



STATE OF MARYLAND

## Community Health Resources Commission

45 Calvert Street, Annapolis, MD 21401, Room 336  
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Martin O'Malley, Governor - Anthony G. Brown, Lt. Governor

John A. Hurson, Chairman - Mark Luckner, Executive Director

# **State Health Improvement Process: Supporting Local Health Improvement Coalitions (LHICs) to Implement Local Health Action Plans**

## **Call for Proposals**

February 2012

## I. Overview

Improving the health of Marylanders through local action is a mutual goal of the Maryland Community Health Resources Commission (“CHRC” or “the Commission”) and the Department of Health and Mental Hygiene (“DHMH” or “the Department”). Health care reform provides a optimum opportunity for CHRC and DHMH to partner together to meet their mutual goal. During the past legislative session, the Maryland General Assembly passed legislation (SB 514/ HB 450) signed into law by Governor O’Malley that acknowledged the integral role that the CHRC could play in terms of assisting community health resources prepare for implementation of the Affordable Care Act. As a part of this role, the CHRC’s FY 2012 budget contains a new line-item (\$500,000) that the CHRC will use to support the State Health Improvement Process (SHIP) launched by the DHMH earlier this year. As set forth in this Call for Proposals, the CHRC will be providing grant funding to support implementation of the Local Health Action Plans developed by Local Health Improvement Coalitions (LHIC) as part of SHIP.

Over the last six years, the CHRC has issued seven requests for proposals and awarded 93 grants, totaling \$22.6 million. These grants have supported programs in all 24 jurisdictions and collectively provided health care services to more than 96,000 Marylanders. Previous requests for proposals have been open to qualifying “community health resources” based on the Commission’s authorizing statute (Health-General §19-2102) and have focused on efforts to reduce infant mortality, expand access to primary care, promote adoption of health information technology, increase access to dental care services, and integrate behavioral health care services in the community.

In contrast to previous requests for proposals, this Call for Proposals, *State Health Improvement Process: Supporting Local Health Improvement Coalitions (LHICs) to Implement Local Health Action Plans*, is the first of its kind. Given the partnership between the CHRC and DHMH to address their shared mission, this **Call for Proposals is open only to one specific type of community health resource: Local Health Improvement Coalitions (LHICs) that have been “pre-qualified” by DHMH. This “pre-qualification” by DHMH is determined based on several criteria, including the structure, governance, and activities of the LHIC, and submission of the Local Health Action Plan to the Department. LHICs will be required to submit a copy of the full Local Health Action Plan to the CHRC as part of this Call for Proposals submission, and proposals shall indicate which action strategy(ies) in the Plan will be supported with CHRC grant resources.**

The CHRC will make every effort to streamline the LHIC application process to respond to this Call for Proposals. In this first year of the CHRC’s support of SHIP and the Local Health Action Plans, the CHRC will provide base grant funding (ranging from \$25,000 to \$75,000) to each LHIC that is “pre-qualified” by the Department and that responds to this Call for Proposals. As listed on pages 4-5, LHICs will be required to submit basic documents to receive base grant funding. **Every LHIC that submits the required documentation will receive base grant funding from the CHRC this year.**

In addition to this base funding, the CHRC is also making available, on a competitive basis, **additional** bonus funding to those pre-qualified LHICs that submit proposals that best align with the statutory mission of the Commission and are among the highest ranking proposals, based on nine criteria (listed on page 6 of this Call for Proposals). Bonus funding will range from \$25,000 to \$50,000 per successful LHIC submission. The total number of bonus funding grants awarded, as well as the amount of each bonus funding grant awarded, is at the discretion of the CHRC.

## II. Key Dates to Remember

The following are the dates and deadlines for this Call for Proposals.

February 23, 2012 11:00 a.m.

Question & Answer Conference call with LHICs  
1-(636) 651-3181 Access Code: 8109602

March 15, 2012 5:00 p.m.

**Deadline for submission of Proposals to CHRC**

Mid-April, 2012

CHRC issues base grant awards and any bonus funding to LHICs

## II. Grant Eligibility

### What is a Community Health Resource?

Pursuant to Health-General §19-2102 *et seq.* and its implementing regulations, the Commission may only award grants to an entity that meets the definition of a “community health resource.” “Community health resource” is defined in Maryland Health-General §19-2102 (d)(1) to include specific examples of entities or programs meeting this definition, as well as “any other center or program identified by the Commission as a community health resource.” Health-General §19-2102 (d)(2). The Commission has explicitly recognized a local health department as a “community health resource” in its regulations found at COMAR 10.45.05.

