
- 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 2018-2019 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 9th: NOFA made available to FAFCC members
 - July 27th: Letter of Intent due by 5:00 pm
 - August 24th: Complete application must be submitted by 5:00 pm
 - 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, or indirect costs.*

- 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

Capacity Building...



Planning, Organizational Assessment, or Other Strategic Consulting

- Design and implementation of a program evaluation or outcomes measurement project
- Strategic planning for the clinic/network
- Board development/retreat (tied to strategic consulting)
- Governance training
- Fundraising/Development strategy consultation

Capacity Building...



Personnel Costs for Healthcare Providers

- Healthcare professionals (that are staff)
- Outside healthcare professionals – purchase of services (that are not on staff)

Capacity Building...



Administrative, Development, and Program Support Personnel Costs

- Hire/expand/support key positions

- Executive director
- Development director
- Volunteer coordinator
- Care coordinator
- Scribes for EMR entry assistance
- Driver (for mobile health vehicle)
- Office manager
- Accountant
- IT manager
- Administrative assistant/clerk such as a receptionist, front office clerk

Capacity Building...



Technology

- EMR systems
- Prescription assistance program technology
- Case management technology
- Donor management system
- Phone system
- Mobile Text system
- Internet/Cloud-based

Equipment

- Medical equipment (i.e. X-ray machine)
- Office furniture
- Medical furniture (i.e. exam tables, etc.)
- Office equipment (computers, copier/scanner, etc..)
- Office supplies
- Cleaning supplies

Capacity Building...



Training and Professional Development

- Executive or Team Coaching
- Industry conference

Capacity Building...



Marketing and Communications

- Design/redesign website
- Develop marketing materials (brochures, multimedia, literature)
- Social media (focused on patient outreach/funder development)

Capacity Building...



Other Strategic Needs

- Utilities
- Repairs for a mobile unit
- Patient Care Supplies (medical/dental/pharmacy supplies, medicines, eyeglasses, glucometers, lab testing expenses, dental lab expenses, diagnostic procedures)
- Lease/rent

Capacity Building...



Outside CPA Examination of Finances

- Financial audit, review

In the event your organization has not had an audit, review or compilation in its last two fiscal years of operation, you must include in your Grant Proposal the preparation of an audit (or a review, if your proposed budget is \$100,000 or less) for your last complete fiscal year.



Who can apply?

- Eligibility to Apply
 - Be an FAFCC member (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 (or letter of explanation)



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 and scoring system
 - Grant monitoring process

Letter of Intent



- The Letter of Intent is due **Friday, July 27th by 5:00 pm EST** and must be submitted before the grant application. **You will be unable to access the application until the LOI is submitted.**
- The LOI will be submitted via GIFTS Online. Once completed, you will have access in your GIFTS Online account to the 2018-2019 application within 48 hours.
- Important info:
 - The estimations for funding you provide will allow FAFCC to have an estimation for total funds requested.
 - You will be required to read and sign that you understand the grant purpose, FAFCC’s Membership Management Fee, and NOFA.
 - A description of the required attachments is provided.



Grant Application

- The grant application must be completed, with required attachments uploaded, by **5:00 pm EST, Friday August 24th.**
- The application will be submitted via GIFTS Online
- **NEW!:** This year each clinic **will only submit one proposal.** There will be broad budget categories (Personnel, Programmatic, Operational, Conference Award).



Grant Application

- **NEW!:** We strongly recommend you complete the Grant Budget Form first, as it will make the application much easier. Within each budget category, the line item will receive a capacity building designation. [\(DEMO!\)](#)
- **NEW!:** This will allow you to have more discretion! Instead of being awarded by projects, award amounts will be broken down by large budget categories where you will have discretion on how to direct funds. [\(EXAMPLE!\)](#)

Attachments



- There are 6 required attachments that must be submitted for a complete application:
 - Attachment 1: 501c3 Letter
 - Attachment 2: Resume or CV of Project Liaison
 - Attachment 3: Most Recent Board Approved Budget
 - Attachment 4: Audit, Review, Compilation, or Letter of Explanation
 - Attachment 5: Grant Budget Form
 - Attachment 6: Most Recent 990 (**NEW!**)
- Attachments will be uploaded through the GIFTS Online portal
- Important: in order to keep forms in order, please follow this naming convention: Attachment # - Clinic/Network Initials



Grant review process

- FAFCC will be coordinating a grant review consortium made up of various state and regional foundations staff and volunteer 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 **September 24th and will be due on September 27th.**



Scoring methodology

- Overall Quality of Application Package (12 points)
- Financial Planning and Accountability (12 points)
- Credibility and Sustainability of the Projects (12 points)
- Capability of the Organization (14 points)
- Importance of the Projects (12 points)
- Expected Successes and Outcomes (14 points)
- Barriers to Success (12 points)
- Grant Budget and Justification Narratives (12 points)



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 with past cycles, FAFCC strongly recommends this be no more than 20% of your most recently approved budget.)**
- Results of Application Package Scoring
- County Ranking (in Florida) on Percentage of Uninsured Nonelderly Adults (as reported on www.countyhealthrankings.org)
- Prior Grant Performance

Program reporting and monitoring...



- Reports will be bi-monthly:
 - First Progress Report due by 5:00pm EST on December 14th.
 - Second Progress Report due by 5:00pm EST on February 14th.
 - Third Progress Report due by 5:00pm EST on April 15th.
 - Final Summary Report due by 5:00pm EST on July 15th.
- **NEW!:** Patient Services Report will only be required during the first and fourth report!
- **NEW!:** Expenditure documentation will be sent with each report rather than all at once at the end of the year.
- Progress reports will be completed in GIFTS Online and the Patient Services Reporting Portal.



Budget Considerations

- Period of Support: Grant funds will cover allowable expenditures from date of contract execution to June 30, 2019 (expected to be 9 months)
- **FAFCC suggests total funds be no more than 20% of your most recent board approved operating budget**
- Payment Schedule
 - 1st payment – 47.4% of total award within 15 business days following receipt of executed grant agreement (expected in early to mid October 2018)
 - 2nd payment – 26.3% of total award early to mid March 2019
 - 3rd payment – Final 26.3% of total award mid to late July 2019
- Electronic transfer of funds – no paper checks



Budget Considerations

- **NEW!:** Reallocations will now be on a rolling basis from December 1st - June 1st
 - Each clinic/network will be allowed to reallocate up to 4 times (between larger budget categories)
 - CANNOT reallocate without approval
 - Must expend funds by June 30, 2019
- 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, 2019.



Next Steps

- FAFCC will be hosting another webinar tomorrow on our GIFTS Online platform
- Complete and submit the Letter of Intent by Friday, July 27th and **before** the Grant Application
- Complete and submit the Grant Application, along with all required attachments, before 5:00 pm Friday, August 24
- If you have any questions, please contact a member of the FAFCC team using the subject: FY18/19 State Funding Program with questions/concerns.



Q&A



PLEASE KEEP ALL QUESTIONS BROAD AND APPLICABLE TO ALL MEMBERS. IF YOU HAVE CLINIC SPECIFIC QUESTIONS, PLEASE REACH OUT TO AN FAFCC STAFF MEMBER OFFLINE.