



**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?**

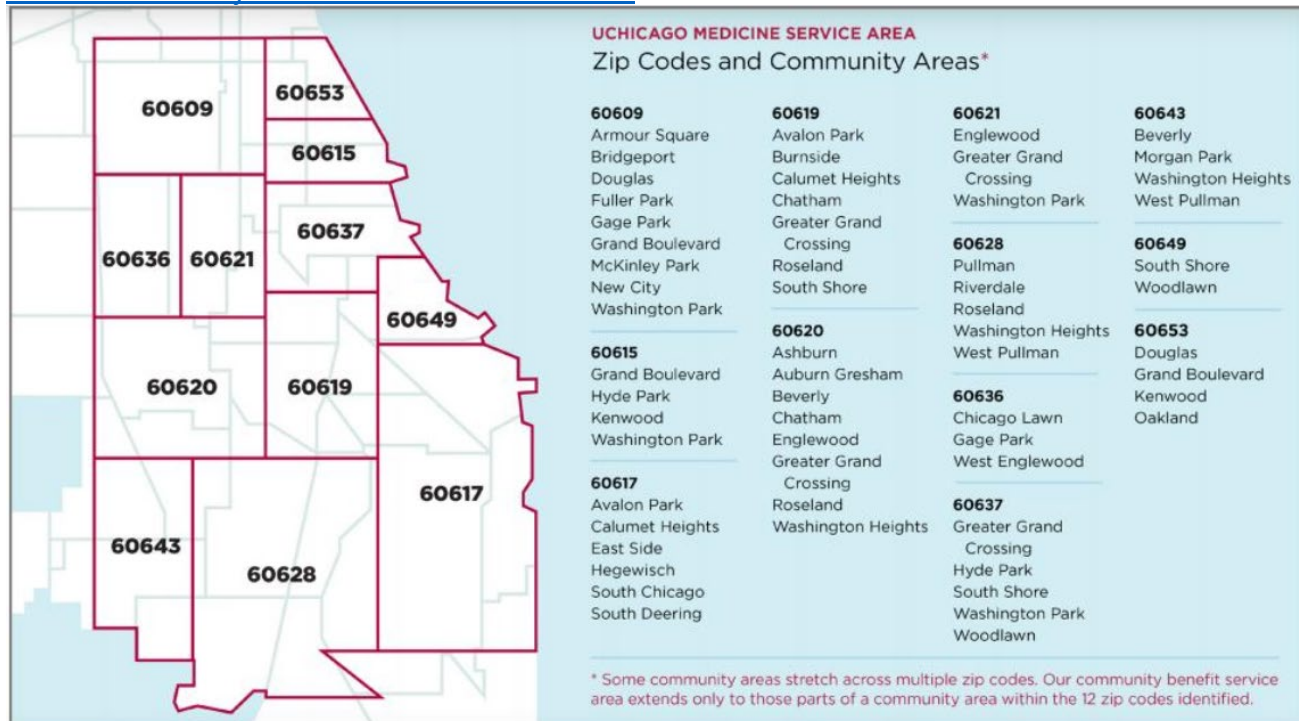
Yes. An LOI is due by **Tuesday, May 17, 2022, 5pm CST** to be eligible to complete the full RFP. The LOI must include the name of the organization, a contact person (name, title, phone), and a short description of the proposed program. **The LOI cannot be longer than one page.**

**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 or where our clients live to be located in the UCM Service Area?**

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 we 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?**

This is the second year we have offered this grant under the UChicago Medicine LinC program. UCM LinC program grants will be offered over the next 4 years. This does not automatically guarantee multi-year funding for selected grantees.

**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 an individual entity or 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 applicant have a collaboration between a 501(c)3 and a for-profit that delivers services in those zip codes?**

Applicants must be a 501(c)3. If non-profit is the lead organization partnering with a for-profit agency to mobilize resources (to address some of the pressing needs) this could be allowed in some instances. However, sub-contracting to other entities is not permitted.

Please describe any other key organizations you will be partnering with and their level of commitment to working with you in the application. Additionally, please attach any letters of commitment from potential partners.

**Q: How much of the grant can be used towards administrative fees, rent, insurance?**

The grant aims to fund community and faith-based organizations to hire community health workers. Minimal administrative expenses are permitted. Provide a clear justification for each item listed in the budget in the application.

**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 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 this link: <https://redcap.link/LinCGrant2022>  
All files should be clearly named and submitted as word documents or PDFs only.

**The RFP and document templates are located here:**

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

**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 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: 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 deadline are eligible to submit a full application.

**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 and a glossary, 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: 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.

**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 Tuesday, May 17, 2022, 5pm CST can submit an application for the grant.

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

Due Date for Letter of Intent (LOI): Tuesday, May 17, 2022, 5pm CST  
Due Date for Applications: Wednesday, June 1, 2022, 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 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 up to three organizations up to \$50,000 each per year. There is potential to extend funding.

**Q: Whom should I contact with questions?**

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