Frequently Asked Questions (FAQ)
UChicago Medicine Liaisons in Care (LinC) Program Grant

Q: Is it required to complete the Letter of Intent (LOI) to get the grant?

Yes. An LOI is due by Friday, April 30, 2021, 5pm CST to be eligible to complete the full RFP. The LOI must include the name of the organization, a contact person (name, title, phone), and a short description of the proposed program. The LOI cannot be longer than 1 page.

Q: What is the website address where the Request for Proposals (RFP) is located?

https://www.uchicagomedicine.org/about-us/community/grants-sponsorships

Q: Where is the map of UChicago Medicine’s community area located?

The map is provided below for your convenience. It is also located on p.15 of the 2018-2019 Community Health Needs Assessment.
Q: Is the 12-zip UCM Service Area a priority or the only geographic area eligible?

This is the only area eligible for funding. 100% of all funded programs/services must be implemented within the 12-zip UCM Service Area for residents of this geographic area: 60609, 60653, 60636, 60621, 60615, 60637, 60620, 60619, 60649, 60643, 60628, and 60617.

Q: Are you looking for the program site to be located in the UCM Service Area or where our clients live?

In order to qualify for UCM LinC program grant funding, organizations must implement program services to community members residing within one of the 12 zip codes of the UCM service area. In addition, services must be implemented within the UCM service area.

Q: What is the target audience for the grants? Is it prioritizing youth, adults or a specific age?

The target audiences for this grant are individuals of all age groups living within the 12-zip codes of UCM service area.

Proposed programs must work towards a goal of ensuring that a community health worker model is developed and implemented to coordinate healthcare and assist individuals with complex needs.

Q: Is there a preference on size of organization that will be funded? Larger, longer history vs. grassroots?

No. There will be no preference given to organizations based on size. All applicants that meet the standard eligibility requirements are encouraged to apply.

Q: I see there is a maximum number of pages for certain documents, is there a minimum number of pages per section? Will be penalized if shorter?

No, there is no minimum page requirement per section. No organization will be penalized for submitting an application below the maximum number of pages.
Q: Has this grant been done before?

No, this is the first grant cycle offered under the UChicago Medicine LinC program. UCM LinC program grants will be offered over the next 5 years. This does not automatically guarantee multi-year funding for selected grantees.

Q: Are there examples of organizations that have been funded in the past?

This is the first RFP process we've administered under the UCM LinC Program. That being said, UCM has given grants via an RFP process to organizations addressing other priority health needs such as asthma, diabetes and childhood obesity. Examples of these partnerships can be found in our community benefit reports located here or at the link below.

http://www.uchospitals.edu/about/community/benefit/publications.html

Q: Is there an opportunity for renewal on LinC program grants?

Yes, there is an opportunity for renewal. The Grant Review Committee will convene to determine an option for renewal for respective grantees, towards the end of the funding period.

Q: Are you allowed to apply as separate organizations and as a collaborative or collective?

No. Organizations can apply as either: 1) an individual entity or 2) a collaborative/collective with other organizations.

If applying as a collaborative, a lead agency should be listed on the application. Collaboration and partnership is encouraged for all grantees, however, organizations are not eligible for cumulative funds as both individual organizations and as part of a collective.

Q: If you apply as a collaborative/collective can you ask for a greater amount?

No. Proposed collective efforts will be considered as one applicant in this grant process. Collective applications do not automatically determine higher award amounts.
Q: Can we apply if we are an organization that works in other areas of the city/state/country AND serves the UCM Service Area?

Yes. In order to qualify for grant funding, organizations must deliver 100% of the specific program outlined in their proposal in the UCM Service Area.

Q: How will final decisions be made on the grants?

UCM’s Community Advisory Council, in partnership with UCM’s Urban Health Initiative team, will be selecting grantees, providing support, and monitoring grants. The UCM Grant Review Workgroup adheres to a strict conflict of interest policy and selects potential grantees based on the merits of each proposal.

Q: What are the required metrics/outcomes for the grant?

