



**Funding Opportunity Announcement**  
***APAC 2.0: Revenue Cycle Management***

**EXECUTIVE SUMMARY**

My Brother's Keeper, Inc. (MBK) is accepting applications for 2022-2023 Access to Prevention and Care Sustainability Project (APAC 2.0) a community/clinical revenue cycle management program. This program is being sponsored by grant funds allotted by Gilead Sciences, Inc, a research-based bio-pharmaceutical company.

**PURPOSE**

The purpose of this Request for Proposal (RFP) is to address healthcare organization's HIV to build capacity of community clinics to improve their revenue cycle process which includes: (1) Health Informatics (systems and organizational upgrades), (2) Billing Science (revenue cycle management and 340B), (3) Finance Integrity (policy and procedures development and compliance), (4) Marketing (media and creative services) and (5) Human Resources (recruitment strategies). Our service delivery model will integrate both CBA services to maximize opportunities to provide state-of-the-science training, information sharing, and to conduct outcome-driven technical assistance to the HIV community-based and clinical based workforce nationwide.

As part of this effort, MBK invites your organization to participate in our 2022-2023 Access to Prevention and Care Sustainability Project (APAC 2.0). Through this program, MBK will invest in enhancing your organization's finance and administration capacity to account, report, and monitor budgets and activities across grant funds, 340B program income, and medical billing. The implementation of APAC 2.0 will support the HIV workforce, in public and private community-based and clinical settings, by strengthening their capacity to achieve long-term financial stability.

Priority will be given to organizations that are in dire need of capacity-building assistance (CBA) services around health informatics, billing science, financial integrity, and grants management.

**BACKGROUND**

MBK is an experienced community-based organization working to eliminate health disparities among underserved, uninsured/underinsured, and other vulnerable populations through health education, health promotion, technical assistance, policy and environmental systems changes,

and other health equity approaches. We were able to expand these services with the addition of Open Arms Healthcare Center. MBK’s efforts have expanded to include a wealth of health issues, including cardiovascular disease, diabetes, hypertension, obesity, tobacco cessation, and cancer, which has systemically transformed MBK from a grassroots organization into a community-based leader that strives to change the health status of Americans one community at a time.

MBK has long been known for its technical assistance programs providing support, education, and training to community-based organizations, health departments, and clinics to aid in the improvement of systems that provides care and services to the nation’s most vulnerable populations. As a result, in December 2021, MBK was named a key partner with Gilead Sciences, Inc. This provided a funding opportunity to provide technical assistance to organizations that will improve their revenue cycle management.

**PROGRAM ACTIVITIES**

The goal of this project is to ensure organizations create and maintain sustainable revenue management programs through capacity-building services and product updates.

**AVAILABILITY OF FUNDS AND DURATION OF PROJECT**

MBK intends to make available approximately **\$5,000 - \$10,000 for 5-10 competing CBOs, community-based clinics, and other health organizations.** The amount of the awards will vary with the scale of the proposed professional development activities, supplies, and/or needed software.

**Grant Schedule and Contact Information:**

<b>Timeline</b>	
<b>Invitation for RFP</b>	<b>September 15, 2022</b>
<b>Information Conference Call</b>	<b>After review of submissions.</b>
<b>Total Project Period Funding</b>	<b>\$50,000</b>
<b>Individual Grant Range</b>	<b>\$5,000 - \$10,000</b>
<b>Approximate Number of Awards</b>	<b>10</b>
<b>Project Year</b>	<b>January 2022-October 2023</b>

Contact Information:  
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## **ELIGIBILITY**

To be eligible for funding, an organization must be an incorporated not-for-profit 501(c)(3), a Community-Based Organization, a Community-Based Clinic, and/or Health Organization.

### **Program Expectations and Requirements**

The awarded agencies, organizations, and institutions, herein referred to as “Grantees” will be responsible for completing all activities outlined in the final approved Work Plan. The work plan template has been attached for your convenience.

Grantees must:

1. Participate in conference calls, site visits, online training, and other MBK and OAHCC activities.
2. Discuss the development of the project and review progress with the assigned Project Manager.
3. Submit monthly progress and fiscal management expense reports.
4. Provide a written final report that includes a summary of challenges, successes, and recommendations for best practices.
5. Attend MBK’s operational and financial management CBA training.

### **Technical Assistance**

MBK will be available to provide technical assistance to the Grantees, at no additional cost. This assistance is unlimited by phone and e-mail; travel for in-person meetings is limited and will be prioritized by MBK staff.

## **APPLICATION AND SUBMISSION DEADLINE AND PROCESS**

### **Submission Deadline**

This capacity building opportunity is based on as needed basis. A submission deadline is not set but earlier submissions will be reviewed as priority.

### **Submission Process**

All applications appropriately submitted will be screened to assure a level playing field for all applicants. Microsoft Word and PDF documents are acceptable. If duplicate applications from the same organization for the same project are successfully submitted, only the last application received by the deadline will be reviewed. Applications that fail to meet the applicant instructions described below will not be reviewed and will receive no further consideration.

To submit the proposal [Click Here](#)

### **Application Instructions – All proposals must include the following information:**

1. Grant Application Cover Sheet (See Appendix) - Completely filled out and signed. Include in the Project Narrative.
2. Project Abstract - Brief description of the program, goal and objectives, and the number of target population reached within the project period.
3. Project Narrative should be no more than **5** pages double-spaced (**Times New Roman, Font 12**) with one-inch margins detailing the following application format:

(1) Statement of Need; (2) Approach; (3) Performance Measures and Evaluation; (4) Capacity and Experience of the Applicant Organization, and (5) Budget.

