



CHRC New Grantee Informational Meeting

Maryland Community Health Resources Staff

May 25, 2023



1

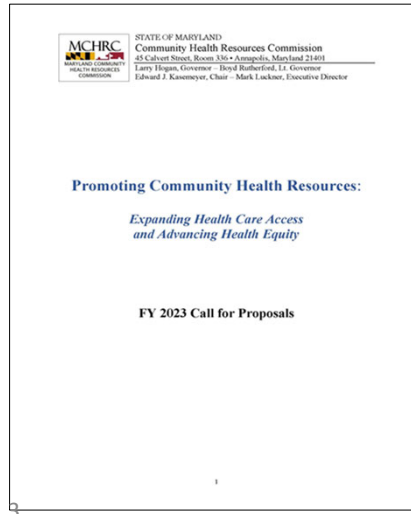
Objectives of Today's Presentation

- Grantee introduction
- CHRC Staff introduction
- Overview of CHRC grant monitoring process
- Questions & Answers

2

2

FY 2023 Call for Proposals & Awards



- 55 Proposals received, requesting \$34 million in funding
- 21 Awards made totaling \$8.5 million
- Of the 21 new grantees, 6 have not received CHRC funding previously



3

CHRC Grantee Documents

Grant Award Letter

Grant Agreement (signature required)

- Attachment 1 – Proposal as submitted
- Attachment 2 – Budget as approved on March 14, 2023

Attachment 3 – Grant Disbursement Process

Attachment 4 - Grant Monitoring Documents

- 90-Day Report (template)
- Milestones & Deliverables (M&D) Report

Attachment 5 - Supporting Documents

- Comptroller's ACH Payment Form
- Staff Contact Information

Documents to be sent in advance of six-month report:

- Expenditure Report
- Supporting document template
- Narrative Report



4

4

Funding & Implementation Dates

Grant Reporting Periods – Two-Year Grant (example)

Grant Agreement Important Dates & Meaning		
Implementation & Funding	May 1, 2023 – April 30, 2025	Grant funding available to cover program costs through April 30, 2025
Final Reports Due	May 31, 2025	All final reports (Narrative, M&D, Expenditure and supporting documents) are due to CHRC staff
Grant Agreement Period	May 1, 2023 – July 31, 2025	CHRC staff review of final documents and processing of final payment

5 CHRC staff will be sending revised grant agreements to replace the previous version sent.



5

Grant Reporting Periods

Two-Year Grant (example)

Grant Reporting Information	
Reporting Period	Reports Due
90-Day Report Grant Implementation May 1 – July 31, 2023	August 31, 2023
May 1, 2023 – October 31, 2023	November 30, 2023
November 1, 2023 – April 30, 2024	May 31, 2024
May 1, 2024 – October 31, 2024	November 30, 2024
November 1, 2024 – April 30, 2025	May 31, 2025

6



6

Milestones & Deliverables Report

- M&D Forms must be finalized prior to processing of initial fund distribution
- Review draft M&D forms that accompanied grant agreement package – specifically the questions in **red text**
- Contact Bob Lally to schedule virtual meeting to finalize grantee M&D reports

7



7

Grant Disbursements Process

- Initial fund distribution – 50% of **Year One** budget
- Subsequent distributions are made when actual expenditures exceed prior grant payments
- Funding is contingent on meeting all reporting and performance requirements
- Contact CHRC CFO (Bob Lally) if your organization may require special payment consideration

8



8

Expenditure Report

Expenditure Report For the Period May 1, 2023 – October 31, 2023					
Program Area	Total Budgeted Amount	Amount Expended	Amount Expended	Amount Expended	Amount Expended
		5/1/23 – 10/31/23	11/1/23 – 4/30/24	5/1/24 – 10/31/24	11/1/24 – 4/30/25
1.00 FTE -	\$114,086	\$27,696			
Personnel Subtotal	\$114,086	\$27,696	\$0	\$0	\$0
	\$40,101	\$9,735			
Personnel Fringe (no more than 25% of Personnel costs)					
Equipment/Furniture	\$0				
Supplies	\$10,000	\$212			
Travel/Mileage/Parking	\$13,320	\$1,618			
Staff Trainings/Development	\$1,000	\$579			
Contractual	\$0				
Other Expenses	\$0				
Indirect Costs	\$23,257	\$4,384			
TOTAL EXPENSES FOR REPORTING PERIOD	\$201,764	\$44,224	\$0	\$0	\$0
TOTAL CUMULATIVE EXPENSES		\$44,224	\$0	\$0	\$0
	35.15%	35.15%			

9



9

Supporting Fiscal Documentation

- CHRC staff will provide a Supporting Documentation template to accompany all fiscal submissions
- Copies of payroll journals must be submitted for all salary entries
- Copies of invoices are required to support all expense items
- Does not apply to fringe and indirect costs calculated on a percentage basis

10



10

Invoice Requirements

- Organization name;
- Remittance address as identified on Federal Form W9 submitted as part of the Application;
- Federal taxpayer identification number;
- Invoice date;
- Invoice number; and
- Invoice should note the CHRC office address

NOTE: It is the responsibility of the grantee to notify the CHRC and Comptroller if there is a change of remittance address.

11



11

Grant Modifications Requests

- Grant modifications are considered amendments to the Grant Agreement and must be approved by CHRC Commissioners at a formal, public meeting.
- Grant modification requests include:
 1. Extension of grant period
 2. Adjustments of more than \$10,000 of budget line items
 3. Adjustments to unduplicated individuals served
- CHRC staff is available to discuss potential modifications of the grant terms throughout the grant period.

12



12



CHRC Staff Contact Information

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