



NOTIFICATION OF FUNDING AVAILABILITY (NOFA)

FY 2020 - 2021 State Funds Grant Program

Sponsored by

Florida Association of Free and Charitable Clinics

and

State of Florida, Department of Health

July 31, 2020

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. Program Nature

The State Funds Grant is a state appropriated source of funding that utilizes taxpayer dollars through the joint approval of the State Senate and House of Representatives, and requiring the signature of the Governor. Due to the nature of this grant, annual support is not guaranteed, and therefore promotes and encourages the self-sustainability of all grantseekers.

iii. 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.

iv. 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.

v. Available Funding Amounts

The Florida Legislature's appropriation for this program in 2020-2021 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 most recent board approved operating budget, past performance in prior year state grant funding programs, 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.

vi. Definitions

Applicant/Grantseeker - Free or Charitable Clinic that is a full member of FAFCC by July 1st, is 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, the purchase of vehicles, or indirect costs associated with universities and/or colleges.

FAFCC – Florida Association of Free and Charitable Clinics, Inc., which serves as the 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 time frame 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 2.7 million uninsured residents. Its percentage of uninsured is the third highest in the nation. Over half of the uninsured have incomes below 200% of the federal poverty level. Without the Medicaid expansion, Florida has close to a half a million Floridians, many of which are hard-working families, who find themselves in the Medicaid Coverage Gap, according to a 2018 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. Budget Structure

Each grantseeker will be required to submit a Grant Budget Form along with the Grant Application. The application process is a single grant proposal broken down and awarded by the following Budget Categories: **Personnel Costs, Programmatic Costs, Operational Costs, and Conference Award.**

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.)

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.)

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

Conference Award

This is the recommended funding request for the 2021 FAFCC Annual Conference. This amount is calculated by multiplying the number of attendees by the \$250.00 registration fee. This request can **only** be applied to the 2021 Annual Conference and **cannot** be retroactively applied to past conferences.

iii. Designation Areas

FAFCC has developed the following Capacity Building Designations. All proposed expenses must fall within the following parameters:

- 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

iv. **Non-permitted Areas of Expense**

Expenses cannot include building construction or renovation projects or the purchase of vehicles. In addition, University and College based grantseekers are not permitted to include expenses for indirect costs (handling or management fees).

v. **Program Requirements**

Grantees under this program are expected to fulfill and report on their grant objectives by all grant reporting deadlines as outlined in this section. and in their grant agreement.

Free and Charitable Clinics desiring to apply for a grant must complete the official Grant Application, and must submit the application with all required attachments (including Budget Form) **by no later than 5:00 pm EST on Tuesday, August 25th, 2020**. 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 coincide with the state's fiscal calendar and portioned to reflect quarterly progress within three reporting periods. The first reporting period will reflect two quarters, and the following reporting periods will each reflect one quarter. A grant narrative and financial report will be due for each reporting period and an annual patient services report will be required at the conclusion of the grant cycle:

- **First Reporting Period (07.01.20 - 12.31.20) due by 5:00pm EST on Friday, January 15, 2021** – this progress report includes the following required components:
 - A Grant Narrative Report which consists of a brief narrative and report on progress made in achieving grant objectives
 - Expenditure documentation (i.e. paystubs, invoice, quickbooks) for the 6 month period: **July 1, 2020 – December 31, 2020**
- **Second Reporting Period (01.01.21 - 03.31.21) due by 5:00pm EST on Thursday, April 15th, 2021** – this progress report includes the following required components:
 - A Grant Narrative Report which consists of a brief narrative and report on progress made in achieving grant objectives
 - Expenditure documentation (i.e. paystubs, invoice, quickbooks) for the three month period: **January 1, 2021 – March 31, 2021**
- **Third Reporting Period (04.01.21 - 06.30.21) due by 5:00pm EST on Thursday, July 15th, 2021** – this progress report includes following required components:
 - A Grant Narrative Report which consists of a brief narrative and report on progress made in achieving grant objectives
 - Expenditure documentation (i.e. paystubs, invoice, quickbooks) for the period of **April 1st, 2021 – June 30, 2021**
- **Patients Served Final Report (07.01.20 - 06.30.21) due by 5:00pm EST on Thursday, July 15th, 2021**

- A report on patient services data provided for the period of **July 1st, 2020 – June 30, 2021**

Reporting will be submitted electronically through both the GIFTS Online and Patient Services online portals which will be available under the Grant Funding Program drop-down menu of the FAFCC website <http://www.fafcc.org>. 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 overall success of the program. In addition, grantees may be required to participate in follow-up meetings and consultation with FAFCC.

vi. FAFCC Management Fees

Per the FAFCC management fee policy, FAFCC assesses member organizations a management fee equaling 5% of all public and private funds received by member organizations that were raised, facilitated, or negotiated by 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.