Proposed program and/or service objectives and activities are required to align with the following 5 intended outcomes:

- Increase access to social service resources.
- Increase access to primary and specialty care services.
- Increase target population knowledge.
- Increase access to services addressing Social Determinants of Health (SDOH) including but not limited to food access, employment, transportation, etc.
- Improve self-management of chronic conditions.

In addition to those above, applicants can include their own program-specific outcomes in the evaluation section. All outcomes, objectives, activities, indicators/metrics, and timeframes must be included in the Appendix B: Evaluation Measures section of the application.

Q: How do I submit my application documents?

Submit your application documents using the following link https://is.gd/UCMLinCProgramGrant. All files should be clearly named and submitted as word documents or PDFs only.

Q: Will the team be sending out the PowerPoint Presentation shown on the Webinar?

Yes, a PDF of the PowerPoint slides will be shared with all who registered for the webinar and will also be posted to the grants webpage.
Q: Must all outcomes be achieved?

Yes. It is required that all 5 UCM outcomes be incorporated into the proposed program. However, proposals will be assessed based on depth of program/services described to address outcomes as well as the number of UCM outcomes addressed.

Q: Do we have literature on all this information and required documents to give to organizations that might benefit from this?

The RFP contains a background section with footnotes, a glossary, and references section for some brief and helpful information. In addition, all applicants are highly encouraged to review the 2018-2019 UCM Community Health Needs Assessment. This in-depth assessment is conducted every 3 years, generating a substantial report on areas of greatest need in UCM Community Service Area.

Q: Will there be an invitation to apply after the submission of LOI?

No, there will be no formal invitation to apply. All applicants that meet the LOI requirement are eligible to submit a full application.

Q: How many proposals does this grant anticipate receiving?

This is the first RFP process administered under the LinC Program, thus we do not have an estimate of expected submissions.

Q: If we have follow-up questions as we review the materials, who is the appropriate contact person?

All questions can be sent to Erika Davis, Executive Director Community Benefit Programs and Evaluation erika.davis@uchospitals.edu

Q: Does the applicant for this grant need to be a 501(c)3 CBO?

Yes. Applicants must provide their tax ID number in the applicant information section of their narrative. Hospitals are excluded.
Q: After an LOI has been submitted, how do we get notified if our LOI has been received?

Applicants will receive a confirmation email response within 1 business day to confirm receipt of their LOI.

Q: Can this grant be used to fund ongoing operations or does this also include program expansion?

Yes. This grant can be used to fund ongoing operations or to expand an existing program. Proposed programs/services must be implemented within the UCM Service Area, serve residents of the UCM Service Area, and demonstrate a readiness to serve.

Q: Can indirect costs such as professional development, staffing, or technology support be covered through this grant?

The primary purpose of this grant is to fund direct programs or services for community members. Applicants should not apply for funds solely for technology, program space, or other indirect costs.

Q: Once the LOI have been submitted, do we just send a grant application?

Yes. All applicants that submit an LOI with the required information by Friday April 30th 5PM CST can submit an application for the grant.

Q: Please clarify when the LOI and Application is due.

Letter of Intent Due Date: Friday, April 30, 2021, 5pm CST
Application Due Date: Friday, May 14, 2021, 5pm CST

Q: Will there be any collaboration with the South Suburban region which Ingalls is part of UCM?

For this specific RFP, there will not be collaboration with the South Suburban region or our Ingalls campus.

Q: Is grantee responsible for hiring the Community Health Worker?

Yes, it is incumbent on the grantee to recruit, hire and train the Community Health Worker.
Q: Do you have a preference regarding narrow vs broad focus?

No. As long as program meets the requirements outlined in the RFP there is not a preference.

Q: Can you give more details about what should be included in the work plan?

At a minimum, the work plan should include tasks, deadlines, person(s) responsible, status, and notes. Excel is preferred.

Q. Can an organization focus on trauma?

As long as the applicant includes how addressing trauma impacts improvement in chronic condition(s).

Q. What is the funding amount?

UCM is funding 5 organizations up to $50,000 each per year. There is potential to extend funding.

Q: Who should I contact with questions?

If you have any questions, please contact the community benefit program by email (communitybenefit@uchospitals.edu).