Given that each LHIC by its nature includes at least one local health department, the statutory definition of “community health resource” found at COMAR 10.45.05 is met. As mentioned in Section I. above, **only Local Health Improvement Coalitions that have been pre-qualified by DHMH are eligible to respond to this Call for Proposals.** Thus, while the Commission typically requires an entity submitting a proposal to provide documentation showing that it meets the “community health resource” definition, such documentation is *not necessary* as part of the response to this Call for Proposals.

## III. Awards

This Call for Proposals includes two grant funding opportunities: (1) Base funding, which will be awarded to each pre-qualified coalition that submits the required documents and supporting materials to the CHRC; and (2) Bonus funding, which is *optional* and awarded on a *competitive basis*. In order to apply and compete for the bonus funding, LHICs will be required to submit additional information that identifies action(s) or strategy(ies) that could be supported with CHRC bonus funding and that are separate from, or in addition to, the action(s) or strategy(ies) that will be supported with base funding. The application materials for both base and bonus funding are listed at page 6. Please refer to the table on page 10, **CHRC SHIP Call for Proposals Application Check-List & Review Criteria**, to confirm that you have provided the required documents and materials for each funding opportunity for which you would like to apply. .

### A. Base Funding for LHICs to support implementation of Local Health Action Plans

The CHRC will award each pre-qualified Local Health Improvement Coalition a base grant in support efforts to implement its Local Health Action Plan over the next 12 months. The base grant funding to each LHIC is as follows:

Number of Jurisdictions in LHIC	CHRC Base Funding Support for LHIC Implementation of Local Health Action Plans
5	\$75,000
3	\$50,000
1	\$25,000

**B. Optional Bonus Funding for Pre-Qualified LHICs on a Competitive Basis**

In addition to the base funding noted above, the CHRC will also be making available bonus funding to provide *additional* support for the implementation of the Local Health Action Plans. The CHRC will provide this additional opportunity for funding on a *competitive* basis. **This is an optional opportunity for LHICs** who wish to apply for the bonus funding. LHICs who are pre-qualified by DHMH will still receive the base funding support without applying for bonus funding.

LHIC submissions for bonus funding will be evaluated on the basis of nine criteria, listed on pages 6-7 of this Call for Proposals. These criteria are based on the Commission’s statutory mission. To be considered for bonus funding, an LHIC should submit a proposal that best demonstrates activities of the Local Health Action Plan that align with the statutory mission of the Commission. Bonus funds will be awarded to the LHICs who score highest overall based on these nine criteria. Proposals should indicate the additional action strategies that could be supported with bonus funding ranging from \$25,000 to \$50,000. Decisions concerning the total number of bonus funding grants awarded and the amount of each bonus funding award are within the discretion of the CHRC.

**IV. Evaluation and Monitoring**

As a condition of receiving any grant funds, LHIC grantees must agree to participate in an ongoing evaluation of the grants program. Compliance with these reporting requirements will be considered in the evaluation of future, competitive funding requests by LHICs to support Local Health Action Plan implementation.

**V. Use of Grant Funds**

CHRC funds must be used to help LHICs implement Local Health Action Plans, in part or in their entirety. Proposed uses of CHRC funds that are not directly supported/evidenced by the Local Health Action Plans will not be considered. CHRC grant funds may be used for project staff salaries and fringe benefits, consultant fees, data collection and analysis, project-related travel, conference calls and meetings, and office supplies and expenses. Indirect costs are limited to 10% of the total direct costs of the proposed actions. CHRC grant funds may also be expended for a limited amount of essential equipment and supplies required by the LHIC. CHRC grantees may subcontract with other organizations as appropriate to accomplish the purposes of the LHIC activities. Any one contract for more than \$10,000 requires prior approval of the Commission. If the services in a LHIC’s proposal will be delivered by a contractor agency, rather than directly by the LHIC, the LHIC may not take a fee for passing through the funds to the contractor entity.

Under this Call for Proposals, CHRC grant funds may **not** be used for major equipment or new construction projects, to support clinical trials, or for lobbying or political activity.

The following are examples of actions that could be supported with CHRC funding under this Call for Proposals:

- Mobilization of local communities to ensure that school wellness policies include physical activity during the school day and establishing goals for increased consumption of fruits and vegetables and adoption of evidenced-based programs to prevent initiation of youth smoking;
- Development of IT and policy supports to facilitate communication between EDs and primary care providers to increase post ED-discharge chronic disease coordination; and
- Support of primary care provider recruitment costs.

