



STATE OF MARYLAND

## Community Health Resources Commission

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Larry Hogan, Governor; Boyd Rutherford, Lt. Governor;  
Elizabeth Chung, Chair; Mark Luckner, Executive Director

April 21, 2021

## Maryland Community Health Resources Commission Emergency Relief Act of 2021 Call for Proposals Frequently Asked Questions

- 1. How should my organization apply for these funds?** Please submit an electronic copy of the grant application and supporting materials (MDH/DDA license or certification, Statement of Obligations & Assurances, Budget Template and Narrative, SDAT Good Standing Certificate, IRS nonprofit letter, IRS W9) to [mdh.chrc@maryland.gov](mailto:mdh.chrc@maryland.gov) not later than 12:00 PM (noon), May 10, 2021. Application materials may be found [here](#). Hard copies of the original documents must be received by the CHRC via U.S. mail or overnight courier not later than June 11, 2021.
- 2. Does the DDA Provider Payment Revenue calculation include the funds that we receive for Autism Waiver participants or from other Medicaid waiver programs?** No. The calculation of the DDA Provider Payment Revenue is based on payments earned under the three waivers operated by DDA: Community Pathways, Community Supports and Family Supports.
- 3. Our organization provides services approved by DDA, which are not supported with DDA revenue. Additionally, we bill our clients and receive fee-for-service revenue which would affect our bottom line – can we account for this revenue when calculating our Tier under this RFP?** No. The DDA Provider Payment Revenue provided to the CHRC includes revenue from the three waivers (Community Pathways, Community Supports and Family Supports) and State revenue/funds.
- 4. Will the grant funds have any bearing on the Appendix K attestations DDA providers are required to submit for retainer payments?** Yes. The Appendix K guardrails would still apply if you used the grant to cover revenue loss (cannot profit from the Public Health Emergency, cannot use duplicate sources of support, etc.).
- 5. Would income received from non-waiver individual services such as Individual Support Services and supplemental add-on services such as nursing, rental assistance and transportation be included as DDA revenue?** No. The DDA Provider Payment Revenue provided to the CHRC included revenue from the three waivers (Community Pathways, Community Supports and Family Supports) and State revenue/funds.
- 6. How will the funding be provided?** Grant funds will be paid in two installments: 50% upon receipt of a fully executed grant agreement and an initial invoice on/before June 18, 2021. For the remaining 50% of the grant award, grantees will have two options to choose from for receiving funds:

**OPTION 1:** Submit a final invoice and expenditure report for the full grant award with appropriate supporting documentation of all reimbursable expenses covered under the grant, due by August 26, 2021; **OR**

**OPTION 2:** Submit a final invoice and expenditure report for the full grant award with appropriate supporting documentation of all reimbursable expenses covered under the grant, due by December 15, 2021.

7. **What documents will the CHRC require to pay the first 50% of my grant?** The following two documents are required to receive the first 50% of your grant award: 1) executed grant agreement an 2) invoice with your organization's name on it.
8. **Can I be reimbursed for expenses already incurred?** Yes. Expenses incurred since the Governor's Emergency Declaration on March 5, 2020 may be reimbursed provided, they are permissible expenses (i.e., prior purchase of PPE and expenses related to telework – see pages 6-8 of the RFP for a list of permissible uses). Please submit copies of receipts or invoices mark "paid" with your initial invoice for these expenses.
9. **What is the grant period?** The grant period under the Emergency Relief Act of 2021 will be June 1, 2021 through December 1, 2021. However, grant funds may be used to cover expenses for re-opening, transformation and revenue loss dating back the Governor's Emergency Declaration on March 5, 2020.
10. **Is there a maximum amount for requested emergency relief grant funds?** Yes, the Commission will limit grant awards based on FY 2019 DDA Provider Payment Revenue (or FY 2020 DDA Provider Payment Revenue if no FY 2019 data is available). Maximum awards will be based on the tiers below (potential universe of just under 200 providers):

