



## **RCHN CHF Frequently Asked Questions about the Health Center Entry-Level Workforce Recruitment and Retention Models RFP 2012**

\*\*As noted in #22, below, any additional questions regarding the RFP may be posed to the Foundation via email to [fjacobs@rchnfoundation.org](mailto:fjacobs@rchnfoundation.org), with the *subject line* ***“WORKFORCE RFP QUESTION” and the name of the health center.*** The deadline for all questions about the RFP is: **12:00 pm (noon) eastern time on Wednesday, October 3, 2012.** The Foundation expects to post all responses on or before 5:00 pm eastern time on Monday, October 8, 2012.

### **Initial FAQs:**

Question 1: How many projects does the Foundation expect to fund?

Answer 1: Up to five (5).

Question 2: What will be the amount of each grant award?

Answer 2: Approximately \$200,000.00 per award.

Question 3: Who can apply?

Answer 3: Only entities currently designated by HRSA’s Bureau of Primary Health Care as Federally Qualified Health Centers or Look-Alikes.

Question 4: Is project sustainability important?

Answer 4: Yes. The Foundation is interested in funding projects that can be replicated and/or sustained over time to help combat the challenges posed by recruitment and retention of the entry-level workforce. Health centers will need to include an explanation of their plans for future sustainability in their applications.

Question 5: Are letters of support required?

Answer 5: Letters of support are required *only* if the applicant plans to work with other organizations or community groups. Such groups would be listed in the application as Identified Partners, and may include entities such as other health centers, institutions of higher education, PCAs, or networks. A letter of support or collaboration from each Identified Partner is required.

Question 6: What is the submission deadline?

Answer 6: 5:00 pm eastern time on Wednesday, October 31, 2012.

Question 7: When will awards be announced?

Answer 7: The Foundation anticipates notifying centers of awards no later than Friday, December 21, 2012.

Question 8: Are we eligible as a “look alike”? XXXXXX is a 501(c)(3) with 2 free-standing clinics and 2 mobile vans serving a 15-county area. We served 30,000 women last year – 10,000 who were uninsured. We provide mammograms to FQHCs, senior centers, rural neighborhoods, etc. and at our centers. If there is a problem, we take our women into diagnostics, if diagnosed, then into treatment (navigated by our “angels” Certified Healthcare Workers) and then follow them for 5 years after surgery. We also have 8 support groups.

Answer 8: FQHC “Look-Alike” status is a special designation conferred from HRSA’s Bureau of Primary Health Care, through a rigorous application process, upon entities that operate and provide services consistent with all statutory, regulatory, and policy requirements that apply to health centers funded under Section 330 of the Public Health Service Act, but do not receive funding under Section 330. Any entity that has a current Look-Alike Designation Letter from HRSA’s Bureau of Primary Health Care may apply for this funding opportunity as a Look-Alike. Entities that provide services to FQHC patients or to uninsured patients or others, but are not designated by HRSA as Look-Alike, are not eligible for this grant.

Question 9: Under Application Requirements, it states, “The proposed model to be created, implemented or expanded by the applicant.” Are projects currently in a model or pilot phase eligible for funding?

Answer 9: Expansions of current projects are eligible for funding. Health centers applying to expand an existing model or pilot program should include a complete description of the current initiative, model or pilot, and how additional funding would be used to expand the scope of the existing project. If the existing project is supported by another funder, please include the funder’s name/organization.

Question 10: What are some examples of allowable costs (e.g., consulting or professional services contracts, equipment, travel, etc.)? Is staffing an allowable cost (i.e., using funds to hire entry-level personnel in areas of need)?

Answer 10: The types of allowable costs will depend upon the nature of the proposal. Allowable costs may include, but are not limited to: direct costs such as communications, travel, meeting expenses; project personnel; and purchased services including consulting costs. A goal of this initiative is to support projects that enhance recruitment, training and retention efforts, rather than to fund specific entry-level jobs. Creative proposals that are informed by community needs and leverage available resources are encouraged.

Question 11: Since collaborative proposals are allowed, can a project be developed among several community health centers not only as collaborating partners but to directly implement strategies at each of the participating health centers?

Answer 11: Yes, collaborative proposals that address implementation across several health centers will be considered. Applications should address the specific benefits of a shared implementation strategy.

