



STATE OF MARYLAND

Community Health Resources Commission

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Larry Hogan, Governor; Boyd Rutherford, Lt. Governor;
Elizabeth Chung, Chair; Mark Luckner, Executive Director

To: All DDA Providers

From: Mark Luckner, Executive Director 

Maryland Community Health Resources Commission

Bernard Simons, Deputy Secretary 

Developmental Disabilities Administration

Date: April 14, 2021

Subject: CHRC Emergency Relief Call for Proposals for Title 7 Developmental Disabilities Administration Providers

The Developmental Disabilities Administration (DDA) and the Maryland Community Health Resources Commission (CHRC), an independent commission within the Maryland Department of Health (MDH), are pleased to announce the Emergency Relief Call for Proposals for Title 7 Developmental Disabilities Administration Providers. The CHRC will award these grants on a non-competitive basis using a six (6) “tiered” approach to determine the amount of the awards, based on the applicants’ FY 2019 revenue. Providers that do not have revenue for FY 2019 but do have revenue for FY 2020 are also eligible to apply for funding. These funds are intended to help preserve essential services and access to these services that are impacted by the pandemic. The grant funds are to support one-time only uses to ensure service delivery, in accordance with the Relief Act introduced by the Governor and approved by the Maryland General Assembly, and are focused on **re-opening, transformation, or revenue loss** (see descriptions or examples of permissible uses below). Applications will be streamlined and due to the CHRC no later than May 10, 2021. We are hosting an informational call for applicants on **April 21, 2021, at 10AM**. To participate use the following link or call-in number:

<https://meet.google.com/tbg-udsz-nfe> or 1 316-746-4147 PIN: 234 458 545#

Re-opening:

- Personal Protective Equipment (PPE)
- Equipment and/or services that facilitate increased infection control (e.g., services for deep and or specialized environmental cleaning and disinfection)
- Incentives for former Direct Support staff to return to previous jobs or one time sign-on bonuses to support recruitment of new staff (a disclaimer will be added to the RFP that these funds are not intended to fund ongoing staffing costs)

- Costs to implement and maintain social distancing guidelines (e.g., physical barriers)
- Repurposing facilities to meet increased service demands
- Increase availability of technological alternative solutions related to communication for participants (e.g., Mobile apps, virtual platforms, etc.) and expanding virtual service modality
- Technology enhancements can be site specific or for staff
- Telework expenses (e.g., computer equipment, software, web conferencing)

Transformation

- This funding is intended to assist service providers as they plan their service delivery and business models in the post COVID-19 environment. The public health emergency has impacted key transformation initiatives, including service model change, and the transition of the DDA IT legacy platform to the LTSS *Maryland* Billing system
- Expenditures related to service or business transformation may include, but are not limited to, one-time expenditures on subject matter experts, hardware costs, software development for data management and electronic billing, and staff training
- This funding may also be used to enable the implementation of new services and the fee-for-service payment model, including one-time expenditures related to the transition from a prospective payment model to a fee-for-service model

Revenue Loss

- Revenue losses incurred due to closure of programs in response to the COVID-19 pandemic restrictions. Permitted uses include loss of service revenue and basic operating support such as rent, utilities and essential supplies critical to ensure continuity of operations

Applicants are required to attest that the requested uses of grant funding under the DDA Relief Act RFP does ***not*** duplicate other funding sources that are available, i.e., PPP and other opportunities from the federal or state government.

Key Dates:

- **April 15, 2021** – Release of Call for Proposals
- **April 21, 2021**- Virtual RFP questions and answer discussion
- **May 10, 2021**- Deadline for electronic receipt of applications (mdh.chrc@maryland.gov)
- **June 1-4, 2021** - CHRC issues grant award letters

Please join us on **April 21, 2021 at 10AM** for a virtual discussion of the RFP and question and answer session. Questions can be sent prior to the webinar to robert.white2@maryland.gov, with “Grant” in the subject line.

Completed applications should be submitted via email to mdh.chrc@maryland.gov.

CC: Dennis R. Schrader, Secretary, MDH
Elizabeth Chung, Chair, CHRC