



STATE OF MARYLAND
Community Health Resources Commission
100 Community Place, Room 4.505 • Crownsville, Maryland 21032

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

***Providing Emergency Relief for Community
Providers of Services to Individuals with
Developmental Disabilities During the
COVID-19 Virus Pandemic***

**Emergency Relief Act of 2021
Call for Proposals**

April 15, 2021

TABLE OF CONTENTS

Overview	3
Purpose	4
Key Dates to Remember	4
Grant Eligibility	4
Grant Requirements	5
Grant Award Calculation (Funding Categories)	5
Permissible Use of Grant Funds	6
Grant Funds	9
Evaluation and Monitoring	10
How to Apply	10
Required Application Items	10
Selection Criteria	12
Inquiries	12
About the Maryland Community Health Resources Commission	13

OVERVIEW

The Maryland Community Health Resources Commission (“CHRC” or the “Commission”) was created by the Maryland General Assembly through the *Community Health Care Access and Safety Net Act of 2005* to expand access to health care for low-income Marylanders and underserved communities in the state and to bolster the capacity of the health care safety net infrastructure to deliver affordable, high-quality health services. The CHRC is an independent commission within the Maryland Department of Health (MDH), and its 11 members are appointed by the Governor. In creating the Commission, the Maryland General Assembly recognized the need to have an independent commission that focuses on supporting projects that serve the unique health needs of vulnerable populations, strengthen the state’s network of community health resources, and address service delivery gaps in Maryland’s dynamic health care marketplace. The fundamental policy objective of the CHRC’s authorizing statute is the need to **expand access** to community health providers, since health insurance coverage alone is not always sufficient for at-risk communities and vulnerable populations to receive affordable, high-quality health care services.

Since its inception, the CHRC has issued 16 Calls for Proposals and awarded 347 grants totaling \$86.9 million, supporting projects in all 24 jurisdictions. Of these 347 grants, 301 support projects that have to-date provided essential health and social services to over 504,000 residents, resulting in 1.28 million service encounters. The Commission received 946 grant proposals for consideration, totaling over \$415 million in funding requests over this period. In addition, the CHRC awarded infrastructure grants to Developmental Disabilities Administration (DDA) providers in FY2012, awarding \$6 million in funding.

Investing limited public (CHRC) resources efficiently and strategically and achieving post-grant project sustainability are top priorities of the Commission, and CHRC grantees have used initial grant funds to leverage \$31.8 million in **additional** federal, private/non-profit, and local funding. Commission funded projects have achieved a demonstrable return on investment (ROI) by reducing avoidable hospital and 911 system utilization. The following table summarizes the types of grants that have been awarded by the CHRC.

Maryland Community Health Resources Commission				
Focus Area	# of Projects Funded	Total Award Provided	Cumulative Total	
			Patients Seen/Enrolled	Visits Provided
Expanding access to primary care at Maryland's safety net providers	95	\$23,569,397	100,585	303,732
Providing access to integrated behavioral health services	74	\$20,046,602	92,521	340,818
Increasing access to dental care for low-income Marylanders	46	\$8,794,106	71,434	161,127
Promoting women's health and addressing infant mortality	28	\$5,933,294	19,864	66,321
Reducing obesity and promoting food security	44	\$7,491,000	3,538	21,239
Supporting community health providers during COVID-19 pandemic	46	\$1,445,932	COVID Emergency Funding	
Promoting health information technology at community health centers	9	\$3,268,661	Health Information Technology	
Health Enterprise Zones	5	\$15,335,997	217,109	391,639
Total Grant Funding Provided	347	\$86,884,473	504,777	1,280,231
Total Funding Requested	946	\$415,165,177		
Number of Patient/Clients Served	504,777			
Number of Patient/Client Encounters	1,280,231			
Additional federal and private resources leveraged		\$31,792,229		

PURPOSE

Supporting Community Providers of Services to Individuals with Developmental Disabilities in Response to the COVID-19 Virus Pandemic

The CHRC is issuing this Emergency Relief Call for Proposals with the aim of assisting eligible DDA providers in responding to the ongoing impact of the COVID-19 pandemic. The CHRC will award up to \$5 million in emergency relief grants to DDA-licensed or DDA-certified providers to support their efforts to reopen, restore and transform coordinated services to individuals with developmental disabilities. These relief funds are also intended to help DDA providers respond to acute revenue shortfalls and increased operating costs incurred due to the impacts of the COVID-19 virus pandemic.

