



STATE OF MARYLAND
Community Health Resources Commission
45 Calvert Street, Room 336 • Annapolis, Maryland 21401

Martin O'Malley, Governor; Anthony G. Brown, Lt. Governor
John A. Hurson, Chair; Mark Luckner, Executive Director

Maryland Community Health Resources Commission FY 2015 Call for Proposals Frequently Asked Questions

1. Is there a limit to the number of applications that can be submitted by a single entity?

No, there is no limit to the number of applications submitted by a single entity.

2. How many program years can a grant submission cover?

Applicants are permitted to submit proposals for one year or multiple years.

3. How many grants will be awarded, and how does this relate to funding for FY 2016 and FY 2017?

The CHRC has a total of \$1.3 million to award in new grant funding for this fiscal year (FY 2015). The CHRC took no position regarding whether grants awarded in this year's Call for Proposals will present funding obligations for future fiscal years.

4. Can funds be used for delivery of direct services?

Yes, grant funds can be used for direct services.

5. If an applicant has a primary focus for their grant application but the application still addresses other areas of focus, how should it be presented to the Commission?

The LOI and grant proposal should select and clearly state one specific category.

6. Will women's services be considered under providing primary care or are they limited to category one?

Programs that seek to expand access to comprehensive women's health services should be submitted in category #1, promoting comprehensive women's health services and reducing infant mortality rates.

7. Emphasis on dental is still on children. Will adult dental care be dismissed?

Applicants are permitted to submit proposals that expand dental services for both adults and children.

8. What is the overall page limit for the proposals?

Applicants are advised to limit their proposals to a total of 15 pages.

9. In category #4, building safety net capacity, is the CHRC looking to assist providers who are currently not billing for services but are currently trying to become billers of third-party payers?

Yes, this is one type of safety net capacity building grant envisioned under category #4.

10. On the selection criteria, sustainability and matching funds, please elaborate.

One hallmark of the Commission grant funding is to support programs that will be sustainable after initial grant funds have been utilized. The CHRC also looks to support programs that have used Commission grant funds to leverage additional resources, perhaps from local hospitals, foundations, or local employers. In the full proposal, applicants are encouraged to include a Letter of Commitment identifying the matching funds.

11. How will procurement roll out? Once the funds are awarded and start dates are determined, how much lead-time will be required?

Once the CHRC makes its grant awards (after the February 2015 meeting), grantees are notified that they need to: (1) Sign the grant agreement; (2) Review and approve performance metrics and grant reporting schedule; (3) Provide an updated line item budget for the grant award amount; and (4) Submit the first invoice for payment. This process typically takes between 30 and 90 days, depending on how quickly the grantee finalizes its grant performance metrics. Grantees should anticipate a program start date of mid-March 2015.

12. Are some types of Community Integrated Medical Homes (CIMH) models acceptable?

Yes, projects that will expand access to underserved communities, improve population health, and promote future CIMH models are permissible.

13. Is there a maximum amount for the awards?

Ranges are for the entire category, not per grant award. The Call for Proposals provides funding ranges for each category, as follows:

Comprehensive women's health: \$200,000 to \$300,000

Dental: \$100,000 to \$200,000

Supporting new access/primary care: \$500,000 to \$600,000

Safety net capacity building: \$500,000 to \$600,000

14. If a grant proposal includes opening a new clinic, can we request capital building costs?

Requests for capital are permissible, but CHRC grant funding is typically used to support operating expenses. Applicants are encouraged to seek other sources for capital support, such as the DHMH FQHC capital program, the Maryland Hospital Association capital program, legislative bond bill request, or private local foundations.

15. Does it matter if an applicant is a current and/or former grantee? Does that weigh in their favor?

Former/current grantees of the CHRC are not provided special consideration in this Call for Proposals.

16. Who is eligible to submit a request for continuation of grant funding? How is a continuation of grant funding request submitted?

Former or current grantees that wish to continue a program previously supported by CHRC may apply for a request to continue the program. As with proposals that involve new programs, proposals requesting continuation must be responsive to the strategic goals of this year's Call for Proposals. When applying for a continuation request, a full grant proposal should be submitted to the CHRC (as would occur with any other grant proposal). This proposal should provide a detailed explanation of program impact to date and past efforts to achieve program sustainability.

17. Are Letters of Intent (LOIs) mandatory?

Yes, LOIs are mandatory and due on Tuesday, November 18 at 3 pm.

18. Are local health departments required to submit the financial audit?

No, this requirement does not apply to local health departments.

19. Since the ranges listed are for "Year 1," how does that affect a proposed multi-year project?

Applicants are able to submit one- or multi-year budget proposals, and the amounts for each area of focus should be considered guidelines and represent the likely overall amount that will be awarded in each category this year.

20. Should individual projects address all three strategic priorities, or may they address one, two, or three?

Applicants are encouraged to address all three strategic priorities in grant proposals.

21. Is the budget for the Letter of Intent included in the four-page limit, or sent as an attachment?

The budget submitted with the Letter of Intent (LOI) is not counted towards the overall four-page limit and could be submitted as an attachment to the LOI.

22. Can programs be funded across multiple areas of focus?

The Commission suggests that applications be focused on a single area of focus.

23. If a grant is awarded for multiple years, is it necessary to re-apply for funding in the successive years?

There is no formal re-application process in successive years if the grant is for multiple years. Grantees, however, must comply with the grant agreement in order to continue receiving the grant funding.

24. How would the Commission respond to two independent applications from sources offering complementary services in the same area?

Applicants offering complementary services in the same area should consider a collaboration before submitting grant applications.

25. Should the LOI budget be included as a chart on the budget document or in the narrative as text?

Submission of the LOI budget in either format is acceptable.

26. Are the Grant Application Cover Sheet and Contractual Obligations forms available as a template?

Templates for the Grant Application Cover Sheet and the Contractual Obligations are available on the CHRC website.

27. Is a specific amount or percentage of matching funding required?

There is no specific amount or percentage required, but applications with matching funding will be well received.