## **STATEMENT OF NEED**

### **Target Population & Need**

Applicants must provide MBK with the services they currently provide and the services they wish to expand to. Applicants must provide MBK with nonidentifiable information about the vulnerable population they serve and the need they are addressing for that population. Applicants must also list the capacity-building services they need to become more sustainable.

## **APPROACH**

### **Work Plan**

Applicants are expected to submit a detailed work plan for the one-year project period that includes goals, SMART objectives (specific, measurable, achievable, realistic, and time-framed), and activities for accomplishing a sustainable revenue cycle. The first 30 days of the grant year will be reserved for a planning and readiness period. This period should be devoted to providing MBK with needed documents for policy and procedure review, assessing the applicant's CBA needs, finalizing the needs and resource assessment of the defined service area, and otherwise ensuring readiness. MBK expects grantees to begin meeting work plan objectives within 30 days of receiving funding. A workplan template can be found in the Appendix.

### **Sustainability**

The applicant should describe their approach or plan for sustaining the project after the period of funding ends. The applicant should describe what sustainability means for the proposed project, sustainability priorities, and how sustainability will be integrated into the earliest stages of program planning. The applicant should describe challenges to sustainability that exist and how these challenges will be addressed during the project period. The applicant's discussion of sustainability should include plans to build capacity and infrastructure in the defined service area that is sustainable after the grant funding ends.

## **PERFORMANCE MEASURES AND EVALUATION**

Applicants will be evaluated by their ability to timely meet objectives. There are no exceptions or waivers for this requirement.

Grantees will be expected to develop an implementation study report by the end of the grant that summarizes the following findings:

- Planning –The needs and resources of the community, development and engagement, efforts to build organizational capacity, sustainability activities
- Implementation – reach, community engagement, recruitment and retention, maintaining fidelity and quality, continuous quality improvement activities, implementation challenges, sustainability

- Outcomes – How well was the program implemented and received by participants? How well was the program received by the community? Were there necessary adaptations and why?

## **CAPACITY AND EXPERIENCE OF THE APPLICANT ORGANIZATION**

### **Demonstrate Capacity of Applicant Organization**

The successful applicant must describe their organizational capacity for managing the proposed project. Specifically, the applicant should:

- Describe how well the proposed program aligns with the organization's mission and the capacity of the organization's leadership team to support the implementation of the program.
- Describe the organization's existing infrastructure and its ability to support and manage a program of this size and scope within the existing infrastructure.
- Describe how the organization effectively and efficiently manages financial resources, staff performance, and strategic relationships with partner organizations.
- Describe policies that the organization has in place to prohibit discrimination in the provision of services based on age, disability, sex, race, color, national origin, religion, sexual orientation, or gender identity and how those policies are enforced.
- Describe anticipated challenges or risks to the project and the organization's capacity to address the challenges and/or risks.

## **BUDGET**

### **Fiscal Management**

The Sub-Recipients must meet minimum standards, which are as follows:

- Before receiving funds, the Grantees must have a financial management system in place that can isolate and track all monies associated with the **APAC 2.0**. Receipts and applicable documentation must be maintained.
- Must have a staff person who has knowledge of finances, accounting, and fiscal management.
- A Sample Budget is included in the Appendix.

### **What We Will Not Fund**

Restrictions, which must be considered while writing the budget, are as follows:

01. Expenses to cover staffing compensations.
02. Expenses which are not allowable under county, state, and federal rules and regulations including, but not limited to: lobbying, food, alcohol, and goods and services for personal use.
03. Grantee may not use funds for activities that do not align with the stated purpose of the opportunity grant application guidelines.

04. Grantees may not use funds for any activity designed to influence legislation or appropriations pending or proposed before Congress or any State or local legislature or city council.
05. Grantees may not generally use the funding for the purchase of furniture or equipment. However, if equipment purchase is integral to a selected strategy, it will be considered. Any such proposed spending must be identified in the budget.

## **REVIEW CRITERIA**

Eligible applicants will be evaluated against the following criteria:

### **Statement of Need (15 points)**

- Does the applicant describe the target population in the area, and the community needs that is initiative addresses?
- Does the applicant describe how the project will have an impact on the community's needs?

### **Approach - Project Description, including goals and objectives (30 Points)**

- Does the applicant describe the program?
- Does the applicant describe the planning activities that will take place before the project startup? Is the staffing plan adequate?
- Does the applicant describe the role of collaborating organizations (if applicable)?
- Is the proposed project, including SMART goals and objectives, consistent with the issues identified in the applicant's background and statement of need?
- Does the applicant describe the project components?

### **Approach - Work plan and Timeline (15 Points)**

- How well are proposed activities integrated into an overall plan?
- Does the proposed timeline provide ample time for the applicant to prepare, execute and evaluate the project?
- Are goals, activities, deliverables, and project staff clearly noted in detail in Work Plan?

### **Plan for Sustainability (10 Points)**

- Does the applicant describe a realistic plan to sustain the initiative outside of the CBA request timeframe allotted?

### **Plan for Collaboration (10 Points)**

- Does the applicant describe potential partnerships with their local health department? Does the applicant describe relationship building with local providers? Does the applicant have experience in contract negotiations or MOU/A?

### **Plan for Evaluation (5 Points)**

- The applicant should describe its capacity to collect and report all required performance measures and to use performance measure data for continuous quality improvement.

## **Demonstration of Experience (10 points)**

- Has the applicant demonstrated former experience with financial management? Does the applicant have experience in policy and procedure development? Has the applicant participated in any capacity-building training? Does the applicant have experience in billing and coding?

## **Budget (5 points)**

- Does the proposed budget realistically support the proposed activities of the project?

## **APPENDIX**

**Cover Sheet**

**Sample Workplan**

**Sample Budget**

## **CHECKLIST**

- Cover Page
- Abstract
- Project Narrative
- Work Plan and Timeline
- Budget