



# CHRC New Grantee Informational Meeting

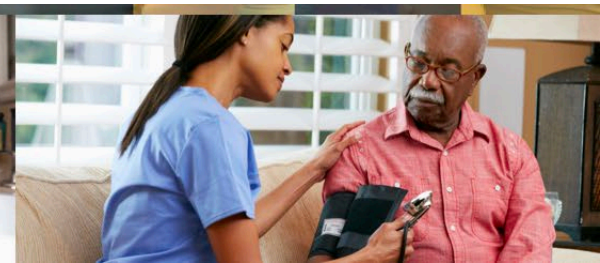
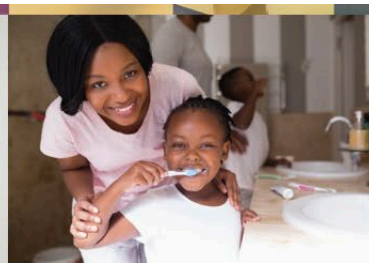
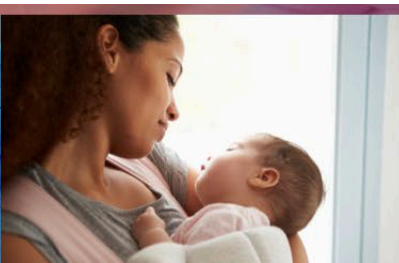
**Mark Luckner, Executive Director**

**Chris Kelter, Chief Financial Officer**

**Michael Fay, Program Manager**

**Jen Thayer, Administrator**

**April 8, 2021**



# CHRC Grantee Documents

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## Grant Award Letter

## Grant Agreement (signature required)

- Attachment 1 – Proposal as submitted
- Attachment 2 – Budget as approved on March 31, 2021

## Attachment 3 - Grant Monitoring Documents

- 90-Day Report
- Milestones & Deliverables (M&D) Report
- Expenditure Report
- Narrative Report

## Attachment 4 - Supporting Documents

- Comptroller's ACH Payment Form
- Staff Contact Information

# CHRC Grantee Documents

## Grant Reporting Periods – One & Two-Year Grants

Grant Reporting Information	
Reporting Period	Reports Due
90-Day Report Grant Implementation May 1 – July 1, 2021	July 30, 2021
May 1, 2021 – October 31, 2021	November 30, 2021
November 1, 2021 – April 30, 2022	May 31, 2022*
May 1, 2022 – October 31, 2022	November 30, 2022
November 1, 2022 – April 30, 2023	May 31, 2023

If your organization would like the grant period to begin **after** May 1, 2021, CHRC Staff is available to discuss, however, the grant period **must** begin prior to June 30, 2021.

May 31, 2022 – Final reports due for one-year grants

# CHRC Grant Modifications

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- CHRC staff maintains regular contact with grantees.
- CHRC staff is available to discuss potential modifications of the grant terms throughout the grant period (at any time).
- Grant modification requests include:
  - Extension of grant period.
  - Adjustments of more than \$10,000 of budget line items
  - Adjustments to grant metrics.
- Grant modifications are considered amendments to the Grant Agreement and must be approved by CHRC Commissioners.

# CHRC Grantee Documents

## Milestones & Deliverables (M&D) Report – Page 1

CHRC Grantee Monitoring Report						
<b>Grantee Name:</b>						
<b>Grantee Contact Information:</b>						
<b>Grantee #:</b>		20-00x				
<b>Grant Period:</b>		May 1, 2020 - April 30, 2022				
<b>Date of this Report:</b>						
<b>Total Grant Award:</b>		\$500,000				
<b>Amount Paid to Date:</b>		\$200,000		<b>Program goal</b> (target # unduplicated participants): <b>1000</b>		
<b>Outstanding Grant Balance:</b>		\$300,000		<b>Progress to goal</b> (current # unduplicated participants):		
<b>Expenditure to Date:</b>		\$0				
Grantee Payout and Report Schedule						
Reporting Period	Due Date	Status	Proposed Fund Distribution	Actual Fund Distribution	Actual Expenditures	Required Items
N/A		Complete	\$105,000	\$100,000	n/a	Signed grant agreement, approved performance measures and invoice
Project update 1 (90 days post award)	July 31, 2020		n/a	n/a	n/a	Project Update Narrative
Report Period One May 1, 2020 - October 31, 2020	November 30, 2020		\$100,000	\$100,000		<b>Report 1:</b> narrative, M&D report, expenditure report, supporting fiscal documentation and invoice
Report Period Two November 1, 2020 - April 30, 2021	May 31, 2021					<b>Report 2:</b> narrative, M&D report, expenditure report, supporting fiscal documentation and invoice
Report Period Three May 1, 2021 - October 31, 2021	November 30, 2021					<b>Report 3:</b> narrative, M&D report, expenditure report, supporting fiscal documentation and invoice
Report Period Four November 1, 2021 - April 30, 2022	May 31, 2022					<b>Final Report:</b> narrative, M&D report, expenditure report, supporting fiscal documentation and invoice
<b>TOTALS:</b>			\$205,000	\$200,000	\$0	

