
MCHRC

**Maryland Community
Health Resources
Commission**

STATE OF MARYLAND

*Community Health Resources Commission***45 Calvert Street, Annapolis, MD 21401, Room 336**Office (410) 260-6290 Fax No. (410) 626-0304

Martin O'Malley, Governor - Anthony G. Brown, Lt. Governor

John A. Hurson, Chairman - Mark Luckner, Executive Director

DHMH Developmental Disabilities Administration (DDA) Licensee Infrastructure Grants:

Targeted Grant Proposal to Assist DDA Providers Improve Access to Community Health Resources for Marylanders With Developmental Disabilities

Call for Proposals

April 2012

I. Overview

Improving the services available to Marylanders with developmental disabilities and supporting the development of comprehensive and coordinated health care systems is a mutual goal of the Maryland Community Health Resources Commission (“CHRC” or “the Commission”) and the Department of Health and Mental Hygiene Developmental Disabilities Administration (“DDA”). In furtherance of this mutual goal, these two agencies are collaborating to award up to \$6 million in grants to DDA licensed providers. As set forth in this Call for Proposals, the CHRC may award grants only to an agency that has a current DDA license to provide services to people and is currently serving people funded by DDA.

Over the last six years, the CHRC has issued eight requests for proposals and awarded 93 grants, totaling \$22.6 million. These grants have supported programs in every jurisdiction in the state and collectively provided health care services to more than 98,000 Marylanders. Previous requests for proposals have been open to qualifying “community health resources” based on the Commission’s authorizing statute (Health-General §19-2102) and have focused on efforts to reduce infant mortality, expand access to primary care, promote adoption of health information technology, increase access to dental care services, and integrate behavioral health care services in the community.

In contrast to previous requests for proposals, this Call for Proposals is focused specifically on DDA licensed providers that provide direct services to people with developmental disabilities. This excludes agencies licensed as resource coordination providers. As a collaboration between the CHRC and DDA to address their shared mission of improving and expanding access to community-based services, **this Call for Proposals is open only to an agency that has been granted a license by the DDA to provide services to individuals (“DDA licensees”) as defined in COMAR 10.22.01.01B (36) and COMAR 10.45.01.01 et seq., as proposed.** The CHRC will make every effort to streamline the DDA licensee’s application process.

This is a one-time funding opportunity for the sole purpose of providing funds for needed infrastructure improvements for DDA licensees. The DDA has established the following priority areas for funding:

- (1) New vehicles and other forms of transportation;
- (2) Adaptation of, or modification to, existing DDA licensee-owned vehicles;
- (3) Information technology equipment, software or related services;
- (4) Adaptations, modification, repairs or improvements to existing provider-owned properties/programs that address critical health and safety issues or improve access or quality of life for individuals with developmental disabilities. (Programs include day, vocational and residential services such as group homes and ALUs);
- (5) Start-up funds for, or expansion of, infrastructure for innovative programs that increase community integration or integrated employment for people with developmental disabilities; and
- (6) Staff training in areas directly related to working with people with developmental disabilities.

Proposals shall indicate which priority area(s) for infrastructure improvement it intends to purchase or upgrade with the targeted grant funds. As listed on pages 4-5 of this Call for Proposals, DDA licensees will be required to submit documentation of current DDA licensure and a completed Grant Application to receive funding.

II. Key Dates to Remember

The following are the dates and deadlines for the Call for Proposals and Grant Process.

April 5, 2012 3:00 p.m. EDT	Question & Answer Conference Call
April 23, 2012 5:00 p.m. EDT	<u>Deadline for submission of Proposals to CHRC</u>
May 17, 2012	DDA licensees will receive notification of award
September 1, 2012	Grantees submit Interim Reports to CHRC
December 1, 2012	Grantees submit Final Reports to CHRC

II. Grant Eligibility

What is a Community Health Resource?