This is a one-time funding opportunity for the sole purpose of providing funds for needed emergency relief to DDA providers. The RELIEF Act of 2021 (*SB 496: Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act*) authorizes the CHRC to provide \$5 million in grants to community providers of services under Title 7 of the Health – General Article to support pandemic related reopening, transformation, and revenue loss.

The RELIEF Act has established the following priority areas for this funding:

1. **Re-opening**
2. **Transformation**
3. **Revenue Loss**

DDA providers are eligible to apply under any of the funding priority areas for this Call for Proposals.

KEY DATES

April 15, 2021	Call for Proposals Release Date
April 21, 2021, 10:00 am	Public Conference Call for Potential Applicants
May 10, 2021 – 12:00 pm	Application Submission Deadline (electronic) mdh.chrc@maryland.gov
June 1-4, 2021	CHRC Meets to Issue Grant Awards; Applicants Notified
June 14-18, 2021	Fully Executed Grant Agreements and Initial Invoice Received; Initial Funds Distributed (50% of total award)
NOTE: APPLICATIONS SUBMITTED AFTER THE MAY 10th DEADLINE ARE INELIGIBLE; INCOMPLETE APPLICATIONS SUBMITTED ON OR BEFORE THIS OR THIS DEADLINE WILL NOT BE CONSIDERED.	

GRANT ELIGIBILITY

The CHRC will award these grants on a non-competitive basis. All community providers of services licensed or certified by DDA under Title 7 of the Health – General Article who meet the following minimum eligibility criteria of the application process are entitled to receive a grant under this Call for Proposals.

1. All organizations licensed or certified by the DDA to provide direct services to people with disabilities (“DDA licensees”) as defined under Title 10, Subtitle 22 [10.22.02] of the Code of Maryland Regulations (COMAR).
2. Organizations that are in good standing with the Maryland Department of Assessments and Taxation (SDAT). Applicants not currently in good standing due to the impact of the COVID-19 pandemic are permitted to offer a written explanation for CHRC consideration.

GRANT REQUIREMENTS

The CHRC has adopted a streamlined grant application process for this Call for Proposals to allow expedited Commission review of applications and the issuance of the emergency relief grant awards. All applicants will be required to complete an application, a budget template and budget narrative, and submit organizational information including financial documentation. A list of required documents for the application package is provided on pages 10-11.

Application packages will be accepted electronically until 12:00 PM on May 10, 2021. Applications submitted after this deadline will not be considered for funding. In addition, application packages must be complete at the time of submission to be considered eligible for funding. The Commission will award emergency relief grants to eligible applicants at a Commission meeting to be scheduled June 1-4, 2021. Award letters will be issued following the award decisions.

GRANT AWARD CALCULATION

For this Emergency Relief Call for Proposals, the CHRC will make available funding from \$12,000 to \$50,000 per application based on the funding tiers listed below. The funding tiers were determined from FY2019 DDA provider payment data (and for new providers, FY2020 DDA provider payment data) available from the Maryland DDA. However, the final amount of each grant award will be determined by the number eligible applications received and the amount of funds requested. The Commission reserves the right to reduce the amount of funds requested to ensure the process is equitable. If the total amount of funds requested by all applicants is under \$5 million, the CHRC reserves the option to distribute unrequested funding at a later date.

