

Maryland Community Health Resources Commission Emergency Funding Procedures

The Community Health Resources Commission has an established funding process and reviews project proposals according to the existing procedures. However, in the rare instance when essential, existing health services are at risk due to an unanticipated event or series of events, the Commission may review requests for emergency funding.

These funds are to be used in instances when a vital program or service serving a significant number of low-income or under- or uninsured Marylanders is threatened with temporary closure or termination due to unforeseen circumstances or an unanticipated loss of a major funding source. The Commission's funds are intended to be used for "bridge" funding while the community health resource stabilizes its funding, services, and programs. The grant request may include operating subsidies and/or planning funds to chart an immediate course for recovery and stabilization. These funds should be an absolute last resort resource and should only be requested when all other funding sources have been exhausted.

Eligibility

The applicant organization must be a community health resource. An applicant can demonstrate that it is a community health resource in any of three ways:

- As a designated community health resource
- As a primary health care services community health resource
- As an access services community health resource

See COMAR §10.45.05.

Grants for Emergency Funds

The Commission will review grant requests for emergency funding for up to \$250,000. Grant terms are limited to one year or less. Successful applicants will be required to submit interim and final narrative and financial reports on the grant. In any given fiscal year not more than \$500,000 total will be expended for emergency funding. Community health resources should keep their funding requests to the minimum absolutely needed so funds may also be available for other agencies also in need.

During each fiscal year (July 1-June 30), the Commission will consider only one application from a community health resource for an emergency grant. If the community health resource is awarded an emergency grant, the community health resource may not submit another application for an emergency grant for three years from the date of the organization's prior award.

Grants for emergency funding in an urgent situation are "one-time only." That is, the Commission will not consider any other grant requests from the community health resource that address the same urgent situation addressed in the community health resource's grant for emergency funding. This includes requests for grants both for emergency funding and any other grant programs of the Commission.

The Commission will use the following criteria to assess and select requests for emergency funding:

- **The Urgent Situation:** The clarity with which the urgent situation, potential courses of action, and expected outcomes and consequences if not funded, are described and documented. Why could this urgent situation not have been anticipated?
- **The Turn-Around Plan:** The feasibility of the community health resource's plan for turning around the urgent situation and the extent to which this plan is supported by the organization's board of directors, institutional partners, and community.
- **Potential Contribution of MCHRC Funds:** The extent to which the requested funds will materially contribute to turning around the urgent situation at the community health resource.
- **Continuity of Services:** The extent to which the funds requested will enable the community health resource to continue providing uninterrupted essential services to low-income families and under- and uninsured individuals while the organization addresses the urgent situation.
- **Prospects for the Future:** Whether the community health resource has good prospects for a full recovery from the urgent situation and sustained growth thereafter.

Use of Grant Funds

Emergency grant funds from the Commission may be used for general operating support, such as staff salaries and fringe benefits, provider fees, pharmacy, laboratory services, and office supplies and expenses. Grant funds may be expended for a limited amount of essential equipment and minor infrastructure improvements required as a result of the applicant's urgent situation, or for limited expenditures on consultants to develop an action plan to remedy the applicant's urgent situation.

Grant funds may not be used for debt service, for outstanding taxes, liabilities, judgments, or other assessments by government entities, for major equipment or construction projects, to support clinical trials or unapproved devices or drugs, or for lobbying or political activity.

How to Apply

Community health resources seeking grants from the Commission for emergency funding should submit a letter and budget to:

Alice Burton, Acting Chair
Maryland Community Health Resources Commission
MD Department of Health and Mental Hygiene
201 West Preston Street, Room 424
Baltimore MD 21201
E-mail: zaczekg@dhhm.state.md.us

Applicants are requested to submit both a signed original and an electronic copy of their letter and budget.

The letter should describe the urgent situation the community health resource is confronting, how it will affect the organization's services, programs, and constituency, what steps have been taken to address the situation, the planned course of action, how the Commission's funds would contribute to remedying the urgent situation, and requests made to other funding sources. The letter should not exceed four pages in length. A detailed line-item budget for the funds requested from the Commission should be attached to the letter. The budget should clearly specify how the Commission's grant funds will supplement the organization's operating budget.

The Commission may request additional information from the community health resource. The applicant should be prepared to provide, upon request, documentation that the applicant is a community health resource; information on the organization's mission and programs; a list of the organization's officers and directors; an organizational chart; the current operating budget; and audited financial statements and the accompanying management letter.

The Commission will review for emergency funding as they are received. If an application is received, and includes all the information requested above, by the fifth of any month, that application will be reviewed and the agency notified of the decision within thirty days.

All funding decisions will be made by the Commission. The number and amount of grants awarded during a given fiscal year will be limited by the amount of funding available.