

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Department of Health Care Finance



**Provider Stabilization and Beneficiary Access Grant**  
**(RFA – C00-08-01-2013)**

**Frequently Asked Questions**

**General**

- Where can I get more information about this grant? Who can I contact?  
*Please visit the DHCF homepage at <http://dhcf.dc.gov/>. You can also contact DHCF grants management:*

*899 North Capitol Street, N.E., 6<sup>th</sup> Floor  
Washington, D.C. 20001*

*Reference: Provider Stabilization and Beneficiary Access Program*

*Telephone Number: 202-442-9533*

*Fax Number: 202-442-4790*

*Email: [dhcf.grants@dc.gov](mailto:dhcf.grants@dc.gov)*

**Eligibility**

- Who is eligible to apply for the grants?  
*To be eligible, a provider must:*
  - *Have provided services to the D.C. Medicaid and D.C. Health Care Alliance beneficiaries enrolled in CHP ; and*
  - *Demonstrate financial hardship based on the existence of undisputed unpaid claims for services rendered.*
- Can my organization still apply if I am not a Medicaid Fee for Service provider?  
*Yes. Only the two eligibility requirements listed above are required.*
- What if I provided services to CHP beneficiaries under an agreement with DentaQuest or Beacon?

*Grants for providers who rendered services through DentaQuest and Beacon Health Strategies LLC will be processed directly through those vendors. Such providers do not need to submit grant applications to DHCF.*

### **Responding to the Request for Applications (RFA)**

- What is the deadline for submission? Can I get an extension on the deadline date?  
*The deadline for submission is 5:00 pm on September 17, 2013. DHCF will not accept applications after the deadline, unless an extension is granted. DHCF will provide notice of any extension via press releases and emails to the provider listserv.*
- Can I submit my application electronically?  
*Yes. DHCF is providing several options for submission: email, mail, in person or fax. See DHCF contact details provided above.*
- Do I need separate applications for each Tax ID?  
*Yes. Each tax ID is a unique number that DHCF will use to match the provider with the undisputed claims record from Chartered Health Plan. Additionally, DHCF will issue 1099's for each provider; therefore, providers with multiple tax ID's should submit separate applications for each tax ID.*
- How and where do I get my OTR clean hands certificate?  
*The Office of Tax and Revenue (OTR) issues the clean hands certificate. See link provided:*  
<http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>
- I have not received my tax clearance certificate from OTR. Can I submit my application without the certificate?  
*Yes. The application is due September 17 and may be submitted without the clean hands certificate. However, the application remains incomplete without the OTR certificate. Providers are required to obtain and promptly submit their OTR clean hands certificate to DHCF by September<sup>17</sup>.*

*Please note that OTR may take up to 10 days to process your request. DHCF strongly encourages providers to submit requests to OTR no later than September 3, 2013, in order to have sufficient time to submit the certificate to DHCF. DHCF will not process incomplete applications.*

- The Application Profile section states “Select only one.” However, I have claims for Primary Care, Specialists, and Mental Health. Can I select all applicable services?  
*No. Select one service that is most representative of your services provided e.g. your highest volume, etc.*
- What should I submit as narrative justification?  
*A brief statement explaining why you are requesting the funds will be sufficient. For example: “I have undisputed, unpaid claims owed by CHP.”*
- What is the Application Name and/or Project Name requested on pages 3 and 4 the application? Do I have to complete this section?  
*Yes, this section must be completed. Complete this section by printing the provider name.*
- What is Grantee IRS/Vendor Number? Do I have to complete this section?  
*Yes, this section must be completed. Please print your federal tax ID number.*
- Does DHCF require a bond for this grant?  
*No. DHCF as the grant-making agency does not require any bond for this grant.*

### **Post Submission**

- How do I know if DHCF received my application?  
*DHCF will notify providers via an automated receipt notice for all applications received. Except for email submissions, DHCF will provide the notice of receipt via email address provided in the application.*
- Has my grant application been awarded?  
*Please refer to section VI. - Award Notice and Administration Information in the Request for Application (RFA).*
- Will I have to submit any additional documents after I submit the application?  
*Yes. Once an application has been approved, providers will receive a Notice of Grant Award (NOGA) and a release form. Providers must sign and return both documents to DHCF within 10 business days. Payments will not be made until DHCF is in receipt of both signed documents. Please refer to Section VI of the Request for Applications (RFA).*
- How much money will I get?  
*The grant amount will be determined based on the undisputed claims report provided by Chartered Health Plan via the Receiver.*

- Will I have to pay the grants fund back?  
*No.*