

## **CMSP Local Indigent Care Needs Request for Proposals**

### **Planning Project Grant Frequently Asked Questions (FAQ)**

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

*Note: Implementation Program Grant FAQ is posted separately.*

#### **A) Allowable Expenditures**

**APQ1) 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?**

APR1) 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.

#### **B) Applicant Eligibility**

**BPQ1) Who can apply for this grant?**

BPR1) The Planning Project 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.

**BPQ2) Does submission of an application constitute a 100% commitment, or is there an opportunity to decline funds if awarded?**

BPR2) Awardees have the option to decline the LICN award.

**BPQ3) 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?**

BPR3) 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.

**BPQ4) If a proposal meets the 85% standard, will the applicant receive the entire requested award amount?**

BPR4) 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.

**BPQ5) Is oral health/dentistry a focus that can be considered in a LICN planning grant?**

BPR5) Yes, oral health and dentistry can be considered a focus under the LICN Planning grant.

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

**CPQ1) 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?"**

CPR1) "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.

### ***D) Formatting***

**DPQ1) Are there any line spacing requirements for the application?**

DPR1) Yes, the RFP requires that text on uploaded documents must 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 VII. Planning Project Grant Proposal Format and Requirements of the RFP.

### ***E) Partnership Questions***

**EPQ1) We are applying jointly with a partner agency. Will both agencies sign the Grant Agreement or just one?**

EPR1) If offered an award, only the lead or prime agency will sign the Grant Agreement. Sub-contract payments to partner agencies should be delineated in the Budget and Budget Narrative accordingly.

**EPQ2) Can an applicant submit more than one proposal and get more than one award if other applicants do not use up the money?**

EPR2) An applicant may submit more than one proposal if they have more than one project in mind; however, geographic distribution of funds will be a consideration of the Governing Board in awarding funds and the application process is competitive. CMSP strongly encourages entities to either combine their efforts into one proposal or prioritize their funding requests rather than submit multiple proposals and projects.

**EPQ3) There is more than one organization applying for funding in our county. Will only one be awarded?**

EPR3) 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.

**EPQ4) I work at a non-profit in a CMSP county. I know for a fact that the County's Department of Social Services plans to apply for LICN grant. Can our non-profit also apply for the LICN grant as a separate project?**

EPR4) Yes, multiple county offices or non-profit organizations in a specific county are allowed to apply for Planning and Implementation grants, if they are submitting for unique, individual projects.

**EPQ5) My organization has two separate project ideas, one is for a planning grant and one is for an implementation grant. Is my organization allowed to apply for both grant tracks?**

EPR5) Yes, an organization may apply for both a Planning Grant and an Implementation Grant in the same funding round if they are submitting for unique, individual projects.

**EPQ6) Does my organization need to submit a letter of commitment from my County Board of Supervisors?**

EPR6) The LICN grant does not require County organizations to submit a letter of commitment from the County Board of Supervisors in order to apply for a Planning Grant.

**EPQ7) 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?**

EPR7) If there are separate division leads for separate county offices, CMSP encourages each separate division leader to sign for their division/department.

If your organization has the same agency director for all divisions, it is fine if the same person signs for each division, but please makes 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.

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

**FPQ1) We are not sure if our planning project 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.?**

FPR1) Yes, please send an email to [lmoyer@cmspcounties.org](mailto:lmoyer@cmspcounties.org) to arrange a time to discuss your ideas. Staff will not review entire draft proposals, only project ideas.

**FPQ2) Are we required to apply for a Planning Grant first before we apply for an Implementation Grant?**

FPR2) No, the Planning Grant process is not required in order to apply for an Implementation Grant. Counties and/or non-profit organizations that have previously undertaken a planning process and feel that they have the components in place to implement a program may apply directly to the Implementation Grant Program.

## ***G) Reporting Questions***

**GPQ1) What are the grant reporting requirements and what should the Final Report look like?**

GPR1) Awarded Planning Projects will be required to complete one (1) interim report and one (1) Final Report. Awarded projects will also complete two (2) Expenditure Reports. In the Expenditure Reports, grantees will report actual expenditures in comparison to the original budget.

## ***H) Target Population***

**HPQ1) Do planning efforts have to be focused on CMSP members and CMSP eligible applicants only? Or, can planning efforts address other low-income populations such as Adults receiving or eligible for Medi-Cal?**

HPR1) 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.

**HPQ2) Would a project targeted towards children be considered for funding?**

HPR2) No, the LICN Program is intended to address the needs of low-income uninsured and under-insured adults.

**HPQ3) Can undocumented persons be included in the target population?**

HPR3) 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.