## **VI. How to Apply**

Submissions to this Call for Proposals will be *streamlined*. The deadline for submitting proposals for either just the base funding or both base and bonus funding is 5:00 p.m. EST on March 15, 2012. The CHRC will review the materials to determine if all necessary items are provided, and once this determination is made, the CHRC will make the base funding available to the LHIC. LHICs that are selected to receive a “bonus funding” award will be notified by mid-April, 2012.

Please review the table **CHRC SHIP RPF Application Check-List & Review Criteria** on page 10 and include all required items/materials for the base funding in one package. If applying for the bonus funding as well, please include the required items for both the base and the bonus funding in the same package. Information on each of the required documents and materials for the base funding and bonus funding proposals is detailed below.

### **A. Required Proposal Items for Base Funding**

All LHICs must submit the following items to be eligible for the base funding awards (please submit these documents/items in the order listed below):

**(1) Pre-Qualification letter from DHMH:** Each LHIC must include a letter from DHMH that states the LHIC has been pre-qualified to receive the CHRC LHIC base funding support.

**(2) Grant Application Cover Sheet:** This form is located in the Appendix section of this Call for Proposals and also can be accessed by visiting the Maryland Community Health Resources website (<http://www.dhmh.maryland.gov/mchrc>) and clicking on “Forms” on the left hand side menu.

**(3) The LHIC Local Health Action Plan:** Include a copy of the full Local Health Action Plan submitted to DHMH.

**(4) Base Funding Proposal:** The base funding proposal should clearly state specific action items in the LHIC Local Health Action Plan that will be implemented, in part or in its entirety, using CHRC base grant funds (listed previously on page 3 of this Call for Proposals). This proposal should focus on the key action steps that will be supported with CHRC base grant funding and that will be undertaken over the next 12 months. In addition, this proposal must include evaluation measures that will assess whether the LHIC’s base funding proposal’s objectives and milestones have been achieved. The Base Funding Proposal should be approximately 2-3 pages.

**(5) Post-CHRC Funding Sustainability Plan:** LHICs must include information on how the coalition will sustain actions initially supported by CHRC grant funds once these grant funds have been expended. The Sustainability Plan should be one page or less.

**(6) Project Budget:** LHICs must provide a budget for the total base funding amount. LHICs must use the Budget Form provided in the Appendix section of this Call for Proposals followed by a line-item budget justification detailing the purpose of each budget item.

The CHRC Budget Form includes the following line item areas:

- a) *Personnel:* Include the percent effort (FTE) and title of the individual.
- b) *Personnel Fringe:* Fringe benefits should be shown at the LHIC lead LHD's standard rate.
- c) *Equipment/Furniture:* Small equipment and furniture costs.
- d) *Supplies*
- e) *Travel/Mileage/Parking*
- f) *Staff Trainings/Development*
- g) *Contractual:* Contracts for more than \$10,000 require prior approval of the Commission.
- h) *Other Expenses:* Other miscellaneous expenses or other program expenses that do not fit the other categories should be placed here. Detail each different expense in this area in the budget justification narrative.
- i) *Indirect Costs:* Indirect costs may not exceed 10 percent of direct proposal costs.

#### **B. Bonus Funding Items (Optional)**

LHICs who wish to compete for bonus funds must include the following information/items in the proposal package, in addition to the items requested as part of the base funding application, (please submit these documents/items in the order listed below):

**(1) Pre-Qualification letter from DHMH:** Submit a copy of the letter from DHMH that states the LHIC has been pre-qualified to receive the CHRC LHIC base funding support.

**(2) Grant Application Cover Sheet:** This form is required as part of the base funding proposal. Do **not** submit a duplicate copy of this form, but simply indicate on the grant application cover sheet the request for bonus funds (at the bottom of the grant application cover sheet).

**(3) The LHIC Local Health Action Plan:** Include a reference to the Local Health Action Plan that was submitted for the base funding proposal. Please do not send duplicate copies of the Local Health Action Plan.

**(4) Bonus Funding Proposal:** The proposal should clearly state what actions items in the LHICs Local Health Action Plan will be implemented, in part or in its entirety, **using bonus funds**, in addition to the action items in the Base Funding Proposal. Similar to the Base Funding Proposal, this document should concisely detail actions steps that would be undertaken over the next 12 months using CHRC bonus funds. The action steps proposed in the Bonus Funding Proposal either can be a continuation/extension of plans previously stated in the Base Funding Proposal, or can address other priority areas or action steps in the Local Health Action Plan. Plans must include evaluation measures that will assess whether the Bonus Funding Proposal's objectives and milestones have been achieved. An LHIC must also address the nine criteria the CHRC will use to score bonus funding proposals (listed on page 6 of this Call for Proposals). Proposals should be approximately 5-6 pages.