- Question 12: What is the timeline on spending the grant? Can this be used over 2-3 years or is it just one year?
- Answer 12: The Foundation anticipates making these awards for single-year funding. Accordingly, proposals should be developed with a focus on up-front costs, and the budget narrative should describe plans for future sustainability. Extensions of awards may be considered at the end of Year One to bring ideas to scale or replicate in other locations.
- Question 13: We are a primary care association with health center members that are FQHCs. Are we eligible to apply for this funding opportunity?
- Answer 13: This grant is open only to entities currently designated by HRSA's Bureau of Primary Health Care as Federally Qualified Health Centers or Look-Alikes. Eligible entities may include PCAs as partners in their proposals. The PCA would be listed in the application submitted by the eligible entity as an "Identified Partner" and additional documentation would be needed. For more information, please see Question/Answer 3 and 5 on this list, as well as Section VI, Eligibility Information, of the RFP.
- Question 14: The application materials indicate that the grant is due on October 31, 2012. For the mailed copy – is it OK to be postmarked that same date – or do you need to have the hard copy in hand by then?
- Answer 14: The submission deadline will be considered met as long as a complete electronic copy, inclusive of all required attachments, is received on or before 5:00 pm eastern time on Wednesday, October 31, 2012. Electronic copies should be submitted to [fjacobs@rchnfoundation.org](mailto:fjacobs@rchnfoundation.org) with the subject line "WORKFORCE RFP RESPONSE" and the name of the health center. We would greatly appreciate receiving the required hard copies, on or before 5:00 pm eastern time on October 31, 2012 as well, to facilitate review. We will accept hard-copy materials postmarked on or before October 31, 2012 as long as a complete electronic copy has been timely received.
- Question 15: In reference to projects that involve retention of entry-level staff, are project participants limited to 'new' employees in entry-level positions? For example, a medical assistant with 3-months of experience with the organization versus a medical assistant with 6-years of experience with the organization.
- Answer 15: No, project support is not limited to "new" employees in entry-level positions. The RFP focuses on innovative efforts to recruit, develop and retain entry-level workers, irrespective of the tenure of specific individuals. If your health center has identified specific needs for newly hired employees, those issues may be addressed in the proposal.
- Question 16: Does this statement in your RFP: "Extensions of awards may be funded at the end of Year One to bring ideas to scale or replicate in other locations." mean that we can

budget the grant funding for a period longer than a 12 month period if we are engaging in the above activities?

Answer 16: Project budgets should be for a one year period only, and you should plan to expend the funds you request in a 12-month period. See Question/Answer 12, above.

Question 17: If the Foundation grants an award under this RFP, is the product produced (e.g., video training module(s)) the property of the foundation or the grantee and/or their partners?

Answer 17: (1) The health center grantee may copyright any work developed under the award that may be subject to copyright, including videos or other materials.  
(2) The health center grantee must acknowledge RCHN Community Health Foundation as the grantor on any product created.  
(3) In addition, as with federal grants, the Foundation will reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use any work for its purposes and to authorize others to do so.  
Please note that the purpose of these awards is charitable, to assist funded applicants in improving their entry-level recruitment and retention efforts and is not intended to provide an income stream to grantees. These terms and conditions will be set forth in the award documents and all grant recipients will be expected to comply.

Question 18: Last year, the Administration issued a challenge to health centers to hire 8,000 veterans over the next three years. Will the Foundation entertain proposals that focus on recruiting and retaining veterans at health centers in the context of the RFP?

Answer 18: Yes, in light of the health center challenge to hire veterans, the Foundation welcomes proposals from individual health centers or amongst health centers working with others that involve recruiting and retaining veterans into the health center entry-level workforce.

Question 19: We are working with a group of clinics on a collaborative initiative regarding MA training, recruitment and retention. One of those clinics is a public FQHC. Is that clinic eligible to be the lead applicant? Or, must we identify a private non-profit FQHC to be the lead?

Answer 19: To meet the Foundation's tax requirements, our grantees must be 501(c)(3) non-profit organizations. Assuming the public FQHC operates under the common model in which a 501(c)(3) entity has a Board of Directors meeting the FQHC requirements with oversight of the public entity for FQHC purposes, that 501(c)(3) nonprofit would be the entity to apply and could receive the grant from the RCHN Community Health Foundation. Alternatively, a partnered 501(c)(3) could serve as the project lead.

Question 20: Please address the subject of indirect costs in the budget. Is there a cap, or are you expecting organizations to use their federal indirect rate?

- Answer 20: Your budget may include related G&A overhead/indirect costs, however the Foundation expects that the vast majority of the budget will reflect direct program costs. While the RFP does not provide a specific cap or threshold for indirect costs, you can use your federal indirect cost structure as a guide. Please note that the Foundation reserves the right to negotiate the final project budget, including direct and indirect costs, with awardees.
- Question 21: The RFP says the “Foundation is seeking proposals to develop recruitment and retention initiatives across the full spectrum of entry-level workforce.” Do you mean the initiative needs to be generic and cross the span of all entry-level jobs at the health center or can it be directed specifically towards certain jobs such as retention of receptionists or recruitment of medical assistants?
- Answer 21: Proposals may be directed toward specific entry-level staffing needs, or a range of needs identified by the center.
- Question 22: What if I have additional questions?
- Answer 22: Any additional questions must be submitted in writing on or before 12:00 pm (noon) eastern time on Wednesday, October 3, 2012 to [fjacobs@rchnfoundation.org](mailto:fjacobs@rchnfoundation.org) with a subject line of “Workforce RFP Question” and the name of the health center. **Questions must be posed in writing.** Note that individual responses to emailed questions will not be provided; rather answers will be posted on the Foundation’s website ([www.rchnfoundation.org](http://www.rchnfoundation.org)) in the form of additional FAQs on or before 5:00 pm eastern time on Monday, October 8, 2012.