

Emergency Grant Funding

01. Purpose and Limitations

A. In addition to the Commission's statutory authority, pursuant to Health General Article, §19-2201(e), to award operating grants to qualifying community health resources, the Commission may award temporary emergency grants to these same groups as set forth in these regulations.

B. Temporary emergency grants will be awarded by the Commission only in those instances in which the community health resource has encountered unforeseeable lapses or cessations in otherwise stable funding which threatens a crucial service or program serving low-income, uninsured or underinsured residents within the State and a temporary emergency grant can provide assistance sufficient to briefly sustain the service or program until stable funding is restored or alternative funding is secured.

C. The amount of funding available for a temporary emergency grant shall not exceed \$250,000.

D. Temporary emergency funding obtained by a successful applicant shall make the applicant ineligible to apply for emergency funds for a three-year period following the date of award of the temporary emergency grant.

.02 Letter of Request

A. An applicant for temporary emergency funding shall submit to the Commission a letter of request outlining the need for temporary emergency funding;

B. The letter of request should include the following elements:

1) Information and documentation sufficient to establish the applicant's qualification as a community health resource as specified in COMAR 10.45.05.02., .03, or .04.

2) A brief description of the applicant's mission, programs and service area;

3) The name, address and location of the applicant, including the name, title, address, telephone number and email address of the director and the name and email address of the applicant's contact person;

4) The signature of an individual responsible for conducting the affairs of the applicant and legally authorized to execute contracts on its behalf.

5) A brief account of the organizational and financial structure of the applicant including its for profit or not-for-profit status and its financial stability over the three-year period prior to the date of application;

6) The nature of the program or service whose existence or funding is threatened, including:

a) The significance of the program or service to its target group, and to the geographic area in which it operates;

b) The customary and usual amount of funds needed to provide the service or operate the program on a monthly, quarterly or annual basis;

c) The normal or usual funding source(s) for the program or service;

d) The number of low income, under- or uninsured persons served by the program or service on a monthly, quarterly or annual basis and their area of residence;

e) A concise explanation of why the temporary emergency for which funding is sought could not have been anticipated;

f) A concise account of emergency funding requests by the applicant over the past three years and the result of those requests;

g) The specific amount of funding requested and the amount of time over which the funding will be expended;

h) A list of all other potential sources of funding which have been approached by the applicant for this temporary emergency, and their responses;

i) A clear explanation of how the requested funds will enable the applicant to stabilize the threatened service or program; and

j) Any other information that the Commission may require.

03. Selection Process.

A. Letters of Request – Commission Review

(1) The Commission may direct staff to review a letter of request and report to:

- a) The Committee on Capital and Operational Funding;
- b) The Commission; or
- c) Both.

B. Temporary emergency funding requests will be reviewed on a timely basis.

(1) Temporary emergency funding requests submitted between the 1st and 15th of any month will be preliminarily reviewed by staff prior to the end of the month and forwarded to the Commission or the Committee on Capital and Operational Funding within 10 days;

(2) Temporary emergency funding requests submitted between the 16th and the last day of the month will be preliminarily reviewed by staff prior to the 15th of the succeeding month and forwarded within 10 days as determined by the Commission..

C. Staff Determinations

(1) Staff shall review the requests to preliminarily ascertain that:

- a) Sufficient information has been provided to determine community health resource status;
- b) Sufficient information has been provided concerning the threatened service or program for which funding is being requested

(2) Staff shall alert the applicant to perceived preliminary deficiencies, if any, in the submission and request supplementation as necessary.

(3) Upon receipt of the information required as preliminarily determined by Staff, the Letter of Request shall be forwarded to the Committee on Capital and Operational Funding or the Commission.

