

**CMSP Local Indigent Care Needs Request for Proposals**  
**Implementation Program Grant**  
**Frequently Asked Questions (FAQ)**

*Updated August 30, 2021*  
*FAQ document will be updated regularly*

*Note: Planning Project Grant FAQ is posted separately.*

**A) Allowable Expenditures**

**AIQ1) We are interested in hosting a training for providers. May LICN funds be used to pay for related expenses such as speaker fees, conference room rental, and food/refreshments?**

AIR1) Yes, LICN funds can support staff development and training expenses so long as the proposed expenses are reasonable, and the training relates directly to one of the approved project goals.

**AIQ2) May LICN funds be used to purchase land and begin construction on a new health services site or pay to lease a new building? Would expenses such as architecture design, building permits, land purchase, rental costs, or new construction be allowable under the grant?**

AIR2) Permits, land purchases, new construction, and lease/rent expenses would not be allowable under the grant. However, renovation or remodeling of current facilities may be considered under this initiative.

**AIQ3) May LICN grant funds be used to purchase a mobile medical unit or vehicle?**

AIR3) Yes, grant funds may be used to purchase a mobile medical unit or vehicles as deemed necessary for the overall project.

**AIQ4) May LICN funds be used to purchase equipment and furniture such as an X-ray machine, new dental chairs, or monitor for our waiting room?**

AIR4) Yes, grant funds may be used towards the purchase of new or upgraded equipment as deemed necessary for the overall project.

**B) Applicant Eligibility**

**BIQ1) Who can apply for this grant?**

BIR1) The Implementation Grant is eligible to CMSP counties or non-profit organizations who are located in the 16 counties designated in the RFP: Alpine, Amador, Calaveras, El Dorado,

Imperial, Kings, Lake, Lassen, Mendocino, Modoc, Napa, Plumas, San Benito, Sierra, Siskiyou, and Tehama.

**BIQ2) Does submission of an application constitute a 100% commitment, or is there an opportunity to decline funds if awarded?**

BIR2) Awardees have the option to decline the LICN award.

**BIQ3) Our County was awarded a CMSP Health Systems Development Project grant. Does receipt of this grant exclude our county from applying for or receiving an LICN grant? What about a prior Wellness & Prevention or Mini-Grant award?**

BIR3) This initiative is separate from other efforts and proposals will be reviewed independently. Applicants awarded under other CMSP granting efforts will not have any advantage or disadvantage over other applicants. If your proposed LICN project builds upon efforts from another CMSP grant, please address and explain that in your proposal.

**BIQ4) If a proposal meets the 85% standard, will the applicant receive the entire requested award amount?**

BIR4) A score of 85% is the minimum requirement to be considered for award and is not a guarantee of award. The Governing Board shall have sole discretion on whether to fully or partially award Grant funding for a proposed project.

**BIQ5) Is the program reach required to extend throughout the entire county or is it okay if it is focused in a city where the applicant is located?**

B1R5) No, the program reach is not required to be a county-wide initiative.

**BIQ6) If we are awarded, what will be the contract start date?**

B1R6) Awarded projects will begin February 1, 2022.

### ***C) Budget and Budget Narrative***

**CIQ1) Can you provide further details on "No project funding shall be used for administrative and/or overhead costs not directly attributed to the project?" In addition, please clarify the phrase "administrative and/or overhead expenses shall not exceed 10% of the total project expenditures?"**

CIR1) "Directly attributed to the project" means administrative costs directly resulting from the project within the department(s) that is responsible for managing the project. Such administrative costs would not include those of other departments or organizations that could participate as partners in the project. The 10% limitation is against the total allocation amount. For example, an allocation of \$50,000 would result in an administrative and/or overhead limit of \$5,000.

**CIQ2) The Implementation Grant Program states that applicants may apply for up to \$500,000 over 3 years. Does this mean they may receive a total of \$1,500,000?**

CIR2) Yes. Applicants may receive up to \$500,000 per year over a three-year period which totals \$1,500,000.

**CIQ3) May we use in-kind or matching funds for the evaluation?**

CIR3) Yes, applicants may use in-kind or matching funds for evaluation. Evaluation costs must be a minimum of 10% of total project expenditures. Please describe how your project will accomplish the evaluation expense requirement in your Budget Narrative.

**CIQ4) Is the Budget Narrative for the first-year only or for the whole project?**

CIR4) The Budget Narrative should address all planned expenses over the entirety of the project. Please indicate if an expense is only anticipated in one year and will not be an ongoing expense.

**CIQ5) Is there a page number limit on the Budget and Budget Narrative?**

CIR5) Applicants applying for an Implementation Grant must use the *Required Form: Implementation Grant Budget and Budget Narrative* in their application submission. There is no page limit on this form.