Maximum grant awards are based on 1) FY 2019 DDA provider payment data shared with the CHRC, or 2) FY 2020 DDA provider payment data if no FY 2019 DDA data is available. This data was used to determine the maximum grant award per tier in the table below.

DDA Provider Payments FY 2019+	Maximum Award	Maximum No. of Potential Applicants	Total per Tier
Tier 1: Up to \$1,000,000	\$12,000	47	\$564,000
Tier 2: \$1,000,000 to \$2,500,000	\$20,000	33	\$660,000
Tier 3: \$2,500,000 to \$5,000,000	\$25,000	47	\$1,175,000
Tier 4: \$5,000,000 to \$10,000,000	\$30,000	42	\$1,260,000
Tier 5: Above \$10,000,000	\$40,000	30	\$640,000
Tier 6: Above \$20,000,000	\$50,000	14	\$700,000
		199	\$4,999,000

PERMISSIBLE USES OF EMERGENCY GRANT FUNDS

Permissible uses of the Emergency Relief funding include “mission-critical” activities necessary for restoring services and unanticipated operational costs incurred due to the impact of the COVID-19 virus pandemic. Applications shall indicate which priority area(s) the grant relief funds are intended to target under this Call for Proposals.

1. **Re-opening** – These are one-time expenditures to assist service providers to re-open programs and restore delivery of services that were halted or have been severely impacted during the Maryland COVID-19 public health emergency declared in March 2020.

Permissible uses of emergency relief funds related to re-opening may include, **but are not limited to** the following:

- 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);
- Costs to implement and maintain social distancing guidelines (e.g., physical barriers);
- Staff training directly related to implementing social distancing and COVID-19 infection controls and training in other areas that will improve staff’s ability to work with people with developmental disabilities or use new technology (e.g., provision of virtual supports, transition to LTSS*Maryland*);
- Supporting vaccine awareness and education about vaccine effectiveness for individuals with developmental disabilities and for Direct Support staff (e.g., availability and access to vaccination);
- Costs associated with restoring and supporting transportation services;
- Repurposing facilities to meet service demands (without the need for capital improvement);
- Increasing the availability of technology solutions related to communication for participants (e.g., Mobile apps, virtual platforms) and expanding virtual service modalities; and/or
- Telework expenses incurred due to stay-at-home orders (e.g., equipment, software, web conferencing).
- **Retention incentives** – A one-time retention incentive payment for current staff, to be awarded at the discretion of the grantee (i.e., employer). Incentives must adhere to the following conditions:
 - These are one-time incentives of up to 2% of the annual base pay rate, not to exceed \$750 for any current staff member;
 - The grantee (employer) will establish the terms and criteria upon which the incentive payment is awarded and disbursed to eligible staff members, including the minimum period of continuous employment necessary to receive the incentive payment;

- The incentive will be paid upon completion of the terms agreed between the employer and the staff member; and
 - The grantee (employer) will submit an attestation to the CHRC that each incentive was paid following satisfactory completion of the agreed conditions with the final grant report.
- **Re-employment incentives** – A one-time incentive payment to formerly employed staff who are rehired full-time by their former employer (i.e., the grantee). Incentives must adhere to the following conditions:
 - These one-time incentives are not to exceed \$750 per re-hired staff member;
 - Incentives are only available to former staff members placed on involuntary separation for reasons other than job performance;
 - At minimum, there must be a 90-day break between the date of last employment and their official rehire date;
 - The grantee (employer) will establish the terms and criteria upon which the re-employment incentive payment is awarded and disbursed to an eligible re-employed staff member, including the minimum period of continuous employment necessary to receive for the incentive (e.g., the staff member fulfills 6-months of continuous employment following their date of rehire by the employer);
 - The incentive will be paid upon completion of the terms agreed between the employer and the staff member; and
 - The grantee (employer) will submit an attestation to the CHRC that each incentive was paid following satisfactory completion of these agreed conditions with the final grant report.