Pursuant to Health-General §19-2102 *et seq.* and its implementing regulations, the Commission may only award grants to an entity that meets the definition of a “community health resource.” Maryland Health-General §19-2102 defines “community health resource” and provides a list of specific entities or programs meeting this definition. The statute also includes in this definition, “any other center or program identified by the Commission as a community health resource.” Health-General §19-2102 (d) (2). The Commission has recognized DDA licensees as “community health resources” and is codifying this determination in proposed amendments to COMAR 10.45.05.

In order to show that the agency meets the definition of a DDA licensee and, thus, a “community health resource,” the Commission requests that an entity submitting a proposal provide documentation showing that it is currently licensed by the DDA.

Please note that resource coordination providers are not eligible for infrastructure grant funding.

III. Awards

The CHRC will award DDA licensees with grant funding based on the following DDA recommended criteria:

Amount of Annual Revenue From DDA	Amount of Grant Funding Available
Less than \$1 million	Up to \$20,000
\$1 million - \$2.5 million	Up to \$30,000
Above \$2.5 million - \$5 million	Up to \$40,000
Above \$5 million - \$10 million	Up to \$50,000
Above \$10 million	Up to \$66,000

IV. Evaluation and Monitoring

As a condition of receiving grant funds, a grantee must agree to periodic evaluation of its compliance with the grant requirements. Providers will be required to submit an interim report documenting the use of grant funds to the CHRC no later than September 1, 2012, and a final report no later than December 1, 2012. In addition, DDA licensees must retain all documentation of the use of grant funds and provide these to the DDA/CHRC upon request. This includes receipts and descriptions of services or training provided. CHRC and DDA may conduct site visits and audits to ensure grantees have complied with the conditions of this grant funding.

V. Use of Grant Funds

CHRC funds must be used only for the specific infrastructure improvements provided below. Proposed uses of DDA/CHRC funds that are not directly supported/evidenced by the DDA licensee will not be considered. CHRC grantees may subcontract with other person(s) or organizations as appropriate to accomplish the purposes of the grant. Any one contract for more than \$10,000 requires prior approval of the Commission, and should be clearly indicated in the Line Item Budget and Justification in the Grant Application (Section V). A grantee may not take an administrative fee from the grant funds. All funds should go directly to providing the good or service necessary to accomplish the specified infrastructure improvement identified in the application.

Use of these grant funds will follow these “guiding principles”:

- The funds will support infrastructure investments that help providers serve people with developmental disabilities;
- The funds will be awarded to providers who can demonstrate their need for such infrastructure investments; and
- Funds will not be used for programs that require additional special funding for sustainability.

Under this Call for Proposals, the following are the priority areas in which DDA licensees may apply for infrastructure grant funds. **Licensees may apply for funds in multiple priority areas as long as the total request for funds is within the total eligible amount listed in the table on page 2.** Proposals should clearly indicate the specific infrastructure needs that would be supported with the grant funds.

(1) New vehicles or other forms of transportation: Vehicles must be used for transporting individuals served by DDA in programs operated by the DDA licensee (e.g., Day, Vocational or Residential). These funds may be used for the full purchase price of a vehicle or for the down payment of a new vehicle. Requests for accessible vehicles are encouraged. Evidence of one of the following must be provided to be eligible for funding in this area:

- Mileage over 100,000;
- Model year of vehicle is 1995 or older; or
- Frequent or expensive repairs.

(2) Adaptation of, or Modification, to existing DDA licensee-owned vehicles: Vehicles must be used for transporting individuals served by DDA in programs operated by the DDA licensee.

The applicant must demonstrate that the adaptation or modification is for increased access for individuals that need accessible transportation.

- (3) Information technology equipment, software or related services:** DDA licensees may receive funding in any of the following areas:
 - Obtain equipment or service to enable DDA licensee to electronically submit required consumer and or fiscal information to DDA;
 - Replace existing equipment that is at least 5 years old or older; or
 - Enhance efficient operations of the provider so as to better serve individuals.