# CHRC Grantee Documents

## Milestones & Deliverables (M&D) Report – Page 2

CHRC Grantee Monitoring Report						
Grantee Name:						
Grant #:		20-00x				
Attestation:		I attest that, to the best of my knowledge and belief, all the information contained in this report is accurate and complete. I attest that, to the best of my knowledge and belief, that the information reported by any subcontractors is accurate and complete, and that my organization has in place policies and procedures to monitor and ensure the accuracy of this information. Documentation to support the data will be kept for 5 years and provided to CHRC upon request. Signed _____ Date: _____				
<p><b>NOTE #1:</b> Any measurement counting "UNDUPLICATED" patients CANNOT include the same patients over different reporting periods. The "TOTALS" column for these measures should sum only unduplicated individuals. For example, if an individual is counted in reporting period 1, that person should <b>not</b> be counted again in reporting period 2.</p> <p><b>NOTE #2:</b> The program data with its associated data source reported by the grantee on this M&amp;D report is subject to audit by the CHRC.</p> <p><b>NOTE #3:</b> The CHRC will utilize output <b>1a</b> for its "<b>Total participants/clients seen</b>" measure, and output <b>1b</b> for its "<b>Total participants/client encounters</b>" measure.</p> <p><b>NOTE #4:</b> "Participant/Client Encounters" is defined as any face-to-face visit with a member of the SWIFT Team.</p>						
<b>(Do NOT alter shaded cells)</b>						
Key Process Measures	Output	Data Source	Reporting Period #1 (MAY 1 - OCT 31, 2020)	Reporting Period #2 (NOV 1, 2020 - APR 30, 2021)	Totals	Goal
To increase access to essential health care services	1a) # unduplicated participants served	EMR	59		59	500
	1b) # face to face participant encounters (i.e., home visits or other location)	EMR	190		190	
	1c) # of participant encounters via telephone	EMR	245		245	
	1d) total # of participant encounters (1b + 1c)	EMR	435		435	
	1e) # participants referred to and receiving primary care services	EMR	67		67	
	1f) # of participants referred to and receiving behavioral health services	EMR	23		23	
	1g) # of participants referrals to other specialist health care services	EMR	34		34	
Key Outcome Measures	Output	Data Source	Reporting Period #1 (MAY 1 - OCT 31, 2020)	Reporting Period #2 (NOV 1, 2020 - APR 30, 2021)	Totals	Goal
Reduce avoidable ED IP visits	2a) % reduction in non-emergency calls to 911	CRISP				33%
	2b) % reduction in avoidable IP hospitalizations from baseline	CRISP				25%
	2b) % reduction in avoidable ED visits from baseline (calculate % reduction from cohort baseline)	CRISP				25%

# CHRC Grantee Documents

## Expenditure Report

Expenditure Report For the Period May 1, 2020 - December 31, 2020					
Program Area	Total Budgeted Amount	Amount Expended	Amount Expended	Amount Expended	Amount Expended
		5/1/20 - 12/31/20	1/1/21 - 6/30/21	7/1/21 - 12/31/21	1/1/22 - 6/30/22
1.00 FTE -	\$114,086	\$27,696			
<b>Personnel Subtotal</b>	<b>\$114,086</b>	<b>\$27,696</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>\$40,101</b>	<b>\$9,735</b>			
<b>Personnel Fringe</b> (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			
<b>TOTAL EXPENSES FOR REPORTING PERIOD</b>	<b>\$201,764</b>	<b>\$44,224</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL CUMULATIVE EXPENSES</b>		\$44,224	\$0	\$0	\$0

35.15%

35.15%

# CHRC Fund Distribution

CHRC staff recommends grantees submit the ACH/Direct Deposit Authorization for Vendor Payments to the Office of the Comptroller. (See Attachment 4 to the Grant Agreement).

## **Invoices must contain the following information:**

- Tax ID Number
- Grantee Address – must match address on federal W-9 Form previously submitted.
- Invoice Number
- CHRC Address -45 Calvert St., Rm 336, Annapolis, MD 21401



# CHRC Contact Information

## Address Information for Returning Grant Documents

### **For Overnight Courier (FedEx, UPS, DHL):**

Maryland Community Health Resources Commission  
100 Community Place, Room 4.507  
Crownsville, MD 21032

### **For Regular U.S. Mail:**

Maryland Community Health Resources Commission  
Post Office Box 2347  
Annapolis, MD 21404



# CHRC Staff Contact Information

**Mark Luckner**

**CHRC Executive Director**

mark.luckner@maryland.gov  
410.974.5058 or 410.260.7046

**Chris Kelter**

**CHRC Chief Financial Officer**

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410.974.5091

- Grant Budget Questions
- Invoicing

**Michael Fay**

**CHRC Administrative Program Manager**

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410.974.5081

- Grant Administration
- Program & Auditing

**Jen Thayer**

**CHRC Administrator**

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410.974.5033

- Commission Operations
- Grantee Liaison

**Ed Swartz**

**CHRC Financial Advisor**

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**Lorianne Moss**

**CHRC Policy Analyst**

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