(NOTE: These funds are not intended to fund ongoing staffing costs).

- **Recruitment incentives** – A one-time sign-on incentive (bonus) to support recruitment of new full-time staff. Incentives must adhere to the following conditions:
 - These one-time recruitment incentives (bonuses) are not to exceed \$750 per newly hired staff member;
 - The grantee (employer) will establish the terms and criteria upon which the re-employment incentive payment is awarded and disbursed to a newly hired staff member, including the minimum period of continuous employment necessary to receive the incentive;
 - The incentive will be paid upon completion of the terms agreed between the employer and the newly hired staff member; and

- The grantee (employer) will submit an attestation to the CHRC that each incentive was paid following satisfactory completion of these agreed conditions with the final grant report.
- **Specific Requirements for grant funds used for transportation related expenditures (e.g., new vehicles or other forms of transportation):**
 - Includes expenses incurred for vehicles used to transport individuals served by programs operated by the DDA licensee (e.g., Day, Community Development, Vocational or Residential). These funds may be used toward the purchase price of a new vehicle. Requests for accessible vehicles are encouraged;
 - Financial stipends to cover the costs associated with alternative and/or individual transportation arrangements (e.g., UBER, personal transportation expenses) will be considered; and
 - Adaptations or modification to existing DDA provider-owned vehicles that support restoration of service (e.g., protective barriers) or are otherwise necessary to respond to increased demand for accessible transportation.
- Adaptations, modifications, repairs, or improvements to existing DDA provider-owned residential properties/programs that address critical health and safety issues related to COVID-19, and/or improve access or quality of life for people with developmental disabilities.

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.

Requested funding may be applied toward transformation expenditures incurred since the Maryland COVID-19 public health emergency was declared on March 5, 2020.

3. **Revenue Loss** – These are revenue losses incurred due to closure of programs in response to the COVID-19 emergency declaration on March 5, 2020. Permitted uses include replacing lost service revenue and the cost of basic operating expenses such as rent, utilities and essential supplies critical to ensure restoration and continuity of operations.

NOTE: Applicants will need to provide evidence of revenue loss at the time of application. Requests for grant funds to offset a decrease in revenue and/or increase in operating costs may include reimbursement of expenses incurred since the Emergency Declaration on March 5, 2020, including losses related to reduced attendance or utilization of services.

Exclusions:

When considering emergency funding awards, the Commission will need to ensure (to the extent possible) that its funding does not duplicate other existing and potential COVID-19 virus pandemic relief funding available through prior emergency appropriations by the Maryland General Assembly, the Maryland Department of Health (including grants/PHE funding issued by the Behavioral Health Administration and DDA [Appendix K]), the Maryland Department of Housing and Community Development, county governments or federal funding opportunities including the:

- **Paycheck Protection Program (PPP)** loans that cover payroll, salaries, health insurance, rent and utilities; and
- **SBA Economic Injury Disaster Loans and Advance (EIDL) disaster relief grants and loans to mitigate the financial losses resulting from the pandemic.**

At time of application, the CHRC will request that applicants attest that the requested grant funds do not directly duplicate funding from other sources.

GRANT FUNDS:

Receipt of a fully executed grant agreement between the CHRC and each grantee is required prior to release of grant fund payments. Grant funds will be paid in two installments as follows:

- 50% upon receipt of a fully executed grant agreement and an initial invoice on/before June 18, 2021; and
- 50% upon request for payment of reimbursable expenditures with appropriate supporting documentation (described below) for the total grant award.

Grantees will have two options for requesting the final 50% of their grant award.

OPTION 1: Submit a final invoice and expenditure report for the full grant award with appropriate supporting documentation of all reimbursable expenses covered under the grant, due by August 26, 2021;

OR

OPTION 2: Submit a final invoice and expenditure report for the full grant award with appropriate supporting documentation of all reimbursable expenses covered under the grant, due by December 15, 2021.