- (4) Adaptations, modifications, repairs or improvements to existing DDA licensee-owned properties/programs that address critical health and safety issues or improve access or quality of life for individuals with developmental disabilities:** DDA licensees that operate day, vocational or residential services (such as group homes and ALUs) are eligible in this area. An applicant must demonstrate that this increased infrastructure is needed to:
 - Improve access or quality of life; or
 - Make repairs to address health and safety issues.

- (5) Start-up funds or expansion for infrastructure for innovative programs that increase community integration or integrated employment for people with developmental disabilities:** If seeking this use, a DDA licensee must explain its plan for using additional funding. Funding may be used for any materials, equipment or supplies needed to start or expand a program that improves community integration or supports employment opportunities for people with developmental disabilities.

- (6) Staff Training:** Funding will be available for DDA licensees to train staff in areas that will improve their ability to work with people with developmental disabilities.

VI. Required Deadline for Use of Funds

Grant funds must be spent by the provider within 90 calendar days of receipt of funds from CHRC but no later than September 2012. Any funds spent subsequent to the original announcement of this initiative by the Department of Health and Mental Hygiene on November 30, 2011 for the purposes of this call for proposal may be eligible for reimbursement under the grant. Any unused funds or funds not used for the awarded purpose must be returned to DDA or its fiscal agent by the provider.

VII. How to Apply

Submissions to this Call for Proposals will be *streamlined*. **The deadline for submitting proposals is 5:00 p.m. EST on April 23, 2012.** The CHRC staff, in coordination with the DDA, will review the materials to determine if all necessary items are provided. Once this determination is made, the CHRC staff will recommend an award to the Commission for action at a subsequent meeting. DDA licensees will receive notification of award by May 17, 2012.

A. Required Proposal Items for Funding

All DDA licensees must submit the following items to be eligible for grant funding under this Call for Proposals (please submit these documents/items in the order listed below):

- (1) Documentation of current DDA license and number of DDA beneficiaries served:** Each

applicant must provide documentation showing that that it is currently licensed by DDA and the number of DDA beneficiaries it serves.

(2) Grant Application: Each applicant must include a completed application located in the Appendix section of this Call for Proposal. The Grant Application includes the following sections:

- I. Applicant Information
- II. Grant Funding Eligibility
- III. DDA Funding Priority Areas and Funding Request Summary
- IV. Project Descriptions
- V. Line Item Budget and Justification
- VI. Disclaimer and Signature

B. Additional Information

Proposals must be single spaced on standard 8 ½” x 11” paper with one-inch margins and using 12-point Times New Roman or Arial font. Tables and charts may use a 10-point font or larger. All pages of the proposal must be numbered.

The CHRC requires:

(1) One original application and two copies, including all required materials in one package. The hard copy original should be bound with two-prong report fasteners or with clips. If two-prong fasteners are used, cardboard or plastic covers and backs can be used. Do not send three ring binders or spiral bound proposals. Please send the 3 hard copies original to:

Mark Luckner, Executive Director
Maryland Community Health Resources Commission
45 Calvert Street, Room 336
Annapolis, MD 21401

(2) One electronic copy of all the application materials should be emailed to mdchrc@dhhm.state.md.us. In the subject line of the email, please state the organization’s full name and the following reference: “DDA Licensee Infrastructure Grant.”

Grant proposals, both original hard copy and electronic copy, are due at the Commission’s offices by 5:00 p.m. EDT on Monday, April 23, 2012.

VIII. Inquiries

Conference Call for Applicants: The DDA and CHRC will host a conference call on **Thursday, April 5, 2012 at 3:00 p.m.** for interested applicants to provide information on the grants program and assistance with the application process. To participate in the conference call, the call-in number is 1-888-946-3508 (toll free), and the pass code is 645919. *Participation in this conference call is optional.*

Questions from Applicants: Applicants may also submit written questions about the grants program. Send questions to Mark Luckner (lucknerm@dhhm.state.md.us). Questions may be submitted at any time.

IX. 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. Governor Martin O'Malley appointed the current members of the Commission in May, 2007.

Commissioners

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