

## Frequently Asked Questions/Submitting Questions about the RCHN CHF Request for Proposals on Outreach and Enrollment Best Practices 2013

### Questions about the Proposal:

Initial FAQs are explained below.

As noted in #19, below, any additional questions regarding the RFP may be posed to the Foundation via the email to [fjacobs@rchnfoundation.org](mailto:fjacobs@rchnfoundation.org), with the **subject line “RFP QUESTION” and the APPLICANT NAME**. The deadline for all questions about the RFP is: **12:00 pm (noon) eastern time on Tuesday October 8, 2013**. The Foundation expects to post all responses on or before 6:00 pm eastern time on Friday October 11, 2013.

### 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, or state PCAs *that expressly plan to sub-grant a portion of the funds to FQHCs or Look-Alikes in their applications*.

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 continue outreach and enrollment efforts, and to retain patients who have enrolled in health insurance affordability programs. Applicants 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 include other organizations or community groups as part of the project. These entities should be identified in the application as Identified Partners, and may include entities such as other health centers, 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 Monday November 4, 2013.

Question 7: When will awards be announced?

Answer 7: The Foundation anticipates notifying centers of awards by December 31, 2013.

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 a FQHC, a Look-Alike, or are not a PCA are not eligible for this grant.

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

Answer 9: Yes, expansions of current projects are eligible for funding. Health centers or PCAs 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 outreach 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. Creative proposals that are informed by community needs and leverage available resources are encouraged. As noted, construction costs are not allowable.

Question 11: Since collaborative proposals are allowed, can a project be developed among several community health centers 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 and identify one eligible organization as the primary grantee.

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, but no such extensions are guaranteed.

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: Yes, provided that you expressly intend to sub-grant a portion of the funds to entities currently designated by HRSA's Bureau of Primary Health Care as Federally Qualified Health Centers or Look-Alikes in your application. Each proposed sub-grantee would be listed 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 VII, Eligibility Information, of the RFP.

Question 14: The application materials indicate that the grant is due on November 4, 2013. 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 reduced to just one(1) or (2) electronic file attachments, is received on or before 5:00 pm eastern time on Monday November 4, 2013. Electronic copies should be submitted to [fjacobs@rchnfoundation.org](mailto:fjacobs@rchnfoundation.org) with the subject line "RFP RESPONSE" and the NAME OF APPLICANT also in the subject line. We would greatly appreciate receiving the required hard copies, on or before 5:00 pm eastern time on November 4, 2013 as well, to facilitate review. We will accept hard-copy materials postmarked on or before November 4, 2013 as long as a complete electronic copy has been timely received.

Question 15: 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 15: 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 16: If the Foundation grants an award under this RFP, is the product produced (e.g., outreach module(s)) the property of the foundation or the grantee and/or their partners?

Answer 16: (1) The health center or PCA grantee may copyright any work developed under the award that may be subject to copyright, including videos or other materials.  
(2) The health center or PCA 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 17: We are working with a group of clinics on a collaborative initiative. 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 or PCA to be the lead?

Answer 17: 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 18: 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 18: 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 19: What if I have additional questions?

Answer 19: Any additional questions **must be submitted in writing on or before 12:00 pm (noon) eastern time on Tuesday October 8, 2013** to [fjacobs@rchnfoundation.org](mailto:fjacobs@rchnfoundation.org) with a subject line of "RFP Question" and the name of the applicant. **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 6:00 pm eastern time on Friday October 11, 2013.