The documentation required for processing payment of the final 50% of the grant award is as follows:

- Invoices and supporting documentation for all permissible expenditures
- Expenditure report
- Brief narrative report describing how funds were expended and a grantee assessment of the impact of funds on service delivery to people with developmental disabilities

NOTE: ALL grant funds must be expended by December 1, 2021.

Grant funds which cannot be expended before this deadline may be eligible for reimbursement with prior authorization by the CHRC. The grantee must first submit a grant modification

request for an extension to the grant period before December 1, 2021. This grant modification request will be reviewed by the Commission and a decision will be communicated to the grantee.

If prior authorization to extend the grant period is not obtained, any remaining unused grant funds may be forfeited. Funds not used for the awarded purpose according to permissible use guidelines must be returned to the CHRC.

EVALUATION AND MONITORING

As with the grant application process, reporting on the use of these emergency relief funds will be streamlined. Each emergency relief grant recipient will be required to submit a brief written narrative with their final invoice and expenditure report to obtain payment of the remaining 50% of the grant award.

The CHRC will request that grant recipients provide written responses to the following questions at the time of final payment request.

1. Detail how the emergency relief funds issued by the Commission helped your organization respond to the impact of the COVID-19 virus pandemic on services.
2. Describe the disproportionate impact of the COVID-19 pandemic on the people with developmental disabilities you currently serve (or were unable to serve at the time of application) and indicate how the emergency funds were used or are being used to support these individuals.

HOW TO APPLY

The required Application, Budget Template and Budget Narrative forms, and Statement of Obligations, Assurances and Conditions listed below are available on the CHRC webpage at:

<https://health.maryland.gov/mchrc/Pages/notices.aspx>

Answer all questions and complete all fields on the forms. Do NOT alter the forms.

Application packages are due to the Commission no later than 12:00 p.m. (noon) May 10, 2021. The components of the application package are listed and described below. Electronic versions of the application form and all required documents listed below should be emailed to:

mdh.chrc@maryland.gov

In the subject line of the email, state your organization's name and CHRC DDA APPLICATION. Commission staff will review the materials to verify that all necessary items are provided.

REQUIRED APPLICATION ITEMS

For the electronic submission, the application must include the following:

- a) Signed Cover/Transmittal Letter (.pdf format)
- b) Application Form (.pdf format)
- c) Statement of Obligations, Assurances, and Conditions (.pdf format)

- d) Budget template form (MS Excel file) and budget narrative (.docx format)
- e) Financial records (.pdf format):
 - **If applying for reimbursement of revenue loss** applicants must submit financial statements covering the **three months** prior to the application submission date:
 - Monthly Balance Sheet; ***or***
 - Profit & Loss Statements
 - Alternatively, the most recent audited Annual Income Statement
- f) Signed IRS W-9 (.pdf format)
- g) IRS Determination Letter of 501(c)(3) status for non-profit organizations (.pdf format)
- h) Online verification of Certificate of Good Standing from the Maryland State Department of Assessments and Taxation (.pdf format or screenshot). Applicants not currently in good standing due to the impact of the COVID-19 pandemic on their operations are permitted to offer a written explanation for CHRC consideration.

Submission Requirements (Post-application): Paper copies of **all** documents electronically submitted in the application package are due at the Commission's offices within 30 days of the application date (on or about June 11, 2021). This post-application submission of paper documents must include the following:

- a. The **original, signed** Cover/Transmittal Letter
- b. The **original, signed** Application Form
- c. The **original, signed** Statement of Obligations, Assurances, and Conditions

These paper documents may be submitted via the U.S. Postal Service; address the package to:

Maryland Community Health Resources Commission

Post Office Box 2347

Annapolis, MD 21404

If you choose to send the documents via FEDEX, UPS or another carrier, address the package to:

Jen Thayer, Administrator

100 Community Place, Room 4.507

Crownsville, MD 21032

Telephone: (410) 974-5033

Descriptions of the components of the application package are provided below.

