

FQHC FACILITATION RESOURCES GUIDELINES

Eligibility: FQHC facilitation resources are available to nonprofit organizations that are collaborative member organizations actively participating on the Community Health Center Development Committee to support the development of a coordinated system of primary care services in the region, and officially committed by action of its Board to the development of an FQHC (Look Alike or Deemed) in Harris County or a county immediately contiguous to Harris County.

Available Resources: A common reserve has been established to insure the continuing viability of Centers that are actively implementing primary care services as a step toward FQHC designation. This initial funding was provided through the generosity of the Houston Endowment. Requests for funds from these resources may be used to expand, extend, or insure the operational integrity of the member organization or assist with unanticipated or service facilitation expenses. The resources available are not designed to replace or supplant funds available from FQHC incubator programs. The resources are not available to address issues that may arise due to failure to exercise appropriate fiscal and programmatic due diligence.

Types of Funding Resources: Two types of resources are available. These include:

- *A Revolving Loan Fund* which is available to expand, extend, or insure Centers are operational by providing at least 32 hours of clinical service within 90 days of approval as an FQHC. Funds may also be requested to insure sustainability of the Center in the event of an unanticipated financial challenge. Funds will be provided in the form of a loan with interest-free repayment for the 2 years and 3% interest thereafter. Repayment on a timely basis will be required.
- *A Contingency Resource Fund* which is available to cover one-time expenses of the Centers, in grant amounts not to exceed \$35,000. This resource is designed to assist centers with contingency expenditures when there is insufficient time to procure additional resources. Funds may be used to expand, extend, or insure Center operations or assist with service facilitation. These funds do not require repayment.

Application for Funding: Applications for funding must include all of the materials listed on the *Funding Request Checklist*, including a cover letter, application form, written proposal addressing areas specified on checklist, project budget, supporting documents and the

completed checklist. A proposal is not regarded as complete until all required materials described in the proposal checklist have been received.

Deadlines: Requests for funding will be accepted at any time, however, to be considered at the first meeting of the FQHC Facilitation Resources Advisory Committee they must be received no later than December 29, 2003. A list of deadlines will be posted on the HCHD website (www.hchdonline.com) and the Gateway to Care website (www.gatewaytocare.org) beginning in January. Applications should be submitted to the Director of Development. The Development Center will acknowledge receipt of the application and clarify request if necessary. Missing materials will cause consideration of a proposal to be delayed to a future grant decision meeting.

FQHC Facilitation Resources Advisory Committee: The FQHC Facilitation Resources Advisory Committee, appointed by the Harris County Hospital District President/CEO, will meet monthly to review the applications submitted and make recommendations regarding these guidelines as necessary, and provide advice regarding efforts to procure additional resources to sustain and expand the funds. The FQHC Facilitation Advisory Committee will then make recommendations to the President/CEO for disbursement of the funds. The President/CEO approves/disapproves recommendations up to \$100,000 and obtains the Board of Manager's approval for recommendations \$100,000 and greater.

Loan size: Loan size is limited to \$50,000.

Grant size: Grant size is limited to \$35,000.