FAFCC State Funds Grant Program
NOFA Webinar
July 22nd, 2019

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Agenda

• DOH – FAFCC contract
• NOFA – key points of the program
• Grant application 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 2019-2020 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 26th: Letter of Intent due by 5:00 pm
  - August 23rd: Complete application must be submitted by 5:00 pm
  - September 30th: FAFCC submits a grant award report to the DOH
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
    • July 24th webinar will cover this subject in more detail
  – Grant monitoring process
    • July 24th webinar will cover this subject in more detail
Letter of Intent

• The Letter of Intent is due Friday, July 26th 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 2019-2020 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, Project Liaison Responsibilities and the Notification of Funding Availability (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 23rd.**

• The application will be submitted via GIFTS Online

• A clinic or network will only submit one proposal. There will be broad budget categories (Personnel, Programmatic, Operational, Conference Award).
Budget Structure: Intro

• The application process is a single grant proposal broken down and awarded by the following Budget Categories: Personnel Costs, Operational Costs, Programmatic Costs, and Conference Award.

• Each grantseeker will be required to submit a Grant Budget Form along with the Grant Application.
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 2020 FAFCC Annual Conference is calculated by multiplying the number of attendees by the $250.00 registration fee. This request can only be applied to the 2020 Annual Conference and cannot be retroactively applied to past conferences.

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• **New: Conference Registration is $250.00 per individual**
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
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.
Attachments

• There are 6 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, (NEW!)
  – Attachment 4: Audit, Review, Compilation, or Letter of Explanation
  – Attachment 5: Grant Budget Form
  – Attachment 6: Most Recent 990 or Note of Exemption

• 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
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.
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 2019-2020 Grant Cycle.

• FAFCC recommends requests should equal to or be no more than 20% of your Operating Expenses from your most recent board approved budget
Program reporting and monitoring...

• Reports will be bi-monthly:
  – First Progress Report due by 5:00pm EST on December 16th.
  – Second Progress Report due by 5:00pm EST on February 14th.
  – Third Progress Report due by 5:00pm EST on April 16th.
  – Final Summary Report due by 5:00pm EST on July 14th.

• Patient Services Report will only be required during the first and fourth report!

• Expenditure documentation will be submitted via email with each report.

• 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, 2020 (expected to be 9 months)

• FAFCC recommends requests should equal to or be no more than 20% of your Operating Expenses from your most recent board approved budget

• Payment Schedule
  – 1st payment – 47.4% of total award within 15 business days following receipt of executed grant agreement (expected late October 2019)
  – 2nd payment – 26.3% of total award mid March 2020
  – 3rd payment – Final 26.3% of total award late July 2020

• Electronic transfer of funds – no paper checks
Budget Considerations

• 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, 2020

• 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, 2020.
Next Steps

• FAFCC will be hosting another webinar tomorrow on our GIFTS Online platform
• Complete and submit the Letter of Intent by Friday, July 26th and **before** the Grant Application
• Complete and submit the Grant Application, along with all required attachments, before 5:00 pm Friday, August 23rd
• If you have any questions, please contact a member of the FAFCC team using the subject: FY19/20 State Funding Program with questions/concerns.
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.