(1) Cover/Transmittal letter:

A letter from the Chief Executive Officer of the applicant organization, and statement that the applicant organization understands that submission of an application constitutes acceptance of the terms of the CHRC grants program.

(2) Application Form:

The form should be completed and signed by the individual primarily responsible for execution of activities supported by the emergency grant and/or the individual responsible for conducting the affairs of the applicant organization and legally authorized to execute contracts on behalf of the applicant organization.

(3) Statement of Obligations, Assurances, and Certifications:

The agreement should be completed and signed by either the Chief Executive Officer or the individual responsible for conducting the affairs of the applicant organization and authorized to execute contracts on behalf of the applicant organization.

(4) Budget Template Form and Budget Narrative:

The total budget amount must reflect the specific amount requested by the applicant for CHRC funding, which may or may not be the total expenditures. If the CHRC grant request is a portion of the overall cost of pandemic relief, clarify this (such as the percentage that the CHRC grant request is of the overall cost), and indicate the sources of other funding.

(5) Financial Statements (if applying for reimbursement of revenue loss):

Electronic versions of financial statements (on page 11) are submitted as part of the application package. Receipt of these documents is a condition for moving forward in the grant process.

SELECTION CRITERIA

The CHRC will award grants under this Call for Proposals on a non-competitive basis.

Applications should include a brief statement of organizational need as it applies to the selected funding priority area(s), and a clear description of the proposed use of grant funds. In addition, applicants should state how CHRC funding would not duplicate funding received from other federal and other state and/or private foundation funding sources that serve the strategic priorities under this Call for Proposals, as described on page 4.

INQUIRIES

Conference Call for Applicants: The Commission will host a conference call for interested applicants to provide information on the grants program and assistance with the application process. This conference call, on **April 21, 2021, at 10:00 am**, is optional but encouraged, and will last approximately one hour, depending on the number of questions from potential applicants.

The conference call-in number is: [+1 316-746-4147](tel:+13167464147) and the conference code is: [234458545](https://www.zoom.us/j/234458545).

Questions from Applicants: Applicants may also submit written questions about the grants program at any time. Please email questions to Jen Thayer at jen.thayer@maryland.gov

Responses will be provided on a timely basis by CHRC staff. Following the public conference call, Commission staff will post a “Frequently Asked Questions” document on its website.

Program Office: The program office for the grants program is located at the Maryland Community Health Resources Commission at the address listed on page 11.

Staff members are:

Mark Luckner, Executive Director	mark.luckner@maryland.gov
Chris Kelter, Chief Financial Officer	chris.kelter@maryland.gov
Michael Fay, Program Manager	michael.fay@maryland.gov
Jen Thayer, Administrator	jen.thayer@maryland.gov
Lorianne Moss, Policy Analyst	lorianne.moss@maryland.gov
Ed Swartz, Financial Advisor	ed.swartz@maryland.gov

ABOUT THE MARYLAND COMMUNITY HEALTH RESOURCES COMMISSION

The Community Health Care Access and Safety Net Act of 2005 became law on May 10, 2005. The law authorized establishment of the 11-member Maryland Community Health Resources Commission to help communities in Maryland improve access to care for low-income families and under- and uninsured individuals. Current members of the Commission have been appointed by the Governor and are subject to confirmation by the Maryland State Senate. In 2014, the Maryland General Assembly approved legislation that re-authorized the CHRC until June 2025.

Current Commissioners

Elizabeth Chung, Chair

J. Wayne Howard, Vice Chair

Scott T. Gibson

Celeste James

Maulik Joshi, Dr. P.H.

Edward J. Kasemeyer

Karen Ann Lichtenstein

Carol Masden, LCSW-C

Destiny-Simone Ramjohn, Ph.D.

Erica I. Shelton, M.D.

Carol Ivy Simmons, Ph.D.