**CIQ6) If my organization is applying for an Implementation Grant, are we required to request distributions of \$500,000 every year?**

CIR6) No, you are not required to budget for \$500,000 each year. For example, you may request \$200,000 in Year 1; \$450,000 in Year 2; and \$475,000 in Year 3 depending on the anticipated needs of your project.

**CIQ7) Are we required to spend funds in Year 1 of the Implementation grant?**

CIR7) Yes, organizations are required to apply for and spend down the funds awarded in Year 1 of an Implementation Grant. Applicants are not allowed to delay spend down of funds to future grant years.

**CIQ8) Is my organization required to hire an outside epidemiologist or evaluation team to meet the minimum 10% of the overall budget evaluation criteria?**

CIR8) No, your organization may use an internal evaluation team or internal evaluation efforts if you are meeting the minimum 10% of the overall budget evaluation criteria.

## **D) Formatting**

**DIQ1) Are there any line spacing requirements for the application?**

DIR1) Yes, the RFP requires that text on uploaded documents appear on a single side of the

page only with margins at a minimum of 0.5". Please be sure to use Arial-11-point type font and paginate each page in the document. Review the additional application instructions in *Section VIII. Implementation Program Grant Proposal Format and Requirements* of the RFP.

**DIQ2) On the Work Plan and Timeline Form, should my organization address only the first-year activities or all three years of the project?**

DIR2) The Work Plan and Timeline Form should address all three years of the project. Applicants should do their best to anticipate tasks beyond the first-year, such as quarterly project meetings and data collection. CMSP staff will work with awarded projects to address any desired modifications to timelines or budget after the project is approved.

**DIQ3) Does the Work Plan and Timeline Form count in the 10-page limit for the Project Narrative?**

DIR3) No, the Implementation Work Plan and Timeline do not count as part of the 10-page Narrative limit.

***E) Partnership Questions***

**EIQ1) There is more than one organization applying for funding in our county. Will only one be awarded?**

EIR1) There is no set limit to how many projects could be funded from a single county; however, geographical distribution of grant funding will be a consideration of the Governing Board in awarding funds. Whenever possible, applicants are encouraged to coordinate with one another when multiple initiatives exist within a single county.

**EIQ2) My County has one agency director that oversees more than one county division that we are seeking a letter of commitment from, is he/she allowed to sign for both county letters of commitment?**

EIR2) If there is a separate division leader for separate county offices, CMSP encourages each division leader to sign for their division/department.

If your organization has the same agency director for multiple divisions, it is acceptable for the same person to sign for each division. Please make sure to differentiate how each individual division will be interacting with the proposed project and what their role will be. CMSP wants to ensure there is a clear distinction between the duties of both divisions in each letter of commitment.

**EIQ3) Does my organization need to submit a letter of commitment from my County Board of Supervisors?**

EIR3) CMSP does not require County organizations to submit a letter of commitment from the County Board of Supervisors to apply for an Implementation Grant.

## ***F) Project Implementation***

**FIQ1) We are not sure if our implementation program is in alignment with the intent of the Local Indigent Care Needs Program (LICN) Request for Proposals (RFP). Can we contact CMSP to obtain feedback on the appropriateness of our proposed target population, proposed intervention, etc.?**

FIR1) Yes, please send an email to [Imoyer@cmspcounties.org](mailto:Imoyer@cmspcounties.org) to arrange a time to discuss your ideas. Staff will not review entire draft proposals, only project ideas.

## ***G) Target Population***

**GIQ1) Does our proposed target population have to be focused on CMSP members and CMSP eligible applicants only? Or can implementation efforts address other low-income populations such as adults receiving or eligible for Medi-Cal?**

GIR1) The target population of this program is not restricted to CMSP members or CMSP eligible populations. The goal of the LICN program is to expand the delivery of locally directed indigent care services for low-income uninsured and under-insured adults that lack access to health, behavioral health, and associated support services in CMSP counties.

**GIQ2) Would a project targeted towards children be considered for funding?**

GIR2) No, the LICN Program is intended to address the needs of low-income uninsured and under-insured adults.

**GIQ3) Can undocumented persons be included in the target population?**

GIR3) Yes. Undocumented adults who meet the target population requirements listed in RFP *Section II.B: Target Populations*, can be part of the proposed project's intended target population.

**GIQ4) Are individuals that are eligible for Medi-Cal but not yet signed up for insurance considered underinsured/indigent?**

GIR4) Yes, individuals who are eligible for Medi-Cal but not yet signed up for insurance are considered part of the underinsured/indigent target population.