**(5) Post CHRC Funding Sustainability Plan:** LHICs must include information on how the coalition will sustain actions initially supported by a CHRC bonus funding grant once these grant funds have been expended. The Sustainability Plan should be one page or less.

**(6) Project Budget:** LHICs must provide a budget (*using the same budget form used in the Base Funding application*) and budget justification for implementing the bonus funding proposal. The budget request can be for an amount from \$25,000 to \$50,000. The amounts of the Bonus Funding grant awards will be determined by the CHRC..

### **C. Additional Information**

Proposals must be single spaced on standard 8 ½” x 11” paper with one-inch margins and using 12-point Times New Roman or Arial font. Tables and charts may use a 10-point font or larger. All pages of the proposal must be numbered.

The CHRC requires:

**(1) One original application**, including all required materials for the base funding and bonus funding (if applying) application in one package. The hard copy original should be bound with two-prong report fasteners or with clips. If two-prong fasteners are used, cardboard or plastic covers and backs can be used. Do not send three ring binders or spiral bound proposals. Please send the hard copy original to:

Mark Luckner, Executive Director  
Maryland Community Health Resources Commission  
45 Calvert Street, Room 336  
Annapolis, MD 21401

**(2) One electronic copy** of all the application materials should be emailed to [mdchrc@dhhm.state.md.us](mailto:mdchrc@dhhm.state.md.us). In the subject line of the email, please state the coalition’s full name and the following reference: “LHIC Call for Proposals”.

**Grant proposals, both original hard copy and electronic copy, are due at the Commission’s offices by 5:00 p.m. on Wednesday March 15, 2012.**

### **VIII. Criteria for Awarding Bonus Funds**

Each application will be reviewed in its entirety and evaluated based on the criteria listed below. The top-ranking proposals will be eligible for additional support Bonus Award funding ranging from \$25,000 to \$50,000 to be determined by the CHRC.

- (1) Local health improvement priorities clearly reflect SHIP priority areas and may reflect community needs assessment data;
- (2) Priorities are clearly stated in the Local Health Action Plan, with identifiable goals;
- (3) Action steps/strategies are evidenced-based, outcomes are measurable, and the Local Health Action Plan has a high likelihood of achieving goals/outcomes;
- (4) The Local Health Action Plan includes evaluation measures and ongoing quality improvement activities;
- (5) The action plan leverages community health resources (in addition to local health departments) and facilitates innovative partnerships;
- (6) The action plan includes a post-CHRC award sustainability plan for maintaining LHIC activities and improvement strategies (beyond CHRC support).

- (7) The action plan includes strategies that will assist in building a collaborative, interconnected, and efficient health care system in the local/regional level;
- (8) The action plan includes specific strategies to address unmet health needs of low-income, uninsured and underinsured populations; and
- (9) The action plan contains specific strategies to address health disparities among racial and ethnic minorities in their community.

## **IX. Inquiries**

**Conference Call for Applicants:** The CHRC will host a conference call on February 23, 2012 at 11:00 am for interested applicants to provide information on the grants program and assistance with the application process. *Participation in this conference call is optional.*

**Questions from Applicants:** Applicants may also submit written questions about the grants program. Send questions to Mark Luckner ([lucknerm@dhhm.state.md.us](mailto:lucknerm@dhhm.state.md.us)). Questions may be submitted at any time.

## **VIX. The Maryland Community Health Resources Commission**

The *Community Health Care Access and Safety Net Act of 2005* became law on May 10, 2005. The law authorized establishment of the 11-member Maryland Community Health Resources Commission to help communities in Maryland improve access to care for low-income families and under- and uninsured individuals. Governor Martin O'Malley appointed the current members of the Commission in May, 2007.

### **Commissioners**

John A. Hurson, Chairman

Judith L. Boyer-Patrick, M.D., M.P.H.

Maria Harris-Tildon

Kendall D. Hunter

Dr. Mark Li

Paula McLellan

Margaret Murray, M.P.A.

Nelson Sabatini

Douglas Wilson, Ph.D.

