



Pathways to Health Equity

Grantee Technical Assistance Session #2

May 18, 2022



Objectives for Today's Session

- Introductions
- Immediate grantee deliverables
- Milestones & Deliverables Report
- Reporting & Next Steps
- Grant fund distribution
- Topics of future technical assistance sessions- open discussion
- Questions & Answers period

Immediate Grantee Deliverables

1. Sign and return Grant Agreement – wet ink signature requested
2. Submit final line-item budget
3. Discuss and finalize fund distribution schedule and submit first invoice
4. Finalize and return M&D report – ongoing conversations with CHRC and CRISP staff

Milestones & Deliverables Reports

- **Standardized Measures**
 - Unduplicated patients
 - Race and ethnicity demographic data
 - Participants newly linked to primary care physician
- **Customized measures**
 - Based on project focus (e.g., # of individuals referred for behavioral health care services)
- **Data provided by CRISP**
 - ED and IP hospitalization data

Reporting & Next Steps

Step 1: Grant agreement returned to CHRC

Step 2: Line-item budget submitted

Step 3: Initial fund distribution invoice submitted

Step 4: M&D reporting metrics finalized and confirmed

Step 5: First 90 Day Report submitted to CHRC:

August 1, 2022

Step 6: Grantee site visits – August – October 2022

Step 7: First M&D Report submitted- **November 2022**

Grant Fund Distribution

- CHRC will discuss fund distribution schedule with grantees
- Initial invoice: 50% of Year One Funding:
 - Example: Total Award: \$1M; Year One: \$500K; First invoice \$250K
 - Submit subsequent invoices on 6-month schedule
- Final Fund Distribution
 - CHRC withholds approximately 15% of overall grant award until all final reports are submitted and reviewed by CHRC staff
 - Example: Award: \$1M; Funding withheld : \$150K for final invoice
 - Payment of invoices every six months
- Payment of invoices is contingent on 1) performance and 2) reported expenditures

Fund Distribution

- Submit forms to Comptroller to facilitate receipt of funds electronically (not via paper/mailed checks)
- Forms can be found here:
<https://www.marylandtaxes.gov/forms/state-accounting/static-files/GADX10Form.pdf>
- Submit directly to the Comptroller's office (mail/fax)

Topics of Future TA Sessions- open discussion

- **June 1** – CRISP Panel Uploading
- **June 15** – CHRC Grant Monitoring, Consumer Engagement / Community Outreach, Marketing, Implementation
- **June 29** – CHRC Administrative topics – grant modifications, subcontracts/MOUs; fiscal documentation
- **July 13** – CRISP SDOH tools
- **Additional TA Sessions to be scheduled**

CHRC Contact Information

Mark Luckner, CHRC Executive Director

mark.luckner@maryland.gov / (410) 260-7046

Jen Thayer, CHRC Administrator

jen.thayer@maryland.gov / (410) 260-6086

Michael Fay, CHRC Program Manager

michael.fay@maryland.gov

Ed Swartz, CHRC Fiscal Specialist

ed.swartz@maryland.gov