

Questions and Answers

Governing Board Development for Federally Qualified Community Health Centers (FQCH)

- **Question:** In the instructions and application forms there is not a budget form. Do we just use the one from the previous grant?
- **Response:** Please use a generic line item budget format so that it is clear as to the financial expenditures.
- **Question:** We noticed in the business associate agreement that the third paragraph has a place for a contract number, but we didn't see one anywhere. Do we just leave that part blank?
- **Response:** Yes, leave blank. A contract number will be assigned upon execution.
- **Question:** Under special conditions, it says the funds must be used to secure a contract facilitator—our question is are you allowed to use any funds for facility rental, meals, facilitator travel, overnight stays, or maybe even a board retreat or is it lunch on your own?
- **Response:** General meeting expenses are allowed for facility rental, meals and facilitator travel. However it is expected that these costs would be reasonable and conservative. Overnight travel for the board and employees is not an allowed expense.
- **Question:** In addition to the facilitator, can grant funds be used for audio-visual components of the training and supplies for training purposes.
- **Response:** Yes. However this cost should be minimal. Funds should not be used to purchase major equipment such as power point equipment.
- **Question:** Since board developmental training for some topics may need to be FQHC specific, will DCH or the state PCA be recommending a particular contractor to do the training or will the PCA be working with the FQHCs to arrange a contractor for the Center's who receive the grant?

- **Response:** We cannot recommend. The State Primary Care Association will be making recommendations.