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 as of July 1st, 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

As stated above, Free and Charitable Clinics must be full members of FAFCC by July 1st and 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 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 with an operating budget that exceeds \$50,000.00 and have not previously had in the last two fiscal years of operation an audit or a review conducted by an outside CPA must include as part of their proposal use of awarded 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 July 1st, 2020 until June 30th, 2021, the end of the grant period.

Although grantees are eligible to apply awarded funds toward expenses and projects that predate when the grant agreement is executed, funds ARE NOT guaranteed and grantseekers are strongly encouraged to plan grant budgets accordingly. FAFCC WILL NOT be held responsible nor be compelled to cover the costs of expenses made prior to the announcement of award results if a grantseeker is either not funded or partially funded.

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 4 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 – 47.3% of total award within 15 business days following receipt of executed grant agreement (expected in late **October 2020**)
- 2nd payment – 26.3% of total award in late **February 2021**

- 3rd payment – 13.2% of total award in late **May 2021**
- 4th payment – Final 13.2% of total award in late **August 2021**

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. Upon award notices, a FY 20-21 Clinic Banking Information form will be sent and will require submission from all awardees. The form will require that respondents provide the name of the bank where their organization’s (or fiscal agent’s) checking account is located, the bank 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 has been dispersed.

v. Notice of Compliance

In facilitating the State Funds Grant, the Florida Association of Free and Charitable Clinics maintains a continued interest in the projects that it supports. Timely reporting facilitates this process and enables the association to review the impact of grant awards as required by the Department of Health. Therefore, grant payments will be provided in four payments and processed upon receipt and review of each report for the three reporting periods outlined above. Failure to submit deliverables on time may result in a delay in payment.

Grantees will receive a 24 hour grace period if grant deliverables are not provided by the required date for each reporting period. Grantees will then be notified by the association and will have three days 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

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.

vi. 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, renovation projects, the purchase of vehicles, or expenses for indirect costs (as related to university or college grantseekers).

D. Application Process

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

GIFTS Online Portal

New 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 the Grant Application. Returning to this link will provide applicants with all saved information. Returning awardees can use the pre-existing account used in the last Grant Cycle.

i. Grant Application

Grantseekers will be able to access and begin their application upon the publication of this document on July 31st.

Grant Application will be submitted as one proposal and will be submitted electronically through the application system. 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 on the Grant Funding Program drop-down menu of <https://fafcc.site-ym.com/page/Grantintro>, 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 line-item expenses of each budget category 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 an expense 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 budget category are found in the Budget Structure section of the Grant Application. Be sure to provide sufficient justification for how you arrived at the amount requested for each budget category 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)”
 - Attachment 2 (most recent board approved operating budget of clinic/network); Excel or Word document; Filename: “Attachment 2 – (initials of clinic/network name)”
 - Attachment 3 (previous fiscal year, actual operating budget); Excel or Word document; Filename: “Attachment 3 - (initials of clinic/network name)”
 - Attachment 4 (audit, review, note of explanation); PDF or Word document; Filename: “Attachment 4 – (initials of clinic/network name)”
 - Attachment 5 (Budget Form); Filename: “Attachment 5 – (initials of clinic/network name)”
 - Attachment 6 (Clinic/Network’s most recent 990 form or proof of exemption); PDF or Word document; Filename: “Attachment 6 – (initials of clinic/network name)”

v. 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 as outlined above. Additionally, awardees will reaffirm their reported operating expenses and income in both their actual and projected budgets by completing fields within the application. Applicants will be asked to keep in mind the following considerations when submitting their budget and completing the grant proposal:

- The submitted operating budget may be a high-level summary schedule, however, following application submissions, FAFCC may request further detail supporting specific line items.
- When completing the grant proposal, applicants will be asked to provide:
 - the start and end date of the organization’s fiscal year
 - the date of approval of the organization’s most recent board approved operating budget
 - the organization’s operating expenses and income for the approved operating budget for the current fiscal year
 - the organization’s operating expenses and income for the operating budget from the previous fiscal year

- Applicants with a 20% difference in their operating expenses between the previous fiscal year's actual operating budget and the current, board-approved operating budget, will be required to provide a detailed explanation and budget justification within the grant proposal.
- 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.

