

## Provider Grant FY2023

Application deadline April 14, 2023

### **Introduction:**

Mental Health/Disability Services of the East Central Region (hereinafter, ECR) announces the availability of grants for ECR-contracted providers in the following counties in Iowa: Benton, Bremer, Buchanan, Delaware, Dubuque, Iowa, Johnson, Jones and Linn. Providers may apply for projects related to areas of operational/technology enhancements, and/or workforce assistance and expansion.

### **Application Process:**

Applications can be submitted immediately and will be accepted until **April 14, 2023 subject to availability of funds**. MOUs for approved applications received by March 10 will be presented at the March Governing Board meeting. All other approved MOUs will be presented at the April meeting. Applications will be processed on a first-come, first-served basis until maximum funds have been allocated. Applications must be submitted to: [mklootwyk@ecriowa.us](mailto:mklootwyk@ecriowa.us).

### **Eligibility Criteria:**

- Applicants must have a current, active contract with ECR. Transportation providers, schools, and hospitals are **not** eligible for this grant.
- Applicants must have at least one office located within the region.
- Funds issued with this grant must be utilized for a program or programs directly related to mental health (brain health) and/or ID/DD.
- Applicants must **not** be able to obtain funding for this expenditure through another regional, state, or federal funding project.

### **Guidelines:**

Grants are being made available specifically for projects related to provider operational/technology and/or workforce assistance, recruitment and expansion. Applicants may include more than one project/item as long as the total falls within the allocated amount based upon the formulas and the timeframe between July 1, 2022 and June 30, 2023. All purchases must be utilized to serve individuals with mental health/brain health and/or intellectual/developmental disability diagnoses. Allowable expenses are listed below. The region will consider ideas for projects not listed on a case-by-case basis. Any proposed projects should be directly linked to the region's Strategic Plan and be able to be completed and funding spent before 6/30/23.

### **Operational/Technology expenses:**

- Examples of allowable operational/technology expenses:
  - Office repairs, remodeling, or additions
  - Vehicles and vehicle modification for accessibility
  - Office or program furniture
  - Program accreditation, licensure, and memberships (max one-year)
  - Office and program supplies (max one-year usage)
  - Agency-owned hardware (hardware being replaced must be over 5 years old)
  - Software (one-time purchase and/or maximum one-year service agreement)
  - Electronic documentation system including intervention and tracking (max one-year service agreement)
  - Electronic Health Record system (max one-year service agreement)

- Electronic Visit Verification system and related costs (max one-year service agreement)
- Cell phones for agency business
- Utilities and cell phone service (payment dates July 1, 2022 to June 30, 2023 only)
- Examples of **Non-allowable** operational/technology expenses:
  - Expenditures/programs that could be funded through another regional grants/projects
  - Technology or items to be gifted to clients
  - Repairs or remodeling for agency-owned hab/waiver homes
  - Gifts/incentives/trips
  - Service costs beyond one year

Workforce assistance and expansion expenses:

- Examples of allowable workforce expenses
  - Hiring bonuses
  - Staff retention bonuses
  - Advertising
  - Training
  - Overtime expenses due to workforce shortages
- Examples of **Non-allowable** workforce expenses
  - On-going wages

Other projects (not subject to FTE formula):

- Projects must be linked directly to the Region's Strategic Plan
- Projects that will provide brain health services at homeless shelters in the ECR will be considered
- Projects will be evaluated on a case-by-case basis
- Projects must be completed by 6/30/23

The maximum amount available is based upon the total number of FTEs (full time equivalent based on 40-hour work week) of agency staff providing or supporting services included in the ECR contract. Staff FTEs should only include time spent serving individuals living in one of the region's nine counties. Support staff, including clerical staff, may be included in FTEs utilizing the same criteria.

- 1-10 Employee FTEs: \$20,000
- 11-25 Employee FTEs: \$30,000
- 26-50 Employee FTEs: \$45,000
- 51-75 FTE Employee FTEs: \$70,000
- 76-99 Employee FTEs: \$105,000
- 100-150 Employee FTEs: \$160,000
- Over 150 Employee FTEs: \$240,000

**Monitoring, Review and Payment:**

**BY COMPLETING THE APPLICATION:**

1. The Recipient agrees to return the signed MOU to Chelle Klootwyk at [mklootwyk@ecriowa.us](mailto:mklootwyk@ecriowa.us)
2. The Recipient agrees to submit an invoice with receipts/supporting documentation attached for funds spent to MH/DS of ECR Claims no later than **July 31, 2023**. **If invoices are not received by this date, the funds will be forfeited. Invoices and receipts are to be sent either**
  - i. By mail to: 210 5<sup>th</sup> Ave. NE, Independence, IA 50644 or
  - ii. By email to: [claims@ecriowa.us](mailto:claims@ecriowa.us)
3. All funds approved under this grant must be spent **between July 1, 2022 and June 30, 2023**. **No purchases outside of timeframe will be reimbursed.**

4. The Recipient agrees to return any authorized funds should it be determined through the course of an audit that it was found to be an unauthorized use of such funds.
5. The Recipient agrees that any items purchased under this grant shall be used as efficiently and effectively as possible and every reasonable effort shall be made to ensure the commitment of public funds obtains the most value for the money spent.
6. The Recipient agrees that items purchased must be located in an office located within one of the ECR counties. The Recipient further agrees that all workforce funds are utilized for staff who serve individuals living in one of the ECR counties.
7. The Recipient certifies that this funding is not duplicative of other funding received.
8. All approvals will be made by April 27, 2023. ECR reserves the right to decline any and all applications and choose to not award any or all grants based upon the availability of funds.