### **CHRC Staff:**

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**Grant Application Cover Sheet FY 2012**

**State Health Improvement Process:  
Supporting Local Health Improvement Coalitions (LHICs) Implement Action Plans**

**LHIC Designated Applicant Organization:**

Name of Organization: \_\_\_\_\_

Federal Identification Number (EIN): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

**LHIC Official Authorized to Execute Grants/Contracts:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LHIC Project Director** (if different than the official authorized to execute contracts)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Grant Request:**

**LHIC Base Fund:** Please check which funding amount the LHIC is eligible to receive:

**\$25,000** (1 jurisdiction in LHIC)     **\$50,000** (3 jurisdictions in LHIC)     **\$75,000** (5 jurisdictions in LHIC)

**LHIC Funding Request:** Does this proposal request CHRC Bonus Funds?

**Base Funding only**                       **Base and Bonus Funding**

If the LHIC is competing for additional bonus funds, include the amount requested in *bonus funds* only below.

Bonus Funds Requested \$ \_\_\_\_\_ (**Range of \$25,000 to \$50,000 may be provided by CHRC, on a competitive basis**).

<b>Budget Form</b>		
<b>MARYLAND COMMUNITY HEALTH RESOURCES COMMISSION</b>		
<i>State Health Improvement Process: Supporting Local Health Improvement Coalitions (LHICs) to Implement Action Plans</i>		
LHIC/Organization Name:		
Project Name:		
<b>Budget Request for CHRC Grant Funding</b>	<b>Base Funding</b>	<b>Bonus Funding (Optional)</b>
<b>Personnel Salary</b>		
% FTE - Title		
% FTE - Title		
% FTE - Title		
<b>Personnel Subtotal</b>		
<b>Personnel Fringe (% - Rate)</b>		
<b>Equipment/Furniture</b>		
<b>Supplies</b>		
<b>Travel/Mileage/Parking</b>		
<b>Staff Trainings/Development</b>		
<b>Contractual</b>		
<b>Other Expenses</b>		
<b>Indirect Costs (no more than 10% of direct costs)</b>		
<b>Totals</b>		

**CHRC SHIP Call for Proposals Application Check-List & Review Criteria: Base Funding vs. Bonus Funding**

<b>Item</b>	<b>Base Funding</b>	<b>Bonus Funding (<i>Pursuit is Optional</i>)</b>	<b>CHRC Review/Assessment</b>
(1) Pre-qualification letter from DHMH	Required.	Required, but simply include a copy of the same pre-qualification letter from DHMH.	LHIC Applicants must be pre-qualified by DHMH, Office of Population Health Improvement to be eligible for CHRC LHIC grant funding.
(2) Grant Application Cover Sheet	Required.	Required, but simply indicate on the grant application cover sheet information the request for bonus funds on the cover sheet.	
(3) Copy of Complete LHIC Local Health Action Plan	Required. This should be the same Local Health Action Plan that was submitted to DHMH. The LHIC is simply including a copy of this Action Plan as part of its request for CHRC base funding support.	Required, but simply include reference to Action Plan that was submitted in the application for base funding.	The CHRC will review the full Local Health Action Plan in the context of the request for base funding as well as bonus funding.
(4) Action Strategy/ies (part/subset of full Local Health Action Plan) that will be supported by either type of CHRC SHIP grant funding, i.e., base or bonus	Required. This should be a 2-3 page overview of the specific action strategy/ies that will be supported with CHRC <i>base</i> funds (\$25,000, \$50,000, or \$75,000, depending on the number of jurisdictions in the LHIC). This proposal must also include evaluation measures.	Required. This proposal should indicate the <i>additional</i> specific strategies or enhancements (beyond or <i>in addition</i> to the activities supported with CHRC base funding) that would be supported by potential CHRC <i>bonus</i> funds. This proposal must also include evaluation measures and address the nine criteria the CHRC will use to score bonus funding proposals. The bonus funds would be awarded competitively, with a potential range of \$25,000 to \$50,000 for an LHIC. This document should be approximately 5 -6 pages.	In this first Call for Proposals/year 1, CHRC LHIC <i>base</i> funding will be provided based on the number of jurisdictions in the LHIC (\$25,000, \$50,000, or \$75,000).  However, if the LHIC applies for <i>bonus</i> funding, the LHIC Action Strategy/ies (separate from the strategies supported with base funds) will be evaluated on the basis of the nine criteria. The highest scoring submissions will be eligible for additional bonus funding, ranging from \$25,000 to \$50,000 each.
(5) Post-CHRC funding Sustainability Plan	Required, no more than one page.	Required, no more than one page.	
(6) Project Budget and Budget Justification	Required. This should reflect the base funding allocation (\$25,000, \$50,000 or \$75,000).	Required, but the same budget form used for base funds can also be used for bonus funds. This budget must reflect action strategy/ies that the CHRC's bonus funding will support.	