At any time following the submission of the grant proposal, FAFCC reserves the right to request additional supporting documentation related to an applicant's submitted operating budget and reported operating expenses.

All reported operating numbers are to be an accurate reflection of an organization's financial records. Applicants who report numbers that are inaccurate, either intentionally or unintentionally, may be disqualified from participating in the 2020-2021 Grant Cycle.

vi. 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 **by no later than 5:00 pm EST on Tuesday, August 25, 2020**. 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. It is strongly recommended that you not wait until the last few hours or minutes to submit your Grant Application and Attachments.

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 or Matt English at 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, reviewers 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 the 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 Proposal (12 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.

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 Proposal (12 points) – extent to which the application demonstrates the significance of the proposal 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.

To affirm the integrity of FAFCC’s competitive grant process, scores **will not** be released following award letters, unless determined by FAFCC.

In circumstances where the Applicant scores in the bottom 10% of the competitive grant process, they may be subject to a grant performance action plan which will include the following:

- **A portion of the Grant Award (if received) can be used towards the investment of grant development/writing, whether through a consultant or grant writing tools.** Any grant development related expenses will be categorized under Programmatic Costs, unless stated otherwise. The awardee must notify FAFCC staff of grant development services it intends to utilize prior to moving forward with expenses (only applies to awardees who are on a grant performance action plan as identified by FAFCC).
- **Reviewer scores and comments to be released to the applicant.**

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 Most Recent Board Approved Operating Budget
- Amount of Funds Requested
- Results of Application Package Scoring
- County Ranking (in Florida) on Percentage of Uninsured Nonelderly Adults (as reported on www.countyhealthrankings.org)

FAFCC has coordinated a grant review consortium made up of various state and regional foundations whose staff 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. Grant agreements will then be issued to approved applicants for execution.

FAFCC reserves the right to negotiate revisions to grant proposals 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 proposals are reviewed by a FAFCC staff member who may discuss the proposal with the applicant to assess the organization's capacity to undertake the proposed grant. 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. A watermarked copy of the Grant Agreement will be available on the FAFCC website upon the release of the NOFA. This copy is NOT the official document and is NOT to be signed and returned to FAFCC. Instead, this is to allow administrative staff to review and understand the agreement terms if their organization were to be awarded. Please note, grantseekers are NOT guaranteed funding.
- **Award Notification.** Barring any unforeseen circumstances, award letters will be sent with a PDF attachment of the Grant Agreement on **Monday, September 21st**. Awardees are required to review, sign, and submit the Executed Grant Agreement by **Thursday, September 24th**.
- **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 the grant's scope of work? Are more details needed? If so, what?
- Are progress reports submitted on time in compliance with reporting deadlines outlined in the NOFA? If not, has the Project Liaison communicated with FAFCC Staff prior to reporting deadlines?
- Is there sufficient supporting documentation for grant expenses (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 expenses progressing on schedule and as described in the Grant Application?
- Is there any evidence of a change in the scope of work for the grant?

- Are there weaknesses that have been identified either by FAFCC staff and/or the Awardee? If so, has a plan of action has been discussed and/or put into place?
- Is the grantee encountering any difficulties or challenges in completing the grant's scope of work?
- 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, via Google Forms, up to four proposals to reallocate funds on a rolling basis from **December 1st to June 1st**. Funding reallocations must fit within the above-mentioned designation areas for capacity building expenses. Any proposed reallocation must first be approved and confirmed by FAFCC before such reallocation can begin. As with other grant expenses, all funds must be expended and completed by no later than June 30th.

Grantees have discretion on how they would like to allocate funds to individual line items within their awarded budget categories. If an organization plans to allocate funds from one budget category to another, a reallocation request is required. For each new reallocation of a budget category to another, there should be a submitted request form. Additionally, multiple line-items can constitute a single reallocation request, along as they all fall under the same budget category.

FAFCC reserves the right to reallocate and redistribute funds from Grant Proposals. 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 or Director of Programs Christina Swiridowsky at christina@fafcc.org. Please note, assistance from

FAFCC staff DOES NOT extend to providing developmental input on grant proposals as this is a competitive grant process.

FAFCC staff will conduct three webinars for all interested member organizations. A grant policy based webinar will be held on **Tuesday, August 4th, 2020 from 10:00 – 11:00 a.m. EST**, a technology and application webinar will be held on **Wednesday, August 5th, 2020 from 10:00 – 11:00 a.m. EST**, and a grant evaluation and compliance webinar will be held on **Thursday, August 6th, 2020 from 10:00 – 11:00 a.m. EST**. 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.