DDA Revenue from FY 2019	Maximum Award	Maximum No. of Potential Applicants	Total per Tier
<b>Tier 1:</b> Up to \$1,000,000	\$12,000	47	\$564,000
<b>Tier 2:</b> \$1,000,000 to \$2,500,000	\$20,000	33	\$660,000
<b>Tier 3:</b> \$2,500,000 to \$5,000,000	\$25,000	47	\$1,175,000
<b>Tier 4:</b> \$5,000,000 to \$10,000,000	\$30,000	42	\$1,260,000
<b>Tier 5:</b> Above \$10,000,000	\$40,000	30	\$640,000
<b>Tier 6:</b> Above \$20,000,000	\$50,000	14	\$700,000
<b>Total of Potential Applicants &amp; Funding</b>		<b>199</b>	<b>\$4,999,000</b>

CHRC staff is available to confirm the Provider Payment Revenue. Please call or email Jen Thayer, Administrator (410-974.5033 / [jen.thayer@maryland.gov](mailto:jen.thayer@maryland.gov)) with the name of your organization.

11. **If my organization does not agree with the Provider Payment Revenue data provider, who do we talk to?** CHRC staff will be happy to discuss any concerns your organization may have regarding the data.
12. **My organization is a newer provider and does not have DDA Provider Payment Revenue for FY 2019. Are we still eligible to apply?** Yes. Grant awards are based on 1) FY 2019 DDA provider payment data shared with the CHRC, or 2) FY 2020 DDA provider payment data if no FY 2019 DDA data is available.
13. **What is the time period that the emergency relief grant funds can cover?** The grant funds awarded under this RFP may cover eligible expenses incurred between March 5, 2020 through December 1, 2021.

- 14. What if my organization's grant funds are not fully expended by December 1, 2021?** Grant extensions will be reviewed by CHRC staff and may be approved by CHRC Commissioners on a case-by-case basis. To the extent that grantees become aware that a grant extension will be needed, grantees are strongly encouraged to submit a request for extension before December 1. Extensions of the grant beyond December 1, 2021 will only be permitted for up to 90-days (new grant end date of March 1, 2022, final reports due March 15, 2022).
- 15. What does the funding cover?** Grant funds are to support one-time only uses that ensure service delivery, in accordance with the Relief Act of 2021 introduced by the Governor and approved by the Maryland General Assembly, and are focused on **re-opening, transformation, or revenue loss** (see pages 6-9 of the RFP for examples of permissible uses).
- 16. Can I apply for three grants, one each for re-opening expenses, transformation expenses and revenue loss?** No. Applicants are eligible for one grant, with a maximum total award based on DDA Provider Payment Revenue supplied to the CHRC from DDA. Applicants may, however, apply the total award request across the three priority areas (*e.g.*, a total award of \$30,000 may be divided between re-opening expenses, transformation expenses and toward the recovery of revenue loss).
- 17. What are the permissible uses for these funds?** Permissible uses of emergency relief funds have been provided in the RFP for each funding priority area designated in the Emergency Relief Act. See pages 6-9 of the RFP for examples on the permissible uses of grant funds. The application form should provide a detailed explanation of how use of the requested funds conforms to permissible use guidelines for the selected priority area(s).
- 18. What do you consider Revenue Loss?** Grant funds may be used to offset a decrease in revenue and/or increase in operating costs incurred since the Emergency Declaration on March 5, 2020, including losses related to reduced attendance or utilization of services.
- 19. What documents (evidence) will applicants need to provide to request reimbursement of revenue loss?** If applying for reimbursement of revenue loss, applicants must submit financial statements that support the request. We require the following for all reimbursement of revenue loss requests: Monthly Balance Sheet; or a Profit & Loss Statements covering the three months prior to the application submission date. CHRC staff will accept the most recent audited Annual Income Statement of the organization as well. These documents must accompany the grant application.
- 20. What are the requirements under which an organization can utilize the incentive payments?** Employers must establish the criteria under which incentive payments are awarded and disbursed to eligible staff members. The Commission recommends that the incentive payments be deferred for a minimum of 90 days following the incentive award determination made for each staff member. Specific requirements for the use of each type of incentive may be found on pages 6-8 of the RFP.
- 21. Can grant funding be used for wages and benefits?** No. Grant funds are not intended to fund ongoing staffing costs. However, funding for staff training directly related to implementing COVID-19 infection controls and the transition to LTSS*Maryland* may be permissible. See pages 6-8 of the RFP for additional details.
- 22. Can the funds be used as a sign-on bonus or retention bonus to help recruit staff and serve our clients?** Yes. Employers must establish the criteria under which incentive payments are awarded and disbursed to eligible staff members. Specific requirements for the use of each type of incentive may be found on pages 6-8 of the RFP.