.03 Selection Criteria for Temporary Emergency Funding

A. The Commission's criteria for selecting a community health resource to receive an emergency grant includes the following:

- 1) The nature of the temporary emergency situation including an evaluation of the applicant's inability to anticipate the emergency situation;
- 2) Crucial nature of the threatened program or service to the population served and as part of the provision of essential health care services to the relevant low-income population;
- 3) Reasonable likelihood of resolution of the temporary emergency situation as a direct result of the requested emergency funds; and
- 4) Reasonable likelihood of the sustainability of the threatened program or service upon the cessation of temporary emergency funding; and
- 5) The frequency of emergencies encountered by the applicant in the last three years and the manner in which they were addressed;

04. Review by Committee on Capital and Operational Funding

A. The Committee on Capital and Operational Funding shall review letters of request in a timely manner to:

1. Ensure that all information as to community health resource status specified above has been provided and, if not, request that specific supplements be provided;
2. Ensure that all information required in the letter of request has been provided and, if not, request that specific supplements be provided;

C. Following receipt of all necessary information, the Committee shall:

- 1) Make an initial determination as to whether the applicant qualifies as a community health resource pursuant to the specified regulatory criteria;
- 2) Make an initial determination as to whether temporary emergency funds should be provided to the applicant; and
- 3) Make an initial determination as to the amount of temporary emergency funds to be awarded to the applicant;

4) Forward its recommendation on each of the determinations required by 1) through 3) of this regulation, along with the letter of request and any supplementary documents, to the Commission for its review.

.05 Review by the Commission

A. Upon receipt of a recommendation on a request for emergency funding from the Committee on Capital and Operational Funding, or on its own initiative, the Commission shall:

1. Determine whether all necessary information has been made available and, if not, request supplementary information;

2. Determine whether the applicant qualifies as a community health resource pursuant to COMAR 10.45.05.02, .03, or .04; and

B. If the Commission determines that the applicant is not a community health resource, it shall notify the applicant that it is not eligible to receive emergency funding from the Commission;

C. If the Commission determines that the applicant is a community health resource, it shall consider whether the applicant:

1. Has provided information documenting an unforeseeable temporary emergency situation threatening a crucial service or program; and

2. Meets the selection criteria specified in COMAR 10.45.01.03;

D. If the Commission determines, consistent with the criteria set forth in .05A above, that the applicant's request does not meet the criteria for award of a temporary emergency grant under this subtitle, it shall notify the applicant of its decision not to make temporary emergency funds available.

E. If the Commission determines, consistent with the criteria set forth in .05A above, that the applicant's request should receive funding, it shall:

1. To the extent adequate funding is available, determine the amount of emergency funds that will be offered to the applicant and the conditions under which those funds will be made available;

2. Direct staff to conduct negotiations with the applicant regarding the specified grant conditions;

3. Notify the successful applicant of the fact that temporary emergency funds will be made available conditioned on the applicant's acceptance of the terms of the emergency grant agreement.

.06 Negotiation and Award

A. An applicant approved by the Commission for a temporary emergency grant pursuant to Regulation .05 of this chapter shall, in collaboration with the Commission, develop grant specifications concerning:

- (1) A grant disbursement schedule;
- (2) Monitoring and evaluation requirements;
- (3) Data requirements;
- (4) The budget which will be impacted by the emergency grant funds.

B. Upon its approval of grant specifications proposed by the applicant pursuant to §A of this regulation, the Commission shall perfect the temporary emergency grant award according to the terms of the successful letter of request, as modified by the specifications negotiated pursuant to §A of this regulation and agreed to by the Commission and the grantee.

C. In the event the Commission and an applicant are unable to agree on the specifications listed in §A of this regulation, either the Commission or the applicant may withdraw.

.07 Use of Grant Funds

A. A grantee under this subtitle may use grant funds only for the purposes outlined in the applicant's letter of request unless a change in those conditions has been previously agreed to by the Commission and the applicant in writing.

B. If the grantee fails to abide by the terms of the grant agreement, the Commission may cancel the grant and withhold any or all funds not yet disbursed.

C. The Commission:

(1) By written agreement entered into with an emergency grantee after the award of an emergency grant under this subtitle, may modify the terms of the grant agreement;

(2) May conduct audits or otherwise inspect the records, premises, and operations of the grantee to determine whether grant funds are being administered:

(a) In a financially responsible manner; and

(b) in accordance with the terms of the grant award.

D. The successful grantee, by virtue of being awarded an emergency grant from the Commission, shall sign an agreement not to seek emergency funding from the Commission for a period of three years following the date of notification of the grant award.