- 23. Can general operating losses be covered in this emergency funding opportunity?** Yes. Grant funds may be used to offset revenue losses incurred due to closure of programs in response to the COVID-19 emergency declaration on March 5, 2020. See pages 6-9 of the RFP for additional information.
- 24. What is considered a permissible use for staff training?** Funding for training associated with the transition to LTSS*Maryland* may be permissible. Grant funds may not be used to fund ongoing staffing costs. See pages 6-8 of the RFP for additional details. If you have specific questions regarding one-time staff training costs, please contact CHRC staff.
- 25. If my organization incurs costs to bring in an outside consultant to train (or sending a staff person to get training) on the LTSS*Maryland* system, can we be reimbursed for that cost?** Yes. You may be reimbursed for securing an outside consultant for the new IT system.
- 26. If I submit for my second and final disbursement in August (Option 1), am I permitted to “close out” the grant at that time?** Yes, the final report may be submitted on August 26, 2021 and another report will not be necessary in December.
- 27. When can we submit our first invoice?** Please submit your invoice when returning the executed Grant Agreement. The first installment of grant funds (50%) will be paid upon receipt of a fully executed grant agreement and an initial invoice on/before June 18, 2021.
- 28. Can expenses be recouped that have already incurred? If yes, what supporting documentation is required?** Yes, eligible expenses incurred on or after March 5, 2020 through the time of the submission of the invoice are eligible to be covered by the grant award. Supporting documentation includes, but it is not limited to, receipts, invoices clearly marked paid, and other evidence of payment for eligible expenses.
- 29. Is an applicant permitted to adjust the requested use of grant funds after the grant award?** Yes, any budgetary changes are allowed up to \$5,000 without CHRC formal approval. However, CHRC requests to be notified of potential budgetary changes as soon as the grantee is aware. Budgetary changes that exceed \$5,000 will require formal approval by the CHRC Commissioners and will be considered on a case-by-case basis after evaluation of the information supplied by the grantee.
- 30. What will be required in the final report?** As stated in the RFP, grantees will be asked two questions: 1) to describe how funds were expended and 2) to provide an assessment of the impact of funds on service delivery to your clientele. In addition, a final invoice and final expenditure report will be required from all grantees.
- 31. What do you consider PPE?** Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness.
- 32. Can funds be used for purchase of vehicles or retrofitting company vehicles?** Yes. These and other transportation related expenditures are considered as part of reopening related expenses. See page 8 of the RFP for additional details.
- 33. Does my organization need to submit financial documents (balance sheets, P&Ls, audited financials) for reopening or transformation requests?** No. The financial documents are only required when submitting a request for reimbursement of revenue loss.

- 34. If my organization does not plan on re-opening until Fall 2021, can we still apply?** Yes. The grant period is June 1, 2021 through December 1, 2021, and permissible expenses may date back to March 5, 2020. If you anticipate that the funds will not be expended by December 1, 2021, please contact the CHRC as soon as possible to discuss a possible extension to the grant period (up to a maximum of 90 days).
- 35. Where should we send the copies of the original documents?** Originals of the grant application and supporting documents should be mailed to: **via U.S. Regular/Priority Mail:** MD Community Health Resources Commission, Post Office Box 2347, Annapolis, MD 21404 OR **via overnight courier:** MD Community Health Resources Commission, 100 Community Place, Room 4.507, Crownsville, MD 21032. The documents must be received not later than June 11, 2021.